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Additional information at cft.org/convention

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► Find all Convention materials online at cft.org/convention-2025. If you need additional assistance, please telephone the CFT Sacramento office at 916-446-2788, or email convention@cft.org.



To: Local Union Presidents

From: Jeffery M. Freitas 
CFT President

Date: November 22, 2024

Subject: **Prepare for CFT Convention 2025**

The CFT Convention will be held March 14-16 at The Westin San Diego Gaslamp Quarter. Now is the time to begin thinking about Convention preparation. You will receive the Convention Call and your delegate strength in the coming weeks. You will find the complete guide to, the CFT Convention online at cft.org/convention-2025.

To ensure that your delegates are legally elected and will be seated at the convention, please review the Delegate Election Rules online and schedule your election and pre-election notifications now!

Allow yourselves enough time to notify all local members that they are eligible to become delegates, time to receive nominations, to conduct a secret ballot election, to ascertain from those elected on which convention committees they wish to serve, and to mail in your delegate and alternate lists. Keep in mind that we must receive your delegate list in the CFT Sacramento office no later than **February 28, 2025**.

I urge all locals to be scrupulous in following the legal requirements for electing delegates. We want to avoid our Credentials Committee having to tell members that they cannot be seated as delegates due to failure in following the rules. Also, inviting members to participate is an important way to remind them that this is their union and that their participation is what makes us strong. Democracy in our union depends on giving members an opportunity to participate in CFT policymaking.

If you're thinking about submitting resolutions on topics that will have an impact on the members, on our union, and the work we do, now is the time to start doing research to get your whereas's and resolves together. It's important that delegates cast informed votes at Convention, so please read and follow the Guidelines for Writing Effective Resolutions and follow the format on the enclosed Resolution Template (or find the template online at cft.org/convention-2025).

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The deadline to receive proposed amendments to the *CFT Constitution and Bylaws* is **January 17, 2025**, and the deadline to receive resolutions is **January 31, 2025**.

Amendments and resolutions passed by locals should be emailed to convention@cft.org.

Finally, please be sure that your per capita payments are paid through December 31, 2024 by February 28, 2025, so that your delegates will be seated at the Convention. If you need assistance with budgeting and getting on a regular payment schedule, please call on your field representative or Secretary-Treasurer L. Lacy Barnes.


Your delegates should plan to be at the Convention from the opening at 10:00 a.m. on Friday, March 14 through 1:00 p.m. on Sunday, March 16. Our Convention Committee is putting together a program that allows us to get our business done and time for a little extra fun. It is important that we have a body that is truly representative of the CFT at every business session.

I look forward to seeing you at the 2025 CFT Convention!

JMF:av
opeiu29:afl-cio

Enclosures

To: AFT/CFT Local Presidents

From: Jeffery M. Freitas 
CFT President

Date: November 19, 2024

Subject: **Dean Murakami Racial, Social and Climate Justice Advocacy Award 2025**

Dean Murakami chaired the CFT Civil, Human and Women's Rights Committee for multiple years, and brought hundreds of critical racial and social justice issues to the attention of our union. He introduced and helped pass countless resolutions on issues ranging from the internment of Japanese Americans to the Poor People's Campaign. Dean, a psychology professor, long-time president of the Los Rios College Federation of Teachers, and a long-serving CFT Vice President, will forever be known for his racial, social and climate justice advocacy.

CFT has instituted this award in Dean's name, to bestow this recognition on those individuals or organizations that demonstrate dedication, continuing commitment and advocacy to racial, social and climate justice issues in the workplace and beyond.

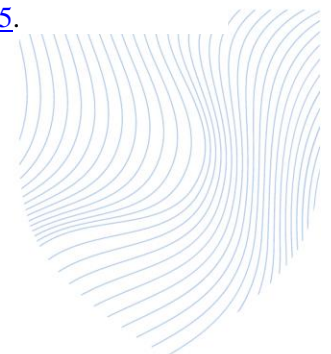
Locals are invited to submit nominations for this award on behalf of an individual or organization that engages in work that positively impacts marginalized populations and focuses on racial, social or climate justice. Such work should be demonstrated and measured by contributions to areas such as:

- scholarship, research and curriculum development;
- educational innovation;
- culture change;
- entrepreneurship;
- community engagement; or
- public policy, just to name a few

The deadline for nominations this year is January 8, 2025. You may nominate a member or organization for the Dean Murakami RSCJ Advocacy Award. Please submit the enclosed nomination form, along with other documentation, telling us about your nominee and why they should receive the Dean Murakami RSCJ Advocacy Award.

