June 11, 2021

Dear Washington Federation of State Employees Local Presidents and Secretaries:

We cordially invite you to join us at the Washington Federation of State Employees’ 49th Biennial Convention. Convention will begin on Saturday, October 9, 2021, at 9:00am via virtual video conferencing. Convention business will be completed on Sunday, October 10, 2021.

This year’s convention theme is Solidarity Rising. Over the past two years, our union has proven that there is nothing we can’t accomplish when we stand up in solidarity. WFSE members pulled together to promote the values of public service, social justice, and dignity for all workers – all while taking on a global pandemic and an economic recession. Our convention will recognize the adversity we’ve faced and celebrate our shared victories.

Enclosed is the official Convention Call. The number of delegates to which your local is entitled is enclosed along with the corresponding number of credential forms.

Convention information can be found on the WFSE website. You can also locate portions of the Constitution pertaining to the Convention via this link: https://www.wfse.org/convention2021.

The credentials, along with the local union certification for delegates and alternates, must be received at the WFSE Headquarters by Tuesday, August 10, 2021, 5:00pm.

The WFSE website is kept up to date with Convention information and materials for your reference. Please utilize this resource as you prepare to join us at Convention in October. If you have any questions, email Convention2021@wfse.org.

Solidarity Rising,

Mike Yestramski, WFSE President
Leanne Kunze, WFSE Executive Director
1. Invitation Cover Letter from WFSE President Mike Yestramski and WFSE Executive Director Leanne Kunze
2. Convention Call Summary

**3. WFSE Convention Call**

4. Convention Timeline
5. Convention Committee Description/Sign-up sheet
6. Award Descriptions and Eligibility
7. Memo to Local Presidents/Secretaries regarding Credentials for the Convention
8. Local Union Delegate Certification
9. Credential Forms
10. Local Union Delegate Strength

Please contact Convention2021@wfse.org with any questions.
TO: Presidents and Secretaries of WFSE Local Unions  
Council 28 Officers and Executive Board Members  
FROM: Tracy Stanley, Council 28 Secretary  
DATE: June 11, 2021  
SUBJECT: CALL TO THE WFSE 49th BIENNIAL CONVENTION – VIRTUAL VIDEO CONFERENCING

The 49th Biennial Convention of the Washington Federation of State Employees, Council 28 AFSCME AFL-CIO, will be held via virtual video conferencing on October 9-10, 2021.

The Convention will convene on Saturday, October 9, at 9:00am. Convention Committee meetings will be held on Friday October 8, 2021, beginning at 4:00pm. The following committees will meet (if necessary): Constitution and Bylaws, Credentials, Elections, Resolutions, Rules, and Sergeant at Arms.

All Committee members shall be notified thirty (30) days prior to the convening of the Convention, in writing, of committee appointments made by the Council President.

This Convention is called in accordance with Article VII- Meetings, Section 1, of the Council Constitution which states:

“The Council Biennial Convention shall be held in odd-numbered years and on a Saturday and Sunday in September or October but may also be convened on the preceding Friday. The call to the biennial Convention shall be issues at least 120 days preceding the commencement of the Convention. The Council 28 Executive Board shall select the Convention dates and city.”

REGISTRATION

The registration link will be open during the following times on Friday, October 8, 12:00pm to 7:00pm and again on Saturday, October 9 from 7:00am to 8:30am. Due to the virtual Convention, registration will only be open during the time periods noted above.

GUESTS

Members in good standing and invited guests are welcome to attend and must pre-register.

REPRESENTATION

Our Council constitution provides that the number of delegates and votes to which each local is entitled as determined in Article VIII Representation of the Council Constitution which states:

“Section 1. Locals shall be entitled to delegates to the biennial convention or special meetings of the council on the basis of one (1) for each fifty (50) members or fraction thereof. Regardless of the number of delegates, locals shall be entitled to vote on the basis of one (1) vote for each member. Locals entitled to more than one delegate may send fewer than their quota of delegates and the delegates present may cast the entire vote of the local on all recorded votes and elections coming before the convention. The number of votes shall be divided equally among the delegates, with any remaining votes to be cast by the chairperson of
the delegation. No fractional votes shall be permitted.

