



NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES MARYLAND FEDERATION OF CHAPTERS

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JANUARY 12, 2015

TO: Executive Committee, Chapter Presidents and Committee Chairs

FROM: Dan McGrath, President, Maryland Federation of Chapters, NARFE
410-641-5570 - mcgrathsop@aol.com

SUBJECT: *Official Convention Call – 42nd Maryland Federation State Convention*

Introduction and Overview

The Maryland Federation of NARFE Chapters will conduct its 42nd State Convention Sunday evening, April 26 through Tuesday, April 28, 2015, at the Carousel Resort Hotel in Ocean City, Maryland. The return to Ocean City and to a 2-day format was determined by a vote of the Federation Board and will give attendees an opportunity to fully realize the objectives of the Convention. Special discount rates have been obtained from the recently renovated and enhanced Carousel Resort Hotel to allow participants to fully enjoy the facility while fulfilling their responsibilities.

The purpose of the biennial Convention is to elect officers for the next two years, to discuss resolutions germane to the Federation, and to exchange views with senior Federal and Maryland State officials on issues related to the protection and enhancement of current and retired Federal employees' earned benefits. In addition, there will be workshops on legislative and membership issues. There will also be a reception on Sunday evening, two luncheons with speakers, and a banquet with a live band on Monday. We are inviting excellent speakers to present topics of current interest to members and expect lively discussions on innovations that can help the Federation excel. **See Attachment #1 - Tentative Schedule.**

Summary of Deadlines

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|----------------|--|
| February 25 | Resolutions must be received by the Federation Secretary. |
| March 13 | Program book advertisement orders are due. |
| March 23 | Resolutions and committee recommendations sent to Board members. |
| March 27 | All submittals other than Registration Forms are due. |
| April 4 | Registration Forms must be received by Federation Treasurer. |
| April 11 | Objections or amendments to resolutions are due to the Federation Secretary. |
| April 17 | Last date to cancel and receive a refund for registration and banquet. |

Hotel

Hotel reservations must be made by March 27, after which the special NARFE convention discounted rate may not be available. The discounted convention rates are: Deluxe Standard Non-Oceanfront rooms-\$63; Oceanfront rooms-\$83 (both room types have two queen beds), and 2-bedroom condos-\$165. A tax of 10.5% is applicable to all rates. **Call the Carousel Resort Hotel at 1-800-641-0011 or 410-524-1000 and mention the NARFE convention for the special rates.** These discounted rates are also available from the Thursday (April 23) before the Convention through the Friday (May 1) after the Convention, for attendees who wish to extend their stay. The Carousel Resort Hotel is located on the beach at 11700 Coastal Highway, Ocean City, MD 21842. See **Attachment #9 – Directions.**

Registration

Chapter presidents should compile registration requests on **Attachment #3 – Registration.** The cost of registration is \$45 per person and includes the two luncheons (Monday and Tuesday). Checks should be made payable to: Maryland Federation of Chapters, NARFE. Single day registrants may send \$25, but must specify which day they will attend. **Presidents should consolidate all chapter names and checks and submit them to Dick Strombotne, Treasurer, in time for him to receive them by April 5.** After that date, late registrants may submit registration forms along with a check for \$50 directly to Dick Strombotne. If a chapter president cannot attend the convention, it is important that you designate an alternate to lead the delegation and to identify that person on the chapter registration form. **Persons authorized to receive reimbursement should not include funds for registration and the banquet.** See **Attachment #2 – Reimbursement Policy.**

Banquet Tickets

Reservations for the banquet (Monday), should be compiled on **Attachment #6 – Banquet Tickets,** which also lists menu choices, and submitted with a check for \$45 per person made payable to Maryland Federation of Chapters, NARFE. **Presidents should consolidate chapter names and checks and submit them to Dick Strombotne, Treasurer, in time for him to receive them by April 13. Banquet reservations cannot be canceled after April 17.**

Program Book

We are soliciting sponsors and exhibitors to advertise in the program book. The procedure for placing advertisements is shown on **Attachment #7 – Program Advertisements.**

Chapter Representation

A chapter delegate must meet three conditions. First, the chapter must be current with Federation per capita dues. Second, the delegate must be a paid-up member of the chapter. Third, the chapter must designate the member as a delegate, as indicated by the chapter president on the registration form. Upon meeting these criteria, delegates are to conduct business and address matters of importance to NARFE members. It also is an opportunity to socialize with friends, but **delegates have a duty to give first priority to the business of the convention by attending each session and participating as appropriate.**

The Convention Planning Committee also seeks your cooperation in getting the word out to your chapter via newsletters, emails and chapter meetings. We urge you to forward this Convention Call to your key members so that they are aware of all details. Also, as in conventions past, chapters are asked to bring along a \$25 Gift Card that can be used for daily door prize drawings.