Find complete information about the CFT Convention online at cft.org/convention-2025.

JMF:av
opeiu29:afl-cio



Dean Murakami Racial, Social and Climate Justice Advocacy Award Nomination

NAME OF NOMINEE

ADDRESS OF NOMINEE

CITY

STATE

ZIP

TELEPHONE

EMAIL

Current status: Active employee Retiree

Tell how your nominee meets the criteria for the award. Attach additional sheets if necessary. Supporting materials are also encouraged.

Submitted by:

LOCAL NAME


NUMBER

OFFICER'S NAME AND TITLE

DATE

► **This form must be received no later than January 8, 2025.** Return the completed nomination form to: CFT Convention Dean Murakami Award, 1225 H Street, Sacramento, CA 95814. Fax to 916-446-2401. Or scan and email to convention@cft.org.

To: AFT/CFT Local Presidents

From: Jeffery M. Freitas 
CFT President

Date: November 19, 2024

Subject: **Mary Bergan Women in Education Award 2025**

In 1981, the CFT established its **Women in Education Award** to honor AFT/CFT locals and individual AFT/CFT members **for promoting the rights of women and issues of gender equity within the educational workplace**. This year the Women in Education Award has been renamed the Mary Bergan Women in Education Award.

The Mary Bergan Women in Education Award is presented to honor female AFT/CFT members or locals who exemplify the very essence of the integral and crucial role that women have played in all aspects of our union's history and culture, the union movement in general, and specifically the union movement within an educational setting. The award is presented biennially at the CFT Convention, which will be held March 14-16, 2025 at The Westin San Diego Gaslamp Quarter.

In bestowing this award, CFT will be **recognizing and honoring the contributions of women in our union**.

All locals are invited to submit nominations for this award on behalf of one or more of their deserving female unionists who have demonstrated leadership and made significant contributions in any or all of the following areas:

- serving and empowering students in ways that build-up the next generation of laborers and unionists;
- actively participating in campus, professional, community, and political activities that strengthen local union solidarity, capacity, and power;
- actively engaging efforts to improve societal understanding of the purpose and need of unions locally, state-wide, or nationally.

The deadline for nominations this year is January 8, 2025. You may nominate a member or a local the Mary Bergan Women in Education Award. Please submit the enclosed nomination form, along with other documentation, telling us about your nominee and why she should receive the Mary Bergan Women in Education Award..

Find complete information about CFT Convention online at cft.org/convention-2025.

JMF:av
opeiu29:afl-cio

Mary Bergan Women in Education Award Nomination

NAME OF NOMINEE

ADDRESS OF NOMINEE

CITY

STATE

ZIP

TELEPHONE

EMAIL

Current status: Active employee Retiree

Tell how your nominee meets the criteria for the award. Attach additional sheets if necessary. Supporting materials are also encouraged.

Submitted by:

LOCAL NAME

NUMBER

OFFICER'S NAME AND TITLE

DATE

► **This form must be received no later than January 8, 2025.** Return the completed nomination form to: CFT Convention Mary Bergan Award, 1225 H Street, Sacramento, CA 95814. Fax to 916-446-2401. Or scan and email to convention@cft.org.

Room Reservations at The Westin San Diego Gaslamp Quarter

(910 Broadway Circle, San Diego)

GUEST INFORMATION

GUEST NAME

LOCAL UNION

EMAIL

PHONE

ROOM INFORMATION: Rate \$279 + tax

Arrival date _____ Departure date _____

Room type and number of each requested: Single _____ Double _____

► **If you are reserving rooms for multiple people on the same credit card**, please attach a separate sheet with the names of each guest and the type of room, single or double, being requested for each person.

CREDIT CARD INFORMATION

Card type: Visa MasterCard American Express Discover Diner's Club

NAME ON CREDIT CARD

CREDIT CARD NUMBER

EXPIRATION DATE

CVV (3 DIGITS ON BACK)

BILLING ADDRESS

CLUB NUMBER (IF APPLICABLE)

► **RESERVATIONS DEADLINE: This form must be received by the CFT no later than Friday, February 14.** You can complete the form electronically by using Adobe Reader or complete it by hand and scan it. Email your reservation requests directly to cftravel@cft.org. Or fax them to the CFT Sacramento office at 916-446-2401.

