



National Federation of Federal Employees

International Association of Machinists and Aerospace Workers

Forest Service Council



James C. "Chris" Berry, President

Melissa Baumann, Secretary-Treasurer

March 18, 2016

SENT BY MAIL TO
Recording Secretary or
Secretary Treasurer or
President

Dear Sister/Brother (name),

In accordance with Article IV of the Bylaws of the National Federation of Federal Employees Forest Service Council, this is the

- OFFICIAL FOREST SERVICE COUNCIL CONVENTION CALL, and the
- NOTICE OF NOMINATIONS AND ELECTIONS for the Forest Service Council Executive Board.

The NFFE-Forest Service Council Convention will be held at the Buena Vista Hotel and Resort, Orlando, Florida on September 24-25, 2016, and if need be will be continued on September 29, 2016. All delegates must register between 8:30 am and 9:15 am on September 24, 2016. The Convention will convene promptly at 9:30 am. This Convention is being held in conjunction with the NFFE National Convention which is being held September 26-29, 2016.

This letter includes the following documents:

1. Nomination Form
2. Bylaws Amendment Proposal Form

Instructions for submitting each of these documents are below. In addition, a suggested timeline for the NFFE and FSC Convention documents is included to assist you with this process.

Nomination Form – If your Local wishes to submit a pre-Convention nomination for FSC President, FSC Secretary-Treasurer, or FSC Vice-President, such nominations should be sent on the attached form to the Election Committee Chairperson, Karen Mora, so that they are **received** no later than May 1, 2016. In addition, nominations will be accepted on the Convention floor.

Bylaws Amendment Proposals – If your Local wishes to submit proposals to amend the FSC Bylaws, such proposals must be mailed to the NFFE-FSC Secretary-Treasurer, so they are **received** no later than July 26, 2016. The current Bylaws are posted on the NFFE "Members Only" section (click on Member/Officer Toolkits, then on Officers Toolkit).

Delegate Credentials – The number of delegate votes each Local may carry to Convention is based on the number of members in the Local during the last full pay period in May. The appropriate number of credentials will be mailed to you in June.

In Solidarity,

MELISSA BAUMANN
Secretary-Treasurer
NFFE Forest Service Council

Cc (via email): Local President (name)

Current FSC Executive Board

President: Chris Berry (cberry01)

Secretary-Treasurer: Melissa Baumann (baumann.nffe@gmail.com)

Council Vice-Presidents:

R-1:	Terri Anderson	tlanderson
R-2:	Karen Mora	kmora
R-3:	Charlie Armiger	carmiger
R-4:	Dave Chevalier	davidchevalier
R-5:	Barry McDonald	bmcDonald01
R-6:	Lisa Wolfe	ljwolfe

R-8:	Danté Whittaker	dwhittaker
R-9:	John Pagel	jppagel
R-10:	Nancy Soriano	nsoriano
CCC:	Shawn Patterson	shawnpatterson
Res:	Val Nelson	vjnelson
WO Units:	Debbie Kaufman	dkaufman

Timeline for Preparing for NFFE and NFFE-FSC Conventions

The NFFE National Convention and NFFE Forest Service Council Conventions will be held together in Orlando, so below is a combined timeline for preparing for both Conventions. It is extremely important that your Local follow the appropriate steps to elect your delegate votes for both Conventions. Generally, the same delegate attends both Conventions; however, that is up to your Local.

In accordance with the NFFE-FSC Bylaws, all delegates to the NFFE-FSC Convention must be nominated during the regularly scheduled Local meeting in June and elected at the July meeting. Although you will not receive the delegate forms until June, it is important that your Local take action to prepare for these elections, in the coming weeks.

Below is a schedule of actions that your Local should take in preparation for Convention:

Step	Done?	Activity	Due Date
1	<input type="checkbox"/>	<p>Decide if your Local is planning to send a person to the NFFE Convention and to the NFFE-FSC Convention. If so, how many people will the Local pay for to attend each?</p> <p>All Locals should plan to send their delegate votes to the Conventions, and it is best to do so by electing a delegate from your Local. However, Convention must be attended on personal time and the Local must have the funds to send someone. The decision whether to send someone from your Local should be made soon, so you can make alternate arrangements, if necessary. (See Step 4 below).</p>	Members meeting in April or May
2	<input type="checkbox"/>	<p>OPTIONAL: Submit Nominations for NFFE National Officer or NFFE-FSC Officers</p> <p>The NFFE nomination forms were sent with the NFFE Convention call, and the NFFE-FSC nomination forms are included with this letter.</p>	April 22 (forms must be received by May 1)
3	<input type="checkbox"/>	<p>EXTREMELY IMPORTANT: Notify membership of upcoming nominations/elections of delegates for the NFFE and NFFE_FSC Conventions.</p> <p>Even if you are not sending a person from your Local, you will need to hold elections to select a joint delegate to send your Local's votes with another Local's delegate.</p>	By May 1
4	<input type="checkbox"/>	<p>IF YOUR LOCAL IS NOT SENDING A DELEGATE: Identify other Local/Official who may serve as your Joint delegate.</p> <p>If your Local does not have the money or person who is interested in attending Convention, contact other Locals in your CVP area, to determine whether they will be sending a delegate and you can share costs to send a delegate.</p>	By June 1

