



**ASEA/AFSCME Local 52, AFL-CIO
20th Biennial Convention 2026**

**STRENGTH & SOLIDARITY
JUSTICE IN ACTION!** 

**CONVENTION
DELEGATES GUIDE**

MARCH 17-18, 2026

TRAINING | COMMITTEE MEETINGS | PLENARY
VIRTUAL SESSIONS

MARCH 20-22, 2026

SHERATON HOTEL | 401 E 6th AVENUE, ANCHORAGE, ALASKA

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Convention Checklist

Prior to Convention

- Pack** for the Friday night's **EMERALD** reception (casual to glamorous or show up as you are)
- Review** Hotel, Travel & Parking Information
- Study** the Parliamentary Procedure section prior to Roberts Rules of Order training
- Review** the Constitutional Amendments, Resolutions, Rules & Budget
- Register** for the ASEA Biennial Convention virtual work and plenary sessions at by clicking or scanning the QR code:
- Submit** your leave form to ASEA via email to ASEAHQ@afscmelocal52.org



March 17-18, Tuesday/Wednesday

- Attend** Convention Trainings
- Join** the breakout room for your assigned committee
- Select** a Workshop to attend on Wednesday
- Visit** other committees as an observer/guest
- Pack** this Delegate Guide and bring it to the convention.

March 20, Friday

- Check-in** at the Ballroom to pick up your Delegate Bag and Name Badge
- IMPORTANT! Register IN-PERSON** as a **Delegate, Alternate or Guest**
Registration will be open Friday between 12:00 pm - 5:00 pm, for all Delegates, Alternates and Guests. Alternates can register up to 12 pm on Saturday.
- Visit** the ASEA Booths and gain more badge ribbons.
- Buy** your ASEA Swag at the ASEA Convention office.
- Attend** the Emerald Delegates Reception in the Ballroom.
Doors open 5:30 pm. Sponsored by the Anchorage Chapter – Thank you!

March 21-22, Saturday & Sunday

- Participate and Vote** in the ASEA Biennial Convention Business Session.
- Celebrate** our **Strength** with Unions in Alaska at the Saturday **Solidarity** Social.

ASEAHQ@afscmelocal52.org | (907) 277-5200 | 800-478-2732



ASEA President Charles “Chuck” Stewart

March 2026

Congratulations on being elected as a delegate to our 2026 Convention.

Welcome to **March 2026 Convention Week**—a time to connect, collaborate, and have some fun while doing the important work of shaping our Union’s future!

We’ll start out virtually, in committee meetings and then come together in person to build relationships, share ideas, and stand together with Brothers, Sisters, and Siblings from across Alaska. Between in-person and virtual workshops, committee work, reports, special events, and convention business, there will be no shortage of ways to stay engaged and energized.

This week, we will make decisions that strengthen our Union and lift up our members. Our theme says it all: **Strength and Solidarity – Justice in Action**. These aren’t just words; they’re how we show up, speak up, and stand together.

Your delegate packet has everything you need to participate fully, whether online or on the convention floor. As delegates, your voices matter, your leadership matters, and the choices you make will help shape the future of ASEA/AFSCME Local 52.

Thank you for being here, for stepping up, and for leading with purpose. Let’s make this a Convention to remember.

In Solidarity,

Charles Stewart

Charles “Chuck” Stewart
ASEA/AFSCME Local 52 President

BUSINESS LEAVE

What Business Leave Covers

Business leave is provided to compensate for actual time missed from your normal work schedule and is **not applicable for regular days off** from work. Business Leave is used only to cover time you miss from your normal work schedule to attend the ASEA Convention. This includes time to and from the Convention ONLY IF that travel occurs during your normal work hours and causes you to miss time from work.

Business Leave does NOT cover:

Regular Days Off (RDOs), overtime (scheduled or unscheduled) or time outside your regular work hours

BUSINESS LEAVE PROCESS OF APPROVAL

Step 1: Complete Your Leave Request Form

- Check "OTHER" and write Business Leave
- In the explanation section, write: ASEA Convention – [Your Chapter]

Step 2: Supervisor Approval

- Supervisor signature is required before Business Leave can be authorized

Step 3: Submit Leave Slip to ASEA before Convention

Email your leave slip to ASEAHQ@afscmelocal52.org

Step 4: ASEA Processing

ASEA staff will take attendance at Convention events to verify leave usage
After attendance review, your Business Leave slip will be sent to your work email

Step 5: Timesheet & Attendance

- Submit a copy of your approved leave slip with your timesheet
- Use SOA Business Leave Code: GGU: 187

CANCELLATIONS or WITHDRAWALS

You must submit a **written statement** (email) of withdrawal to ASEAHQ@afscmelocal52.org.

Non-refundable travel and hotel costs incurred because of travel changes or failure to show will be the responsibility of the delegate or delegate's Chapter, except in the case of a personal or family emergency.

HOUSING & TRAVEL

ASEA will pay eligible expenses for delegates as specified in ASEA Policy 5.02.000. Eligible expenses include mileage, airfare, hotel, ground transportation and meal allowance for meals not provided by ASEA.

HOTEL ACCOMMODATION

ASEA Delegates will receive paid hotel accommodation at the Sheraton Hotel, located at 401 E 6th Avenue, Anchorage, AK 99501. No Shuttles are available.

- Hotel Check In: 4PM -- Hotel Check Out: 11AM
- Restaurants On Property:
 - o Coffee Bar: Open Every day 6AM – 2PM
 - o JADE Restaurant: Open Every day 6AM – 11AM
 - o Ptarmigan Lounge: Open Every day 2PM – 11PM
- Fitness Center: Open 7 days a week, 24 hours a day on the 15th Floor

A valid credit card is **required** upon check-in for incidental expenses (i.e., movies, hotel pantry items, restaurant meals) and will be the responsibility of each guest at checkout.

PARKING AT SHERATON HOTEL – REIMBURSABLE WITH RECEIPT

The reduced parking rate for convention participants is \$15/day.

1. A QR Code for parking will be emailed to you a week prior to convention.
2. Insert if you are an overnight guest or using daily parking.
3. Input name, number, email, license plates, etc.
4. Select departure time/date.
5. Input group's parking code and press "Apply." The Group Code will be available a week prior to the convention.
6. Press "Submit" or "Extend to hotel (for overnight guests)"

STREET PARKING/METERS

Friday: Parking meters must be paid for until 6 pm.

