



# Convention Call

## 26<sup>TH</sup> International Convention

Detroit, Michigan · May 2016 · Service Employees International Union, CTW, CLC

February 12, 2016

Dear Local Union Leader:

In three months, SEIU leaders, activists and partners will gather in Detroit, Michigan, for the SEIU 2016 International Convention on Sunday, May 22, through Tuesday, May 24, 2016.

Our 2016 Convention comes at a time of crisis and opportunity for working people in the United States, Canada and Puerto Rico:

- More than 64 million workers in the United States and Puerto Rico are working for less than \$15 an hour;
- Millions of immigrants live in fear that our broken system will tear their families apart;
- African Americans continue to face the lasting impact of racism in our criminal justice system and other structures in the United States;
- The rights of millions of public sector workers to improve their lives are facing a historic threat as the Supreme Court of the United States considers the *Friedrichs v. California Teachers Association* case. The ruling could come as early as March 2016, and no later than the end of June.
- In Canada, extremist legislators have intensified attacks on workers' right to have a voice in improving their lives and communities;
- Workers in Puerto Rico face repeated attempts to impose austerity measures that threaten the economy, increase inequality, and harm the environment.

We should be proud of our union's work to create and to seize opportunities in this moment. Together we are strong, resilient and unstoppable on our journey to a just society. Tens of thousands of home care, fast-food, child care and airport workers, and adjunct professors have won raises for 11 million workers in the growing Fight for \$15 and union rights movement. Working people in Canada came together to elect a pro-worker prime minister last year, an enormous leap forward for the country. In the United States, workers are driving an agenda in the 2016 elections that demands \$15 and union rights, fixing our broken immigration system, achieving racial justice, and driving a robust, nationwide offense in the face of anti-worker attacks.



Our 21<sup>st</sup> Century Blueprint Committee has examined the changing industries, communities and world where we live and work, and propose three core strategies for how we meet the new realities for workers:

1. **Create Next Forms of Worker Power.** Our core job is to create the next forms of workers' organization for collective economic and political power for working people.
2. **Build a Wider Movement.** We need a wider movement if we are to be successful in building power for working people.
3. **Innovate in Our Current Work.** We must innovate in our union of 2 million members, including collective bargaining.

Our Convention will examine how those strategies can be applied to strengthen our union while transforming to meet the challenges to worker organization in the changing economy and difficult political environment.

The Convention delegates will also elect the International Union Officers and Board of Auditors.

### Convention Information

Enclosed in this packet, you will find the official Convention Call and instructions to register your local's delegates, alternates and guests. Also included is information on hotels, travel, exhibit space and child care. Training for using the online registration system has been scheduled for three different times over the next week:

- Wednesday, Feb. 17, at noon EST;
- Thursday, Feb. 18, at 3:00 p.m. EST; and
- Friday, Feb. 19, at 6:00 p.m. EST.

We would encourage you to appoint a registration coordinator from your local who can sign up for one of these sessions by sending an email with the name, email address and phone number of the registration coordinator to [2016Convention@seiu.org](mailto:2016Convention@seiu.org). Log-in information will be sent with confirmation of registration.

Pre-Convention activities will begin with:



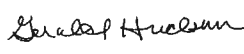
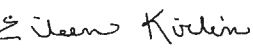
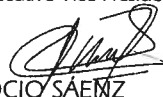
- Committee meetings on Friday, May 20.
- SEIU Canada Convention on Friday, May 20.
- Workers Assembly on Saturday, May 21, which will start with Division meetings in the morning. In the afternoon, leaders from our Healthcare, Property Service and Public Services divisions will join together with 600 nonunion activist leaders from our national breakthrough campaigns to unite the courageous heroes and heroines who together have become an unstoppable driving force on our journey to a just society.

Convention plenary sessions will start at 9:00 a.m. on Sunday, May 22, and continue through the afternoon of Tuesday, May 24.

Hotel blocks have been reserved in several hotels. A block of rooms adequate for the size of your local union's delegation is being held at  
Most hotels are walkable to and from the Convention Center.

Please plan for your delegation to arrive in time to participate in all the pre-Convention activities but no later than Friday, May 20, to participate in the Division meetings and Workers Assembly beginning at 9:00 a.m. the next day. Return travel for your delegation should be arranged for no earlier than early evening on May 24, so your delegation can fully participate in the Convention through adjournment.

We look forward to coming together with your local union delegation in Detroit to create a blueprint for our winning real economic and social justice for all working people. Your voice is essential to a successful 26<sup>th</sup> Quadrennial Convention and to realizing a better, stronger vision for Canada, the United States and Puerto Rico.

|  |  |  |
|--|--|--|
| <br>MARY KAY HENRY<br>International President | <br>MICHAEL P. FISHMAN<br>International Secretary-Treasurer | <br>GERRY HUDSON<br>Executive Vice President |
| <br>EILEEN KIRLIN<br>Executive Vice President | <br>VALARIE LONG<br>Executive Vice President                | <br>ROCIO SAENZ<br>Executive Vice President |



# Convention Call

## 26<sup>TH</sup> International Convention

Detroit, Michigan · May 2016 · Service Employees International Union, CTW, CLC

YOU ARE HEREBY NOTIFIED that, pursuant to the Constitution and Bylaws of the Service Employees International Union, the 26th International Convention will be held at Cobo Hall, the Convention Center in Detroit, Michigan. The Convention will begin at 9:00 a.m., Sunday, May 22, 2016, and will continue in session from day to day until the business of the Convention shall be completed on May 24, 2016.

