

REGISTRATION KIT

**LEAGUE OF WOMEN VOTERS
OF NEW YORK STATE**

56th Biennial Convention



*June 5-7, 2015
The Desmond Hotel and
Conference Center
Albany, New York*

CALL TO CONVENTION

To: Local League Presidents
From: Sally Robinson

This is the official call to attend the 56th Convention of the League of Women Voters of New York State. The convention will be held June 6-7, 2015, at the Desmond Hotel and Conference Center in Albany, NY. The Convention begins with the opening plenary session at 1:00 p.m. on Saturday, June 6, 2015. We hope that the low cost of \$190 per delegate will encourage local Leagues to send more members – or members will decide to join us on their own.

Convention is a time to meet a group of dynamic leaders from around the state, a time to make new friends and renew old friendships. It is also a time for new leaders to learn the basics of League operation and newer League members to be bitten by the "League" bug. It is a time to improve your League's use of technology and streamline your League, so that you become more effective with less work.

It is also a wonderful exercise of grassroots democracy in action, when delegates representing the local Leagues come together to make the important decisions that will guide us through the next biennium including the election of officers and directors, adoption of a budget and bylaws amendments, and the adoption of our state program for 2015-2017.

While the actual convention does not begin until Saturday, we realize that some people will arrive on Friday. We have made a reservation for a tour of the state Capitol (leaving the hotel at 2:00 pm) on Friday, if you are here by then. Dinner will be on your own on Friday night. We will offer workshops on Saturday morning. The workshops will be appropriate for both newer and more experienced League leaders; details will be forthcoming.

According to Article VIII, Sections 2, 3 and 4 of the LWVNYS Bylaws, the convention shall be composed of the following voting delegates:

Sec. 2 Composition. The convention shall consist of the delegates of the local Leagues, ILOs and MAL units, as provided in section 4 of this article, and the members of the board.

Sec. 3 Qualifications of Delegates and Voting. All delegates shall be voting members of the League. Each delegate representing a local League, ILO, or MAL unit shall be entitled to vote only if that League, ILO or MAL unit has met its per-member-payment responsibilities. The LWVNYS board may make an exception in the case of proven hardship. No delegate shall be entitled to more than one vote, and absentee or proxy voting shall not be permitted. Final determination of a delegate's qualifications or credentials shall be made by the convention.

Sec. 4 Representation. The members of the LWVUS who are organized into recognized local Leagues, ILOs, and MAL units in the state of New York shall be entitled to voting representation at the convention as follows: each local League shall be represented by the president or an alternate. In addition to the president or alternate, each local League is entitled to one delegate for the first 40 members. Leagues having more than 40 members shall be entitled to one delegate for each additional 40 members or major fraction thereof. Membership numbers will be determined by the number indicated in the official LWVUS membership count report for the year of the convention. Each recognized ILO shall be entitled to one voting delegate to be elected by its board of directors. Each MAL unit shall be entitled to one voting delegate to be chosen by its members.

Delegates are uninstructed and are expected to use their own judgment in reaching decisions based on convention discussion. Delegates are committing their local Leagues to program study and action as well as financial obligation. Your League should be well represented!! For your convenience, a label has been attached to the Convention Registration Form in this packet indicating the number of voting delegates that your League is allowed to send to Convention.

Every League member is encouraged to attend all or part of the convention as a visitor. Visitors can participate in all convention events. However, they are unable to vote as delegates.

TENTATIVE AGENDA

Friday, June 5th

2:00 pm	Tour of NYS Capitol (space limited and leave from hotel)
6:00 pm	Dinner on your own (in hotel, across the street or drive around the corner)
8:00 pm- 11:00 pm	Hospitality Suite and Networking

SATURDAY, June 6th

8:00 a.m. - 10:30 a.m.	Registration / Information Desk Open
8:00 a.m. - 10:30 a.m.	Sales Room Open
8:00 a.m. - 10:30 a.m.	Office Open
8:30 a.m. - 9:30 a.m.	Workshops
9:45 a.m. - 10:45 a.m.	Workshops
11:00 a.m. - 12:45 p.m.	Lunch on your own
11:00 am - 12:30 p.m.	Board Meeting (2013-15 Board)
12:00 p.m. - 1:00 p.m.	Registration/Information Desk Open
1:00 p.m. - 5:00 p.m.	PLENARY SESSION
4:30 p.m. - 6:30 p.m.	Hospitality Suite /Sales Room Open
5:30 p.m. - 6:30 p.m.	Reception
6:30 p.m. - 7:30 p.m.	Dinner
7:30 p.m. - 8:00 p.m.	Awards Presentations
8:00 p.m. - 9:00 p.m.	Guest Speaker: To Be Determined
9:00 p.m.- 11:00 p.m.	Info Sessions and Caucuses; Networking Time
9:00 p.m. - 11:00 p.m.	Hospitality Suite/Sales Room Open

