

VIRTUAL CONVENTION 2021
MARCH 26-27

RISE UP
RECOVER
REBUILD

CFT A UNION OF EDUCATORS &
CLASSIFIED PROFESSIONALS

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[CFT.ORG/CONVENTION](https://cft.org/convention)

The 78th Convention of the CFT is hereby called to convene online on Friday, March 26, 2021, at the hour of 9 a.m. and will remain in session two days or until such time as it has given full consideration to such matters as legally may be brought before it.

– Jeffery M. Freitas, President

PREPARING FOR CONVENTION

The biennial CFT Convention is the highest policy making body of the Federation. The union's vitality and democracy depend upon participation in the Convention by delegates from locals in good standing.

The constitutional provisions for CFT Conventions have been adopted to ensure CFT members are represented in the policymaking of their union. Delegates will elect the CFT President, Secretary Treasurer and 24 Vice Presidents, plus delegates to the AFT Convention 2022 and California Labor Federation Convention 2022. Delegates will also vote on important resolutions and constitutional amendments.

Your local's packet of materials include this official Convention Call and your local voting strength. **Please study this step-by-step information carefully, and plan now to ensure your local's representation.**

1. How to elect delegates

HOW LOCAL UNIONS NOMINATE AND ELECT DELEGATES

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.
3. Election shall be by secret ballot.
4. Results shall be published and records (including ballots) kept for one year.

The president or other elected union officer may serve as a delegate without a special election provided that:

- He or she was 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 the 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.

REQUIREMENTS FOR LOCAL DELEGATIONS TO BE SEATED

- Your CFT per capita payments through **December 2020** must be received by **March 12**.
- Your list of elected delegates and alternates must be received by **March 12**.

HOW MANY DELEGATES TO ELECT

- A local or council of locals shall be entitled to one delegate for the first 25 members, plus one delegate for each additional 25 members or fraction thereof. (CFT Bylaws, Article I, Section 7a)
- The number of delegates allowed shall be based on the local's average membership from **January 2020 through December 2020**.
- For locals chartered during the year preceding the Convention, the average shall be computed using the months of affiliation, with a minimum of two months.
- Locals are not required to nominate and elect the full number of delegates allotted, provided that the local passes a rule prior to the nominations setting the number of delegates to be elected.

MEMBERS-AT-LARGE ELECT BY MAIL BALLOT

Members-at-large may nominate and elect delegates to the Convention by mail ballot in conformity with federal law. The number of delegates and alternates will be based on the aggregate number of the members-at-large.

The CFT Secretary Treasurer shall conduct an election for the delegates and alternates no later than two months prior to the Convention by a secret mail ballot listing all nominees and their employers. The nominees receiving the highest number of votes will be considered delegates and the next highest, the alternates.

SMALL LOCALS CAN FORM A COUNCIL TO ELECT DELEGATES

Locals from contiguous geographic areas with fewer than 100 members each, but in the aggregate fewer than 300 members, may form councils of locals to elect a common delegate to the Convention. (CFT Bylaws, Article I, Section 2a)

1. Locals which form such a council under this section must adopt a common resolution and send a copy of it to the CFT Bay Area office by **January 29**.
2. The resolution may be worded as follows: "(Name and number of local) at a regular meeting on (date) has voted to join the (name of council) for the purpose of sending a delegate to the CFT Convention on March 26, 2021. (Name and number of local) nominate the following member(s) for the office of delegate from the (name of council)."
3. The resolution must contain the names of the delegates, their addresses, the signatures of the local president and secretary, and the local seal.
4. The CFT Secretary Treasurer must be provided with a list of locals comprising the council.
5. Credentials from each local in the council naming the elected delegate(s) must be received at the CFT Bay Area office by **March 12**.

LOCALS WITH COMMON EMPLOYER CAN FORM A COUNCIL TO ELECT DELEGATES

A council of locals doing business with one employer common to all the council's locals, may be recognized by the Executive Council as a council of locals to elect a common delegate to the Convention. (CFT Bylaws, Article I, Section 2b)

1. Locals forming such a council under this section shall establish nomination procedures to permit all such locals to nominate from their respective memberships at least thirty days in advance of the election, and must conduct election through a mail ballot conforming to federal law.
2. No other delegates shall be seated from any individual local of the council unless the local has notified CFT by **February 26** that it is not participating in such council for the purposes of electing delegates.
3. The voting strength of such council shall be based upon the aggregate membership of all such locals, which individually credential all delegates common to the council.