### Delegates

Our records indicate that  
is entitled to                      delegate(s).

Delegations must be registered online at [www.SEIU.org/registration](http://www.SEIU.org/registration). Your password to enter the registration system will be SEIU2016

The deadline for registering your delegation online is April 15, 2016.

A local union may send:

- Such alternates as it may determine are reasonably required to serve if regularly elected delegates are unable to do so. Due to space and budget considerations, we will be able to accommodate a number of alternate delegates equal to up to one-quarter (25 percent) of the number of regular delegates allotted to the local union.
- Guests (including local union staff) up to 10 percent of the local union's allotted delegates.
- Guest Delegate is a category of delegates that applies to limited circumstances such as locals under trusteeship, newly chartered locals without elected delegates, or IEB members who are not elected delegates from their local union. (Please see explanation of Guest Delegates on the following page.)

## Certification of Delegation

The last day to register delegates, alternates and all other attendees using the online registration process is Friday, April 15, 2016. After April 15, you will be required to submit paper registration forms for delegates and may do so until Friday, April 22, when all delegates must be registered and certified by the SEIU Secretary-Treasurer. **You are urged to register your full delegation as early as possible to ensure that all the Constitutional requirements are met to have your delegation seated.**

Once your registration list is completed and verified, a Certification of Delegation form will be sent to your local union containing the names of registered delegates, alternates, and guests to the local union and spaces for verification signatures of the president and secretary of the local union.

The local union president and secretary-treasurer will then review and certify the delegates have been properly selected, and the list, including delegates, alternates and guests, is accurate by signing the Certification of Delegation form and returning the Certification to the International Secretary-Treasurer. **In planning the calendar of your registration work, you should be aware that according to the SEIU Constitution, the signed Certification of Delegation form must be in the hands of the International Secretary-Treasurer at least thirty (30) days prior to the opening of the Convention, April 22, 2016.**

If you have questions about election or qualification of delegates, contact Alma Henderson in the SEIU Legal Department.

If you have questions about the registration process, the calendar or the online registration, email [help.registration@seiu.org](mailto:help.registration@seiu.org) or the Convention Registration Coordinator for your Division:

Healthcare: Pafoua Lee [pafoua.lee@seiu.org](mailto:pafoua.lee@seiu.org)

Property Service: Attia Little [attia.little@seiu.org](mailto:attia.little@seiu.org)

Public Services: Rayshawn Alfaro-Pitts [rayshawn.alfaro-pitts@seiu.org](mailto:rayshawn.alfaro-pitts@seiu.org)

For other information regarding Convention delegations and business, see Appendix I.



MICHAEL P. FISHMAN  
International Secretary-Treasurer

# Information for Convention Participation

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## Youth Participation

In order to increase participation of our younger members, local unions are encouraged to elect a delegation that includes at least 10 percent members who are 35 years old or younger, including delegates, alternates or guests.

## Guest Delegates

Locals in trusteeship and newly chartered locals that do not have eligible delegates may have “Guest Delegates” appointed by the trustee or local union president, as applicable, from the members of the local union. The number of Guest Delegates shall be limited to the number of delegates the local union otherwise would have been entitled to at the Convention. In addition, members of the International Executive Board who are not otherwise delegates to the Convention shall be “Guest Delegates.” Guest Delegates shall be seated on the floor and may debate issues, but may not make motions or vote.

## Convention Credentials

Upon arrival at the Convention Hall, all attendees will be required to present a form of photo identification in order to complete the on-site Convention check-in process and be credentialed with a Convention identification badge.

Delegates must present their Convention identification badge to participate in Convention votes. All Convention participants will be required to present their Convention identification badge to gain access to the Convention hall, meals, and all other Convention-related events and activities. All Convention participants should keep their Convention identification badge on them at all times during Convention activities.

## Program Schedule

All events take place in Cobo Hall, the Detroit Convention Center, except where noted.

A more detailed schedule with times and locations will be posted to the Convention website as it becomes available.

### Thursday, May 19

- On-Site Convention Check-In Opens (11:00 a.m. – 6:00 p.m.)
- International Executive Board Meeting (afternoon)
- Arrival of Delegates and Alternates (all day)

### Friday, May 20

- On-Site Convention Check-in (8:30 a.m. – 7:30 p.m.)
- Convention Committees
- SEIU Canada Convention
- Caucus Meetings (evening)
- New Delegate Orientation (morning and repeated in the afternoon)
- Global Guest Reception (evening)

**Saturday, May 21**

- On-Site Convention Check-in (8:30 a.m. – 7:30 p.m.)
- Division Meetings and Workers Assembly (beginning at 9 a.m.)
- Fight for \$15 and a Union Party Celebration (evening)

**Sunday, May 22**

- On-Site Convention Check-in (8:30 a.m. – 7:30 p.m.)
- 2016 Convention Opens (9 a.m.)
- Evening for local union events or to enjoy the local Detroit nightlife (not hosted by the International)
- Youth Representatives Reception (evening)

**Monday, May 23**

- On-Site Convention Check-in (8:30 a.m. – 7:30 p.m.)
- 2016 Convention Re-Convenes (beginning at 9 a.m.)
- Convention Party/Celebration (evening)

**Tuesday, May 24**

- On-Site Convention Check-in (8:30 a.m. until Convention adjourns)
- 2016 Convention Re-Convenes (beginning at 9 a.m.)
- Convention Adjournment (mid- to late afternoon or until business is completed)



# Registration

## Online Registration

Registration for Convention and Convention-related activities for local union delegates, alternates and guests, and strategic partners will be available online at [www.SEIU.org/registration](http://www.SEIU.org/registration) starting Feb. 12, 2016, at midnight EST. Online registration will close Friday, April 15, 2016, at 11:59 p.m. EDT.