Saturday & Sunday: Street parking is free. A 2-hour maximum time limit may be enforced on Saturday from 9 am - 6pm. Please observe street parking signs.

No meter street parking can be found on side streets between 4th and 5th Avenue, and on 6th Avenue, beginning one block east of the hotel.

To claim a reimbursement for street parking without a receipt, you must provide the section of your card statement that reflects the parking expenses.

EXPENSES

To receive reimbursement for expenses, delegates must complete an Expense Report form. All receipts must be attached, including those expenses directly paid by ASEA (i.e. airline itinerary, hotel, ground transportation to and from airport, airport parking, etc.) Receipts for meal allowance do not require receipts.

CONVENTION REGISTRATION

March 20, 2026, from 12:00 p.m. – 5:00 p.m.

IN-PERSON REGISTRATION IS REQUIRED! If you do not register, you **cannot be seated or vote as a delegate during the convention business session.**

REGISTRATION FOR CONVENTION DELEGATES, ALTERNATES AND INVITED GUESTS will begin Friday, March 20, 2026, from 12:00 p.m. – 5:00 p.m. **No delegate shall be permitted to register after 5:00 p.m., Friday, March 20, 2026, without the approval of the Credentials Committee.**

Note: Registering for work sessions and workshops is not the same as delegate registration. Delegate registration takes place at the Sheraton, where you will receive your delegate voting credentials to affix to your name badge.

Alternates must register no later than 12 noon on Saturday, March 21

Registered alternate delegates cannot simply take the place of a registered delegate if they are declared absent. A registered delegate can only be replaced by a registered alternate if they permanently leave the Convention.

THE ALTERNATE

For each delegate, the chapter is allowed one alternate.

What does ASEA provide to the Alternate?

The Union will provide Business leave to the alternate. The alternate delegate must be participating in or observing Convention sessions to be eligible for business leave. If you are not assigned to a committee, please join any committee breakout room during Convention work sessions.

Chapters may cover the cost for an alternate to attend the convention. ASEA will invoice the chapter for travel, lodging, per diem, and other reimbursable expenses. The alternate must be listed in the chapter's certification and credentials form.

THE DELEGATE

Your involvement is crucial. Whether serving on a committee, participating in discussions on the Convention Floor or voting on Constitutional Amendments or Resolutions, you will decide the policies that will guide ASEA/AFSCME Local 52 for the next two years.

Because of your importance, we are providing this guide to help you understand your rights and responsibilities, duties and requirements, both before and during the Convention.

REPRESENTATION

You are here representing your Chapter; one of 20 Chapters of the largest Union in Alaska. Your Chapter members elected you. The AFSCME International and ASEA Constitutions set the formula for determining the number of delegates each Chapter may elect. Your Chapter may elect one alternate for each delegate. When a member has accepted election as a delegate, they have the obligation to attend the Convention. The delegate has the duty to be present at all scheduled events, assigned Committee meetings, floor sessions and to be prepared upon return to their community to present a report to his/her Chapter about Convention activities and outcomes.

CREDENTIALS

A Convention *credential* – a label that reflects your status (delegate, alternate, guest, etc.).

Only delegates may be present on the Convention Floor. Observing members, registered guests, alternate delegates, and Union Staff, except those assigned responsibilities by the ASEA Executive Board which require presence on the Floor, must sit in a separate designated section.

CONVENTION FLOOR:

- * Designated area where only elected delegates are seated when the Convention is in session.
- * Designated area from where delegates speak, make motions and vote.

When you are in line at the microphone (requesting to speak):

- You must have your credentials visible,
- Wait for the Chair/Presiding Officer to recognize you before you speak,
- State your Name and Chapter each time you speak,
- Speak for a motion, speak against a motion, Move to Amend, Call the Question, etc.

THE CONVENTION

Monthly or quarterly meetings are the *life blood* of your Chapter; the Convention is the *heart* of the entire Union. All ASEA/AFSCME Local 52 Chapters and members depend on the Convention process to determine the framework, structure and direction of the organization. The Convention can modify the *ASEA Constitution*, the binding rules of the organization. ASEA holds a Convention once every two years (“in every even-numbered year”).

RULES

There are rules for all aspects of the Convention. First, there is the AFSCME International Constitution, which sets basic rules for all of AFSCME, including ASEA/AFSCME Local 52. Next, there is the ASEA/AFSCME Local 52 Constitution. This sets rules for how often we have a Convention, when it is held, how many delegates there can be, what must happen during the Convention, how *Resolutions* and *Constitutional Amendments* are adopted, etc. These rules are binding.

**IN
SESSION:**
“Open for Business”
and operating
under the rules.

In a gathering of a large group of people, Rules of Order are necessary to make it possible for business to be conducted in an organized and democratic way. Becoming familiar with and following the Rules of the Convention will make your participation more effective.

ASEA/AFSCME Local 52 uses *Robert's Rules of Order, Newly Revised* as its guide for setting Convention rules. However, ASEA's Constitution takes precedence, and all rules must be consistent with the Constitutions of ASEA/AFSCME Local 52 and AFSCME International.

The Convention is either *in session* (that is, able to take care of business) or *in recess*. This will usually follow the agenda each delegate receives at the start of the Convention. The agenda can only be changed by a vote of the delegates present. You will be made aware of changes in the schedule—which is why it is very important that you be on the Floor while the Convention is in session.

The Convention is a mixture of speeches from Union officers and guests, reports from Committees and the making, debating, and voting on proposed Resolutions and Constitutional Amendments.

COMMITTEES

Prior to the Business Session of the Convention, each delegate is appointed to a Committee by the ASEA President and approved by the ASEA Executive Board. The Committee Chair is also selected by the President and approved by the ASEA Executive Board.

The Committee Assignments list showing the committee(s) you are assigned to attend begins on page 13.

Everyone is welcome to observe during Committee meetings; however, only appointed delegates to the Committee may vote in Committee.

