



**CALIFORNIA STATE FEDERATION OF CHAPTERS**  
**2019 CONVENTION CALL MATERIAL AND INFORMATION**  
**Crowne Plaza Hotel, San Diego, CA – April 24-25, 2019**



**NOTE: This is the **SECOND OF TWO** packets your chapter will receive between now and November 30, 2018**

**THIS INFORMATION IS ALSO AVAILABLE ON THE WEBSITE: [www.csfcnarfe.org](http://www.csfcnarfe.org)**

This packet is issued in support of the Seventh Biennial California Federation Convention, which will be held at the Crowne Plaza Hotel, 2270 Hotel Circle North, San Diego, CA 92108 on April 24-25, 2019 ([www.crowneplaza.com](http://www.crowneplaza.com)).

**Copies of this packet (and the First Packet) are provided to each Chapter President, Secretary and Treasurer.**

**IF YOU ARE NO LONGER THE CHAPTER PRESIDENT, SECRETARY OR TREASURER – AS APPROPRIATE - PLEASE FORWARD THIS PACKET IMMEDIATELY TO THE PRESENT OFFICE HOLDER FOR ACTION.**

**Convention Registration Form**

**DUE: APRIL 8, 2019**

CSFC Form #4 dated 1/2010 is provided for names of attendees, registration fee, and meal selections and will be posted on the Federation Web Site, [www.csfcnarfe.org](http://www.csfcnarfe.org). It is urgent that this form with attachments (as necessary) and checks be made payable to: “**NARFE**” and be received by the Convention Host Committee Treasurer by April 8, 2019 in order to produce all the necessary documents for the convention.

***If your chapter cannot attend the convention, you should designate a person from another chapter as the Proxy to represent your chapter.***

**Members of the Federation Board cannot serve as proxies.**

**Meal Refunds**

**DUE: APRIL 12, 2019**

If an emergency prevents you from attending, there is a deadline for meal refunds. Registration will not be refunded.

**Convention Resolution Form**

**DUE: FEBRUARY 1, 2019**

This allows your chapter to recommend changes to the Federation Bylaws, National Bylaws or operating policies of the Federation, using the attached form, CSFC Form 18 dated 2014. Please note instructions on back side of the form to perfect a reasonable resolution. Federation Bylaws require that submitted resolutions be forwarded to chapters as a booklet at least 50 days before the State Convention commences. To accomplish this timetable, chapters are requested to submit resolutions 75 days prior to the convention. Resolutions need to be received by the Federation Secretary no later than February 1, 2019.

### **Convention Committee Nominee Form**

**DUE: MARCH 1, 2019**

This allows your chapter members to participate in the convention and serve on the committees of: Credentials, General Resolutions, National Bylaws, Rules, Ballot & Tellers, and Sergeant-at-Arms. ***These committees meet only during the convention.*** Use CSFC Form #3, Jan 2010 and submit to the Federation Secretary by March 1, 2019.

### **Standing Committee Nominee Form**

**DUE: MARCH 22, 2019**

This allows members of your chapter to participate during the next two years on committees such as: National Legislation, State Legislation, Constitution & Bylaws, Membership, Service, Audit, Nominating, and Public Relations. These members help the Committee Chairman notify the members of other chapters within their district of pertinent information or may provide training. ***Members are required to attend the Federation Convention.***

***Any current member of these committees must sign up on the standing committee form if they wish to remain on that committee or join another committee. Use CSFC Form #6 dated Jan 2010.***

### **Prospective Candidates for Federation Office**

**DUE: MARCH 1, 2019**

This allows your members to participate in the operation of the Federation by serving as an Officer on the Federation Executive Board. A letter of intent, with your qualifications, should be sent to the Chair of the Nominating Committee, Will Patton, 80 Loop Road, Pomona, CA 91766-4839, email: [will91766@verizon.net](mailto:will91766@verizon.net).

The Federation Executive Board is composed of 14 Officers: President, Executive Vice President, Secretary, Treasurer, nine (9) District Vice Presidents and the Federation Immediate Past President. All officers are to attend all sessions of each Executive Board Meeting and the Federation State Convention unless the Federation President approves absence.