Gift cards should be from a chain store in Maryland that can be redeemed anywhere in the State.

Election of Officers

The Nominating Committee Chair will contact chapter presidents regarding solicitation of potential candidates. Nominees will be approached by the Committee and, if appropriate, interviewed on April 26 in Ocean City. Recommendations of the Committee will be posted on April 26. Additional nominations may be made from the floor during the convention.

Voting and Voting Credentials

For uncontested offices, a floor vote will suffice. For a contested office, ballots will be prepared and voting will take place the morning of April 28. Voting credentials are explained in **Attachment #4 – Credentials**.

Maryland Federation Bylaws state that: *Voting at a Federation Convention shall be by duly accredited delegates representing Chapters in-good-standing. Each such Chapter shall be entitled to one delegate for each twenty-five (25) voting members, or fraction thereof, of the Chapter as reported on the Membership Summary Report by State and Chapter for the month of January of the current year. All delegates and alternates must be Chapter and National members-in-good standing. Maryland Federation Bylaws further state that: Each Chapter may cast as many votes for each position to be filled by election as the number of delegates to which the Chapter is entitled. The Lead Delegate will be the Voting Delegate for the Chapter. If a Chapter does not intend to have any delegates at the Convention, it may designate another delegate from any other Chapter to cast the Chapter's vote. See Attachment #5 -Proxy Form. If for any reason, a Lead Delegate is unable to vote, the other delegates representing the Chapter may select one of their Delegates to act as Lead Delegate. If no other Delegate from the Chapter is available, the President of the Federation may designate any other Delegate to cast the votes.*

Voting on Other Matters

Voting on matters other than for the election of officers shall be by the delegates present and voting as individuals.

Resolutions

Members are urged to submit their ideas for the improvement of NARFE operations and policies in the form of resolutions through their Chapters. The Resolutions Committee will review proposed resolutions and forward them to the Executive Board along with recommendations for consideration at the Federation Convention. Since there will be no National Convention in 2015, proposed resolutions will be primarily those relating to operations at the Federation level. Articles XI and XII of the Maryland Federation Bylaws govern the submission and consideration of resolutions. Resolutions must be on the prescribed form see **Attachment #8 – Resolution Submittal Form**. Resolution submittal forms should include the original signed copy, a copy submitted to the Federation Secretary as required by Bylaws Article XI – Section (a), and a copy for your Chapter files. If you would like to change a Bylaw, refer to the 2009 edition of the Maryland Federation Constitution & Bylaws, which is available on the Federation website: **www.mdnarfe.org**.

Resolutions to amend Bylaws must be voted on as presented by the Resolutions Committee, based on the Committee's review of the resolution as submitted, as well as any amendments that may be made by the Committee, and amendments received in accordance with the 15-day requirement under Article XI – Section 4. If the delegates reject a resolution as amended by the

Committee, the original resolution will be submitted to a vote. Resolutions not related to Bylaws amendment will be reported by the Committee as amended by it. Further amendments may be made to these resolutions in accordance with Convention rules.

Attachments:

- Attachment #1 - Tentative Schedule
- Attachment #2 - Reimbursement Policy
- Attachment #3 - Registration
- Attachment #4 - Credentials
- Attachment #5 - Proxy Form
- Attachment #6 - Banquet Tickets
- Attachment #7 - Program Advertisements
- Attachment #8 - Resolution Submittal Form
- Attachment #9 - Directions