CONVENTION COMMITTEES:

1. The **Budget Committee** reviews the Fiscal Year 2027 Budget adopted by the ASEA Executive Board. The ASEA Executive Board Treasurer presents a report of the proposed budget to the Assembly for adoption.
2. The **Constitutional Amendments Committee** reviews all proposed Constitutional Amendments submitted by members, Chapters and Chapter certified delegates; considers recommendations of the ASEA Executive Board; and may amend or consolidate amendments with similarly proposed Constitutional Amendments that have been submitted. The Committee Chair, or designee, presents a report to the Assembly with a recommendation to adopt, adopt as amended, do not adopt, or make no recommendation.
3. The **Resolutions Committee** receives all proposed Resolutions from chapters, elected delegates and Convention Committees. They comment, review the proposed Resolutions and consider recommendations of the ASEA Executive Board and may amend or consolidate Resolutions with similarly proposed Resolutions that have been submitted. The Committee Chair, or designee, presents a report to the Assembly with a recommendation to adopt, adopt as amended, do not adopt, do not report or make no recommendation.
4. The **Credentials Committee** receives all Delegate/Alternate Credentials through Registration; reviews the credentials for validity; and rules on matters of regular/irregular credentials received within or outside the established timelines. The Committee Chair or designee will present a report to the Assembly to seat the Regular Delegates. Immediately following the adoption of the Convention

Rules, the Committee Chair, or designee, will present a report to the Assembly to seat the Irregular Delegates.

5. The **Tellers Committee**. As Tellers, the Committee will tally the vote count on all house votes (open session) and roll call votes (closed session), calculate the results and maintain a tally record on all motions.
6. The **Rules Committee** reviews and can amend the Rules of the Convention as adopted by the ASEA Executive Board. The Chair, or designee, of the Committee will present the proposed Convention Rules for adoption to the Assembly.
7. The **Sergeant-at-Arms Committee** enforces the Convention Rules and Order of Business and will serve as security for the Floor, assuring only credentialed delegates are on the Floor, order is maintained, and in closed session (a roll call vote) will secure the doors to the meeting room, barring admittance or the leaving of all person during that period of time.
8. The **Next Wave Committee** generates and submits, through the Resolutions Committee to the Assembly, proposed Resolutions that address the unique issues of new employees and employees 40 years of age and under. The Committee Chair or designee presents a report to the Assembly.
9. The **Class I Committee** generates and submits, through the Resolutions Committee to the Assembly, proposed resolutions addressing the unique issues of Class I GGU employees. The Committee Chair, or designee, presents a report to the Assembly.
10. The **Women's Committee** identifies and discusses issues affecting women in the workforce, members, and families, and generates and submits, through the Resolutions Committee to the Assembly, proposed resolutions that address women's issues. The Chair of the Committee, or designee, will present a report to the Assembly.
11. The **Legislative Committee** generates and submits, through the Resolutions Committee to the Assembly, proposed resolutions that form and address the ASEA legislative agenda and related political issues. The Chair of the Committee, or designee, will present a report to the Assembly.

- 12. The **Bush/Rural Committee** generates and submits, through the Resolutions Committee to the Assembly, proposed Resolutions that address issues affecting both Rural and Bush Chapters. The Chair of the Committee, or designee, will present a report to the Assembly.
- 13. The **Convention Minutes Committee**— within 120 days of the close of the 18th Biennial Convention, the Secretary of ASEA/AFSCME Local 52 and one delegate from each of the five (5) regions named in ASEA Constitution Article 7 shall review and approve the Minutes of the Convention. The Chair shall appoint the Committee members, subject to the approval of the Assembly.

COMMITTEE DEADLINES

Committees in **Green** must wrap-up and submit any proposed resolutions to the Resolutions Committee by **2:00 pm Wednesday, March 18.**

Committees in **Blue** must submit any documents that need to be printed for business session to ASEA Staff by **7:00 pm Wednesday, March 18.**

COMMITTEE ASSIGNMENTS

If you are replacing a delegate, please attend the committee for the delegate you are replacing. If you do not see your name on a committee, you can attend any of the committee work sessions. Committee assignments are final.

BUDGET Wednesday, March 18

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Anchorage	Jodi	Andres	Chair
FNSB	Evan	Williams	Delegate
Anchorage	Samantha	Simien	Delegate
Juneau	Adam	Bauer	Delegate
Anchorage	Tracie	McMillan	Delegate
City of Sitka	Tom	Climo	Delegate
Cook Inlet	Doug	Grzybowski	Delegate
Staff Liaison: Margaret Pohjola			

BUSH/RURAL**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Kodiak	Erica	Aus	Chair
Kodiak	Rachel	Alinsunurin	Delegate
Sitka	Alix	Snelling	Alternate
Sitka	Tracey	Johnson	Delegate
Petersburg	Diane	Schultz	Delegate
Staff Liaison: William Walters			

CLASS 1**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
YK Delta	Scott	McAdams	Chair
Ketchikan	Riki	Johnson	Delegate
Juneau	Tammy	Rathbone	Delegate
Midnight Sun	Talyah	Safir	Delegate
Midnight Sun	Leif	Vick	Delegate
Staff Liaison: Suzan Hartlieb			

CONSTITUTIONAL AMENDMENTS**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Anchorage	Lawrence	Camp	Chair
Anchorage	Isabell	Wilkinson	Delegate
Anchorage	Billy	Stapleton	Delegate
Anchorage	Cassandra	Lynch	Delegate
Mat-Su	Gretchen	Morava	Delegate
Juneau	Daniel	Palicka	Delegate
Cook Inlet	Mary	Grzybowski	Delegate
Staff Liaison: Doug Carson			

CREDENTIALS**Wednesday, March 18 | Friday, March 20**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Juneau	Rych	Clime	Chair
Anchorage	R. Tanner	Howard	Delegate
Anchorage	Dante	Graham	Delegate
Juneau	Randy	Sutak	Committee Liaison
Staff Liaison: Brian Brandon			

LEGISLATIVE**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Mat-Su	Jody	Morris	Chair
Midnight Sun	Axl	Levan	Delegate
Midnight Sun	Nina	Harun	Delegate
Anchorage	Portia	Hall	Delegate
Midnight Sun	Nick	Shier	Delegate
Midnight Sun	Danielle	Logan	Delegate
Staff Liaison: Alliana Salanguit			