The following is a brief description of the duties/responsibilities of each position. More detailed information regarding each position can be obtained in the Federation Bylaws, and the Federation Policies. For more information, contact your Federation President, Lea Zajac, 707-644-7565, email: LDZajac@aol.com.

#### **President:**

- Presides over Executive Board Meetings
- Presides over Federation Convention
- Attends National Convention
- Attends National Legislation Conference
- Attends Federation President's Meetings
- Visits CA Chapters
- Represents CA Chapters at Legislative Events
- Represents CA Chapters with Coalition Partners
- Attempts to build additional coalitions with associations to further common goals
- Communicates information with CA Chapters and Members
- Provides training for CA Chapters and Members, as requested
- Maintains communication with Federal Executive Boards and Associations

### **Executive Vice President:**

Presides over Executive Board Meetings/Convention, in absence of President  
Assumes the Presidency in case of emergency  
Responsible for Membership Recruitment and Retention  
Responsible for Training of Chapter Officers and Committee Chairs

### **Treasurer:**

Establishes (with input from Federation President) the annual Federation budget  
Maintains records of income and disbursements  
Prepares annual financial statement for distribution to CA Chapters and Members  
Establishes checking and/or savings accounts with local bank  
Reviews and issues check for reimbursement of approved vouchers

### **Secretary:**

Establishes Calendar of Events for the year  
Responsible for the Executive Board Meeting Minutes being recorded and issued  
Responsible for the Federation Convention Summary being recorded and issued  
Responsible for the Federation Directory and Bylaws being prepared and issued  
Receives and responds (with Federation President approval) to all Federation correspondence  
Orders business cards, stationery, badges, etc.  
Prepares pertinent convention materials

### **District Vice President:**

Visit Chapters in their respective District  
Schedule and conduct an Annual District Meeting for all District Chapters  
Ensure Chapter Officers receive training as required  
Encourage Chapters to network with nearby chapters  
Work with Congressional District Leaders (CDLs) to ensure visits are made to each Congressman  
Prepare District Newsletter to communicate information to Chapters  
Assist Chapters having various problems  
Report orally all chapter activities at Executive Board Meeting

### **Intent to Bid on 2019 Convention**

**DUE: FEBRUARY 1, 2019**

If your Chapter or District would like to host the Eighth Biennial Federation convention, you need to make your intentions known to the Federation. There is "Request for Proposal" document to assist you with the details required for a host hotel/convention facility to provide a bid. Contact the Federation President for this packet.

### **To All Members Of The Federation:**

This is your Federation, which is made up of all chapters and all members within the state. You may wish to add your time and talent to help the Federation in the various tasks identified herein. It takes many people, working together as a team, to make the Federation work for the common goals of protecting our earned benefits. With only a few dedicated people working for the benefit of all, the Federation could very well become stagnant and members lose interest. With that loss of interest goes our clout with Congress. If we do not present a united front of unified members all working for the same goal, we will become disjointed and fragmented and soon there will be no one left to work for our earned benefits. Experience is not required – just a willingness to be involved and take part in our combined efforts.

***PLEASE give some consideration to helping the Federation*** – you will not regret your active participation! You will meet many unique, dedicated, energetic, friendly members working together to protect – and perhaps enhance – our earned benefits.

**Attachments:**

Convention Resolution Form #18

Convention Committee Nominee Form #3

Standing Committee Nominees Form #6

Convention Registration –Chapters/Proxies Form #4

Request for Meals Refund



# CALIFORNIA STATE FEDERATION OF CHAPTERS

## Proposed Bylaw Amendment/Convention Resolution (Form 18)



- Proposed Federation Bylaw Amendment – CBL-\_\_\_\_\_
- Proposed National Bylaw/Standing Rule Amendment – NBL \_\_\_\_\_
- Proposed Convention Resolution – Gen- \_\_\_\_\_

Date Submitted by Author: \_\_\_\_\_ Date Received by CSFC Secretary: \_\_\_\_\_

1. Title:

2. Bylaw article affected/Intent of Resolution [Non-Constitution/ Bylaw resolutions must be specifically justified in relation to the NARFE Mission Statement]:

3. Specific change/action proposed:

4. Comparison of current situation to desired situation:

4a. Current bylaw wording/situation:

4b. Bylaw wording/situation if resolution is adopted:

