

National convention registration and housing process



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The official Convention Call to the 70th biennial convention of the National Association of Letter Carriers to be held in Los Angeles Aug. 15-19 was mailed to each NALC branch and state association in October.

The branch Convention Call included a branch delegate allotment card advising each branch of the maximum number of delegates it can send to the convention per the provision of Article 4, Section 1 of the *National Constitution*, which provides for one delegate for each 20 members, or fraction thereof. The number of delegates a branch is entitled to is based on the branch's active and retired membership as

of Oct. 1 of the year preceding the national convention, the "benchmark" date adopted by the delegates to the 2004 national convention. Branch officers should read the Convention Call thoroughly, since Articles 4 and 5 of the *National Constitution*—provisions concerning the election of delegates, voting strength and related issues—are explained.

“The reservation process does not start until February, and not until the branch’s delegate eligibility list is received, delegates are registered and the credentials are sent to the branch secretary.”

Information regarding the room rates of the NALC block hotels was provided on the NALC website in November and is provided in this issue of *The Postal Record* on page 19. The reservation process does not start until February, and not until the branch's delegate eligibility list (DEL) is received, delegates are registered and the credentials are sent to the branch secretary. NALC Headquarters will be advising its official housing company of all confirmed registered delegates. Anyone booking a room who is not a confirmed registered delegate at the time of the booking will be subject to cancellation and will receive a notice of such.

Any individuals who have called NALC Headquarters to inquire about making reservations are advised that they must go through their branch to make reservations, which

cannot be done until the DEL has been received and processed and credentials have been mailed to the branch secretary. Do not contact the host branch officers about housing—they will not be able to assist you.

The DEL will be mailed to each branch the first week of February and must be returned to my office no later than June 15. The DEL lists the branch's regular members in good standing as of Dec. 31, 2015. No housing information is included in the mailing of delegate eligibility lists. Branch secretaries should read the enclosed instructions thoroughly, complete the DEL fully and accurately, sign it, keep a copy for the branch, and return the original to my office.

After my office has received the DEL and registered the delegates, the credentials will be mailed to the branch secretary. Included with the credentials is information on the housing process. This information includes a web address and a code specific to your branch so that you may reserve rooms for your delegates. Branch secretaries may prefer to copy the instructions and give them to each delegate to make their own reservations.

For branch secretaries or delegates who do not have Internet access, NALC will include with the credential mailing a room reservation form with a fax number, along with the phone number of the housing company. Branch secretaries with no Internet access may make reservations for all their delegates in this manner or may wish to copy the forms and give to the delegates.

Reminder: Most NALC branches with more than 500 members register their members electronically rather than checking off the delegates on the DEL paper list. The option to register electronically was extended this year to all NALC branches with more than 250 members. Branches that received the electronic registration information must return the card that was enclosed to my office no later than Dec. 31. Those branches will receive a USB drive that will contain the same information as the paper DEL.

Again, branch secretaries are reminded that no housing information will be included in the mailing of the delegate eligibility lists the first week of February. That information will be provided when NALC Headquarters mails you the credentials. Branches and individuals are not to contact hotels directly and must wait until credentials and NALC housing instructions are received.

