

National Active & Retired Federal Employees of New York
Biennial State Convention - Canandaigua, New York
May 22nd, 2012



To: Chapter Presidents and State Executive Board Members

As President of the NARFE New York State Federation, I'm encouraging each Chapter President to send as many delegates as possible to our 2012 convention. Whether you are new to our Federation conventions or an old hand, you won't want to miss this year's special event.

2012 is a critical legislative year. With that in mind, we invited the new NARFE national Legislative Director, Julie Tagen to speak at our convention. I'm happy to announce that she has agreed to attend and will be our special guest speaker.

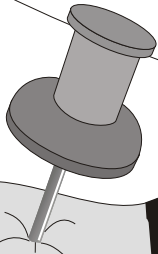
With more than 10,500 members looking for help with their benefit issues and questions, our state Service Officer, Joni Montroy, and the Convention and Host Chapter Committee, has scheduled special sessions targeted to Chapter Service Officers and chapter leaders, with the overall goal of improving service to members and their families by providing training to current and prospective Chapter Service Officers.

Your State Federation officers are convinced that this convention is so important that we have pulled out most of the cost stops by providing some financial assistance and other incentives. If your chapter will send at least one official delegate (excluding SEB members), your chapter will receive an equal share of the \$5,000 financial assistance pool recently approved by the State Executive Board. Additionally, the Federation will pick up scheduled meals and travel costs. Essentially, leaving only the overnight hotel accommodations to be paid, either in full or in part, by your chapter for those staying overnight at the Inn on the Lake in Canandaigua, NY.

We've planned for the best possible program. We've made it easy on the cost. The rest is up to you.

I look forward to seeing all of you this year.

Barry Rock, President



Memo

Dear chapter leader: here's an opportunity your chapter can't afford to miss! Here are some great reasons to send at least one representative to this convention...

- ★ great guest speakers**
- ★ Service Officer training**
- ★ Medicare Part B - Q & A forum**
- ★ financial assistance**
- ★ travel reimbursement**
- ★ no registration fees**
- and more!**

The rest is up to YOU!

*An invitation from your Convention & Host Chapter
Committee*

Chuck, Tony, Jack, Joni & Jean

NARFE-NY Convention & Host Chapter Committee Memo - 001

From: *Chuck Newkirk*, Committee Chair *Tony Montoro*, Committee Member
Joni Montroy, Host Chapter Committee *Jack Muench*, Committee Member
Jean Senglaub, Host Chapter Committee

Date: February 17, 2012

To: **Chapter Presidents and State Executive Board Members**

Subject: **Convention General Overview and Guide**

As we prepare for our local chapter meetings this spring, it's also time to think about our **Biennial State Federation Convention**, scheduled for **May 22nd**, at the **Inn On The Lake in Canandaigua, NY**. We're making every effort to make this event one of our best, *but to make it a true success we need your support*.

Building on our successful **FEHB & Medicare** seminar in Syracuse last year, this convention will focus on improving service to members at the chapter level by providing the following:

- *Chapter Service Officer Training - A Guide to Helping Chapter Members & Families;*
- *Medicare Part B - Open Forum Q & A;*
- *Making our website work for you and your members.*

A major aspect of chapter activity, *in addition to keeping members informed and being pro-active legislatively*, is providing service to members and their families, **through a knowledgeable and active chapter service officer**.

The state federation **Service Officer, Joni Montroy**, is committed to enhancing the capability and visibility of all **chapter service officers**, with the overriding goal of providing service to all chapter members and their families. For chapters without a current service officer, we encourage chapter leaders to begin to recruit knowledgeable and qualified volunteers and send them to this training.

In an effort to encourage your chapters participation in this convention, the State Executive Board (SEB) has approved substantial financial assistance and incentives (*as described in the attached documents*), all of which are designed to help defray some of the costs involved in attending any convention. And, unlike national conventions, we've never required registration fees.

The attached documents will provide specific guidance on your chapters participation in this years convention.

Please retain this document for future reference.

Attachment A - A NARFE-NY Officer Guide to Conventions

Convention basics: Conventions, both state and national, are held biennially in even-numbered years, usually in May for the state and August/September for the national. These conventions are the primary means through which members can influence organizational policy and procedures.

The material that follows applies primarily to our state federation convention. Information about NARFE national conventions is contained in Attachment C and can be obtained from NARFE and NARFE magazine.

State convention representation and advance preparation:

Each chapter is entitled to one delegate for every 50 voting chapter members, or fraction thereof. A chapter with 50 or fewer voting members is entitled to one (1) delegate/vote. A chapter with 51-99 voting members is entitled to two (2) delegates/votes, etc. For chapters choosing to attend to send one or more official representatives to our state convention. Specific instructions for attending and participating in the business of the session, shall be contained in the Standing Rules of the Convention which will be available no later than March 31, 2012.

