



***July 10, 2021***

## **2021 Virtual NWPC CONVENTION HANDBOOK**

**GUIDELINES AND INSTRUCTIONS FOR CONVENTION PARTICIPATION**

P.O. Box 65010 Washington, DC 20035  
202.785.1100  
info@nwpc.org  
[WWW.NWPC.ORG](http://WWW.NWPC.ORG)

## **Important Dates**

May 15	Final tally of state members to determine delegate strength
June 1	Official delegate/alternate report lists, officers' list and state bylaws due to NWPC
June 1	Registration for Biennial Convention opens
June 5	NWPC Candidate filing deadline
June 10	Date by which Call to Convention will be emailed to all delegates
June 15	Noon deadline for resolving all credential challenges. Convention committee to meet virtually in the afternoon.
July 1	Deadline for proposed bylaws amendments and resolutions to be received by National Women's Political Caucus
July 1	Deadline for proposed Resolutions to be received by National Women's Political Caucus
July 8	Registration Deadline
July 10	Convention opens!

## **NWPC Contact Information**

**Kate McDonald, National Programs Director**  
**Telephone 202-785-1100**

### **Convention Co-Chairs**

**Dawn Lott (NY)**  
**dawnlott@nwpc.org**  
**(631)332-6531**

**Paula Owen Willmarth(MO)**  
**Pjowen49@aol.com**  
**(573)694-7889**

#### **Credentialing**

Paula Owen Willmarth(MO)  
PJOwen49@aol.com  
(573) 694-7889

#### **Nominations & Elections**

Marguerite Cooper (CA)  
margueritec9@gmail.com  
H: (626) 796-6573  
C: (323) 683-5289

#### **Judicial Disputes**

Jennifer Martin (NY)  
Jennifermartin2@gmail.com  
(615)500-9782  
and  
Dawn Lott (NY)  
dawnlott@nwpc.org  
(631)332-6531

#### **Resolutions**

Dr. Carmen Schaye (CA)  
carmenschaye@gmail.com  
(310)863-5358

#### **Bylaws**

Peggy Cochran (MO)  
cochranp@charter.net  
(573)694-2761  
and  
(573)694-2761  
Rulisa Galloway-Perry (NY)  
rulisag@gmail.com

#### **Parliamentarian/Rules**

Peggy Cochran (MO)  
cochranp@charter.net  
(573)694-2761

## **Content of Virtual Convention**

### **12 noon-4:00 pm EST**

This virtual convention will consist of a single plenary session. We will begin with a short business meeting and then move to elections of NWPC officers and elected members of the Political Planning and Appointments Committee. All State Delegations must be in attendance and the elections of officers for the 2021-2023 term take place. The plenary will feature speeches from all candidates with or without opposition.

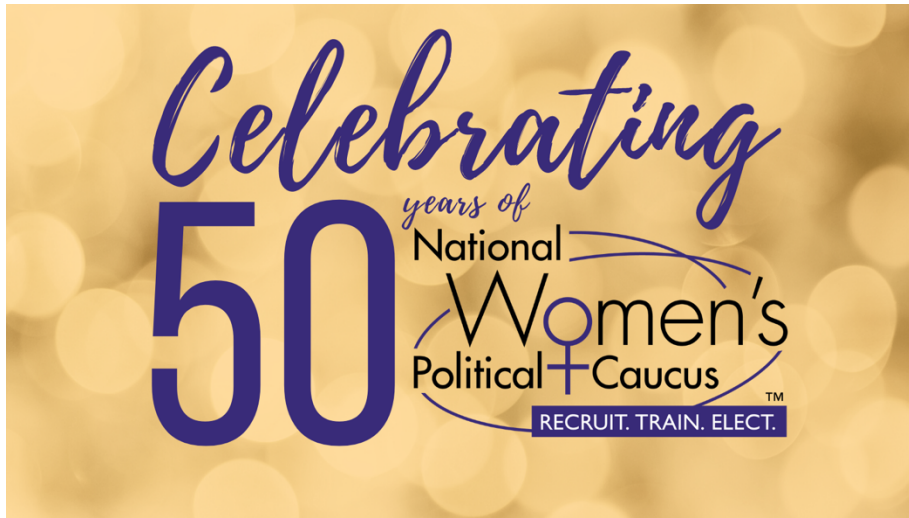
We will then have the review of submitted Resolutions and amendments to the By-Laws. Votes on these measures will take place at this time.

All State Delegations must be in attendance for the review of these measures to place prior to voting.