SUNDAY, June 7th

7:30 a.m. - 9:00 a.m.	Breakfast Buffet
7:30 a.m. - 9:00 a.m.	Presidents' Breakfast
8:00 a.m. - 10:00 a.m.	Information Desk Open
8:00 a.m. - 9:15 a.m.	Office Open
9:15 a.m. - 12:00 p.m.	PLENARY SESSION
12:30 p.m. - 3:00 p.m.	1 st Board Meeting for the 2015-2017 LWVNYS Board

CONVENTION CHECKLIST

- Select your local delegates. For your convenience, a label has been attached to the Convention Registration Form indicating the number of voting delegates to which your League is entitled.
- Mail Convention Registration Form to State League office **by April 8th**
- Call 1-800-448-3500 and use Reservation ID: 12CoAK (and that is a zero, not the letter O) or visit goo.gl/8vHLH9 directly. You can also go to the Desmond website (<http://www.desmondhotelsalbany.com/>) and use online group code: **6672**.
- **Make your reservations by May 22** to get the group discount of \$119/single or double at the Desmond Hotel - reservations received after that date will be accepted on a space availability basis only (see last page for more information).
- Consider holding an information session to showcase a program or activity of your local League or a caucus to promote a study or issue of interest to you or your League
- Decide which workshops your delegates will attend
- Reserve a space to display or sell publications and products you want to share with other Leagues
- Sell Big League Raffle tickets

WORKSHOPS

Saturday, June 6th

8:30 -9:30 am and 9:45 -10:45 am

Possible Topics (final list and times to be determined)

League for New Board Members

What are the expected tasks on the board, how does the board function, what do I need to know about my League and the board?

Creative Management

Maximize your volunteer power! Hear from fellow Leagues about new board structures and other new ways of organizing themselves. We can experiment and THEN change our by-laws if needed, so let's think outside the box.

Advocacy and Issues

How can we be most effective as advocates for the issues we believe in? What issues are particularly "hot" right now and begging for our attention?

Environmental Issues – How to Take Action

What are the key environmental issues in your locality and statewide – and how can we influence these decisions?

Magnetic Programming

Draw members and potential members to your public programs with strategies from Leagues that are generating buzz, building audiences, and making a difference.

Youth Programs of Local Leagues

Games, speakers and role-playing; how local Leagues are training our youth for leadership and action

Vote 411: Electronic Voter Guides

Click, read and vote: how to create, use and publish electronic voter guides (abbreviated training – good as refresher)

Quick and Easy Fundraising Ideas

League members' time is even more precious than their money. What are some mostly pain-free ways to get the resources you need, keep membership dues within everyone's reach, and keep having an impact in your community?

Public Relations and Social Networking

Paper and clicking: how to use both to get the League's message out

Voter Service Issues

How do we encourage more participation in local elections? What policies should we have for candidate forums?

INFO SESSIONS/CAUCUSES/NETWORKING TIME

Send your request for other Info Sessions/Caucuses to the State Office

Tentative Subjects

- Hydraulic Fracturing
- Health Care
- Youth Programs
- Transportation Issues
- Membership Successes
- Women's Issues
- Election Reform Issues (eg, early voting)
- Criminal Justice

CONVENTION DETAILS

- **On-Site Office**
An office will be staffed during convention to assist delegates with caucus fliers, copying and computer needs.
- **Information Session/Caucus Rooms**
During these sessions, local Leagues are encouraged to share successful programs and discuss new ideas; caucuses can also be scheduled to line up support for your recommendations for League priorities or study topic. Check the Agenda (page 3) for Info Sessions/Caucus times. If you would like to lead a session, please contact the state office to reserve your room.

MEMBERS NEEDED AS CONVENTION VOLUNTEERS

**Contact Anne Burton, Volunteer Coordinator
(518) 283-3499 or anneburton10@gmail.com**

- Delegates can volunteer during non-plenary hours.
- Visitors can volunteer during plenary and observe plenary at no charge.
- Volunteering is a great way to meet and network with fellow Leaguers.

EXHIBITS AND SALES

Convention will bring together creative League members ready to share ideas and techniques that work! Your exhibits and/or products may offer the perfect solution to another League's problem. Keeping in mind that imitation is the sincerest form of flattery, the state League encourages you to bring products and publications to sell and exhibits to share at Convention. There will be a fee of \$25 for each table requested by a local League.

If your League wishes to sell any publications or merchandise, it should be prepared to staff its own table and cover any additional charges for special equipment rentals (such as VCR and monitor) and/or AV charges. All exhibits must be labeled with the local League name. All products and/or exhibits must be picked up by 2:00 PM on SUNDAY, June 7th.

Sales/Exhibit space is limited and will be allotted on a first come, first serve basis.

