

# National convention registration and housing process



**Nicole Rhine**

**T**he official convention call for the 72nd Biennial Convention of the National Association of Letter Carriers, to be held in Honolulu from Aug. 17 to 21, was mailed to each NALC branch and state association in October. The branch convention call included a branch delegate allotment card. This card advises each branch of the maximum number of delegates it can send to the convention, as per the provision of Article 4, Section 1 of the *NALC Constitution*, which provides for one delegate for every 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 (in this case, Oct. 1, 2019), which was the benchmark date adopted by the delegates to the 2004 national convention. Branch officers should read the convention call thoroughly, because Articles 4 and 5 of the *NALC Constitution*—provisions concerning the election of delegates, voting strength and related issues—are explained.

---

**“The official convention call for the 72nd Biennial Convention of the National Association of Letter Carriers, to be held in Honolulu Aug. 17 to 21, was mailed to each NALC branch and state association in October.”**

---

Information regarding the room rates of the NALC block hotels currently is available on NALC's website, and additional information is provided in this issue of *The Postal Record*. The reservation process does not start until February. However, even in February, the process will not commence until the branch's delegate eligibility list (DEL) is received, the delegates are registered and 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 notice of the

cancellation. Any individuals who call NALC Headquarters to inquire about making reservations will be advised that they must go through their branch to make reservations, and this cannot be done until the DEL has been received, 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 around Feb. 1, and must be returned to my office no later than June 18. The DEL lists the branch's regular members in good standing as of Dec. 31, 2019. 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 then 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. Information on the housing process will be included with the credentials. This information includes a web address and a code specific to your branch so you can reserve rooms for your delegates. Branch secretaries may prefer to copy the instructions and give them to each delegate to make his or her own reservation.

For branch secretaries or delegates who do not have internet access, NALC will mail a room reservation form with a fax number along with the credentials, as well as the phone number of the housing company. Branch secretaries with no internet access may make reservations for all their delegates in this manner, or they may copy the forms and give to the delegates.

Reminder: All branches have the option of registering their delegates electronically, rather than checking off the delegates on the DEL paper list. The letter and sign-up form for the option to register electronically was mailed to all branches in November. The sign-up form must be returned to my office no later than Dec. 31.

Again, branch secretaries are reminded that no housing information will be included in the mailing of the delegate eligibility lists around Feb. 1. 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.