NEXT WAVE**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Anchorage	Braxton	Bundick	Chair
Juneau	Stephen	Warta	Delegate
Midnight Sun	Wes	Buchanan	Delegate
Ketchikan	Mygina	McAboy	Delegate
Anchorage	Daniel	Gallagher	Delegate
Juneau	Casey	Adolph	Delegate
Anchorage	Jo	Auginaush	Delegate
Anchorage	Paul	Keller	Delegate
Staff Liaison: Ryan Kopiasz			

RESOLUTIONS**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Anchorage	Warren	Waters	Chair
YK Delta	Scott	McAdams	Delegate
Mat-Su	Cristal	Fisher	Delegate
Midnight Sun	Brendan	Scanlon	Delegate
Cook Inlet	Courtney	Coplen	Delegate
Anchorage	Lawrence	Camp	Delegate
Anchorage	William	Hurr	Delegate
Anchorage	Jodi	Andres	Delegate
Staff Liaisons: Lizzie Solger & Adrienne Helinski			

RULES**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Juneau	Stephen	Warta	Chair
Anchorage	Billy	Stapleton	Delegate
Anchorage	Susanne	Oshiro-Yoshimura	Delegate
Staff Liaisons: MaryAnn Ganacias & Suyene Dallman			

SERGEANT-AT-ARMS**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Anchorage	Ed	Smyers	Chair
Anchorage	Sarah	Jones	Delegate
Mat-Su	Rebecca	Marhenke	Delegate
Anchorage	Vanessa	Barnes	Delegate
Staff Liaison: Stephen Sabot			

TELLERS**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Anchorage	Paul	Kelly	Chair
Anchorage	Deadra	Browne	Delegate
Mat-Su	Channcie	Alfred	Delegate
Anchorage	Eugene	Loftin	Delegate
Anchorage	Daniel	Gallagher	Delegate
Staff Liaison: Suyene Dallman			

WOMENS**Wednesday, March 18**

CHAPTER	FIRST NAME	LAST NAME	DESIGNATION
Midnight Sun	Danielle	Logan	Chair
Juneau	Supanika	Ordonez	Delegate
Anchorage	Laverne	Kent	Delegate
Anchorage	Sherry	Cole	Delegate
Mat-Su	Nina	Hauptman	Alternate
Staff Liaison: Emily Chapel			

COMMITTEE ASSIGNMENTS BY ALPHA LAST NAME

Name	Committee	Name	Committee
Adolph, Casey	Next Wave	Kent, Laverne	Womens
Alfred, Channcie	Teller	Levan, Axl	Legislative
Alinsunurin, Rachel	Bush/Rural	Loftin, Eugene	Teller
Andres, Jodi	Budget, Chair	Logan, Danielle	Legislative
Andres, Jodi	Resolutions	Logan, Danielle	Womens, Chair
Auginaush, Jo	Next Wave	Lynch, Cassandra	Const. Amdts.
Aus, Erica	Bush/Rural, Chair	Marhenke, Rebecca	Sgt-at-Arms
Barnes, Vanessa	Sgt-at-Arms	McAboy, Mygina	Next Wave
Bauer, Adam	Budget	McAdams, Scott	Class I
Browne, Deadra	Teller	McAdams, Scott	Resolutions
Buchanan, Wes	Next Wave	McMillan, Tracie	Budget
Bundick, Braxton	Next Wave, Chair	Morava, Gretchen	Const. Amdts.
Camp, Lawrence	Const. Amdts., Chair	Morris, Jody	Legislative, Chair
Camp, Lawrence	Resolutions	Ordonez, Supanika	Womens
Clime, Rych	Credentials	Oshiro-Yoshimura, Susanne	Rules
Climo, Tom	Budget	Palicka, Daniel	Const. Amdts.
Cole, Sherry	Womens	Rathbone, Tammy	Class 1
Coplen, Courtney	Resolutions	Safir, Talyah	Class 1
Fisher, Cristal	Resolutions	Scanlon, Brendan	Resolutions
Gallagher, Daniel	Next Wave	Schultz, Diane	Bush/Rural
Gallagher, Daniel	Teller	Shier, Nick	Legislative
Graham, Dante	Credentials	Simien, Samantha	Budget
Grzybowski, Doug	Budget	Smyers, Ed	Sgt-at-Arms, Chair
Grzybowski, Mary	Const. Amdts.	Snelling, Alix	Bush/Rural
Hall, Portia	Legislative	Stapleton, Billy	Const. Amdts.
Harun, Nina	Legislative	Stapleton, Billy	Rules
Hauptman, Nina	Womens	Sutak, Randy	Credentials, Chair
Howard, R. Tanner	Credentials	Vick, Leif	Class 1
Hurr, William	Resolutions	Warta, Stephen	Next Wave
Johnson, Riki	Class 1, Chair	Warta, Stephen	Rules, Chair
Johnson, Tracey	Bush/Rural	Waters, Warren	Resolutions, Chair
Jones, Sarah	Sgt-at-Arms	Wilkinson, Isabell	Const. Amdts.
Keller, Paul	Next Wave	Williams, Evan	Budget
Kelly, Paul	Teller, Chair		

CALL TO ORDER

A typical Convention begins with a *Call to Order*. All delegates (the Assembly) are seated in the designated area (the Floor) of the Convention and other members, alternates and guests are seated in the gallery or designated area. While the Convention is in session, only those who have the right to voice and vote may be on the Floor. This ensures there is no question about who can and cannot vote – if you are on the Floor and have your *Credential*, you have the right to vote.

The Convention will then follow a schedule. Speeches, assigned training, Committee meetings and Floor sessions will happen at definitive times. Time is set aside for Committee reports and for delegates to raise new issues from the Floor.

The Convention will *adjourn* and come to an end when all Business has been conducted.

**“The 20th
Biennial
Convention is
called to order”**



RESOLUTIONS

Resolutions are directions for our Union to follow. Resolutions follow a basic format. Usually, each begins with one or more sentences that state "Whereas" and provides an explanation of why the Resolution should be adopted. These "Whereas's" are then followed by one or more "Be it resolved, that ...", also referred to as "Resolves", stating what ASEA/AFSCME Local 52 should do.

WHEREAS, this section explains and justifies the resolution which can include the duty of the organization or the main reason in which the resolution has been brought forward; and,

WHEREAS, each whereas provides data and information to educate the voters on the topic of the resolution.