Exhibits & Sales Space Reservation Form

League of Women Voters of: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Space needed: _____ # of Tables _____

Description : _____

Any additional needs: _____

**Please return form and check for \$25 by May 25, 2015 to:
LWVNYS, 62 Grand Street, Albany, NY 12207**

**Please Support the
2015 Big League Raffle!!
Support the LWVNYS Education Foundation
AND
Raise funds for your local League at the same time!!**

The LWVNYS continues its Big League Raffle partnership with local Leagues once again. Net proceeds will be distributed with local Leagues receiving 20% of the total amount that their League sells; the local League that sells the winning ticket will receive an additional 5% of the net proceeds.

Ticket #: 000000	
Name: _____	
Address: _____	
Phone: _____	
Local League: _____	
	LWVNYS Education Foundation, Inc. 2015 Big League Raffle
	Ticket Price - 1 for \$5.00 or 5 for \$20.00
	1st Prize, up to \$5,000*; *Prize amounts based on number of tickets sold
	Drawing Announced Saturday, June 6, 2015 Desmond Hotel, Albany You do not have to be present to win
	TICKET #: 000000

The 2015 Big League Raffle gives your League the ability to participate in a fundraising raffle without all the hassle and expense. Take this opportunity to ask friends, family, neighbors and co-workers to support the good work of the League.

Tickets will be sent to every League member soon. Please take every opportunity to encourage your members to support both your local League and the state League by participating in the 2015 Big League Raffle!

REGISTRATION INFORMATION
for Delegates, Visitors and Observers

The method of determining the number of delegates to which your local League is entitled is described in "Call to Convention" in this packet. For your convenience, a label has been attached to the Convention Registration Form on the reverse side of this form indicating the number of voting delegates your League is allowed to send to Convention. **If you have more members interested in attending Convention as delegates than the number allotted to your local League, members may have the opportunity to attend Convention representing another local league.** Please contact the state office for more information. You may also send as many nonvoting delegates (visitors) as you would like.

Visitors: Non-voting delegates or others who wish to receive all printed materials and participate in all or part of the special events of the Convention.

Observers: Those who wish to attend sessions and meetings only and who do not wish to partake in any meals, special events or receive any printed materials.

FEE SCHEDULE

Pre Convention

Friday Afternoon (2:00 pm) Tour of NYS Capitol (transportation cost).....	\$12
Saturday morning workshops.....	Free

Convention

Delegate (receive voting privilege)/ Visitor	\$190
All sessions and materials	
Saturday evening reception and dinner	
Sunday breakfast	
Saturday evening reception and dinner only	\$60
Observer (no materials or meals).....	\$40 per day

CONVENTION REFUND AND CANCELLATION POLICY

SUBSTITUTION - If there is someone else within your League who could attend the convention in your place, his/her name can be substituted for yours at any time with no penalty. Simply send the new attendee's name, address, phone, and email address to LWVNYS via email or fax with a note as to who he/she is replacing. While not preferred, substitutions can even be accommodated on site at the actual meeting.

CANCELLATION - Whether or not you receive a refund of either the entire fee or a portion of the fee depends on when you cancel.

FULL REFUNDS (minus \$50 processing fee) will be issued if you cancel 10 business days or more prior to the Convention.

PARTIAL REFUNDS a refund for half (50%) of the registration fee will be issued if you cancel less than 10 business days, but more than 3 days prior to the Convention.

NO REFUNDS will be issued if you cancel 3 business days or less prior to the Convention.

Cancellation and refund of the hotel room is based on the policy of the Desmond Hotel (see Hotel registration form).

REGISTRATION FORM

PLEASE COMPLETE and RETURN REGISTRATION SUMMARY SHEET BY APRIL 8TH

Your League is entitled to the number of voting delegates listed on this label:

If you have more members who would like to attend Convention as delegates than the number of delegates allotted to your local League, some of your members may be able to attend as delegates representing other local Leagues. Please contact Katrina at the state League office (518-465-4162 or Katrina@lwnvny.org) for more information. There is also no limit on the number of visitors each League can send.

OPTIONS (please check)

		<u>RATE</u>	<u># PEOPLE/DAYS</u>	<u>TOTAL</u>
___1	Friday NYS Capitol Tour	\$12	x _____	= _____
___2	Saturday Morning Workshops	Free	x _____	= _____
___3	Delegate/Visitor Full	\$190	x _____	= _____
___4	Saturday Evening Events Only	\$60	x _____	= _____
___5	Observer (indicate how many days)	\$40/day	x _____	= _____

TOTAL AMOUNT ENCLOSED: _____

Capitol Tour (Friday)

NAME:

NAME:

CONVENTION--PLEASE CHOOSE DELEGATES (D) / VISITORS (V) / OBSERVER (O)

<u>D/V/O</u>	<u>NAME</u>	<u>TITLE</u>	<u>E-MAIL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My check is enclosed (payable to LWVNYS), or please Charge My: Master Card Visa American Express Discover

Card Number: _____

Exp Date: ____ / ____

Cardholder Name: _____

Signature: _____

**REGISTRATION DEADLINE
APRIL 8, 2015
FAX TO: 518-465-0812
OR MAIL TO:
LWVNYS
62 GRAND STREET
ALBANY, NY 12207**