Section 2. All delegates and alternates to the biennial convention or special meetings of the council shall be members in good standing of their respective local unions.

Section 3. No delegates or alternates shall be allowed representation or recognition at the biennial convention or special meetings of the council unless their local union is a member of the council as provided in Article IV of this constitution.

Section 4. Two or three local unions may unite in sending a delegate to the biennial convention or special meeting of the council provided such delegate is a member in good standing in accordance with Section 2 of this Article of one such local unions. Said delegate shall be entitled to the votes to which the local unions so represented are entitled in accordance with Section 1 of this Article. No delegate shall represent more than three locals, including their own.

Section 5. All delegates to the biennial convention or special meetings of this council shall be elected by the respective local unions they represent, and the names of such delegates shall be certified by the president and secretary of the local union to the secretary of the council at the council headquarters office. This certification must be received at least sixty (60) days prior to the commencement of the biennial convention. The Council Executive Board shall determine the date of receipt of certification for special meetings of the council. If such certification includes two or more delegates, the certification shall designate one of the delegates as chairperson of the delegation.

Section 6. The membership of locals for the purpose of computing the number of delegates and votes to which each local is entitled at the biennial convention shall be determined on the basis of their average monthly member per capita tax payments for the twelve-month period ending ten full calendar months before the month of said scheduled meeting; provided, however, that the membership of locals which affiliate or re-affiliate after the beginning of the above-defined twelve-month period shall be determined on the basis of their average monthly member per capita tax for the full period of their affiliation up to the month preceding that of the scheduled meeting. The Council Executive Board shall determine the membership of the locals for the purpose of computing the number of delegates and votes to which each local is entitled for special meetings of the council.”
## Convention Timeline

**WFSE Convention October 9-10, 2021**  
Washington Federation of State Employees

<table>
<thead>
<tr>
<th>DATE</th>
<th>Convention Timeline/Event</th>
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<tbody>
<tr>
<td>Friday, June 11</td>
<td>Convention Call Mailed to Locals - 120 days preceding the Convention</td>
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<tr>
<td>Friday, June 11</td>
<td>First date that Nomination and Election of delegates/alternates can be held. 120 days prior per Appendix D, Elections Code; Article IV, Section 11.</td>
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<tr>
<td>90 days prior to the start of Convention</td>
<td>WFSE Constitution Article XVII – Amendments to the Constitution and By-Laws, Section 3. Proposals to amend the constitution by changing the Council’s per capita tax, shall be submitted to the Executive Board ninety (90) days prior to the opening of the Biennial Convention.</td>
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<tr>
<td>Sunday, July 11</td>
<td>Executive Board’s recommendation and justification of any per capita amendments to be mailed to all affiliated locals.</td>
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<tr>
<td>60 days prior to the start of Convention</td>
<td>Delegate/Alternate Credentials Due into the Council Executive Office. All credentials received after this date will be considered irregular and will not be considered for committee appointments. The Convention will vote on whether or not to seat the irregulars after the partial report of the Credentials Committee on the first day of the convention. Delegates whose credentials are received on or before this date will be considered regular delegates and their names, along with committee preferences will be forwarded to the Council President in order to make assignments.</td>
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<tr>
<td>Tuesday, August 10</td>
<td>Deadline to submit Delegate Committee Preferences to Executive Office.</td>
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<tr>
<td>60 days in advance of Convention</td>
<td>Resolutions and Constitutional Amendments (other than per capita tax increases) are due on this date (45 days prior to convention). See WFSE Constitution - Article XVII – Amendments to the Constitution &amp; By-Laws, Section 2 and Article III – Resolutions, Section 3 of the By-Laws.</td>
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<tr>
<td>Tuesday, August 10</td>
<td>List of Delegate Committee Preferences prepared for C28 President</td>
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<tr>
<td>Wednesday, August 25</td>
<td>Resolutions and Constitutional Amendments received by the Wednesday, August 25 deadline will be provided to the Delegates/Alternates and Executive Board Members. Resolutions received after the deadline are considered “Late Resolutions” and will not be provided prior to the Convention.</td>
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<tr>
<td>Monday, August 30</td>
<td>Committee Assignments provided to those assigned.</td>
</tr>
<tr>
<td>Thursday, September 9</td>
<td>Council 28 Executive Board Meeting</td>
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| Thursday, October 7         | Registration 12:00pm – 7:00pm  
Convention Committee meetings 4:00pm  
Pre-Convention Workshop for New Delegates and Zoom Practice |
| Friday, October 8           | Registration 7:00am – 8:30am  
Convention convenes at 9:00am  
Officer Nominations  
Convention Business |
| Saturday, October 9         | Council Officer Elections  
Convention Business and Close of Convention |
Local President,