5. Reason the resolution should be adopted.

6. Estimated cost:

**ACTION:**

Submitted by (name and chapter number): Name \_\_\_\_\_ Chapter Number \_\_\_\_\_

Approved: Chapter President or Secretary: \_\_\_\_\_ DATE: \_\_\_\_\_

CSFC Executive Board:

Assigned to CSFC Convention Committee: \_\_\_\_\_ DATE: \_\_\_\_\_

Approved: CSFC President or Secretary Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Committee Recommendation:

Approve       Approve as amended       Disapprove

Convention Action:

Approved       Approved as amended       Disapproved

Attest: CSFC President or Secretary Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: IF MORE SPACE IS REQUIRED, CONTINUE A SEPARATE SHEET OF PAPER.  
SEE INSTRUCTIONS FOR COMPLETION ON REVERSE SIDE.**

**CALIFORNIA STATE FEDERATION OF CHAPTERS**  
**Proposed Bylaw Amendment/Convention Resolution (Form 18)**

**Instructions for completing Proposed Bylaw Amendment/Convention Resolution Form**

1. Title: In as few words as possible, describe what you are proposing, such as “Raise per capita dues,” or “National convention delegates,” or “Support revision of California state constitution.” NOTE: Each resolution will be restricted to a single subject and related changes.
2. Bylaw article affected/Intent of Resolution: If proposing a bylaw change, provide descriptive words as well as the bylaw reference. For example: “Art I, Sect 1a (Federation officer’s term of office.)” Except for Constitution/ Bylaw resolutions, all other resolutions must relate specifically to the provisions of the NARFE Mission Statement as stated on page one (1) of the 2012 NARFE National Bylaws.
3. Specific change/action proposed: Describe the specific action you are proposing, in terms of a motion. For example: “In sentence 2 delete the words ‘July or the first day’ and ‘whichever comes later,’” or “Go on record to support caregiver certification in California.”
4. Comparison of current situation to desired situation:
  - 4a. Current bylaw wording/situation: Describe the current situation. For example, “Federation officer must wait several months following the convention before taking office,” or “A person needing a caregiver has no way of knowing whether the caregiver has a clean criminal record.”
  - 4b. Bylaw wording/situation if resolution is adopted: Describe the situation after adoption. For example: “Federation officers would take office on the first of the month immediately following the convention,” or “Persons hiring a caregiver would be assured the individual has no criminal record.”
5. Reason the resolution should be adopted. Be as brief as possible, but fully support the proposed action. Use a second sheet of paper if necessary.
6. Estimated cost: Many actions are administrative only, but some have costs associated with them. Try to estimate the cost and provide an idea on how the action would be paid for. If you cannot determine the cost, consult with the Federation Treasurer.
7. Submitted by (name and chapter number): Resolutions submitted by chapters must be certified by the Chapter President or Secretary.
8. CSFC Executive Board: The Executive Board will assign the resolution to the appropriate convention committee for further consideration.
9. Committee Recommendation: The committee may amend the resolution, combine it with similar resolutions, or prepare a substitute. The committee then recommends an action to the convention delegates.
10. Convention Action: The delegates decide, and the action is certified by the CSFC President or Secretary. Resolutions requiring action by a National Convention will be forwarded to the National Secretary for further action.
11. Submitting resolutions: A single copy of the resolution should be forwarded to the Federation Secretary not later than 75 days prior to the opening date of the Federation Convention, as specified in the convention call letter. The Federation Secretary will assign an identification number to each resolution received and forward, by email, a copy to the appropriate convention/standing committee chair for processing. It is the responsibility of that committee to determine if a resolution meets the submission requirements set by the CSFC Executive Board as specified in these instructions. The committee chair will notify the Federation Secretary of those resolutions meeting the requirements within 10 days of receipt of the resolutions. A resolution that does not meet these requirements will be returned to the originating chapter or committee by the convention/standing committee chair with an explanation of the reason (s) for non-acceptance.



**CALIFORNIA STATE FEDERATION OF CHAPTERS  
CONVENTION COMMITTEE NOMINEES  
FOR 2019 CSFC CONVENTION**



CHAPTER NAME: \_\_\_\_\_ CHAP # \_\_\_\_\_ DISTRICT # \_\_\_\_\_

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 2019 Convention of the California State Federation of Chapters, which indicates their intent to attend the Convention in San Diego, CA, Crowne Plaza Hotel, April 24-25, 2019. 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 March 1, 2019 to ensure consideration for appointment. Send completed form to Sandy Griffin, 688 Henshaw Avenue, Chico, CA 95973-8763, or [sjgriffin644@gmail.com](mailto:sjgriffin644@gmail.com).