THEREFORE, BE IT RESOLVED, (This section is called the resolve or resolves) This is the section of the Resolution that defines what actions must take place if the resolution is adopted. The resolves are what the assembly will vote to adopt or not adopt.

THEREFORE, BE IT FURTHER RESOLVED: Provides further direction.

Resolutions submitted timely

Resolutions submitted no later than February 4, 2026, are automatically considered on the Floor of the Convention. This entitles a Resolution to be considered and to require only a majority vote from the Floor to pass.

Resolutions submitted to the Resolutions Committee

A Resolution may also be submitted by a Committee through the Resolutions Committee to the Assembly. To pass, the Resolution requires a two-thirds vote. Resolutions from the Floor first require a two-thirds vote to be heard.

RESOLUTIONS COMMITTEE

At the Convention, all Resolutions will be given to the Resolutions Committee for review. The Committee may debate, amend and then decide whether to recommend to the Assembly: ADOPT, ADOPT AS AMENDED, DO NOT ADOPT, DO NOT REPORT or NO RECOMMENDATION for each Resolution. Other individuals may observe the Committee meeting and at the Chair's discretion, may be allowed to speak; however, only Committee members can propose changes and vote.

The Resolutions Committee will present a report when the Convention is in session. They will read Resolutions one at a time and give their recommendation. The Chair will take discussion of the Resolves first. These may be taken together or divided so that each is taken individually. Each Resolution will then be discussed by the Assembly. The Assembly will also have the opportunity to change the wording of the Resolution.

The Resolutions Committee may place resolutions that are likely to have no or little opposition and are non-controversial in nature on a consent calendar where many resolutions may be adopted in a single vote. This is done to save time for debating other issues and to expedite business. A single delegate can have an item removed from the consent calendar and placed back in the regular order of business. Finally, the Assembly will vote **on the Resolution as published or as amended by the Assembly or Resolutions Committee.**

During the Resolutions committee presentation, the recommendations from the committee are announced. Whether or not the committee recommends to Adopt or Do Not Adopt, the motion that will be stated to the assembly is to adopt the resolution.

An "aye" (yes) vote adopts the resolution and a "nay" (no) vote defeats it.



CONSTITUTIONAL AMENDMENTS

The process to adopt Amendments to the Constitution is similar to that for Resolutions; however, Constitutional Amendments, unlike Resolutions, cannot be initiated from the Floor nor through a Committee at the Convention. However, they may be amended, combined or split into separate parts.

All proposed Constitutional Amendments must have been submitted no later than February 4, 2026, to be considered at the Convention. Each Amendment was reviewed by the ASEA/AFSCME Local 52 Executive Board at its Constitutional meeting on February 25-26, 2026.

Constitutional Amendments are again reviewed by the Constitutional Amendments Committee prior to convening the Business session of the Convention. They are *brought to the Floor* (presented to the Assembly in a Committee report) just as Resolutions are, with recommendations from the Committee.

Finally, the Assembly will discuss and vote **on the Amendment as published or as amended by the Assembly.**

An "aye" (yes) vote adopts the Constitutional Amendment and a "nay" (no) vote defeats it.

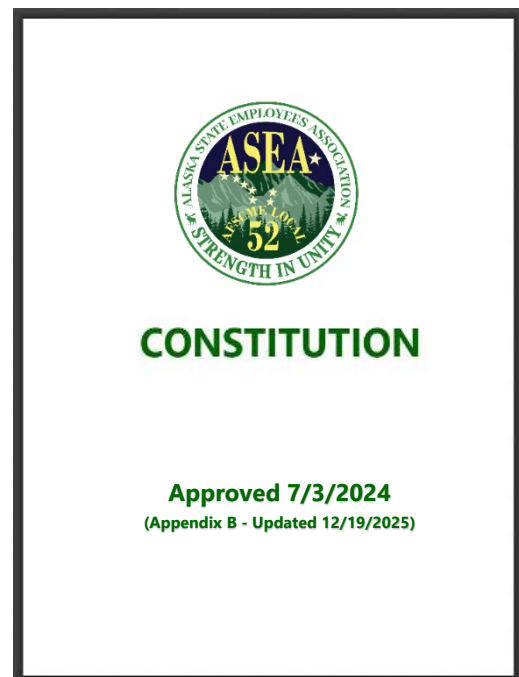
Constitutional Amendments require a two-thirds (2/3) vote of the Assembly to pass.

How to calculate a 2/3rds vote:

A quick way to tell is to double the number of "no" votes. If the "yes" votes are equal to or greater than that number, the motion passes with a two-thirds vote.

Sample: Yays: 65 Nays: 32

$32 \times 2 = 64 \leq 65$ Motion Passes



PARLIAMENTARY PROCEDURE:

THE MOTION AND THE VOTE

Unless a guest speaker is presenting from the “podium”, delegates may approach the microphone to have the opportunity to speak. Once you are at the microphone, you must wait for the Presiding Officer to *recognize* you; that is, tell you that it is okay to speak.

The first thing you must do is announce your *Credentials* and identify yourself by stating your Name and Chapter; and then you may speak. You may now make a *motion*, ask a clarifying question, or debate the issue.



No new subject can be discussed unless someone first makes a motion or the Presiding Officer introduces a motion as pending from, for example, the Resolutions Committee. Resolutions should be considered in the order provided by the Resolutions Committee.

A motion is a request that the Assembly will approve or disapprove some idea, support or oppose some issue, or take some action.

ORIGINAL MAIN MOTIONS or RESOLUTIONS – are motions whose introduction brings new business before the Assembly. Only one question can be considered at a time; once a motion is before the Assembly, it must be adopted or rejected by a vote, or the Assembly must take action disposing of the resolution in some other way, before any other resolutions can be considered.

SECONDARY MOTIONS

LISTING OF INDIVIDUAL SUBSIDIARY MOTIONS – Subsidiary motions are used to modify or dispose of (favorably or unfavorably) a resolution. All require a second. They, along with the privileged motions have a rank or precedence, which means that only higher-ranking motions may be proposed while a lower ranking motion is pending.

These motions are listed from lowest ranking to highest ranking. Incidental motions have no rank but arise out of existing business and therefore take precedence over that pending business.

Postpone Indefinitely– A delegate proposes to dispose of or kill a question without bringing it to a direct vote for the remainder of the convention.