Please connect with your delegates regarding interest in serving on a Convention committee. Use this form to submit names and committee choices. **Our WFSE Council President makes all committee appointments.** Delegates whose credentials are submitted by the August 10 deadline are eligible to be appointed. Appointments will be announced on/after Thursday, September 9, 2021.

**LOCAL UNION ______________________**

The following are the committees that will meet (if necessary) on Friday, October 8 at 4pm and Saturday, October 9, 2021, as needed. The description/responsibilities of each committee is described below.

The Convention Committee are:

- Resolutions
- Constitution and By-laws
- Rules
- Credentials
- Elections
- Sergeant at Arms
- Other

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<tr>
<th>Delegate’s Name</th>
<th>Committee Preference</th>
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CONVENTION COMMITTEE DESCRIPTIONS

The Council President appoints committee assignments. Delegates assigned to a committee will be notified of their assignment in early September.

Resolution Committee - Reviews, discusses and makes recommendations for the Convention on resolutions that do not require legislative action or cause change to the Council Constitution.

Constitution and By-laws - Reviews, discusses and makes recommendations to the Convention on resolutions that require a change in the Council Constitution.

Rules - This committee drafts proposed Rules for the Convention. The adoptions of the Rules and Order of Business is one of the first actions taken by the Convention.

Credentials - Oversees registration at the Convention; tracks the number of local unions, delegates and alternates registered at the Convention. Reports to the Convention and certifies that a quorum is present. Ensure that the Elections Committee receives the final tally of the number of delegates present.

Elections – Responsible for the conduct of the nominations and elections for the Four Council Officers: President, Vice President, Secretary and Treasurer. The Committee drafts the rules for the nomination and election procedures and makes the recommendation to the body. The Committee conducts the nominations and elections and reports the results of the election to the Convention body as each Council officer is elected.

Sergeant at Arms - Responsible for the Convention hall set up, and for distributing all approved handouts/materials. Assists the chair with maintaining order and decorum during the Convention. Assists the Elections Committee during the elections on Sunday morning.

Other – Occasionally, other committees are established to deal with specific issues if the Council President determines that there is a need for additional committees.
Award nominations must be submitted and received to WFSE Headquarters by Tuesday, August 10, 2021, 5:00pm, at wfse.org/convention2021.

**Member Award Descriptions & Eligibility Requirements**

**WASHINGTON FEDERATION OF STATE EMPLOYEES**

**JOB ACTION OF THE YEAR AWARD**

This award recognizes a WFSE member(s) who organized the most creative and effective job action since the last convention. Locals, individual members and staff may nominate. A description of why the nominee should be considered for the award must be included. Include specific example(s) of creative and effective job actions organized by the nominee(s) since the previous convention.

**HOWARD JORGENSEN ORGANIZING AWARD**

The Howard Jorgenson Organizing Award recognizes a WFSE member who has demonstrated outstanding skills in the area of organizing. The award is named after its first recipient, Howard Jorgenson, WFSE president from 1972 to 1997. Jorgenson passed away in 2016. Locals, individual members and staff may nominate union members, shop stewards, statewide and local officers, staff and other activists. Nominees must have demonstrated outstanding skills in the area of organizing. Include a description of why the nominee should be considered for the award. Include example(s) of: organizing activities; building unity within a bargaining unit or Local Union; improving the union’s community image; encouraging other members to participate; working for group welfare and union’s goals, etc.