The Convention will close when this plenary session concludes.

The newly elected President has the prerogative to call a board meeting of the new Board at the close of the convention or schedule for another date and time.

## **Ticketed Event**



### **Celebrate the 50th Anniversary of the founding of the National Women's Political Caucus!**

On July 10th from 7:30pm - 9:00pm EST. The NWPC Legacy Project will host a virtual gala “Leading Change” to share the inspiring stories of NWPC's early years with archive images, audio, video and oral history interviews. Together, we'll honor the groundbreaking work of NWPC's trailblazing founders including Shirley Chisholm, Gloria Steinem, Liz Carpenter, Fanny Lou Hamer, Bella Abzug, Betty Friedan, Millie Jeffrey, Florynce Kennedy, Jill Ruckelshaus, and many more who led the U.S. women's political movement's rise to power in the 1970s and beyond. The NWPC Legacy Project will commence a new initiative to record oral histories and share digital stories to inspire generations to come. As NWPC continues to make history into herstory, we invite you to add your voice and take part in Leading Change!

**\$25 - Non-Members . \$100 - Gala & NWPC Membership**

**Tickets go on sale June 1<sup>st</sup> at <https://www.nwpc.org/nwpc50/>**

## **Credentialing Requirements & Procedures**

### **A. Voting – NWPC governing members entitled to vote at the 2021 Convention are:**

1. Delegates selected by and through state caucuses in proportion to the number of governing members current as of May 15, 2021.
2. Each member of the National Board shall have one vote at the convention.

Note: State presidents/chairs, NWPC standing committee chairs, and convention chairs are not entitled to vote at the convention unless they meet one of the above criteria.

### **B. Credentialing and Certification Procedures**

1. State credentialing for the 2021 NWPC Convention will be based upon:
  - a. The number of paid governing memberships reported to the National office by May 15, 2021 (in accordance with NWPC Bylaws, *Article V*, Section 4A).
  - b. Compliance with the basic requirements of a state caucus as set forth in NWPC Bylaws, *Article II, Section 2C*. Evidence of compliance with bylaw provisions will be determined by satisfactory completion and submission of the following documents to the National office no later than June 1, 2021:
    - i. Credentials Questionnaire
    - ii. State caucus bylaws that are in compliance with NWPC Bylaws (paper and electronic format preferred).

Note: States will be notified if there are any problems with a deadline date with which to comply.

2. State delegate/alternate selection and certification:
  - a. The preliminary Credentials Report will be forwarded to each state as soon as it is available. It will indicate the number of governing members reported to the National office as of May 15, 2021 and the number of delegates and alternates to which the state is entitled.
  - b. Each state is entitled to six voting delegates for the first 30 members, plus one voting delegate for each 25 members thereafter. Two alternates will be allowed for each delegate. Open substitution of alternates for delegates will be allowed the day of convention; all changes and additions must be confirmed by the Credentials committee.
  - c. The Official Delegate/Alternate Report List is to be returned to the Credentials Committee no later than June 1, in order for the Call to Convention to be timely mailed to the delegates. The state chair's signature (or signature authorized by the state chair) on each sheet will certify that each delegate/alternate listed is a governing member in good standing.
  - d. Changes and additions to the state's delegate/alternate list can be made on a continual basis after June 1 and before July 9th, provided that the

information, along with authorization from the state chair or official delegation leader, is forwarded to the Credentialing Committee prior to the beginning of the convention plenary session.

- e. The Call to Convention will be e-mailed by **June 10<sup>th</sup>** to the official delegates listed on the Official Delegate/Alternate Report List. Only those delegates submitted by June 1 will receive the Call to Convention to comply with the 30-day requirement for bylaws changes. Each state may copy and distribute the Call to Convention to their alternate delegates.

### **C. Challenging Procedures**

1. Any State's Challenge to the Credentials Report, along with the documenting materials, is to be made to the Credentials Committee Chair **within ten days of receipt** of the NWPC Credentials Report. Receipt of the challenge will be acknowledged and the state will be notified of the Committee's decision on the challenge.

In the event the Committee is unable to reach a decision based on the materials on hand, the Chair will request the challenger to meet with the Credentials Committee at the Convention on July 10 to resolve the challenge.