2. How to submit constitutional amendments

- Locals or councils may submit to the Convention amendments to the CFT Constitution and Bylaws as provided in the Constitution (Article VII) and the Bylaws (Article IV). A two-thirds vote of delegates present and voting is required to amend the Constitution; a majority vote is required to amend the Bylaws.
- A proposed amendment must be signed by two elected officers of the local certifying that it was approved by the membership or the local's executive board for submission to the Convention.
- **Online upload:** Proposed amendments must be uploaded to the CFT website eight weeks prior to the Convention, no later than **January 29**.

3. How to submit resolutions

- Resolutions may be introduced by locals, by the State Council, by the Executive Council, by CFT standing committees, by division councils, or by Convention committees.
- A proposed resolution must bear the signatures of two elected officers of the local or council, or the signatures of two committee members, certifying that the resolution was approved for submission to the Convention. Resolutions from local unions must be approved for submission by the membership or by the local's executive board.
- **Online upload:** Resolutions must be uploaded to the CFT website six weeks prior to the Convention, no later than **February 12**.

NOMINATIONS AND ELECTIONS

Elections to take place at this Convention are CFT President, Secretary Treasurer and 24 Vice Presidents, plus delegates to the AFT Convention 2022 and California Labor Federation Convention 2022. Voting by delegations will take place by mail ballot. Voting instructions will be posted on the website as they become available. Election results will be announced about four weeks after the Convention.

4. Pay CFT per capita

Your local's CFT per capita payments through **December 2020** must be received by **March 12**.

5. Return local delegate lists

Lists of elected delegates and alternates must bear the signatures of the president and the secretary of the local. Lists must be uploaded to the CFT website two weeks prior to the Convention, no later than **March 12**.

6. Submit delegate choices for committee service

All amendments and resolutions are first reviewed by one of the Convention committees. These committees are given the task of recommending whether an amendment should be adopted, whether a resolution needs modification, what action the Convention should take concerning the resolution, and the order of importance for resolutions to be considered.

- All delegates are encouraged to participate in these important sessions to ensure the democracy of the Convention process. Only assigned members of the committee may vote upon resolutions before the committee.
- The CFT President shall appoint delegates to committees, giving weight and consideration to balance and to service on standing committees. Members of CFT standing committees who are delegates shall be appointed to the corresponding Convention committees to coordinate the work of those bodies. Delegate preferences for committee service will also be given consideration.
- The CFT President shall appoint Convention committee chairs and members of the Constitution Committee with the approval of the Executive Council.
- **Online committee choice:** Delegates may designate the committees on which they wish to serve by submitting their choices through the CFT website. Online submissions must be completed no later than **March 12**.

TENTATIVE SCHEDULE

Thursday, March 25

3:00 – 5:30 pm Resolutions Subcommittees

6:00 – 7:00 pm Virtual Convention Orientation

Friday, March 26

9:00 – 11:30 am **General Session**

1:30 – 3:30 pm **Business Session**

Saturday, March 27

7:30 – 8:30 am Constituent Group Discussions

9:00 – 11:30 am **General Session**

1:30 – 3:30 pm **Business Session**

ADA ACCOMMODATIONS

The CFT will make every effort to assist in ensuring that Convention is in compliance with the Americans with Disabilities Act, and will attempt to accommodate any special needs so that delegates may participate fully in Convention activities. If a delegate anticipates a special need ensuing from a disability, the delegate should email convention@cft.org or call the CFT Bay Area office at (510) 523-5238 before **February 12**.

HOME OF CONVENTION ON CFT.ORG

At cft.org/convention, you may find complete information and ongoing updates about Virtual Convention. That will include information about how to submit delegate and alternate lists, how to choose committee service, how to access the virtual platform, voting instructions for elections, and other information as it becomes available.

You may download a template for writing resolutions and upload resolutions and constitutional amendments for consideration by Convention. You will also find advance planning deadlines and the full Convention schedule.

You may ask questions about Virtual Convention through the website or by emailing convention@cft.org.

For more information, go to
CFT.ORG/CONVENTION-CALL