**Attachment #1 – Tentative Schedule
42nd Maryland Federation State Convention
April 26-28, 2015**

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|------------------------------|-------------------|-------------------------|
| Registration | Sunday, April 26 | 3:00 p.m. to 5:00 p.m. |
| | Monday, April 27 | 8:00 a.m. to 9:30 a.m. |
| | Tuesday, April 28 | 8:45 a.m. to 9:45 a.m. |
| Reception | Sunday, April 26 | 6:00 p.m. to 8:00 p.m. |
| | Music TBD | |
| Plenary Sessions | Monday, April 27 | 9:30 a.m. to 4:30 p.m. |
| | Tuesday, April 28 | 9:45 a.m. to 2:30 p.m. |
| Banquet | Monday, April 27 | 7:00 p.m. to 10:00 p.m. |
| | Music TBD | |
| President’s Breakfast | Tuesday, April 28 | 8:30 a.m. to 9:30 a.m. |
| Voting (if required) | Tuesday, April 28 | 8:00 a.m. to 9:30 a.m. |
| Attendee Luncheons | Monday, April 27 | 12:00 p.m. to 1:30 p.m. |
| | Tuesday, April 28 | 11:45 p.m. to 1:15 p.m. |

All registrants – Luncheon fees are included in Registration Fee

Attachment #2- Reimbursement Policy

Many volunteers help to plan and conduct the Maryland NARFE's Biennial Convention. Maryland NARFE will reimburse some or all of the Convention-related expenses of individuals who participate in activities that are essential to the planning and operating of the 2015 Convention. Subject to further refinement, the reimbursement policy is outlined below. The Federation President may authorize additional individuals to receive reimbursement on a case-by-case basis.

Three nights of lodging, Saturday through Tuesday, plus registration, banquet & mileage

Executive Committee members
Host Chapter President
Convention Committee Chair
Sergeant at Arms
Registration Chair

Two nights of lodging, Sunday and Monday, plus registration, banquet & mileage

Registration Committee members
Credentials/Ballot & Teller Chair & Committee members
Banquet Coordinator
Ways and Means Chair & Committee members
Alzheimer's Committee Chair
NARFE PAC Chair
MD PAC Chair
Assistant Sergeants at Arms
Nominating Committee Chair & Committee members
Resolutions Committee Chair
Federation Photographer
Federation Parliamentarian
Chapter Presidents or Head of Delegation
Federation Committee Chairs & Co-Chairs
Resolutions Committee Members

Registration, banquet & mileage

FLC Committee members
SLC Committee members

Carpooling is encouraged.

Note: Attendees must register and sign up for the banquet and make their own hotel reservations. Receipts and vouchers for hotel and mileage expenses should be sent to **Dick Strombotne, Treasurer, 310 High Gables Drive, Apt 205, Gaithersburg, MD 20878-7424**

Attachment #4 – Credentials

The Ballot & Teller and Credentials Committees have been combined into a single committee with duties related to the election of Federation officers. A lot of pre-convention time and effort is expended to assure that everything is in order if one or more of the offices are contested, either with advance notice or by a valid nomination from the convention floor. The following are a few of the convention requirements:

1. Each chapter must designate on their registration form who will serve as their head delegate. Only this individual or the alternate will be issued a voting Credentials Certificate. This Certificate will cite the chapter number, head delegate and the number of votes that may be cast. The delegate will sign the Credential Committee log and must present the Certificate to the Ballot & Teller Committee at time of voting.
2. Each chapter must also designate an Alternate head delegate on their registration form in case the initial one is unable to attend or cannot perform the voting duties. This is important as in the past Credentials Committee chairmen have had to contact chapters to obtain the information prior to the convention.
3. Any chapter not sending a delegate to the convention should complete the Proxy Form (Attachment #5 – Proxy Form) and designate someone from another chapter to cast their votes. A Credential Proxy Certificate is also issued prior to voting.
4. Any chapter sending only one delegate, or two delegates who are spouses, must complete a Proxy Form in case the named delegates are unable to attend at the last minute.

Attachment 5 –Proxy Form

Date Received by Secretary: _____.

This form should be submitted **to Pat Farmer, 13304 Briarwood Dr. Laurel, MD 20708, Federation Secretary, no later than March 27, 2015.**

NARFE Maryland Chapter ____ will not be sending delegates to the 42nd Maryland Federation State Convention being held April 26 – April 28, 2015. In accordance with Article VIII, Section 1(b) of the Maryland Federation Bylaws, our Chapter is entitled to designate a proxy to cast the Chapter's votes at the State Convention.

Our Chapter designates _____, a delegate to the Convention from Chapter: _____, as its proxy delegate, and authorizes him/her to cast votes to which our chapter is entitled.