Unlike national conventions, there are no provisions in our Bylaws or Standing Rules which allow for proxy voting by chapters or delegates-at-large at state conventions.

Historically, at local chapter meetings in the spring prior to any state or national conventions, chapter leaders present information to their members and encourage chapter/member participation in the delegate selection and funding process. If at all possible, delegate expenses should be paid for, either in full or in part, by the chapter.

Generally speaking, *and following discussions at the local level*, chapter members are responsible for deciding whether or not the chapter should be represented at state and/or national conventions (*or similar state/national conferences and events*) and how to fund those delegates. The decision to send and fund one or more representatives is usually based on the availability of volunteers, and the financial stability and resources of the chapter.

Having said that, it is not unusual for the state federation to offer financial assistance, *and perhaps other incentives*, to encourage member participation in such events. *This should not be construed to mean that the state federation SEB will always decide to offer such financial assistance and incentives. Those decisions often depend on the financial stability and viability of the state federation.*

Chapter leaders are reminded that the expenses of any member of their local chapter who also happens to be a member of the State Executive Board, are paid in full by the state federation.

General questions and answers:

The official business session of our state convention will begin at 9 am on Tuesday, May 22, 2012.

At the conclusion of our business session we'll offer some chapter leadership and service officer training sessions in the afternoon. More specifics on the program and agenda to follow. We anticipate that all events will conclude on or before 5pm on Tuesday, May 22nd. There are no events planned for the evening of May 22nd.

Q: What's the official purpose of the state convention.

A: In addition to conducting the general business before delegates to the convention, credentialed delegates will vote on a slate of candidates for the five (5) state-wide elected offices, and consider, discuss and vote on any proposed Bylaw amendments and/or proposed resolutions as well as any other official business brought before the convention.

Q: How are delegates chosen?

A: Delegates are chosen by the chapter members of each chapter at a regular chapter business meeting in the spring just prior to state and national conventions. The delegate selection process is simple:

- *Chapter members wishing to represent their chapter at a convention (either state or national) should attend a chapter meeting and make their intentions known to their chapter leaders;*
- *Considerations by chapter members typically include whether or not one or more members expresses a desire to represent the chapter; and the chapter's financial ability to fund the delegate or delegates, either in whole or in part.*

State convention credentialing procedures:

Following decisions at the chapter level to attend our convention, the next step is for the chapter president (or his or her designated representative) to apply for credentials. At an appropriate time, *usually at least a month prior to the scheduled start of the convention*, the state federation Secretary will issue specific instructions to each chapter president outlining how and when to request official credentials for the convention.

Delegate roles:

Once credentialed by the state federation, delegates are asked to make every effort to learn as much about the business of the convention in advance as possible. The state federation will publish specific instructions for delegates and chapter leaders and post those documents on the convention webpage which can be found on our website at: www.narfeny.org

Bylaw amendments and convention resolutions:

Instructions for the submission of convention resolutions and Bylaw amendments will be sent to all chapter presidents no later than February 15, 2012.

Financial assistance to chapters:

By board action in January 2012, the SEB approved \$5,000 in financial assistance to be shared equally by chapters sending at least one delegate (*excluding any chapter member who happens to also be a state executive board member*) to our state convention.

Each chapter sending at least one delegate will receive one equal share in the \$5,000 financial assistance pool being offered by the state federation. This money is being offered to help local chapters defray the costs associated with sending one or more representatives to our state convention and encourage chapter participation. These funds will be made available to each participating chapter immediately following the convention. It's up to each chapter to decide how to best utilize these funds.

Depending entirely on how many chapters decide to send at least one (1) delegate, *as defined above*, to our state convention each chapter will get an equal share of the \$5,000 pool.

For example, if 20 chapters send at least one delegate, those chapters will each get a chapter share (\$250) to help defray the costs involved with sending their delegate. Regardless of how many delegates a chapter is authorized, and how many they actually send, each chapter will still only receive their single chapter share of that pool.

Note 1: *Chapter members who are also on the state executive board do not count for purposes of sharing in the \$5,000 pool.*

Note 2: *Chapters sending more than one delegate (again, excluding any SEB members from that chapter) will still only receive one share of the \$5,000 pool. The final chapter share amount will be determined by the number of chapters sending at least one delegate to our convention. Since we have 30 chapters, the least amount of each share will be \$166.00 per chapter. It's the chapter's decision as to how best utilize the finally approved chapter share amount offered by the federation.*

Additional incentives:

Financial considerations, *at the chapter level*, normally include such things as the cost of individual meals, transportation and accommodations. The state federation will once again, *as we have done in the past*, offer the following **additional incentives:**

Travel & transportation:

- **Long distance travelers.** All reasonable and customary transportation costs will be reimbursed upon the submission and approval of an Expense Voucher, *as provided by the state federation Treasurer*, by each authorized delegate traveling to and from the convention site.

