

**Convention Call to the
28th Annual Convention of UPTE-CWA Local 9119**

**Saturday, January 13, 2018 (noon) –
Monday, January 15, 2018 (3 pm)**

**Hilton Scotts Valley
6001 La Madrona Drive, Scotts Valley, CA 95060
831-440-1000**

Convention Call

In accordance with Article V, Section 2 of the UPTE Constitution, this convention call is being issued to all affiliated locals of UPTE-CWA 9119. **The 2018 Convention will be held in Scotts Valley, California on January 13, 14, and 15, 2018.** All eligible UPTE members are encouraged to attend. Additional information, including a tentative agenda and proposed constitutional amendments and resolutions will be sent to locals prior to the convention.

The convention call is sent to local presidents and systemwide executive board representatives. It is a campus local responsibility to distribute the call locally and run a timely election for delegates.

Delegate Representation

The basis of representation at the convention shall be the average number of members on which per capita tax was actually paid to UPTE by each affiliated local for the twelve month period ending with the fifth full month prior to the opening of the convention. Locals are entitled to delegates on the basis of membership and may designate one alternate delegate for each elected delegate.

The convention is the highest governing body of our union. Alternates and guests are strongly encouraged to attend and participate in the planning and debate of our union's priorities for the coming year.

The average number of members and corresponding delegate strength for the 2018 UPTE-CWA convention is as follows:

| Campus Local | Average Members | Number of Delegates |
|---|------------------------|----------------------------|
| Local 1 (Berkeley/Office of the President) | 452 | 9 |
| Local 2 (Los Angeles) | 1788 | 22 |
| Local 3 (Santa Cruz) | 140 | 6 |
| Local 4 (Santa Barbara) | 109 | 5 |
| Local 5 (Riverside) | 107 | 5 |
| Local 6 (Davis) | 1154 | 16 |
| Local 7 (San Francisco) | 1777 | 22 |
| Local 8 (Irvine) | 467 | 9 |
| Local 9 (San Diego) | 1375 | 18 |
| Local 10 (Merced) | 25 | 1 |
| Local 11 (Lawrence Livermore National Laboratory) | 248 | 7 |

| | | |
|---|-----|---|
| Local 12 (Butte) | 353 | 8 |
| Local 13 (College of the Sequoias) | 225 | 6 |
| Local 14 (Mt. San Jacinto) | 322 | 7 |
| Local 184 (Lawrence Berkeley National Laboratory) | 185 | 6 |
| Local 1663 (Los Alamos National Laboratory) | 60 | 3 |

If locals believe their count was not properly calculated, they are encouraged to provide documentation to the credentials committee verifying their membership count as soon as possible. The credentials committee can be contacted through the UPTE systemwide office.

Election of Delegates

Delegates to the UPTE systemwide convention must be elected according to the UPTE Election Code (Appendix B of the constitution). As described in Article V, Section 9 of the UPTE constitution, all delegates must be members in good standing.

Locals are encouraged to begin their election process in a timely manner. Members must receive 15 days notice of the opening of the nomination process, the nomination period itself shall last at least 15 days, and the notice of elections must be mailed to each member not less than 15 days prior to the election. Locals should begin the election process now to ensure timely credentialing of delegates.

Each campus local shall submit the attached delegate credentials form to the UPTE Systemwide office. The President and either the Vice-President, Secretary, or Treasurer of their campus local must sign the delegate credentials form. Locals should send credentials to the systemwide office as soon as possible, but in any case no later than **January 3, 2018**. Credentials may be sent via fax (510/704-8065), or email (info@upte-cwa.org).

Guests

All members in good standing of UPTE-CWA 9119 are eligible and encouraged to attend and participate in the convention. Only credentialed delegates may vote. All guests must be registered. Advance registration of guests will help us to provide a sufficient numbers of meals and materials.

Constitutional Amendments

Pursuant to Article XIV, the Constitution may be amended in one of two ways:

1. Proposed written amendments submitted to the Executive Board by **November 13, 2017** (at least 60 days prior to the convention) shall be submitted to the convention and require a simple majority vote of the delegates to be adopted.
2. Proposed amendments submitted after **November 13, 2017** must have the consent of the majority of the convention delegates to be considered, and will require a 2/3 vote of the delegates to be adopted. Any amendments received at the systemwide office prior to **January 3, 2018** will be included in the convention packets of all attendees. After that date, individuals must supply sufficient copies for the delegates.

Constitution Committee meetings will be announced during the convention. The Constitution Committee will handle all issues related to amendments and the Committee will coordinate the presentation of amendments before the delegates.

Resolutions

Any member of UPTE may submit resolutions to the convention that are political or policy positions to be acted on by UPTE. Resolutions require a simple majority vote for adoption. Resolutions received in the systemwide office prior to **January 3, 2018** will be included in the delegate packets. For resolutions that do not arrive at the systemwide office before that date, please bring sufficient copies for all delegates.

Resolutions must be presented to the Resolutions Committee so that they may be brought to the convention floor in an orderly manner. The Resolutions Committee meetings during the convention will be announced during the convention.

Hotel Accommodations

The convention lodging and meetings will take place at the Hilton Santa Cruz/Scotts Valley, 6001 La Madrona Drive, Santa Cruz, California, 95060. Meeting and dining rooms have been arranged and a block of hotel rooms for overnight guests has been reserved. Single rooms are \$119 and double rooms are \$139. There is no charge for parking at the hotel.

Reservations for local delegations must be made directly by locals. There is a [dedicated website for locals to use](#) or you can make your reservations on-line by using the following instructions:

- Go to www.santacruzscottsvally.hilton.com
- Enter the dates of your stay
- Click the “more options” link
- Click the “Add special rate codes” link
- Enter **UPTE18** in the “Group code” field
- Click the “check availability” button

If you prefer to reserve by phone, call **1-888-445-3010** and be sure to mention the **UPTE 2018 group code**.

Room reservations for systemwide executive board members will be made by the systemwide office.

Campus locals are responsible for making overnight room reservations for their campus delegations. Campus locals are strongly encouraged to make room reservations as soon as possible.

Our rates are guaranteed until **December 13, 2017 after which they will be released to the public and their price and availability are not guaranteed.**

Childcare

UPTE-CWA Local 9119 strongly encourages the participation of all members and is happy to provide safe and fun childcare for the children of our members. UPTE-CWA Local 9119 will provide childcare for the children of delegates and alternates attending the convention. In order to make adequate arrangements, individual delegates and/or campus locals must notify the systemwide office by completing the [childcare request form](#) no later than **December 8, 2017** if attendees have childcare needs.

Accommodations Needs

For questions about accessibility or to request accommodations, please contact Lisa Kermish at (510) 329-9119 or lkermish@upte-cwa.org. Four weeks advance notice will help us to provide seamless access.

Please complete this form and transmit it the Credentials Committee at the UPTE-CWA Local 9119 systemwide office: via fax to (510)704-8065 or via email to info@upte-cwa.org

UPTE-CWA 2018 Delegate Credentials Form

Campus/College/Laboratory: _____

| | Delegate Name | Alternate Name |
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Required Signatures of Local Officers:

We certify that the above listed delegates and alternates are members of UPTE-CWA 9119 in good standing and were duly elected by the members of our campus local.

| | |
|-----------|--|
| Signature | Signature |
| President | Vice President, Treasurer or Secretary (please indicate which one) |