

February 21, 2007

TO: Board of Directors, Chapter, District Council and Assembly Presidents & Secretaries

FR: Ronald C. Alexander, President
Kathy Stewart, Secretary/Treasurer & Convention Chair

RE: **2007 OCSEA AFSCME 27th Biennial Convention**

This is the official notice for the Biennial Convention, pursuant to the OCSEA Constitution, which requires the convention notice to be mailed 180 days prior to the convention. The convention call with your delegate count, complete convention information and all forms will be mailed out in March.

The site for the 2007 OCSEA Convention is Columbus, Ohio. The convention will be held at the Columbus Convention Center, 400 North High Street, Columbus, Ohio 43215 from August 23rd through the 25th. (NOTE: The general session, registration and some of the committee meetings will be held at the convention center. We will also use the **Hyatt Hotel** for some events.) There are a number of decisions all subordinate bodies will need to make regarding finances, election of delegates and overnight arrangements. We are providing this preliminary information now to aid you in that planning.

Reminder: Officers to be elected. You must have photo identification to vote in the election. Delegates are not to distribute campaign literature or wear campaign attire during voting.

Delegates

Due to the changes in membership levels that may occur between now and the convention, a definitive delegate count is not being provided. A preliminary delegate count will be given in the Convention Call in March. The official delegate count for chapters will take place on July 31, 2007, pursuant to Article IX Section 1 of the Constitution.

Each Chapter, District Council and Assembly President is a delegate-at-large to the convention. Pursuant to the constitution, if the subordinate body's President cannot or will not attend as the Body's authorized delegate, the subordinate body's Vice President shall be the delegate-at-large in the President's place. Additionally, chapters can send at least one delegate and one alternate to the convention. So at a minimum each chapter is entitled to two delegates, the President (Vice President if the President cannot attend) and one additional delegate. The OCSEA Officers and Board of Directors are also delegates-at-large.

Chapters are also entitled to send one additional delegate and alternate for each 100 members in their chapter. Membership for this purpose is the number of paid up members the chapter has on the last day of the month preceding the convention. Fairshare Fee Payers do not count for the purposes of this number.

Election of Delegates

Keep in mind that the OCSEA and AFSCME Constitutions require that all delegates to conventions must be elected in the same manner as officers are elected. That means chapters must mail a 15-day written election notice to the home of all chapter members. **Those chapters who do not conduct elections in compliance with this rule may find their delegates challenged and possibly stripped of their delegate status.** To assist you in the election of delegates, the convention call will include a form on which

chapters can request that a 15-day notice of delegate election be mailed by the union's central office to their members. The cost of this mailing will be deducted from the chapters' future rebate.

Delegate Qualifications

All delegates and alternates must be members in good standing of the Union with their dues payments current. The delegates and alternates shall be nominated and elected in accordance with OCSEA's election procedure from the floor of the chapter meeting at least ten (10) days before a convention, but no earlier than 180 days prior to the convention. The delegates and alternates shall be so certified immediately by the chapter secretary to the Secretary Treasurer of the Union. Forms for this will be mailed in the convention call mailed next month.

Costs for the Convention

NOTE: All expenditures to attend the convention **MUST BE APPROVED** by the body and recorded in the Subordinate Bodies' minutes. Motions should be detailed i.e. motion to approve number of delegates attending, registration, hotel rooms, CMCA & WAC meals, per diem, mileage, parking and wages.

Registration Fee The convention registration fee is \$80. The registration fee helps to offset a portion of the costs of the convention and includes one banquet ticket.

Room Rates Single, double, triple or quadruple occupancy at the Hyatt is approximately \$155.28. The cut-off date for Hyatt room registration is August 1, 2007. It is estimated that the Hyatt will be able to accommodate most of our overnight needs. However, if your subordinate body does not register early enough, the rooms at the Hyatt may no longer be available. We have also made arrangements with the Crowne Plaza Hotel for our delegates who cannot get accommodations at the Hyatt or would prefer to stay at the Crowne Plaza Hotel.

The Crowne Plaza Hotel rate is approximately \$138.93 for single, double, triple, or quadruple occupancy. The cut-off date for Crowne Plaza room registration is July 21, 2007. Both hotels are connected to the convention center.

Meals Except for the Convention Banquet, all meals will be out-of-pocket, so please plan accordingly. A reasonable estimate for the Columbus area is \$46 a day. (Additional banquet tickets can be purchased for friends or family at \$40 each) The Women's Action Committee Lunch will be held at a cost of \$25 and the Committee for Minority and Community Affairs Breakfast will be held at a cost of \$20 a ticket. The costs of these meals **are not included** within the registration fee.

Parking Parking is available at both the Hyatt and Crowne Plaza. Plan on spending approximately \$15 - \$20 a day to park.

Transportation The cost of transportation is the responsibility of the subordinate body.

The Convention Call will be mailed in March with the preliminary count of your delegates. A confirmation notice will be mailed out to individuals and chapters in early August, so if your chapter's count changes by the July 31st deadline, you and your chapter will be aware of that through the follow-up mailing. The Call will also include all of the registration materials you will need.