Note: For planning purposes, it should be noted that the Greater Rochester International Airport (code: ROC) is the closest regional airport to the convention site. The trip from the airport to the hotel in Canandaigua NY is approximately 35 miles (about 45 minutes). A representative round-trip airfare rate from LGA (LaGuardia) to ROC (Rochester) is about \$160 to \$210. Delegates and guests should check their favorite airline, Amtrak or bus company for schedules and rates.

- **Local commuters.** For those commuting locally, either driving alone to and from the convention site on one day or car-pooling, mileage will be reimbursed at the standard government mileage reimbursement rate at the time of travel **for the driver only**, upon submission and approval of an Expense Voucher, as provided by the state federation Treasurer.

Meals:

- **Hotel overnighters.** For those staying overnight at the hotel on Monday (May 21), the following meals will be paid for by the state federation: dinner on Monday evening, May 21; breakfast on Tuesday morning (May 22); and lunch on Tuesday (May 22) at noon. Upon check in, delegates and guests will be issued a dinner and a breakfast voucher. Dinner selections will be made in advance online by board members, delegates and guests through an official form on our convention webpage (*probably available in before the end of April*). There are no meals that will be scheduled or paid for by the state federation on Tuesday evening (May 22nd) or Wednesday morning.
- **For local commuters.** For those traveling to and from the convention site by private auto on the day of the convention, the state federation will provide lunch at noon on Tuesday (May 22).
- **Two refreshment breaks** will be provided to all on Tuesday, May 22nd, one in the morning, and another one in the afternoon.

Overnight hotel accommodations.

The state federation will NOT pay for the overnight hotel accommodations of any official chapter delegate(s) or guests¹. The decision to cover the expense of overnight stays at the hotel should be made and voted on at the chapter level meetings in the spring.

The negotiated **standard room rate for the Inn on the Lake is \$134 per night (single/double) occupancy, based upon availability.** This rate is subject to 7.5% sales tax and 4.5% occupancy tax and is based upon single/double occupancy. Check-In is at 3:00pm. Check-Out is at 11:00am. The hotel does have a 48 hour cancellation policy. *Upgrades to lakefront or 2 room suites are available upon request at a much higher rate and the hotel does offer handicap accessibility and free wi-fi. The hotel does not offer transportation to and from the Greater Rochester Airport.*

¹Exclusive of SEB members.

Overnight hotel reservations:

Once decisions are made at the chapter level to participate in this event, **individual chapter delegates (and guests) who plan on staying overnight are solely responsible for making their own overnight hotel accommodation reservations directly with the hotel reservations staff by calling 1-800-228-2801. Reservations may be made anytime between now and April 20th.**

When making reservations please refer to our group rate name: **“NARFE-NY State Convention.”** **All reservations must be guaranteed by personal credit card or advance payment no later than 5:00pm on Friday, April 20, 2012.**

Hotel reservation cut-off date is: Friday, April 20, 2012.

Summary of activities, deadlines & instructions:

- ***Chapter level decisions*** - where it all begins, the decision to participate or not is made at chapter level meetings in February, March and April;
- ***Overnight hotel reservations*** - delegates and guests traveling some distance and wishing to remain overnight must make their own reservations as indicated above no later than Friday, April 20, 2012;
- ***Meal selections*** - delegates staying overnight at the hotel on Monday evening will be asked to make their meal selection about 3 weeks prior to arrival (specific instructions will be sent to all chapter presidents by the state federation Secretary before the end of April);
- ***Credentials*** - chapter leaders will be asked to identify their delegates by applying for official credentials from the state federation Secretary (specific instructions will be sent to all chapter presidents by the state federation Secretary before the end of April).
- ***Guests and off-site activities*** - your host chapters, Canandaigua and Rochester, are planning on offering some off-site activities to guests accompanying delegates; more information will be forthcoming as we approach the convention in May.