## Special Needs

During the online registration process, delegates, alternates and guests will have the opportunity to indicate if they require special accommodations, including mobility, language, audio, visual and dietary needs.

## Convention Expense Policy

**SEIU Convention Delegates, Alternates and Local Union Guests:** Local unions are responsible for all travel and lodging costs related to their delegation. The local union is responsible for dinners except at Convention-wide evening events.

For all registered and credentialed local union delegates, alternates and guests, the International will provide breakfast and lunch from Saturday, May 21, through Tuesday, May 24. In addition, the International will host a party celebrating our victories and milestones over the past four years Saturday evening, May 21, and a Convention celebration Monday, May 23, for all delegates, alternate delegates and guests.

The International pays for all other Convention materials.

**Non-Union Worker Activists:** Six-hundred nonunion activist leaders from our breakthrough campaigns will be invited by the International Union to attend the Workers Assembly on Saturday. The International Union will pay for meals, transportation and double occupancy hotel for nonunion activist leaders invited. Transportation will be arranged by the International for arrival Friday, May 20, with departure Sunday morning, May 22.

**If a local union would like to include any of the nonunion activist leaders as a guest of their delegation for the duration of the Convention, the local union must register these nonunion worker activists through the online registration website and will be responsible for their hotel cost after Saturday night, May 21, and will be responsible for their return transportation at the adjournment of the Convention.**

## Hotels and Travel

### Hotel Reservations and Ground Transportation

Hotel blocks have been reserved in several hotels. A block of rooms adequate for the size of your local union's delegation is being held at  
Most hotels are walkable to and from the Convention Center.

The International will provide shuttle bus transportation to and from hotels that are not walkable to Cobo Hall each morning and evening. In addition, the Detroit People Mover train circles downtown Detroit with a stop *inside* Cobo Hall and at or near all the walkable hotels. The Detroit People Mover runs every six minutes during daytime and evening hours. People Mover passes will be available at the On-Site Check-in for members of your delegation who plan to use the People Mover.

Reserving hotel rooms and rooming lists is requested as part of the online registration process. To make reservations, go to [www.SEIU.org/registration](http://www.SEIU.org/registration), starting Friday, Feb. 12, 2016. The cutoff for online room reservations is Friday, April 15, 2016, at 11:59 p.m. EDT.

**After April 15, the online site will remain accessible only for change arrival/departure dates and times and roommate assignments for delegates, alternates and guest who are already registered.**

No reservations can be made or changed by calling the hotels directly.

## **Non-Refundable Hotel Room Deposits**

The International has entered into contracts with multiple hotels in Detroit based on the projected number of rooms that local unions will need. The International cannot be responsible for rooms reserved by local unions that are not used nor released by the April 15 cutoff date. When making hotel reservations, you will be required to make a nonrefundable deposit equal to the cost of one night's stay per room reserved. The deposit will be credited to your bill but will not be refunded in the event of a "no-show."

The Non-Refundable Hotel Deposit Fee Authorization Form enclosed in this packet (see Appendix II) must be completed and returned in order to receive confirmation of hotel rooms reserved. The form is also available online at the registration website. While you will be permitted to register delegates, alternates and guests for the Convention, you will not be able to reserve hotel accommodations until the deposit form has been completed and returned.

The contact information for the person submitting the Authorization Form will be considered the local union point of contact for local union Convention registration.

## **Air Travel Deals**

We have negotiated discount economy fares on Delta Airlines, United Airlines and Southwest Airlines.

### Delta Airlines

Delta Airlines will offer a 2 percent to 10 percent discount for the SEIU Convention. You may book online at [www.delta.com/meetings](http://www.delta.com/meetings). Select "Book Your Flight" and enter your meeting code, NMMYF, when asked during the search for your flight. Or you may call Delta Meeting Network Reservations at 800-328-1111. However, when booking by phone, Delta will impose a "Direct Ticketing Charge."

If booking a Delta flight through a travel agency or by calling Delta Meetings, you should give them the following information:

Meeting Code: NMMYF

Group Ticket Designator: NGEMD

### United Airlines

United Airlines will offer 2 percent to 10 percent discounts for the SEIU Convention. If booking on the United Airlines website, you must enter the offer code ZW62832121 when searching for your flights.

If booking a United flight through a travel agency or United Meetings at 800-426-1122, you should give the agent the following information:

Agreement Code: 832121

Z Code: ZW62

### Southwest Airlines

Southwest will offer a 5 percent to 20 percent discount on economy fares. You may only book the discount online at <https://www.swabiz.com/flight/search-flight.html?cid=99753290>.

## Airport Shuttles

The International will be providing shuttle bus transportation to and from the main Detroit Airport (DTW) to hotels Thursday, May 19, and Friday, May 20, and Saturday, May 21, for flights arriving between 8:00 a.m. and 11:00 p.m. Return transportation to the airport will be provided from Cobo Hall on Tuesday, May 24, after adjournment and will run ONLY from the Cobo Hall until 6:00 p.m.