Amend a Main Motion– A delegate proposes to change a main motion’s wording. There are five basic methods of amending. 1) Strike-eliminate wording; 2) Insert-place words between other words; 3) Add-place words at the end of the resolution; 4) Strike and Insert-a combination of 1 and 2; and, 5) Substitute a paragraph-Replaces an entire portion of the resolution of a paragraph or more. An amendment must be germane which means it must be related to the business at hand in some way. A delegate cannot amend a resolution in two places at the same time. In order to accomplish this, they must strike the entire verbiage and insert an entire new phrase covering both of the locations. Amendments to other motions such as amendments assume the precedence of the motion to which they are applied. See improper amendments at the end.

Refer or Commit to a Committee– A delegate proposes to turn the motion or resolution over to a committee for study or redrafting before the Assembly considers it further.

Postpone (to a certain time) – A delegate proposes to consider a main motion later in the convention.

Limit or Extend Debate– A delegate proposes to modify the normal limits of debate on a pending motion. No member can debate more

than twice on a resolution without extending the limits of debate. Limiting or extending debate requires a two-thirds vote.

Previous Question– A delegate proposes to close debate so that it will come to an immediate vote. This requires a two-thirds vote of the delegates voting. The motion may be applied to “the immediate pending question” (i.e. amendment or other subsidiary motions) or to “all pending motions.”

Lay on the Table– A delegate proposes to lay aside the main motion when an important matter needs to interrupt the business of the Assembly; with the understanding that it can be taken up again when a majority of the Assembly so decides. This motion should **not** be used to dispose of a motion.

LISTING OF INDIVIDUAL PRIVILEGED MOTIONS

The privileged motions are listed below in ascending order of rank. Each of the succeeding motions takes precedence over any or all of the main or subsidiary motions and motions listed before it.

Call for the Orders of the Day– A delegate requires the adopted agenda or order of business to be enforced and followed unless the Assembly decides by a two-thirds vote to deviate from the agenda.

Raise a Question of Privilege– A delegate interrupts pending business to state an urgent request (i.e., noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.). This is simply a request to address the Convention.


Recess– A delegate proposes a short intermission in a meeting, even while business is pending, for a specified length of time. A recess is generally used to obtain information, consult informally, or count ballots. A very brief pause by the chair asking the convention to “stand at ease” will be used for the chair to consult with the parliamentarian or gather information readily at hand.


Adjourn– A delegate proposes to close the meeting entirely. Since there is not a time set for the next meeting of this exact Convention of Delegates, this motion should not be used until the completion of business of the convention.

Fix the Time to Which to Adjourn– A delegate proposes to fix a date and hour, and sometimes the place, for another convention before the next regular convention. Since this convention will never be composed of the same exact members, this motion is not proper in most conventions.

LISTING OF INDIVIDUAL INCIDENTAL MOTIONS

(The order in which the incidental motions are listed below, unlike the subsidiary and privileged motions presented above, has no relation to what other motions they take precedence over.) Incidental motions have no rank but arise out of existing business and therefore take precedence over that pending business.

Point of Order – Although the presiding officer has the responsibility of enforcing the rules, any delegate who believes they have noticed a case where the Chair is failing to do so can, at the time the breach occurs, require the Chair to make a ruling on the question involved. Points of order should **not** be called on minor infractions that do not affect the outcome of the deliberation. 

Appeal (Overturn the Decision of the Chair)– Although the duty of ruling on all questions of parliamentary procedure affecting the Assembly's proceedings rests with the Chair, any delegate can with another delegate to second the appeal, require him/her to submit the matter to a vote of the Assembly. It must occur immediately after the Chair has made such a ruling. Limited debate on the appeal is permitted in some cases. 

Suspend the Rules– A delegate proposes to take up a question or do something that would be in violation of a rule that applies, to permit accomplishment of the desired purpose. It should be noted that rules cannot be suspended for purposes outside the meeting or that protect individuals' rights, absentees' rights, fundamental principles of parliamentary law, procedural law or the governing documents of the union such as the International Constitution or Local Constitution.

Objection to the Consideration of the Question– In our convention, this motion can only be applied to motions which are offered from the floor. Since resolutions from the floor require a two-thirds vote to be admitted, it is much easier to simply vote not to admit the resolution.

Division of the Question– A delegate proposes the Assembly vote to treat each part accordingly in succession. The resolution or pending main motion (or an amendment to it) must contain two or more parts capable of standing as separate questions. If the parts are unrelated, a single member may demand they be considered separately without a vote.

Division of the Assembly – If a delegate doubts the accuracy of the Chair's announcement of the result of a voice vote (or even a vote by show of hands) – or doubts that a representative number of persons voted – the delegate can demand a Division of the Assembly; a single delegate then has the power to require a standing vote, but not to order a count, which only the Chair or the Assembly can require. If a delegate wishes the vote to be counted, they must make a motion to that effect, and it must pass by a majority vote.

Requests and Inquiries which a delegate can make in connection with business that someone desires to introduce, or which is pending or has just been pending:

- 1. Parliamentary Inquiry**– A delegate requests the Chair's opinion on a matter of parliamentary procedure as it relates to the business at hand – not involving a ruling.

2. Request for Information– A delegate inquires as to facts affecting the business at hand – directed to the Chair, or through the Chair, to another delegate, guest, or member.

3. Request for Permission to Withdraw or Modify a Motion– made by the maker of the motion to withdraw or alter their motion. If made before the Chair restates the resolution or motion, no permission is required. After it has been stated by the Chair it requires permission of the assembly.

4. Request to Read Papers

5. Request for Any Other Privilege

All other motions that normally would interrupt are placed in the chat and will receive priority recognition but may not interrupt.

Improper Main Motions

1. No Resolution is in order that conflicts with the Organization's Charter, Constitution and Bylaws or procedural, federal, state and local laws.
2. No Resolution is in order that presents substantially the same question as one that has been previously decided at the Convention.
3. No Resolution is in order that conflicts with a Resolution previously adopted and still in force unless accessed by Rescind or Amend Something Previously Adopted.
4. No Resolution is in order that is the same as one that is currently in control of the Assembly because it has been postponed, laid on the table or referred to a committee.
5. No Resolution is in order that proposes action outside the scope or direct control of the Assembly.
6. No resolution is in order that proposes action to be taken before the resolution is adopted.