SIGNATURE \_\_\_\_\_ OFFICE \_\_\_\_\_ DATE \_\_\_\_\_  
COPY TO: (Your District Vice President)

## CONVENTION COMMITTEES

The following is a 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, or [www.csfcnarfe.org](http://www.csfcnarfe.org), for a copy. The Chair of each Committee will give much more detailed instructions to the members. Standing Committees serve throughout the two-year term of office. ***No one currently serving on a Standing Committee should apply for a Convention Committee.***

**CREDENTIALS (POL-7A):** 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. The 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.

**BALLOT & TELLERS (POL-7B):** 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 assembly.

**GENERAL RESOLUTIONS (POL-7C):** This 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 other established committees. If the Federation Secretary cannot figure out which committee gets the resolutions, this committee will review it.

**NATIONAL BYLAWS (POL-7D):** 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 Conference.

**RULES (POL-7E):** 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 the 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 then reports to the convention body. If major revisions occur, printed material should be prepared to hand out to the delegates. The convention body votes on the "Rules of Order" prior to conducting any business.

**SERGEANT-AT-ARMS (POL-7F):** Sergeant-At-Arms Committee (SAA) functions as medical emergency and security controllers, ushers, and police under the direction of the Federation President during the convention. Federation President appoints the Chief SAA four (4) months before convention. SAA committee shall consist of a Chief, and twelve (12) members who serve from date of appointment until convention closing. The SAA Committee may also serve to post and/or retire the colors, if requested.





**CALIFORNIA STATE FEDERATION OF CHAPTERS  
 NARFE BIENNIAL CONVENTION  
 Crowne Plaza Hotel, San Diego, CA, April 24-25, 2019  
 CHAPTER REGISTRATION FORM**



CHAPTER NAME \_\_\_\_\_ NO. \_\_\_\_\_ DISTRICT # \_\_\_\_\_  
 CHAPTER SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**A. VOTING REPRESENTATIVE**

The following Registered Delegate, who is a member in good standing of this Chapter, is hereby designated as the Chapter's voting representative for the 2019 CSFC Convention and is authorized to cast this Chapter's votes when there is a written ballot.

\_\_\_\_\_  
 (First Name) (Middle Initial) (Last Name) (NARFE Membership Number)

*To be annotated by Federation Secretary ONLY:* No. of Authorized Chapter Votes \_\_\_\_\_

**B. PROXY VOTE**

If no member from this Chapter will attend convention, the member assigned below is authorized to represent this Chapter. If only one member from this chapter will attend, this chapter may consider a proxy assignment in case of unforeseen circumstances.

\_\_\_\_\_  
 (Name of Proxy Nominee) (Membership No.) (Chapter No.)

Signature of Authorizing Chapter Officer \_\_\_\_\_  
*to be annotated by Federation Secretary ONLY:* No. of Authorized Chapter Votes \_\_\_\_\_

NOTE: No additional registration fee is required for a Proxy, as they are already a delegate from another chapter.

**DISTRIBUTION:** Page 1 & 2 constitute the Registration Form. Additional copies of page 2 may be made as necessary to record all persons attending the convention.

**Chapter Secretaries: Make two (2) copies of this form; retain one for Chapter Files:**

*Mail one (1) copy to the Convention Host Committee Treasurer and keep one (1) copy for your chapter.*

*Make check out to "NARFE" and mail to:*  
**Convention Host Committee Treasurer  
 Barbara Leetch  
 10331 Settle Road  
 Santee, CA 92071-1025**

**REGISTRATION FORM SHOULD BE RECEIVED NO LATER THAN APRIL 8, 2019**

**CHAPTER REGISTRATION FORM (Continued)**

NARFE ID # \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

CHAPTER NAME \_\_\_\_\_ NO. \_\_\_\_\_ DISTRICT # \_\_\_\_\_

Please Check: Delegate \_\_\_\_ Alternate Delegate \_\_\_\_ Delegate at Large \_\_\_\_ First Time Convention Attendee \_\_\_\_

