

National Active & Retired Federal Employees (NARFE)

Proposed Convention Agenda

Two Day Convention

George R. Wilken



2010

Considerations Made When Constructing This Agenda

1. This revised agenda does not go against the agenda for conventions as listed in the Arkansas Federation by-laws or the procedure for Order of Business listed in ***Robert's Rules of Order*** or as defined in the ***Simplified Order of Parliamentary Procedure***, Publication MP350, University of Arkansas, Cooperative Extension Service.
2. As noted in Publication MP350, listed above, agendas for all meetings should not be included in the By-Laws (see page 6, Order of Business and Agenda), since the By-Laws may never be suspended.
3. This agenda does not include either an Executive Board meeting or a Committee session, which are recommended to be held at least one month in advance of the convention. With this time frame, it is hoped that issues may be researched better and committees become more familiar with the subject matter of their committee. It is recommended that committees be filled with no more than 5 persons a few months after a convention ends so that all know what is expected of them.
4. In constructing the 2 day agenda, relative importance of committees was used to place all reports in the agenda. Logically, national and regional officers reports along with Federation officers reports should be upfront, but from that point, relative importance takes over. Of course, each committee head would tell you that their committee has an important report to give. ALL reports are expected to be as brief as possible keeping in mind the relative importance of the report.
5. One item in the agenda, the Memorial Service could be perhaps moved to another time. This is a difficult call as far as time placement, but the time slot it was put in was considered a nominal one. In general, scheduling was performed to permit a certain "flow" in terms of subject matter being addressed. For instance, putting door prizes on the Friday schedule just ahead of the morning break so that closing ceremony was uninterrupted.
6. Starting time on the first day might need to be moved forward to a later time, say 10:30 AM, rather than 10:00 AM, but then, to some extent, the Thursday schedule becomes tighter.
7. One point needs to be stressed at the beginning of each convention and that is that every minute is important, so the prospect of people leaving early does not serve the Federation well. If we are going to do two days, then both days need to receive equal attention and service by the delegates.
8. This agenda is considered a "work in progress" since even after construction, some revision may be necessary in the future.

**Arkansas Federation of NARFE Convention
Proposed 2 Day Convention Agenda**

Thursday

8:00 AM	Registration Opens	Outside Main Hall
10:00 AM	CONVENTION OPENS	Main Hall
	Call to Order	Convention Chair
	Invocation	Chaplain
	Presentation of Colors	Color Guard
	National Anthem	
	Pledge of Allegiance	Convention Chair
	Presentation of the Gavel	Convention Chair
	Call to Order	President
	Credentials Committee Report (Preliminary)	Secretary
	Roll Call of Officers	Secretary
	Minutes of Previous Year's Convention (May be waived if published)	Secretary
	National Officer (if present)	
	Region VI Vice President's Message	Regions VI VP
	State of the Federation (President's Report)	President
	Federation Executive VP Report	Ex VP
	Treasurer's Report	Federation Treasurer
	Audit Committee Report	Chair
	Convention Rules	President
	Nominating Committee Report	Immediate Past President
	Brief Message from Federation Candidates (5 minutes each)	<u>Contested positions only</u>
	Vote for New Federation Officers (Ballot or Acclamation)	President
11:45 AM	LUNCH	
1:00 PM	Convention Resumes	
	Caucus Vote for District VPs and Results	(Break out by Arkansas District)
	Memorial Service	Host Chapter
	Results of Federation Election	President
	Credentials Committee Report	Secretary
	Legislative Report	Chair
2:40 PM	Break (with or without refreshments)	Main Hall
3:00 PM	District Vice President Reports (5 minutes each)	
	Membership Report	Chair
	By-Laws Committee Report	Chair
	Resolutions Committee Report	Chair
	Service Officer Report	Chair
	Public Relations/Publications Report	Chair
	Alzheimers Report	Chair
	NARFEPAC Report	Chair

	Vendor's Presentations	
	Door Prizes	Sergeant-at-Arms
5:00 PM	Convention Adjourns	
6:00 PM	Convention Banquet	Main Hall
	Invocation	Chaplain
7:00 PM	Presentation of Bruce Award	President
	Honors Awards	President
	Installation of Officers	Region VI VP or Federation Officer
	Introduction of Speaker	Convention Chair
	Speaker	
8:00 PM	Entertainment	Main Hall
Friday		
8:30 AM	Convention Opens	
	Credentials Report (Final)	Secretary
	Training/Webmaster Report	Chair
	Budget Committee Report	Chair
	NARFENet Report	Chair
	Time and Place Report	Chair
	Door Prizes	Sergeant-at-Arms
10:15 AM	BREAK	
10:35 AM	Comments by Newly Elected Federation President (A look ahead)	
	Old Business	President
	New Business	President
	Good of the Order	President
	Results of Silent Auction	Alzheimers Chair
	Benediction	Chaplain
	Adjourn <i>Sine Die</i>	
12:00 PM	Convention Officially Ends	