In addition, Resolutions that the Assembly “not do something” are the same as doing nothing at all and wastes the time of the Assembly. It is preferable to draft main motions with positive action rather than a negative action to avoid confusion. Rather than say the Assembly “not support Resolution 14, it is better to say that the Assembly “opposes” Resolution 14. The confusion occurs when a member is asked to vote “aye” (yes) if they are in favor of not supporting the Resolution.

Improper Amendments

1. One that is not germane to the Resolution to be amended. If the motion is about supporting Resolution 14, you cannot amend by adding “and donate \$50 to YMCA.”
2. One that makes adoption of the Amendment the negation of the current main motion. A delegate cannot insert “not” before “support Resolution 14.”
3. One that would cause the motion to be out of order. This can be anything that adds a clause that conflicts with the Bylaws or one that leaves incoherent wording.
4. One that changes one form of an Amendment to another. If you have an Amendment that proposes to strike and insert, a delegate cannot move to strike the part to be inserted.
5. One that changes one parliamentary form to another. If you have a motion to postpone a motion to a certain time, a delegate cannot strike the time and insert indefinitely. They have different ranks in precedence.
6. One that strikes enacting words such as “Resolved” or “Therefore”.

Decorum or Rules during Debate

According to Roberts Rules of Order Newly Revised, the following practices should be observed during debate.

1. Confine remarks to the merits of the pending question. This means when an Amendment is pending, you can only speak

- about the advisability of adopting or rejecting the pending Amendment, not the underlying motion.
2. Refrain from attacking members motives. This speaks for itself.
 3. Address all remarks through the Chair. All debate and motions should be directed to the Chair, not fellow members of the assembly.
 4. Avoid the use of member's names. Phrases such as "the previous speaker" or "the delegate from XYZ chapter" are acceptable.
 5. Refrain from speaking adversely on prior action not pending. A delegate should not use a decision made earlier in the Convention or at a prior Convention to urge support or defeat for the current resolution.
 6. Refrain from speaking against one's own motion. If you are not sure you want to do something, don't propose it.
 7. A delegate cannot read from reports, quotations, etc. without permission from the Assembly. This permission is usually obtained by unanimous consent.
 8. Be seated during an interruption by the Chair. If a Point of Order is raised or any other interruption, the delegate should be seated. When the interruption is completed, the Chair will grant the floor back to the member that was interrupted.
 9. REFRAIN FROM DISTURBING THE ASSEMBLY. You must be recognized to speak. After you are recognized, state your full name and chapter.

VOTING

MAJORITY VOTE– Requires more than half of the votes **cast** by delegates of the Assembly present and legally entitled to vote on the particular resolution.

TWO-THIRDS VOTE– Requires expressed approval of at least two-thirds of the votes **cast** by delegates of the Assembly present and legally entitled to vote, excluding blanks or abstentions.

Motions (but not limited to) which require a Two-Thirds Vote:

- Amend or Rescind Constitution, Bylaws, or Rules of Order, previous notice also being required
- Amend or Rescind Something Previously Adopted (other than Constitution, Bylaws, or Rules of Order), if notice has not been given. It can also require a majority of the entire delegate body that is registered as an alternative. If notice has been given, it only requires a majority vote.
- Discharge an order of the day or a committee before it is pending
- Extend time for consideration of pending question, or time until scheduled adjournment or recess
- Limit or Extend Limits of Debate
- Previous Question
- Suspend the Rules (some may not be suspended)
- Take up a question out of its proper order, to take up an order of the day before the time for which it has been set

VOTE OF UNANIMOUS CONSENT – If the Chair senses that there is no or little opposition to a matter, the Chair may seek to obtain unanimous consent to a motion without the steps of stating the question and putting the motion to a formal vote, the Chair states, “If there is no objection . . . [or, “Without objection . . . ”],” the action that the Chair mentions will be taken; or the delegate may ask, “Is there any objection to . . . ?” The Chair then pauses and if no delegate calls out, “I object,” the Chair announces that, “Since there is no objection . . . ,” the action is decided upon. Despite the informality of this scenario, this is still an actual vote on the motion or request. Failing to object does not mean you are in favor of it, just that you concede that it is going to pass.

ROLL CALL VOTE (Weighted Vote)– When a Roll Call Vote is taken, the meeting room is “sealed” (seated delegates and non-delegates cannot leave or enter the meeting room during a Roll Call Vote and the

doors are closed; all delegates present are asked to remain in their seats as the vote is taken.)

Value of the Weighted Vote: A Chapter's total number of members (on which the allocation of delegates to the Convention was made) is divided equally among that Chapter's delegates who are registered and certified by the Credentials Committee to be a voting delegate, with any remainder votes from such calculation being assigned to the Chair of that Chapter's delegation.

i.e., 1021 members are in "X Chapter" and 11 delegates have registered. Calculation: 1021 divided by 11 is always rounded down to 92 votes to be carried by 11 of the delegates, 92 with 9 allocated remaining. Each delegate will carry the weight of 92 members. The remaining 9 votes are assigned to the Chapter delegation Chair, who will carry a total of 101 votes.)

If a delegate is absent from the Roll Call Vote of the Assembly (i.e., out of the room), those 92 votes cannot be voted by proxy. Chapter Delegates may choose to block vote which casts the vote for the entire weight of the chapter, only during a roll call vote and only if all the chapter delegates are present and agree.

TIE VOTE– On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority. If there is a tie without the Chair's vote, the Presiding Officer can vote in the affirmative, thereby causing the motion to be adopted; or, if there is one more vote in the affirmative than in the negative without the Chair's vote, the delegate can vote in the negative to create a tie, causing the motion to be rejected. These scenarios only applies if the chair is a delegate and has not already voted. Under no circumstances is the chair allowed to vote more than once.