**ROSELLA CHARVET LEADERSHIP AWARD**

This award recognizes members who have demonstrated outstanding leadership skills. Locals and individual members may nominate union members, shop stewards, statewide and local officers, staff and other activists. Include a description of why the nominee should be considered for the award. Include examples of: active union participation building consensus; unity and solidarity; teamwork; inspirational acts; improving union’s community image; encouraging other members to participate; defending worker’s rights; working for group welfare and union’s goals, etc.

**MEDAL OF VALOR AWARDS**

These awards recognize WFSE members who have demonstrated bravery and valor. Recognition may be given to a member where the evidence presented to the Medal of Valor Committee shows that they demonstrated bravery and/or heroism by knowingly performing conspicuous acts of courage under life-threatening circumstances so that others might live. Two Medal of Valor Awards may be conferred. One award is earmarked for a Public Safety Officer member of Council 28 and one is open for a Non-Public Safety Officer member. A description of why the nominee should be considered for the award must be included. Include specific example(s) of valor since the previous WFSE convention.

**LIFESAVING AWARD**

This award recognizes a member who acted during an emergency with the intent of saving a life or helping the injured. Recognition may be given to a member where the evidence presented to the Medal of Valor Committee shows that they acted during an emergency with the intent to save a life or help the injured. The committee will consider resourcefulness and demonstrated skill in rescue methods. A description of why the nominee should be considered for the award must be included. Include specific example(s) of lifesaving since the previous WFSE convention.
Award nominations must be submitted and received to WFSE Headquarters by Tuesday, August 10, 2021, 5:00pm, at wfse.org/convention2021.

**MERITORIOUS SERVICE AWARD**
This award recognizes a member’s significant or outstanding act of service of exceptional character. Recognition may be given to a member where the evidence presented to the Medal of Valor Committee shows that a significant or outstanding act of service of exceptional character was performed. The action taken need not involve attempts of rescue or risk to self, but should exhibit behavior far above and beyond the expectations of their position in the service of others. A description of why the nominee should be considered for the award must be included. Include specific example(s) of meritorious service since the previous WFSE convention.

**LAURIE MERTA STEWARD OF THE YEAR AWARD**
The Laurie Merta Steward of the Year Award is presented to a WFSE shop steward who has demonstrated outstanding skills to help members and to build up the union in the workplace. Locals or individual members may submit a nomination. The nominee must be an outstanding steward and a member in good standing. Include a description of why the nominee should be considered for the award, such as keeping members informed about union issues, organizing in support of the contract, recruiting and mentoring new stewards, representing members, enforcing the contract, building membership power, and/or advocating for workers’ rights.

**RISING STAR STEWARD AWARD**
Do you know a member who has excelled in building our union through their fire and passion as a new steward? We’re looking for the “Rising Stars” of our union who will lead us into the future and help make our union stronger. Consider the following as you nominate a steward that you feel exemplifies the title of “Rising Star”: They’re building and strengthening our union by defending our contract and educating our co-workers about their rights; they’re representing co-workers in informal discussions with management to resolve workplace issues; they’re organizing co-workers around workplace issues and concerns; they’re promoting union values, principles, and ideals in the workplace; they’re engaging in political activities to address workplace concerns; they’re reaching out to new employees to share information about our union, encouraging participation, and collecting union membership cards; they’re sharing information, educating, and communicating accurately to members, other stewards, and locals; they’re a strong, enthusiastic, positive, professional, and creative face of WFSE. Please provide in detail why your nominee is a Rising Star and how they have made a difference in your local, workplace, or union at large.

**PEOPLE AWARD**
This award will be presented to the local with the most PEOPLE members. Nominations are not needed for this award.
TO: Local Secretaries

FROM: Mike Yestramski, Council 28 President
      Leanne Kunze, Executive Director

SUBJECT: CREDENTIALS for the 49th BIENNIAL CONVENTION (VIRTUAL VIDEO CONFERENCING)

According to the enclosed delegate strength and in conformance with Article VIII of the Council 28 Constitution the appropriate number of Delegate/Alternate credential forms have been included in this packet. If additional forms are needed, please email Convention2021@wfse.org.