2. Any challenge by an individual member of a state caucus regarding the makeup of a state delegation or a challenge of the procedure used to select a state delegation is to be made to the Credentials Committee Chair by July 1. The resolution of the challenge will be handled in the same manner as challenges to the Credentials Report described above.
3. Any challenge of the membership status of an individual delegate/alternate will be resolved by (a) proof of payment of membership dues, (b) verification by the state's treasurer that dues have been paid, or (c) receipt of other information sufficient to confirm that membership records are incorrect and need correcting.

All materials requested above are to be sent to the Credentials Chair: Paula Owen Willmarth, at [Pjowen49@aol.com](mailto:Pjowen49@aol.com) with a copy to [kate@nwpc.org](mailto:kate@nwpc.org) at the National Office.

# 2021 CONVENTION CREDENTIAL QUESTIONNAIRE

Please answer all questions to the best of your ability.  
**ATTACH A COPY OF YOUR CURRENT STATE BYLAWS.**

**E-Mail by June 1, 2021 to:**

NWPC Office  
P.O. Box 65010  
Washington, DC 20035  
pjowen49@aol.com

## Leadership Information:

Name of State Officers (up to 4)

State Caucus Officer:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

Date of last officer election: \_\_\_\_\_ Terms for officers: \_\_\_\_\_

State Caucus Officer:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

Date of last officer election: \_\_\_\_\_ Terms for officers: \_\_\_\_\_

State Caucus Officer:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

Date of last officer election: \_\_\_\_\_ Terms for officers: \_\_\_\_\_

State Caucus Officer:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

Date of last officer election: \_\_\_\_\_ Terms for officers: \_\_\_\_\_

**Caucus Organization:**

Number of active local caucuses: \_\_\_\_\_

Dates and locations of statewide annual general membership meetings held since July 2015:

**List dates and places**

Date

Place


Date and location of next statewide meeting:

Date

Place


**Caucus Affirmative Action (AA)**

Does your caucus have the following?

An Affirmative Action Coordinator?

**YES**

**NO**

(Someone specifically designated to handle AA matters- could be within duties of a vice-chair or other officer, if not a single position)

☐
☐

An Affirmative Action Committee?

☐
☐

An Affirmative Action Plan?

☐
☐

If yes, please attach a copy.

If no, please indicate whether you are developing a specific affirmative action plan and the timetable for

its development. Also, explain how your caucus currently implements affirmative action in its activities.

Are any members of your state steering committee/board representative of AA groups? (Asian, Black, Disability, Hispanic, Lesbian, Native American, Older Women, Young Women)  
If yes, how many? \_\_\_\_\_



**Caucus Endorsement Information**

Does your caucus have current political endorsement policies/guidelines, endorsement procedures and a candidate questionnaire?



If yes, please attach a copies.

If no, please explain why not and list a timetable for developing such materials.

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I hereby certify that to the best of knowledge all of the credential information provided here is accurate.

**Signature of State Chair** \_\_\_\_\_

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

Materials Attached:

- ☐ State Bylaws
- ☐ State AA Plan
- ☐ State Endorsement Policies
- ☐ State Endorsement Guidelines
- ☐ State Candidate Questionnaire

## Nominations & Elections

### **ELECTIONS PURSUANT TO NWPC BYLAWS, REVISED JULY 1999, AMENDED MAY 2001, JUNE 2005, AUGUST 2007, AUGUST 2009, JULY 2015 and July 2017**

- A. Officers: President; 1st Vice President for Development; 2nd Vice President for Development; Vice President for Political Planning and Appointments; Vice President for Membership; Vice President for Communications; Vice President for Education and Training; Vice President for Diversity and Outreach; Vice President for Board Operations; Secretary; and Treasurer. Candidates for the office of Vice President must designate in advance the specific office they seek.

NWPC bylaws state that the Officers shall include at least three members of the Black, Hispanic, Native American, Asian/Pacific and/or other racial and ethnic groups. At least one officer shall be a member of a political party different from that of the President.

Officers serve concurrent two-year terms, or until their successors are elected, except as otherwise provided in the bylaws. See *Article III* of the bylaws for additional information regarding election of officers and filling vacancies.

Duties of Officers: See *Article IV* of the bylaws for a description of duties.

- B. Political Planning and Appointments Committee (*Article VIII, Sec. 1 of Bylaws*): Seven members to be elected. Candidates should send a Letter of Intent to run, along with a party affiliation, to Nominations & Elections Chair, c/o NWPC at kate@nwpc.org emailed **no later than JUNE 5, 2021**. (Political Planning & Appointments Committee candidates do not file Form A).