Attachment B - Chapter Delegate Authorizations

Chapters are entitled to send up to the number of delegates for their chapter shown in the last column of this table to our 2012 state convention.		
Chapter	Voting Chapter Members	Delegates Authorized
0023 CHARLES SALK MANHATTAN-BRONX	1003	21
0124 ROCHESTER	544	11
0153 BUFFALO	294	6
0200 SYRACUSE	276	6
0263 CENTRAL NY-UTICA/ROME	419	9
0267 JAMESTOWN	93	2
0339 TRIPLE CITIES-BINGHAMTON	218	5
0365 BATAVIA	95	2
0421 STATEN ISLAND	380	8
0439 NORTH TOWNS-AMHERST	671	14
0444 JEFFERSON COUNTY	120	3
0461 ULSTER CO	97	2
0471 NASSAU COUNTY	919	19
0500 BROOKLYN	632	13
1203 QUEENS COUNTY	897	17
1221 SOUTH TOWNS-HAMBURG	222	5
1264 MICHAEL P PALAZZOTTO-SUFFOLK	742	14
1294 STEUBEN-BATH	147	3
1355 FINGER LAKES	263	6
1620 MIDDLE FINGER LAKES	225	5
1696 ST LAWRENCE COUNTY	89	2
1712 PEEKSKILL	216	5
1758 WHITE PLAINS	228	5
1799 SOUTHERN TIER-STEVE NEW	155	4
1871 FRANK GAUDET-ASTORIA	100	2
1889 DUTCHESS COUNTY-POUGHKEEPSIE	127	3
1914 HUDSON VALLEY-CATSKILL	316	7
1932 ADIRONDACKS	82	2
2334 CHAMPLAIN VALLEY-PLATTSBURGH	80	2
2340 HUDSON-MOHAWK	643	13
TOTAL	10293	216

Each chapter shall be represented at the state convention by no more than one delegate for each fifty (50) voting chapter members or fraction thereof. The figures shown above are based on the NARFE Membership Summary Report (M-110) for the December preceding the convention, and reflects the **maximum number of voting delegates** authorized by each chapter for attendance at the state convention. Delegates are chosen, and authorized, by chapter members at regular chapter business meetings in the spring prior to state and national conventions. Chapter members wishing to attend our convention as a guest, without a vote, are welcome to do so.

Attachment C - National Conventions

(Source: NARFE F-10 (08/11), Chapter & Federation Officers Manual)

The following information has been taken un-edited directly from the NARFE Chapter & Federation Officers Manual.

TIME AND PLACE

National Conventions are held biennially in even-numbered years. These conventions are the primary means through which members influence NARFE policy and procedures. The National Executive Board selects the site for National Conventions.

REPRESENTATION

Each chapter is entitled to one delegate for every 50 voting members or fraction thereof. A chapter with 50 or fewer members is entitled to one vote; a chapter with 51-99 members is entitled to two votes, etc. The chapter delegation may cast as many votes as the number of delegates to which the chapter is entitled.

Each National Officer, Regional Vice President and federation president is a delegate-at-large and has one vote. If a federation president cannot serve, any federation officer, in order of succession, shall serve as the delegate-at-large and cast the federation vote.

In late April or early May of the convention year, National Headquarters will provide a packet of convention materials to each chapter president. This material verifies the number of chapter members and the authorized voting strength. It also includes forms to identify how the chapter will be represented. A chapter may choose (1) to send delegates, of whom one will be designated as the voting representative, or (2) to ask another chapter to represent it through proxy. Other chapter members may attend as alternate delegates and be available to fill any vacancies that occur.

National Officers are selected and money issues decided through the ballot process, whereas Regional Vice Presidents are chosen at the regional caucuses.

Proxy forms are issued by the National Secretary. A delegate or delegate-at-large from the same federation may serve as a proxy, but may not serve as a proxy for more than three chapters. A chapter president and secretary will coordinate identifying delegates and alternates and then submit their names to HQ. All persons attending the convention are encouraged to register early and submit banquet reservations as a group so chapter members may be seated at the same table.

DELEGATE ROLE AND EXPENSES

Before the convention, it is important that delegates read the convention resolutions and review their knowledge of parliamentary procedures. They should note what action a federation took on a resolution. If none is shown, it indicates the resolution was submitted directly to HQ.

At the National Convention, delegates should listen carefully to the report from the committee having jurisdiction over specific resolutions.

At the convention site, all delegates and guests must obtain their registration package and credentials, if designated to cast their chapter or a proxy vote.

A delegate may vote in either one of two ways. First, as the chapter voting representative or if carrying another chapter's proxy, a delegate casts a ballot for these chapters. Second, all delegates participate in the voice or floor votes taken on the recommendations about the resolutions considered by the convention committees.

HQ will provide detailed instructions and forms when specific actions are appropriate.

If at all possible, delegate expenses should be paid by the federation or the chapter. If a federation or chapter does not budget for all or part of such expenses, it could authorize some form of fundraising for this purpose. In the absence of federation or chapter funds, convention expenses must be paid by the delegate.

A delegate selected for a committee that meets before the convention opens will receive per diem from HQ to defray the additional housing costs.