5	☐	<p>Nominations of Local delegates and alternates Nominations should open at the June meeting. Your Local may provide for other methods of nomination.</p> <p>It is a good practice to nominate an alternate who is already planning to attend Convention, so that if your delegate is unable to attend at the last minute, your votes will still be present at Convention. The alternate may be from another Local or your CVP. The Council will assist with coordinating who may be available to serve as alternates for Locals.</p>	Members meeting in June
6	☐	<p>Elections of delegates and alternates If there are more nominations for delegates than the number of people your Local is planning to send, you will need to hold an election. In addition, your Local should vote to approve any alternates who have been nominated.</p> <p>Remember to elect delegates and alternates for both the NFFE and NFFE-FSC conventions and ensure that your delegates are planning to attend.</p>	Members meeting in July
7	☐	<p>Sign delegate credentials and give appropriate copies to delegates and alternates</p> <p>If your President and Secretary-Treasurer are not in the same location, be sure to make arrangements to get both signatures on the delegate form.</p> <p>All delegates and alternates must bring their Credential with them to Convention, so be sure they have a copy before you send the forms to NFFE and NFFE-FSC.</p>	Within 14 days of your July members meeting. (DON'T PROCRASTINATE ON THESE)
8	☐	<p>Mail delegate credential forms to NFFE and NFFE-FSC</p> <p>NFFE Forms must be sent to the NFFE National Office; NFFE-FSC Forms should be sent to Randy Meyer.</p>	Within 14 days of your July members meeting (DON'T PROCRASTINATE ON THESE)
9	☐	<p>OPTIONAL: Propose changes to NFFE or NFFE-FSC Bylaws</p> <p>If your Local would like to propose changes to either the NFFE or the NFFE-FSC bylaws, these proposals should be reviewed and voted on by your members. Proposed changes must be submitted at least 60 days prior to the start of the Convention (July 26 for NFFE-FSC and July 28 for NFFE), so July 19 would be the latest date to safely mail the changes.</p>	July 19
10	☐	<p>Reserve hotel for delegates Upon reserving the hotel room for delegate (and any guests), email Jai Atkins (jatkins@nffe.org) with the names of the delegate and guests to assist with Convention planning.</p>	ASAP, but no later than August 23.

Bylaws Amendment Proposal Form

These bylaws may be supplemented or amended by a majority vote of the delegates present at any Council Convention; provided, that such proposed amendment has been submitted so as to reach the Secretary- Treasurer sixty (60) days prior to the date of the Council Convention and that same shall be distributed to the Local Lodges not less than thirty (30) days prior to the Council Convention. Proposed amendments which have not met the sixty (60) day deadline stipulated above may be considered by the Convention; provided, that adoption of such amendments shall require a two thirds majority vote.

In accordance with these provisions, NFFE Local _____ submits the following proposal to modify the NFFE-FSC Bylaws. *(Attach additional sheets if needed.)*

The Union official signing below certifies that this amendment was adopted by a vote of the Local membership on

(date)

*Signature of President, Vice-President,
Secretary-Treasurer, or Recording Secretary
the Local making this Proposal.*

Union Title

Date

All proposed changes to Bylaws must be **received by** the NFFE-FSC Secretary-Treasurer, no later than July 26, 2016:

Melissa Bauman
NFFE Forest Service Council
5218 Fairway Dr.
Madison, WI 53711

Proposals received after July 26, 2016 will require a two thirds majority vote to be adopted.

SAMPLE

Nominations for NFFE Forest Service Council Officers

I am a member in good standing of NFFE Local _____, and I hereby nominate
_____ for the following elected office for the NFFE Forest Service

Council Executive Board (*mark one*):

President and Secretary Treasurer may be members of any Local in the Forest Service, and they may be nominated by any NFFE member in the Forest Service in good standing.	
<input type="checkbox"/>	President
<input type="checkbox"/>	Secretary-Treasurer

Council Vice President for the following area (note the nominee and the nominator must be a member of a Local assigned to this area of responsibility)	
<input type="checkbox"/>	Region 1
<input type="checkbox"/>	Region 2
<input type="checkbox"/>	Region 3
<input type="checkbox"/>	Region 4
<input type="checkbox"/>	Region 5
<input type="checkbox"/>	Region 6
<input type="checkbox"/>	Region 8
<input type="checkbox"/>	Region 9
<input type="checkbox"/>	Region 10
<input type="checkbox"/>	Job Corps/CCCs
<input type="checkbox"/>	Research
<input type="checkbox"/>	Washington Office and Washington Office-Detached

Print Your Name

Phone

Your Signature

Your email address

Date

This form must be returned in a sealed envelope to Election Committee Chairperson, Karen Mora.
All forms must be received by May 1, 2016:

Karen Mora
21235 CR84
Ault, CO 80610

Additional nominations will be accepted on the NFFE-FSC Convention floor during the 2016 Convention.