Active Federal Employee \_\_\_\_ National Only Member \_\_\_\_ Visitor \_\_\_\_ Guest (Meals Only) \_\_\_\_

**REGISTRATION:** \$40.00 (\$50.00) if received after April 8, 2019; **REGISTRATION AMOUNT:** \_\_\_\_\_

**Menu Selections:**

**Plated Luncheon: - Cost \$35 each**

Served with Caesar Salad, Market Vegetables, Herbed Rice Pilaf, Rolls and Butter; Coffee or Tea and New York Cheesecake for dessert with your choice of one of the following entrees:

- L01** – Smoked chicken & Penne Pasta with sun-dried tomatoes, feta cheese and basil cream sauce
- L02** – Lemon Thyme Roasted Pork Loin, with apple Courvoisier sauce
- L03** – Grilled Sesame Crusted Salmon, with mild wasabi cream sauce
- L04** – Vegetarian Plate

*The Federation will cover the cost of the Recognition Luncheon for all Federation Past Presidents and spouse/guest.*

**LUNCH** (Check One): **L01** \_\_\_\_ **L02** \_\_\_\_ **L03** \_\_\_\_ **L04** \_\_\_\_ **LUNCH AMOUNT:** \_\_\_\_\_

*Special Meal considerations should be listed on the back of this form.*

**Plated Banquet Dinner: - Cost \$45 each**

Served with Tossed Green Salad, Fresh Seasonal Vegetables, Garlic Mashed Potatoes, Rolls and Butter, Coffee or Tea and Carrot Cake for dessert with your choice of one of the following entrees:

- B05** – Marinated Flank Steak, thinly sliced, topped with peppercorn sauce
- B06** – Grilled Chicken Breast, topped with lemon caper cream sauce
- B07** – Baked Mahi-Mahi, with mango cream sauce
- B08** – Vegetarian – Portobello Mushroom Ravioli, with sautéed shallots & Garlic, topped with Marinara Sauce, served with seasonal vegetables.

**BANQUET** (Check One): **B-05** \_\_\_\_ **B06** \_\_\_\_ **B07** \_\_\_\_ **B08** \_\_\_\_ **BANQUET AMOUNT:** \_\_\_\_\_

*Special Meal considerations should be listed on the back of this form.*

**\*\* Registration Fee is Non-Refundable** and required for attendance at any convention business session; waived for Guest attending Luncheon or Banquet **ONLY**.

**All requests for Meal Refunds MUST be received no later than April 12, 2019.**

**TOTAL AMOUNT ENCLOSED (PER MEMBER):** \$ \_\_\_\_\_

Payment Included in Chapter Check # \_\_\_\_\_ Dated \_\_\_\_\_; **OR** Personal Check # \_\_\_\_\_ Dated \_\_\_\_\_

Note: Please provide this form for each member attending the convention.



REQUEST FOR MEALS REFUND  
2019 CSFC CONVENTION



**REFUND POLICY:** All request for refunds, specifically Recognition Luncheon and Banquet reservations, must be made **prior to April 12, 2019.**

Requests for refund must be in writing and will only be accepted for dire emergencies. Approval for cancellations must be signed by the Convention Host Committee (CHC) Chair, Secretary, or Treasurer.

Mail this refund request form to: Convention Host Committee Treasurer, Barbara Leetch, 10331 Settle Road, Santee, CA 92071-1025, 619-258-1478.

Hotel reservations and cancellations are the responsibility of the attendee and are arranged through the hotel.

=====

The following member:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ DISTRICT/CHAPTER: \_\_\_\_\_

Requests a refund for: Luncheon (\$35.00) \_\_\_\_\_ Banquet (\$45.00) \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

For the following reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Check No. \_\_\_\_\_ Date: \_\_\_\_\_ Mailed: \_\_\_\_\_



**CALIFORNIA STATE FEDERATION OF CHAPTERS**  
**STANDING COMMITTEE NOMINEES**  
**2019 - 2020**



**CHAPTER NAME:** \_\_\_\_\_ **CHAPTER NO.** \_\_\_\_\_ **DISTRICT NO.** \_\_\_\_\_

The members of this chapter listed below have OFFERED TO SERVE ON A Federation Standing Committee, if appointed by the Federation President. Attendance at the 2021 Convention is required and attendance at the prior year Convention 4/24-4/25, 2019 is desirable for organizational purposes. The basic duties of these committees, in addition to functioning as a Convention Committee to process related resolutions at the Federation Convention, and reporting on same to the delegates are set in Article II, Section 2.C of the Federation Constitution and Bylaws. See the next page for a brief description of each Committee.