### **GUIDELINES FOR NWPC CAMPAIGNS AND FILING REQUIREMENTS**

1. No candidate for NWPC national office, or governing member who works on a candidate's campaign, is permitted to serve on Nominations & Elections Committees.
2. Candidates must be NWPC governing members in good standing.
3. Only governing members of NWPC are eligible to participate in the selection of the national officers of NWPC through direct campaign or personal endorsement.
4. Candidates, except candidates for Political Planning and Appointments Committee, must submit the following **via email no later than 4:30 p.m. (ET) on JUNE 5, 2021**:

- Candidate Filing Form A;
- One biographical sketch of no more than 100 words pertinent to office being sought including activities in national, state and local caucuses;
- Two letters of recommendation from NWPC governing members. One of these letters must be from a member in the candidate's state;
- Dated letter acknowledging the candidacy by the appropriate state caucus chair. The candidate is responsible for seeing that such an acknowledgment is sent in. If she is unable to secure one, she must so inform the Nominations Committee in writing;
- The state caucus, at its discretion, may submit pertinent information about the candidate.
- Any person who lives in an area without a viable state caucus or who is herself a state chair may submit her dated letter acknowledging the candidacy directly to the Nominations Committee Chair.

**All the above materials shall be submitted by to:**

**Nominations & Elections Committee Chair  
Marguerite Cooper at [margueritec9@gmail.com](mailto:margueritec9@gmail.com)  
with a copy to [kate@nwpc.org](mailto:kate@nwpc.org)  
(By email only)**

5. The nomination files of all candidates will be open to inspection upon request.
6. All candidates are required to file a full disclosure report that indicates what they have raised and spent on their election efforts, including both actual and in-kind contributions and expenditures. Copies of the financial reporting forms and information regarding dates for filing will be sent to all candidates who submit the Candidate Filing Form of Letter of Intent.

**Please direct questions about the Nominations and Elections process to Nominations & Elections Chair, Marguerite Cooper at [margueritec9@gmail.com](mailto:margueritec9@gmail.com) or email: [kate@nwpc.org](mailto:kate@nwpc.org)**

*Election procedures to be followed during the Convention will be included in the Rules of the Convention. The Rules, subject to the approval by the Convention in plenary session, will be disseminated to delegates in the CALL TO THE CONVENTION prior to the Convention.*

## 2021 CONVENTION CANDIDATE FILING FORM (FORM A)

**Due June 5, 2021 to:**  
Nominations/Elections Committee Chair  
**Marguerite Cooper at [margueritec9@gmail.com](mailto:margueritec9@gmail.com)**  
**with a copy to [kate@nwpc.org](mailto:kate@nwpc.org)**

I, \_\_\_\_\_, hereby file my nomination as a  
candidate for the position of  
NWPC \_\_\_\_\_ (if for Vice  
President, be sure to indicate which one).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Party Affiliation: \_\_\_\_\_

Ethnic Background: \_\_\_\_\_

State Caucus: \_\_\_\_\_ Local Caucus: \_\_\_\_\_

Affirmative Action/Special Interest Affiliation: \_\_\_\_\_

I hereby state that I have answered the above questions to the best of my ability:

Signature: \_\_\_\_\_

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

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Check list: (please make sure this form and the following are enclosed or will be sent to NWPC by the June 5, 2021 filing deadline)

\_\_\_\_\_ 100 words (or less) biographical sketch pertinent to office being sought, including activities to national, state and local caucuses

\_\_\_\_\_ 2 letters of recommendation from NWPC governing members – at least one member must be from your state.

\_\_\_\_\_ Dated letter from State Chair acknowledging candidacy.

# Resolutions

Resolutions to be considered at Convention must be submitted to the Chair of the Resolutions Committee no later than July 1, 2021. The Resolutions Committee Chair will present the Resolutions to the convention with Committee's recommendations. Resolutions may originate at Convention if signed by at least ten delegates representing at least five states. Resolutions passed in Convention are forwarded to the appropriate legislative body, for consideration. Resolutions are on topics of national scope and do not cover local or regional topics.

Resolutions should be short and to the point, addressing only one concern. They should contain no more than the three statements, beginning with “Whereas” and should make only one recommendation in the statement beginning with “Be it resolved”. The resolve should require action that can be accomplished. There should be only one issue in a resolution. If more than one is needed, a separate resolution should address that issue.