If your delegation's arrival times and airport are not added to the registration information via the registration website, we cannot guarantee shuttle availability and the local union will be responsible for its delegation's transportation to or from the airport. If arrival and departure information is unavailable at time of registration, you may log back in to add this information. **Changes to arrival and departure time may be made online after April 15, 2016, ONLY to delegates, alternates and guests ALREADY registered.**

## Local Union Meetings and Events

To request space at Cobo Hall, the Detroit Convention Center, for local union meetings and events, contact Sherry Duley at [sherry.duley@seiu.org](mailto:sherry.duley@seiu.org). The International has pre-negotiated space at Cobo Hall, the Detroit Convention Center, and will be able to offer local unions a lower rate at the Convention Center than hotels will be able to provide for meeting space on a first come-first served basis.

To request space at the Convention Center, you will be asked to complete a Meeting or Event Request Form with prices for food, beverages and A/V setup.

If you are interested in arranging space for meetings and/or events in your assigned hotel, you should contact Donna Alston at [donna.alston@seiu.org](mailto:donna.alston@seiu.org) who will put you in contact with the hotel's Convention Services Manager to arrange the meeting room reservation, the setup, and any food and beverage needs.

## Local Union Exhibit Space

Space will be available at the Detroit Convention Center for local union exhibits. A form is enclosed for requesting exhibit space. Please see Appendix III for Exhibit Application Form and Exhibit Hall Policies and Terms of Use.

## Child Care

Age-appropriate, structured activities will be provided by KiddieCorp professionals.

Child care for children from age 6 months to age 12 years will be available from Friday, May 20, to Tuesday, May 24, during the hours of 8:00 a.m. until 5:00 p.m. (hours may vary to accommodate changes to the Convention session schedule). Child care will be located in the Detroit Convention Center. Parents are responsible for the timely drop-off and pickup from the child care location.

If registering infants and/or toddlers, parents will need to provide schedules, meals, bottles, snacks, diapers, baby wipes and a change of clothing.

All parents or guardians will be asked to sign a consent/waiver of liability form when dropping off their children.

Our child care vendor requires that all registration for child care must be submitted not later than Friday, April 22, in order to guarantee the child's enrollment.



# Appendix I: Convention Delegations and Other Business

## Representation

The International Constitution provides that, absent a contrary provision in the local union's own constitution and bylaws, all officers of a local union elected in conformity with applicable law shall, by virtue of such election, be considered to be eligible regular delegates to any International Convention which may take place during their term of office. Therefore, local union officers elected in an election conducted in conformity with the (U.S.) federal Labor Management Reporting and Disclosure Act (LMRDA) may serve as delegates (or alternates) to the International Convention either if the local union's constitution so provides, or if the local union's constitution is silent on how regular delegates are to be selected.

If, at the time of the receipt of the Convention Call, the local union finds it is entitled to fewer regular delegates than its number of duly elected officers, regular delegates shall be selected from among the officers in accordance with any order so designated in the local union's own constitution and bylaws. In the absence of such designation, only the local union's chief executive officer may serve as an automatic regular delegate and any additional regular delegates must be elected by nomination and, if necessary, secret ballot vote of the membership conducted in accordance with applicable law and constitutional provisions.

If, at the time of the receipt of the Convention Call, the local union finds that it has been allocated more regular delegates than the number of duly elected officers, then arrangements may be made at the option of the local union's executive board for nomination, and, if necessary, secret ballot election for the additional number of authorized regular delegates. Alternatively, the local union may choose not to send the additional number of regular delegates (above the number of its designated officers) to which it is entitled. Any local union may, by its own constitution and bylaws, dispense with the provision that local union officers be automatically considered regular delegates to the International Convention, in which case the local union must provide for nomination and, if required, secret ballot election of all regular delegates to which the local union is entitled. In addition to the selection of regular delegates as discussed above, a local union may in the same manner provide for the selection of such alternates as it may determine are reasonably required to serve if regularly elected regular delegates are unable to do so. The assumption is that budget considerations will permit accommodation of a number of alternates equal to no more than one-quarter of the number of regular delegates allotted to the local union. To be eligible for nomination as a regular delegate or alternate (or as an officer who will serve automatically as a regular delegate or alternate), a person must have been a member in continuous good standing in the local union in compliance with the local union's and the SEIU Constitution and Bylaws, and must be in compliance with all other applicable requirements of both sets of bylaws. The notice of a secret ballot delegate election must be sent to each member's last known home address at least fifteen (15) days before the date of the election, and the local union must have complied with all other requirements of the LMRDA in the conduct of its election. This obligation applies even if the local union is a public employee local or a Canadian local and thus not otherwise subject to the LMRDA. Local unions entitled to have a retired member delegate shall select the delegate by procedures provided for in the local union's constitution and bylaws for selecting a retired member delegate. Where no procedures are provided for selecting a retired member delegate in the local union's constitution and bylaws, the local union's executive board shall select the retired member delegate. Only retired members who have been members in good standing for 60 days prior to the Convention as members, retired members, or life members of the local union may serve as a retired member delegate.

## Certification of Delegation

The last day to register delegates, alternates and all other attendees using the online registration website is Friday, April 15, at 11:59 p.m. EDT. Once the local union registration list is completed and verified, a Certification of Delegation form will be sent to your local union.

