



**CALIFORNIA STATE FEDERATION OF CHAPTERS
CONVENTION COMMITTEE NOMINEES
FOR
2011_CSFC CONVENTION**



CHAPTER NAME: _____ CHAPTER NO. _____ DISTRICT NO. _____

Members of the Convention Committees will be appointed by the Federation President from the names submitted on this form. If selected, you will be advised by your Committee Chair as to the date, time and location of the meeting to be held.

NOTE: These Committees will function just prior to and/or during the Convention. See next page for a brief description of each Committee.

The members of this chapter listed below have been elected as “DELEGATES” to the 2011 Convention of the California State Federation of Chapters, which indicates their intent to attend the Convention in Ontario CA April 16-18. They have consented to serve on a Convention Committee, if appointed.

COMMITTEE	NOMINEES
CREDENTIALS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
GENERAL RESOLUTIONS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
NATIONAL BYLAWS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
RULES	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
BALLOT AND TELLERS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
SERGEANT-AT-ARMS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____

Nominations **MUST** be received prior to February 15, 2011 to ensure consideration for appointment. Send completed form to Vivian Nathanson, 4131 Bristlecone Way, Livermore, CA 94551 with a copy to your District Vice President. Sending this form by fax is permissible. (925-455-1507)

SIGNATURE _____ OFFICE _____ DATE _____

COPY TO: DVP _____

CONVENTION COMMITTEES

The following is a brief summary of the duties of the six (6) Convention Committees. It is just an overview of what is expected from potential committee members. REMINDER: Convention Committees function just prior to and/or during the Convention. All members should be familiar with the California State Federation of Chapters Executive Board Guideline No. 16, which is the policy for Convention Committees. See your District Vice President for a copy. The Chair of each Committee will give much more detailed instructions to the members. Standing Committees serve throughout the two years. No one currently on a Standing Committee should apply for a Convention Committee.

CREDENTIALS (GL-16A): Members of this committee should be prepared to verify that a person is a valid delegate. Approximately **four (4) members** of this committee will work in shifts during Registration hours **using forms prepared by CSFC Secretary** and signing in voting-delegates and those carrying proxies. **Chair** will make a daily report to the convention body in conjunction with Registration Committee. NOTE: First Time Convention Attendees are not recommended for this committee and may miss some of the proceedings on the convention floor.

BALLOT & TELLERS (GL-16B): Members of this committee should be prepared to conduct an election, if a written ballot is required. This is normally accomplished on the second day of the convention. Ballots must be counted and verified, and then the results are given to the Chair who will report the results to the body.

GENERAL RESOLUTIONS (GL-16C): The committee will review and make recommendations on any proper Resolution(s) submitted by a chapter. These resolutions generally fall into a category other than one of the established committees. **If** Federation Secretary cannot figure out which committee gets the resolutions, this committee will review it.

NATIONAL BYLAWS (GL-16D): This committee will review and make recommendations on any proper Resolution(s) submitted by a chapter that proposes a change in NARFE's National Bylaws. The Chair will report to the convention body and the results are then forwarded to the National Secretary for possible consideration at the next National Convention.

RULES (GL-16E): After each convention the California Federation Constitution and Bylaws are printed and updated. For each convention the "Rules of Order" are published in the back of this Constitution and Bylaws, which is placed in each delegate packet. This committee meets and reviews the published rules and either endorses them or makes revision, deletion, etc. The Chair reports to the convention body. If major revisions occur, printed material should be prepared to hand out to the delegates. The convention body vote on the "Rules of Order" prior to the conduct of business.

SERGEANT-AT-ARMS (GL-16F): This Committee consist of about 20 members who are to be well versed in: the location of all emergency **exits**, communication facilities, water, and comfort facilities. With training, be able to assist in first aid. Be available on the convention floor when assistance is needed **during voting**. The S/AA Committee may also serve to post and/or retire the colors, if requested.