### A SAMPLE 1st PARAGRAPH RESOLUTION

RESOLUTION ADVOCATING D.C. VOTING REPRESENTATION IN  
CONGRESS

WHEREAS: The National Women’s Political Caucus was organized in 1971 to Recruit. Train. and Elect.™ women to political and appointed office; and continues today to promote equity in the political process and equality for all citizens for the United States of America; and

# CONTENT

THEREFORE BE IT RESOLVED: That the National Women’s Political Caucus hereby recommends xx; and

**BE IT FURTHER RESOLVED:** That the Secretary of the National Women’s Political Caucus forward a copy of this resolution to  
XX

# Convention Resolution Submittal

*Please follow format and use a separate sheet for each proposed resolution.*

**Due by July 1, 2021 to:**

Attn: Resolutions Chair Carmen Estrada Schaye

By Email to: [kate@nwpc.org](mailto:kate@nwpc.org)

Subject of the Resolution

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Support for the Resolution (include supportive materials)

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Action Resolutions (must include the following):

1. Describe how the resolution would be implemented.

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2. Summarize projected expenses/fundraising sources. Provide a line item budget.

a. Expenses (e.g. personnel, travel, telephone, printing, postage, materials)

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b. Income (e.g., large donors, special events, direct mail, individual contributions)

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Name and Address of Person Submitting the Resolution

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Telephone \_\_\_\_\_ Email \_\_\_\_\_

Caucus Affiliation \_\_\_\_\_

**Text of Proposed Resolution**  
**(Must be Typewritten & No Longer Than One Page)**  
Resolution

Submitter's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Convention Bylaws Amendment Submittal

*Please follow this format and use a separate sheet for each proposed amendment.*

**Due by July 1, 2021 to:**  
Attn: Bylaws Committee Co-Chairs

email: [kate@nwpc.org](mailto:kate@nwpc.org)

I propose to amend by adding, deleting or substituting language for:

Article \_\_\_\_\_, section \_\_\_\_\_, and line number(s) \_\_\_\_\_ of current NWPC bylaws.

Present text reads as follows:

Amended text would read as follows:

Rationale for amendment:

Name, address, email, and telephone # of person submitting the amendment:

\_\_\_\_\_

Caucus Affiliation \_\_\_\_\_

Other members, caucuses, committees, etc. known to support the proposed amendment:

\_\_\_\_\_

Submitter's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2021 Convention Official Delegate/Alternate List

**Due by June 1, 2021 to:**  
Paula Owen Willmarth, Credentials Chair at  
[pjowen49@aol.com](mailto:pjowen49@aol.com)  
with a copy to [kate@nwpc.org](mailto:kate@nwpc.org)

1. Name of State Caucus \_\_\_\_\_

2. State President/Chair \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

4. As per Preliminary Credentials Notification for 2021 Convention, number of members as of May 15, 2021: \_\_\_\_\_ allotted delegates: \_\_\_\_\_ allotted alternatives: \_\_\_\_\_.(filled out by NWPC)

**Each state is allotted six (6) Delegates for the first thirty (30) paid members plus one (1) Delegate for each twenty-five (25) paid members thereafter. Two (2) Alternates will be allowed for each Delegate. This reporting is pending final approval and adjustment by the Credentials Committee.**

Each state is entitled to one vote for each delegate. In addition, states can select up to two alternates for each allotted delegate. Delegates and substituted alternates are the only people for each state allowed to vote at convention.

Changes and additions to a state's delegate/alternate list can be made on a continual basis after June 1, provided that the information, along with the authorization from the state president/chair or official delegation leader, is forwarded to the national office or made onsite prior to the beginning of the first convention plenary session.

The Delegation Leader serves as the state caucus spokesperson and is responsible for distributing the election ballots to the state's delegation and for announcing the state's vote at the called upon time. The Delegation Teller is responsible for counting and recording the states' votes and acting as recorder for the state during the plenary session.

Type or print names and addresses using the following format and **return by June 1**

to: Credentials Chair, Paula Owen Willmarth at [pjowen49@aol.com](mailto:pjowen49@aol.com). Each additional page is to be initialed and dated by the state president/chair or someone authorized by the state chair.

Delegation Chair \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ (h) \_\_\_\_\_ (c)

Delegation Teller \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ (h) \_\_\_\_\_ (c)

Other delegates and alternates

Name	Address	Delegate or Alternate
------	---------	-----------------------

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

*I certify that the individuals listed are members in good standing.*

*Number of pages* \_\_\_\_\_

**State President/Chair's Signature** \_\_\_\_\_

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

**register on-line at <https://www.nwpc.org/nwpc50/>**