► **CANCELLATIONS: Room reservations must be cancelled by February 11** to avoid room charges being billed to the credit card used to guarantee the room. Send cancellation requests directly to Angelica Vargas at the CFT, avargas@cft.org.

Rules for Delegate Election

Delegates must be nominated and elected according to the CFT By-Laws and the **Labor-Management Reporting and Disclosure Act** (commonly referred to as the “Landrum-Griffin Act”). This federal law, and the **AFT and CFT Constitutions**, require that:

1. Each member shall have a reasonable opportunity to be nominated as a delegate.
2. Notice of election of delegates shall be mailed to each member at least 15 days in advance of the election. Notice may be contained in the local union newsletter as long as it is mailed to the last known address of each member.
3. Election shall be by secret ballot.
4. Results shall be published and records (including ballots) kept for one year.
5. The president or other elected union officer may serve as a delegate without a special election provided:
 - They were elected to office by secret ballot according to provisions of the Landrum-Griffin Act, and,
 - The local constitution or by-laws state that one of the duties of office is to be a delegate to the CFT Convention.

Although many locals divide expense allocations equally by common practice, the Labor Department has ruled that expenses need not be distributed equally among the delegates, provided that the rule for allocating the expenses is passed before the nomination of candidates. The guiding principle to follow is that the rule must be reasonable and able to be uniformly enforced.

Campaign Rules for State Officer Elections

The purpose of this campaign rules document is to outline the rules that shall govern election campaigning. The rules are meant to ensure fairness, keep order, and preserve the integrity of the election. In general, candidates should try to maintain “the spirit of the campaign” which is an atmosphere of friendly competition with others and respect for the election process. A copy of this document shall be distributed to all candidates.

I. Union Funds and Resources

- A. No local, state or national union affiliate or CFT member employer funds and/or resources of any type or any form of support from vendors, politicians or outside organizations and persons who stand to benefit financially or politically from their relationship with CFT may be used to support the candidacy of any person in a union officer election. Uses of such funds or resources which do not support one person’s candidacy over another are acceptable if provided to all candidates on an equal basis.

Such limitations shall include money or anything of value (such as the use of facilities, equipment, email lists or supplies) to promote the candidacy of any individual in a CFT election. The restriction on the use of union funds applies to all moneys received by the union by way of dues, assessment, or similar levy.

- B. The prohibition against the use of funds applies to direct expenditures, as well as indirect expenditures including:
1. Campaigning on time paid for by the union, outside organization, or vendor except as clarified by the definition of “working hours” below,
 2. Use of union/ outside organization/vendor owned or leased equipment such as telephones, fax machines, and copy machines,
 3. Use of union/outside organization /vendor supplies such as stamps, paper and envelopes,
 4. Use of union, outside organization, or vendor (as described above) email systems and Web sites. This does not apply to using member work email addresses.
 5. Use of union employees to prepare campaign literature while on union time,

6. Use of any union letterhead or logo (AFL-CIO, AFT, CFT or locals),
 7. Use of union/outside organization/vendor property or facilities for election forums unless all known candidates are invited to the forums,
 8. Giving free services or special discounts to a candidate customer such as printing, photocopying, etc.
- C. Campaigning by union officials, which is “incidental” to union business, is not a violation of federal law. For example, any campaigning by union officials which occurs as a consequence of conducting legitimate union business, such as shaking hands with members while visiting work sites on official business, is permissible.
- D. Candidates shall not take advantage of their positions as leaders of committees or councils to advocate for their candidacies during meetings of the committee or council.
- E. Current paid officers and union employees shall take vacation time or a leave of absence if they are going to campaign during work hours. “Working hours” for this purpose includes 8 hours each day from Monday to Friday.

II. Distributing Campaign Literature

- A. CFT will arrange for a materials distribution point at the convention and separate tables for candidates who so request.
- B. Candidates must create their own literature. CFT will not review or edit the literature. CFT may not regulate or censor the contents of campaign literature, even if the literature includes derogatory remarks about other candidates.
- C. CFT will send one set of labels/data to a candidate’s professional mailing house. Such labels/data may be any one subset of CFT membership (including convention delegates) if such breakdown can easily be provided in a timely manner as determined by the CFT Executive Director. Candidates must arrange for their own printer and mailing house.
- D. Candidates and their supporters may distribute flyers at the convention or place them on chairs in the meeting rooms/general assembly hall or at the candidate informa-

tion table. One information table will be provided for literature from all candidates. Candidates must contact the hotel directly for any other requests. Do not contact the Convention Committee. No CFT resources may be used during the convention to produce or distribute flyers.