The local union president and secretary-treasurer will then review and certify the delegates have been properly selected, and the list, including delegates, alternates, and guests, is accurate by signing the Certification of Delegation form and returning the Certification to the International Secretary-Treasurer. **The Certification of Delegation form must be in the hands of the International Secretary-Treasurer at least 30 days prior to the opening of the Convention (no later than April 22, 2016).**

## **Election of Officers**

There will be an election at the Convention to fill SEIU offices provided for in the SEIU Constitution and Bylaws as it may be amended at the Convention. Canadian Vice Presidents and Executive Board members will be elected by the Canadian Council at its Convention pursuant to Article VI, Section 1 of the SEIU Constitution and Bylaws.

## **Resolutions and Constitutional Amendments**

All resolutions and proposed amendments to the International Constitution from local unions must be received by the International Secretary-Treasurer at least thirty (30) days prior to the Convention, no later than April 22, 2016, except that resolutions and proposed amendments not so submitted may be considered by the Convention on unanimous consent of the delegates present. Proposed resolutions and constitutional amendments may be presented to the Convention by the International Executive Board at any time during the Convention without the requirement of unanimous consent.

# Appendix II: Non-Refundable Room Deposit Authorization Form

Please scan and email this form along with a front and back copy of the credit card to the secure email at [seiumeetingbcdme.com](mailto:seiumeetingbcdme.com). Completed forms must be received by April 15 in order to secure your hotel space.

This form authorizes a charge of the cost of one night's stay for each hotel room requested.

Date: \_\_\_\_\_

Local Union Name: \_\_\_\_\_

Local Union Convention Registration Coordinator Name: \_\_\_\_\_

Local Union Convention Registration Coordinator Email: \_\_\_\_\_

Local Union Convention Registration Coordinator Phone: \_\_\_\_\_

## CREDIT CARD INFORMATION

Credit Card Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Card Holder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Card Holder Billing Phone Number: \_\_\_\_\_

I authorize the following charges to be billed to the above listed credit card:

Number of Sleeping Rooms: \_\_\_\_\_ X cost of one night's stay = \_\_\_\_\_ total to be charged to credit card.

I would like to use this credit card to pay for the following charges on-site:

(Please check the appropriate items below if this credit card should pay for the guests charged during their Convention stay)

Room and Tax       Parking       Incidentals (business center, restaurant charges, room service, etc.)

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_







# Appendix III: Local Union Exhibit Space Application and Exhibit Hall Policies and Terms of Use

## Application Form and link to google form

<https://docs.google.com/a/seiu.org/forms/d/1dO6uzBfyegLqZ6NaaKFwToCUZMIHWooD46-qBrDlzCo/viewform?c=0&w=1>

## Local Union Exhibit Space Application

One hall at Cobo Convention Center will focus on union building and deeper dives into issues. Exhibit space is available for local unions to showcase your approach to our 21st century roadmap, achievements of services, campaigns, programs and more. Please complete this application if your local union is interested in reserving exhibit space.

If approved, the exhibit space provided will be for your local union use only; the rights are not transferrable. The content that will be displayed at your booth should be described below and should remain consistent with the intention of the exhibit hall, which is to showcase SEIU accomplishments. Political campaigning within a display or exhibit booth is prohibited. SEIU reserves the right to deny or remove any exhibits found offensive.

There is no cost for the space, which includes a table, chairs and electricity upon request. Depending on location at the exhibit, pipe and drape may also be provided. Additional equipment is available to rent if noted on this form.

Wi-Fi connection will be available free of charge.

\* Required

**Local Union Number/Name \*** \_\_\_\_\_

**Name and Title of Local Union Official Submitting Request \*** \_\_\_\_\_

**Local Union Contact for Exhibit Space \*** \_\_\_\_\_

**Person who will be responsible for the preparation and tear down of the exhibit.**

\_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**On-Site Contact** \_\_\_\_\_

**Person who will be responsible for setup, tear down and staffing of exhibit.**

\_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**On-Site Contact** \_\_\_\_\_

**On-Site Contact** \_\_\_\_\_

**Exhibit Description \***

**Please include the purpose of the exhibit, content and types of materials that will be part of the exhibit.**

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**Additional Equipment to Rent**

Please list the equipment to rent from the International for the exhibit. (A full list of what is available for rent is included in the Exhibit Hall Policies and Terms of Use.)

**Internet – Wi-Fi free of charge. \$100 per day for wired connection with \$300 one-time setup fee.**

Please indicate number and type of connections. \_\_\_\_\_

**Total Cost Internet** \_\_\_\_\_

**Laptop – \$125/entire event** Please indicate number. \_\_\_\_\_

**Total Cost Laptop** \_\_\_\_\_

**Large Monitor – \$125/entire event** Please indicate number needed. \_\_\_\_\_

**Total Cost Monitor** \_\_\_\_\_

**Total Cost – ALL Equipment** \_\_\_\_\_

**The Agreement**

I have read and understand all of the Exhibit Hall Policies and Terms of Service set forth by the International. By signing this, I agree with and will adhere to any and all policies. I also understand that by breaking any rules/policies may result in losing my exhibitor privileges.

**Local Union Official (Name and Title) submitting the request \***

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**Local Union Name and Number \***

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**Date \*** \_\_\_\_\_

**This completed and signed application must be received by April 1, 2016. Please use the hyperlink or email this document to:**

Suzanne Wall [suzanne.wall@seiu.org](mailto:suzanne.wall@seiu.org)

# Exhibit Hall Policies and Terms of Use

## How do I know if my request for exhibit space has been approved?

After the April 1, 2016, deadline, all local unions that submitted exhibit space requests that were approved will be contacted by the International to confirm their space request. Local unions should not assume their exhibit has been approved if they have not been contacted with a confirmation.