Ref: *Robert's Rules of Order, Newly Revised, 12th Edition*

PARLIAMENTARY MOTIONS GUIDE

Based on Robert's Rules of Order Newly Revised (11th Edition)

The first 12 motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

PRIVILEGED MOTIONS						
PURPOSE	YOU SAY	CAN INTERRUPT	REQUIRES A SECOND	DEBATABLE	CAN BE AMENDED	VOTE REQUIRED
To end/close the meeting	I move to adjourn	NO	YES	NO	NO	MAJ
To provide a short break while business is pending	I move to recess for (state duration)	NO	YES	NO	YES	MAJ
To permit urgent requests related to the rights and privileges of the assembly or any of its members	I rise to a question of privilege	YES	NO	NO	NO	NONE
To demand the agenda (order of business) be followed	I call for the order(s) of the day	YES	NO	NO	NO	NONE

SUBSIDIARY MOTIONS						
To set a motion aside	I move the motion be laid on the table	NO	YES	NO	NO	MAJ
To close debate	I move (or call for) the previous question	NO	YES	NO	NO	2/3
To limit or extend debate	I move that debate be limited to...	NO	YES	NO	YES	2/3
To defer an action on a pending motion to a certain time	I move to postpone the motion to...	NO	YES	YES	YES	MAJ
To refer (place the business) in the hands of a committee	I move to refer the motion to...	NO	YES	YES	YES	MAJ
To amend the wording of a motion	I move to amend the motion by...	NO	YES	YES	YES	MAJ
To amend an amendment to the motion	I move to amend the amendment by...	NO	YES	YES	NO	MAJ
To drop (reject or kill) a motion	I move that the motion be postponed indefinitely	NO	YES	YES	NO	MAJ

MAIN MOTIONS						
To introduce new business	I move that [or 'to']	NO	YES	YES	YES	MAJ

Incidental motions have no precedence (rank). They are in order when the need arises and are decided immediately.

INCIDENTAL MOTIONS						
PURPOSE	YOU SAY	CAN INTERRUPT	REQUIRES A SECOND	DEBATABLE	CAN BE AMENDED	VOTE REQUIRED
To enforce the rules	Point of order	YES	NO	NO	NO	NONE
To obtain information about parliamentary law or rules	I rise to a parliamentary inquiry	YES (If urgent)	NO	NO	NO	NONE
To submit the matter to assembly and secure the ruling of the assembly, not the presiding officer	I appeal from the decision of the chair	YES	YES	VARIES	NO	MAJ
To suspend the rules	I move to suspend the rules which...	NO	YES	NO	NO	2/3
To avoid a main motion	I object to the consideration of the question	YES	NO	NO	NO	2/3
To consider separately a motion that has several distinct parts	I move to divide the question so as to consider separately...	NO	YES	NO	YES	MAJ
To demand a rising vote to verify the accuracy of a vote	I call for a division	YES	NO	NO	NO	NONE
To obtain information about the business at hand	Request for information	YES (If urgent)	NO	NO	NO	NONE

No order of precedence. Introduce only when nothing else pending.

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY						
To bring back a motion that has been laid on the table	I move to take from the table the motion...	NO	YES	NO	NO	MAJ
To cancel or change a previous action	I move to rescind/amend something previously adopted	NO	YES	YES	YES	2/3 or MAJ w/notice
To bring back a motion that has already been voted upon	I move to reconsider the vote...*	NO	YES	VARIES	NO	MAJ

* Can be made only by someone who voted for the prevailing side

LINKS to ASEA INFORMATION



Convention Documents/Forms:

<https://www.afscmelocal52.org/conv-2026>



ASEA Governing Documents

ASEA Constitution and ASEA Policies & Procedures

<https://www.afscmelocal52.org/union-leadership/governing-documents>

afscmelocal52.org > Union Leadership > Governing Documents

MARCH 17-18, 2026, VIRTUAL REGISTRATION

Online Training, Committee Work Sessions, and Plenary Session

This is the main online registration link.

**Don't Forget
To Register**



CONVENTION WORKSHOPS

Workshops – no additional registration required.

Wednesday, March 18, 2:15 pm (3 Workshops)

SESSION 1: "I can show you better than I can tell you"- A mentoring session

Building a deep bench of skilled leaders, stewards and activists makes our Union strong.

This workshop will help you build your current and future bench through mentorship. Explore the key elements of being an effective mentor and how you can use mentoring best practices to bring out the strength and passion of our members to grow your union for years to come.

SESSION 2: Activating your Role in the Union

Are you ready to explore what the union has to offer? Do you want to help make a difference in your workplace, in your communities, and for your union colleagues? Learn how to get involved in ASEA and how to bring your friends and coworkers with you.

SESSION 3: Legislature and You

Learn about the Legislature and ASEA's Legislative priorities, how it impacts you and how you can help.

NOTES :


A large rectangular area with horizontal dotted lines for writing notes.

**FRIDAY NIGHT SOCIAL -
EMERALD THEME:
5:30PM UNTIL ...?** ✨



A light green sticky note with a green tab at the top left. It features bold black text and a starburst icon. At the bottom right is a line drawing of a party cone with confetti.

**HIT UP OUR PHOTO
BOOTH!** ✨



A light yellow sticky note with a yellow tab at the top left. It features bold black text and a starburst icon. At the bottom right is a line drawing of a camera.

**SATURDAY SOLIDARITY
SOCIAL WITH OTHER
LABOR UNIONS!** ✨



A light blue sticky note with a light blue tab at the top left. It features bold black text and a starburst icon. At the bottom right is a line drawing of a raised fist.

ASEA/AFSCME Local 52 Staff

Executive Director
Heidi Drygas

Assistant Executive Director
MaryAnn Ganacias

Anchorage Headquarters

Business Agents

Doug Carson
Suzan Hartlieb

Government Relations Director

Alliana Salanguit

Headquarters Support Staff

Brian Brandon

Business Agent/Organizers

Ryan Kopiasz
Stephen Sabot

Accountant

Margaret Pohjola

Internal Organizer

Bev Gagaring

Accounting Tech/Admin Support

Cindy Beans

Communications Coordinator

Samantha Harris

Administrative Assistant I

Jessica Harman

Fairbanks Field Office

Business Agent

William Walters
Adrienne Helinski

Administrative Specialist

Suyene Dallman

Juneau Field Office

Business Agents

Lizzie Solger

Information Officer

Reber Stein

Business Agent/Organizer

Emily Chapel

Convention Questions:

Virtual Help: Zoom Meeting Room Hosts

Email: ASEAHQ@afscmelocal52.org

Call: (907) 277-5200 | 800-478-2732

Visit: ASEA Convention Office

Sheraton Hotel, 2nd Floor Boardroom