III. Inspecting CFT or Affiliate Membership Lists

All candidates have the right to inspect CFT's or affiliates' membership lists and convention delegates lists once within 30 days of the election.

- A. All requests to inspect lists should be submitted by email to the CFT Executive Director.
 - 1. The CFT Executive Director will arrange to have the records available at the Emeryville or the Burbank Office.
Please include your choice of location in your email request.
 - 2. Candidates may not make electronic or photocopies of the lists.
- B. A candidate may not use a "personal" mailing list, other than a common directory available to all, which was created or obtained as a result of the candidate (or a supporter) serving as an officer or in a union job.
- C. CFT will distribute a list of candidates who have announced for the offices of CFT President and CFT Secretary-Treasurer no less than two weeks prior to the start of the convention. The list shall include a 100-word statement from each candidate.

IV. Questions or Allegations of Violations

These rules comply with the Department of Labor and Title IV of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). LMRDA establishes certain rights for union members and contains provisions to ensure democracy and financial integrity.

- A. All questions or allegations of violations of these rules must be emailed, hand-delivered or faxed to the chair of the CFT Nominations and Election Committee no later than 5 p.m. on Saturday of the Convention.

All allegations must cite the specific rule that has been violated and include the date, times, and location where the alleged violation occurred. The email must include the name and phone number of the person making the allegation. Any written evidence should be attached.

A summary of the alleged violations will be submitted to the Convention Nominations and Election Committee, all candidates and members of the Executive Council.

- B. The Convention Nominations and Elections Chair will respond to any questions. All written allegations of violations of the rules will be investigated by the Chair of the Convention Nominations and Election Committee who shall consult with members of the committee. If the Committee determines that a violation has occurred, the Chair will immediately notify the candidate(s) to stop the violation(s).
- C. Any candidate has the right to appeal an election to the President of the American Federation of Teachers if there has been an alleged violation of these rules.

Guidelines for Writing Resolutions

How to write effective resolutions

When writing resolutions on topics that impact our union and the work we do, please take the time to research your whereas's and resolves and write the resolutions as clearly as possible. It's important that delegates cast informed votes at the CFT Convention, so please follow these guidelines for writing effective resolutions.

- Read the requirements for submitting resolutions described in the Convention Call. Follow the resolution format by using the Resolution Template available on the CFT website.
- Write your resolution assuming that readers know nothing about the subject, why there is a problem, and what role the CFT should play in its solution. Please spell out names of organizations and proper nouns on first use.
- Use the "whereas" clauses to educate readers about the problem the resolution addresses. Be accurate in your facts and both succinct and complete in your presentation of them.
- Be sure the action you ask the CFT to take is an appropriate one. For example, if your concern is one that falls within the scope of negotiations, don't ask for legislation to take the place of local bargaining.
- If your local adopts a resolution that came from another organization, take the time to modify it for CFT's consideration. Don't submit resolutions that are addressed to other organizations.
- Document that the resolution was approved for submission at a meeting of your local's membership or executive board.

► **Submit resolutions by January 31, 2025.** Email copies of the resolutions to convention@cft.org.

[resolution title]

Submitted by [name of local union, CFT division council or CFT committee]

Whereas...

Whereas...

Whereas...

Therefore be it resolved that...

Be it further resolved ...

Be it finally resolved ...

Approved for submission by:

NAME OF APPROVING BODY

DATE

SIGNATURE AND TITLE of elected officer or committee chair

DATE

SIGNATURE AND TITLE of elected officer or committee chair

DATE

CONTACT PHONE NUMBER

EMAIL

Instructions: Using your word processor, key in the name of the body submitting the resolution, and the title and language of the resolution in the spaces provided. Use as many lines as you need. All resolutions require the signatures of two elected officers of a local union or council, or two members of a committee.

To submit: Print the signed resolution and mail, fax, or scan and email it to the CFT Sacramento, 1225 H Street, Sacramento, CA 95814, fax to 916-446-2401, or email to convention@cft.org. In addition, please email the Microsoft Word document containing the resolution text to convention@cft.org.

Deadline: Resolutions must be received by CFT no later than **January 31, 2025**.