## How do I ship materials to my booth? How do I pick up items I have shipped?

Shipping information will be provided after the April 1, 2016, deadline when local unions receive confirmation their exhibits have been approved.

## Is the exhibit hall secure and is storage available?

There will be a room available to all local unions to store miscellaneous items, shipping materials, etc., related to their exhibits. Although there will be security present in the Convention Center, the International does not accept liability for anything stolen or lost. Additionally, the Exhibit Hall will be closed and locked after each session, but it is the local union's responsibility to have someone present at the booth during viewing hours to ensure the exhibit is secure.

## When is the Exhibit Hall open?

Exhibit Hall will be open starting Friday, May 20 and during Convention hours when the Convention is not in session.

## When can I set up/take down my exhibit space?

Official setup times are 2:00 p.m. to 5:00 p.m. on Thursday, May 19, and 9:00 a.m. to 11:00 a.m. on Friday, May 20. Official breakdown times are 3:00 p.m. to 7:00 p.m. on Tuesday, May 24.

## Can I pick my exhibit booth space or request to move my exhibit booth space upon arrival?

Space will be assigned prior to your arrival in Detroit.

## When will I be assigned my booth number?

Booth assignments will be finalized after the April 1, 2016, deadline. Local unions will be notified of their booth numbers when they receive the confirmation their exhibit has been approved after the deadline.

## What is provided at each booth?

- Six-foot table covered in black tablecloth.
- Two chairs.
- Pipe and drape with black cloth for hanging materials (booth dimensions will be provided when exhibits are approved and confirmed).
- Electricity upon request.

**What is available for rent?**

Computers, monitors, printers, cable and internet service will be available. A price list will be sent promptly upon submission of a request for exhibit space.

Checks should be made payable to SEIU and received by the International by April 30, 2016.

**Cancellation Policy for Rental Items**

In order to refund your costs, any cancelation of exhibit space and AV setup must be made prior to May 15, 2016.

**What are the rules?**

- Political campaigning within a display or exhibit booth is prohibited.
- Vulgar or offensive exhibits or items will be removed.
- Noise must be kept to a low volume that does not interfere with neighboring exhibits.

**Liability**

The exhibitor is responsible for all damages to property owned, leased or rented.

## Appendix IV: Applicable Provisions of the SEIU Constitution and Bylaws.

### Article IV: CONVENTION – REPRESENTATION THEREIN

**Section 1.** The Convention of this International Union shall meet every four years and shall convene at such time and place as the International Executive Board may determine upon the recommendation of the International President.

**Section 3.** The International Convention shall consist of duly elected delegates from their Local Unions, and none but delegates duly elected in accordance with all applicable statutes and the provisions of this Constitution and Bylaws shall be eligible to represent any Local Union at the International Convention or be entitled to vote except that all full-time International officers shall by virtue of their office be delegates with a voice but no vote to any Convention which is held during their term of office. All officers of a Local Union elected in conformity with all applicable statutes shall by virtue of such election be considered to be eligible delegates to any International Convention which may take place during their term of office. If at the time of the receipt of the Convention call it shall appear that such number of elected officers is less than the number of delegates to which the Local Union will be entitled at an International Convention, then arrangements may be made at the option of the Local Executive Board for nomination and secret ballot election, if required, of an additional number of eligible members as Convention delegates. Nominees for such position, if unopposed, shall be deemed elected without necessity for further procedures. The Local Union must designate in its Constitution and Bylaws the order in which the officers would be designated as delegates and alternates if less than all the officers are entitled to go to the Convention as delegates, provided that the chief executive officer of the Local Union shall, if otherwise eligible, be deemed entitled even in the event the Local Union fails to so designate. Any Local Union may by provision in its Local Constitution and Bylaws dispense with the foregoing provision that officers of the Local Union be ex officio delegates to the International Convention and may provide for nomination and, if required, secret ballot election of such delegates. Further, subject to applicable statutes, the International Executive Board may establish representation rules for delegates from groups of associate members or other special categories of membership or locals, which shall be set forth in the notice of Convention Call for the International or Special Convention. In no event shall the basis of representation for such groups be greater in numbers than the formula set forth in Section 4 below. Any voting rights extended to such delegates must comply with applicable law.

**Section 4.** The basis of representation shall be one delegate for 500 members or less, and one additional delegate for every additional 500 members or major fraction thereof up to 5,000 members, and then one additional delegate for every additional 1,000 members or major fraction thereof. A determination to be represented by less than a full complement of delegates shall not affect the Local Union's eligible votes. The Executive Board of a Local Union shall determine the number of delegates which shall represent it at the Convention. For the purpose of voting, the computation of membership for a Local Union shall not include life members, retired members paying less than the full dues required for working members of their Local Union, associate members or agency fee payers.

**Section 5.** In addition to the representation in Section 4, each Local Union with a retired members group of more than 500 members shall be entitled to one retired member delegate who shall serve with a voice and a vote at the Convention. Only retired members who have been members in good standing for 60 days prior to the Convention as either members, retired members, or life members of the Local Union shall serve as a retired member delegate. The retired member delegate shall be selected by the procedures provided for in the Local Union's Constitution and Bylaws for selecting such a retired member delegate or by the Local Union's Executive Board where no procedures are provided for in the Local Union's Constitution and Bylaws. The retired member delegate shall not be permitted to vote on dues or to nominate or vote for officers at the Convention.