ELECTION OF DELEGATES/ALTERNATES

In accordance with Article V - Delegates to Convention, Section 1, of the WFSE Constitution and By-laws, “Delegates to all Conventions to which this Council is entitled to be represented shall be elected in accordance with the Elections Code, Appendix D, of the International Constitution where such is applicable.”

Please note Article IV, Section 11 as reference in Appendix D, Elections Code in the AFSCME International Constitution. No nominations or election of delegates shall be held more than 120 days prior to the opening of the Convention, except as provided for in this Section. Consequently, Locals should not hold elections for this convention prior to Friday, June 11, 2021. There may be applicable provision in your Local Constitution and Bylaws, as well.

If your members decide that only delegates will be sent to the Convention, it is a good idea to elect alternates as they will be able to attend and observe as a guest.

NOTICE OF ELECTIONS

In accordance with Appendix D – Section D in the AFSCME International Constitution. A fifteen (15) day notice of nominations and election must be sent to all members of your Local.

CREDENTIALS

Enclosed with this memorandum are the following documents:

- Credential forms (please complete for each delegate and alternate)
- Local Union Delegate Certification form
- Convention call Summary

Please email Convention2021@wfse.org with any questions
TO: Local President
FROM: Mike Yestramski, Council 28 President
       Leanne Kunze, Executive Director
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If your members decide that only delegates will be sent to the Convention, it is a good idea to elect alternates as they will be able to attend and observe as a guest.

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CREDENTIALS

Enclosed with this memorandum are the following documents:

- Credential forms (please complete for each delegate and alternate)
- Local Union Delegate Certification form
- Convention call Summary

Please email Convention2021@wfse.org with any questions
This document is to certify that the following members are the duly elected delegates and alternates to the 49th Biennial Convention of the Washington Federation of State Employees, AFL-CIO, Council 28, to be held Saturday and Sunday, October 9-10, 2021 via virtual video conferencing.

If the delegate who is certified as “Chairperson” (see Article VIII, Section 5, of the Council Constitution) does not appear at the Convention, the regular delegates from this Local who are present will designate the “Chairperson” of the delegation.

LOCAL # __________

<table>
<thead>
<tr>
<th>DELEGATE(S)</th>
<th>ALTERNATE(S)</th>
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<td>1. ___________</td>
<td>1. ___________</td>
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<tr>
<td>(Chairperson)</td>
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Return with the Council Copy of Credential Form by **Tuesday, August 10, 2021**.
The undersigned officers of Local #________ hereby certify that:

_____________________________________________________
(Name of Delegate or Alternate)

whose mailing address is: ______________________________________
(Street)

_____________________________________________________
(City) (State) (Zip Code)

Cell Phone: _____________________________________________

Home Phone: ___________________ Home Email Address: ____________

is a member in good standing and a duly elected:

DELEGATE ☐ ALTERNATE ☐

of Local # ______, to the 49th Biennial Convention of the Washington Federation of State Employees, to be held via virtual video conferencing, beginning at 9:00am on Saturday, October 9, 2021.

Signature of Local President
_____________________________________________________

Date
____________

Signature of Local Secretary
_____________________________________________________

Date
____________

Attach this Credential form to the Local Union Delegate Certification sheet

DEADLINE (post-marked and received): TUESDAY, AUGUST 10, 2021

White Copy: Return by US Postal Service or Email to:
WFSE Council 28 Headquarters
Attention: Denise Mulholland
1212 Jefferson Street, S.E.
Olympia, WA 98501

Email: Convention2021@wfse.org

If you requested the Credential packet to be mailed to your Local, the following applies:

Yellow Copy: The yellow copy of this credential form should be given to the Delegate or Alternate, and presented along with PHOTO ID, at the time of on-site registration.

Pink Copy: The pink copy of this credential form is to be kept for Local Union records.

Deadline for submitting credentials is TUESDAY, AUGUST 10, 2021. Credentials received after this date, will be considered late and the delegate/alternate will be considered irregular and will not be seated on the Convention floor until the Credentials Committee makes a ruling and recommendation to the Convention Body for consideration.