COMMITTEE	NOMINEES
NATIONAL LEGISLATION	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
STATE LEGISLATION	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
CONSTITUTION & BYLAWS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
SERVICE	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
AUDIT	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
NOMINATING	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
PUBLIC RELATIONS	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____
MEMBERSHIP	NAME _____ PHONE _____ ADDRESS _____ CITY/ZIP _____

**NOTE: IF YOU ARE CURRENTLY SERVING ON A STANDING COMMITTEE AND WISH TO SERVE AGAIN, YOU MUST REAPPLY.**

Nominations **MUST** be received prior to **March 22, 2019** to ensure consideration for appointment. Send completed form to Federation Secretary Sandy Griffin, 688 Henshaw Avenue, Chico, CA 95973-8763, 530-343-0539 with a copy to your District Vice President.

**SIGNATURE** \_\_\_\_\_ **OFFICE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## STANDING COMMITTEES

The following is a summary of the duties of the **eight** Standing Committees. It is just an overview of what is expected from potential committee members. All members should be familiar with the California State Federation of Chapters Executive Board Guidelines for the committee. See your District Vice President for a copy. The Chair of each Committee will give much more detailed instructions to the members. Potential members of Standing Committees should be familiar with Policy Number 6, which is the "Policy for Standing Committees".

**NATIONAL LEGISLATION (POL-6A):** Make Congressional visits for the Chair and make a report on same. Work closely with chapter Legislative officers within their districts. Assist in Seminars and help chapters carry out an effective Legislative program. Ensure information received is passed on in a timely manner.

**STATE LEGISLATION (POL-6B):** Make visits to local offices of Assemblymen and State Senators within their district and make a report to the Chair. Assist in Seminars and help chapters to establish and carry out effective State Legislation programs. Ensure information received is passed on in a timely manner.

**CONSTITUTION & BYLAWS (POL-6C):** Be thoroughly knowledgeable and conversant with the National, as well as Federation Bylaws. Provide input to the Chair on clarification or modification of same. Forward all chapter suggestions for modifying the document to the Chair. Assist Chapters in developing resolution changes either the National or Federation Bylaws. Review and Recommend disposition of resolutions forwarded to your committee at the biennial federation convention.

**SERVICE (POL-6D):** Must be willing to attend District meetings and assist with Seminars. Maintain knowledge of insurance, hospital benefits, Medicare, Social Security, Death benefits, etc., and assist chapter Service Officers, and members when requested. Be a reliable source of information to chapter Service Officers.

**AUDIT (POL-6E):** Examine and review all reports and randomly selected financial transactions furnished by the Treasurer. Assist, if requested, to work on the final audit, in April annually at the Treasurer's home. This is a one-day (5-6 hours) effort and the Federation approves the standard travel allowance, including lodging (if necessary) for members who are required to travel long distances. Audit Committee is not required to meet during the convention. Work with the committee in offering suggestions, including additions, in the treasurer's procedures.

**NOMINATING (POL-6F):** Seek out and encourage prospective candidates to file experience and qualification records early for Federation officer positions. Much of the work of this committee is done at the Convention, so attendance is of the utmost importance. Could be assigned to officiate at the District elections at the Convention, including strict ballot control where the position has more than one candidate.

**PUBLIC RELATIONS (POL-6G):** Should be aware of events of concern, both locally and nationally. Assist the chapters in their efforts to answer adverse publicity in their local papers. Maintain close contact with the Chair and the Executive Vice President for promoting Membership efforts. Work with local media and establish Contacts and good rapport.

**MEMBERSHIP (POL-6-H):** Assist chapters in the development and implementation of their membership plans. Help chapter Membership Committees coordinate recruitment and retention activities, working with their chapter Public Relations Committees on such activities. Should ensure all chapter membership chairs in their districts are appropriately trained and informed of NARFE and Federation Membership Campaigns.