**Section 6.** No delegate shall be permitted to represent more than one Local Union.

**Section 7.**

**(a).** No Local Union that has not been chartered, affiliated, and in good standing for at least one month prior to the opening of the Convention shall be entitled to representation in the Convention, and each Local Union to be entitled to said representation must have paid into the International treasury at least one month's per capita tax prior to the opening of the Convention.

**(b).** For a Local Union to be entitled to representation at the Convention, all moneys (i) due the International Union, whether by per capita tax or otherwise, (ii) due to any affiliated bodies, whether by per capita tax or otherwise, as determined or waived by the International Executive Board and (iii) all moneys due for any pension or welfare funds provided for in this Constitution, must be paid at least 15 days prior to the opening of the Convention.

**Section 8.** The International Secretary-Treasurer shall issue a Call for the Convention and notify each Local Union at least 100 days prior to the date of the Convention of the number of delegates to which said Local Union is entitled, and shall furnish to the Local Union a certification of delegation form containing the names of registered delegates to the Local Union and spaces for the signatures of the President and Secretary of the Local Union.

**Section 9.** The certification of delegation form containing the names of delegates to the International Convention and bearing the signatures of the President and Secretary of the Local Union must be in the hands of the International Secretary-Treasurer at least 30 days prior to the opening of the Convention. A delegate who is eligible to attend the Convention shall not be disqualified because of the failure of a Local Union officer to forward the delegate's name on a certification of delegation form.

**Section 10.** In addition to the delegates selected in the manner provided in Section 3 of this Article, a Local Union may provide for selection of such number of alternates as it may determine are reasonably required to serve if regularly elected delegates are unable to do so; such alternates shall be selected or elected in the manner provided in Section 3 of this Article. Each delegate or alternate must be a member of the Local Union employed in the jurisdiction of the Local Union. This requirement, however, shall not be construed to bar any member who is an officer or employee of the Local Union or of the International Union, or any affiliate thereof, or who is elected to public office or to a position with an organization with which this International Union is affiliated.

**Section 11.** Any member who wishes to protest the election of any delegate or the right of any Local Union officer to serve as a delegate pursuant to Article IV, Section 3, must file a written protest with the International Secretary-Treasurer within 15 days after such election or after the decision by a Local Union that no election is required pursuant to Article IV, Section 3. Any such protest shall be referred to the Credentials Committee, in care of the International Secretary-Treasurer. The Credentials Committee may waive the time limit for filing protests upon a showing that the protesting member did not know of the basis for his or her protest within sufficient time to file a timely protest and he or she filed a protest immediately upon discovery of the basis for his or her protest. The Credentials Committee shall consider all timely protests and shall include its decision on all protests in its report to the Convention. It may, in its discretion, hold a hearing on any protest upon reasonable notice to all affected parties.

**Section 12.** The number of votes which each Local Union shall be entitled to vote in the Convention shall be determined by averaging the 12 most recent regular monthly per capita tax payments for members which are received by the International Union on or before December 31 of the year immediately preceding the calendar year in which the Convention is held. In the case of a newly chartered local without a twelve month payment period before December 31, the number of votes shall be determined by averaging the regular monthly per capita tax payments for members received by the International Union before the Convention, up to a maximum of twelve months. The computation of voting strength shall not include associate members, life members or agency fee payers. Where there are two or more delegates in attendance from one Local Union, the vote shall be divided equally between them. In the case of a newly chartered local union created as a result of a reorganization of members under Article XIV, the International Executive Board shall determine the computation of voting strength for the affected local unions in order that the members are included in the voting strength of only one local union.

**Section 13.** The International President shall, before each Convention, appoint from the delegates-elect a committee of at least seven to act as a committee on credentials. The International President and International Secretary-Treasurer shall be members of said committee. All credentials shall be referred to this committee. This committee shall submit its report in writing to the Convention.

**Section 14.** All Resolutions to be acted upon by the Convention proposed by a Local Union must be submitted in writing to the International Secretary-Treasurer at least 30 days prior to the Convention and unless so submitted may not be considered by the Convention except on unanimous consent of the delegates present. Resolutions may be presented to the Convention by the International Executive Board at any time during the Convention without requiring unanimous consent.

**Section 15.** Delegates representing one-fourth of the votes entitled to be cast at the Convention shall constitute a quorum for the transaction of business.

**Section 16.** The rules and order of business governing the preceding Convention shall be enforced from the opening of any Convention of this International Union until new rules have been adopted by action of the Convention.

## **Article V: ELECTION OF OFFICERS**

**Section 1.** All nominations for International officers shall be made in open Convention and elections shall be by roll call where there is more than one candidate for any office. The roll call shall be conducted by voice and/or open written ballot, as set forth in the Rules of the Convention. Officers shall be elected by plurality vote.

**Section 2.** No candidate (including a prospective candidate) for any International office or office in a Local Union or affiliated body or supporter of a candidate may solicit or accept financial support or any other direct or indirect support of any kind from any nonmember of the International Union.

**Section 3.** Any member wishing to protest the election of any International Officer pertaining to candidate eligibility or the manner in which the election was conducted must lodge a protest in conformity with the requirements of the Rules of the Convention.