Our Chapter's members authorized this designation at the Chapter's regular meeting on _____.

(Date)

(Chapter President)

Attachment #6 – Banquet Tickets

Date Received by Treasurer _____.

This form must include all banquet attendees and be mailed by chapter presidents to reach **Dick Strombotne, Treasurer, 310 High Gables Drive, Apt #205 Gaithersburg, MD 20878, by March 27, 2015**. Checks must be made payable to: Maryland Federation of Chapters, NARFE.

Cost \$45 per person. All persons attending the Banquet must have a prepaid reservation. Chapter/groups desiring to sit together (10 to a table) must so indicate on this form. Please print or type names, phone numbers and choices of entrée. Special medical diets should be specified below.

Meal Choices:

A-Chicken Cordon Bleu: Honey ham and Swiss cheese rolled in a boneless chicken breast, served with Chef’s choice of vegetable.

B-Baked Salmon: Fresh Atlantic salmon with saffron and peppercorn cream.

C-Vegetable Sauté: Linguini pasta tossed with garlic, shallot, olive oil, and fresh seasonal vegetables topped with tomato caper sauce.

Submitted by: _____ . Phone: _____.

Chapter Number and Name: _____.

| Name | Email Address | Phone # | Meal Choice |
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Special Medical Diets

Attachment #7 – Program Advertisements

Date Received by Treasurer _____.

Payments for Program Book advertisements should be sent to Dick Strombotne, Federation Treasurer, 310 High Gables Drive, Apt #205 Gaithersburg, MD 20878, by March 13, 2015. At the same time, please send a CD containing the color advertisement in PDF, JPG, or TIF format to Ted Page, 10830 Piney Island Drive, Bishopville, MD 21813. For questions regarding advertisements, please call Ted Page, at 410-352-3749 or email him at tpage66303@aol.com. Submitting organizations names should be clearly marked on the CD.

From: _____ .Phone: _____
(Name of organization submitting ad)

(Address) (Street, City, State, ZIP)

Contact: _____ .Phone: _____

Chapter number and name (if applicable): _____.

Enclosed is a CD containing my color commercial Copy Ready ad(s) for publication in the all color 2015 Program Book of the Maryland Federation of Chapters State Convention, to be released at the Convention in Ocean City, Maryland on April 26, 2015.

Enclosed with this form is a check for \$_____, made payable to Maryland Federation of Chapters, NARFE, to cover the cost of the following ad(s). Please check the size and cost of each ad.

(Signature)

**Program Book Commercial Ad Order Price List
(Program Book will be in full color.)**

Full-page Ad (approximately 5"X 8") \$150
One-half page ad \$ 75

Note: Special price for the following pages
Inside page of front/ cover \$225
Centerfold (two full pages) \$325
Back Cover \$325
Inside page of back cover \$225

Also, note that nonprofit organizations receive a 50% discount on all advertisement purchases.

Attachment #8 –Resolution Submittal Form

Maryland Federation of Chapters, NARFE

Number _____.

1. **Subject:** _____.

2. This resolution () does () does not propose a Bylaw change.

3. Adopted by _____ on _____
(Chapter Number and Name) (Date)

Attest

(Chapter President) (Secretary)

4. **Whereas:** (Explain reasons and basis for resolution; attach additional sheet if needed)

5. **Be It Resolved:** (Specify action to be taken; attach additional sheet if needed)

6. **Estimated Cost of this proposal:** () no cost () \$_____ per year () other period_____.

7. **Explanation:**

8. **Resolutions Committee Recommendation to the Convention:**

() Adopt () Not Adopt () Adopt as Amended

9. **Convention Action:**

() Adopt () Not Adopt () Adopt as Amended

10. **Amendment/Rationale:**

Attest _____ and _____ **Date** _____.
(Federation President) (Federation Secretary)

Attachment #9 – Directions

Directions to Carousel Resort Hotel – 11700 Coastal Highway, Ocean City, Maryland 21842

From Route 95 N or S, Washington DC Beltway

1. Take the US-50E exit towards Ocean City.
2. Stay straight to go onto US-50E / Ocean Gateway.
3. Right exit on to Route 90 toward North Ocean City
4. Turn left onto Coastal Highway /MD-528 N.
5. 11700 Coastal Highway, Ocean City is on the right.