**Section 4.** Any member wishing to submit an election protest pertaining to any issue other than those governed by Section 11 of Article IV or Section 3 of this Article must file such protest within 15 days after the Convention. All such protests shall be filed with the International President. The International President shall endeavor to have a hearing held within 30 days of the filing of the protest, if the International President deems a hearing to be necessary, and shall attempt to render his or her decision within 30 days thereafter. Within 15 days after the final action of the International President, a petition for review may be filed with the International Executive Board. In the alternative, the International President may forward an election protest directly to the International Executive Board for decision.

## **Article VI: OFFICERS**

**Section 1.** The officers of this International Union shall consist of an International President, an International Secretary-Treasurer, six full-time Executive Vice Presidents, 25 Vice Presidents (at least two of whom shall be members of Canadian Local Unions), and 40 Executive Board Members (at least two of whom shall be members of Canadian Local Unions and one of whom shall be a Retired Member). The International President, the International Secretary-Treasurer, and the six Executive Vice Presidents shall be elected at large by all delegates assembled at the International Convention. Two Canadian Vice Presidents and two Canadian Executive Board Members shall be elected on the following basis: A Vice President and Board Member shall be nominated and elected from all of the provinces other than the Province of Quebec. A Vice President and Board Member shall be nominated and elected from the Province of Quebec only, provided, however, that the Vice President from Quebec and the Executive Board Member from Quebec may not be members of the same Local Union. These Canadian Vice Presidents and Executive Board Members shall be elected by the Canadian Council at its Convention composed of delegates elected in accordance with this Constitution and applicable law and which shall be held within 90 days prior to the International Convention at which the International Union officers are elected. All other Vice Presidents and Executive Board Members (including the Retired Member) shall be nominated and elected at large.

**Section 2.** These officers shall constitute the International Executive Board, and their term of office shall begin immediately following their election and they shall hold office for four years or until their successors are duly elected and qualify.

**(a).** Each Vice President and Executive Board Member shall be responsible for such duties as assigned by the International President.

**(b).** The International President may appoint an Executive Committee from among the members of the International Executive Board. The Executive Committee shall meet at the call of the International President. The Executive Committee shall be charged with advising the International President on how best to carry out the administrative duties of his or her office, and with making recommendations to the International Executive Board on policies and programs for the International Union. The Executive Committee also may be delegated specific functions and powers of the International Executive Board under the Board's authority in Article XI, Section 6 B. Minutes of all meetings of the Executive Committee shall be kept by the International Secretary-Treasurer, who shall render reports to the International Executive Board.

**Section 3.** Each regular Convention of this International Union shall also elect a Board of Auditors consisting of eight members. The Board of Auditors shall examine and review the books and accounts of the International Secretary-Treasurer at least once during each twelve-month period, utilizing the assistance of Certified Public Accountants designated by the International President. Such review of the books and accounts of the International Secretary-Treasurer shall include the books respecting all properties and facilities under the custodianship of the International Secretary-Treasurer. A copy of such annual reports of the Board of Auditors shall be submitted to the International Executive Board. The Board of Auditors shall also give a written report to the International Convention. In the event of the unavailability or temporary disability of an Auditor, the remaining Auditors shall perform the duties set forth herein. The Auditors shall receive such per diem compensation and expense allowance as may be fixed by the International Executive Board.

**Section 4.** No person shall be eligible for office in this International Union who has not been a member in continuous good standing for at least two years immediately preceding his or her election in the International Union or Local Unions chartered by this International Union or in any labor organization which becomes affiliated with this International Union. This requirement may be reduced by the International Executive Board to no less than 60 days if necessary to expand eligibility for office to members of organizations newly associated with the International Union pursuant to Article XI, Section 6. In the case of the Retired Member position on the International Executive Board, only retired members who have been members in good standing for two years prior to the Convention as either members, retired members or life members of the Local Union shall be eligible to serve. No person who has been convicted of a felony as defined in Section 504 of the Landrum-Griffin Act (or an indictable offense in Canada) shall, in accordance with the provisions of applicable law, be eligible to hold office in this International Union.

**Section 5.** Associate members, life members or those retired members paying less than the full dues required for working members of their Local Union shall not be eligible for nomination as an International officer, except that such retired members may be eligible for the Retired Member position on the International Executive Board.

**Section 6.** No full-time officer of the International Union may receive compensation of any kind, except for benefits paid by a pension plan, from any Local Union or from any entity owned or controlled by a Local Union.

**Section 7.** The International President shall appoint a Retired Members Advisory Committee which shall consist of leaders of local union retired members' groups and retired International Executive Board Members. It shall be chaired by a retired member appointed by the International President.

**Section 8.** The future grant of emeritus status to an International officer shall be limited to an individual who has been elected as International President at no fewer than three international conventions. Such status shall entitle the individual to be an honorary guest at the SEIU International Convention and he/she may be appointed by the International President as a delegate or alternate delegate on the SEIU delegation to a national or international federation convention. Additional assignments may be made by the International President, upon mutual agreement.

## **Article XXIV: AMENDMENTS**

This Constitution and Bylaws may be amended by action of any regular Convention of the International Union or Special Convention called for that purpose. Amendments may be proposed at such Convention in the same manner as is provided herein for the submission of Convention resolutions. A majority of the Convention votes cast on such amendment shall be necessary for adoption. Except as otherwise provided, all amendments shall be effective immediately upon adoption by the Convention.