

NFDW Handbook

Celebrating Democratic Women in Politics since 1971

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NFDW History

The National Federation of Democratic Women (NFDW) evolved from contacts made during a 1971 conference in Washington. NFDW was sponsored by the Women's Division of the Democratic National Committee. Twenty-seven women gathered for breakfast at the Capitol Hilton Hotel. Rilla Moran Woods from Tennessee was elected temporary chair and the group set May, 1972, in Nashville, Tennessee as their first annual meeting.

The following year, Democratic Women from eight states met in Nashville, Tennessee. There, they made the decision to organize as the National Federation of Democratic Women. Rilla

Moran Woods was elected the first President of the Federation, and served until 1977 when Jean Ohm of South Dakota was elected president.

The first NFDW Convention was held at the Shoreham Hotel in Washington, D.C. in May, 1973. Annual conventions have taken place throughout the country, as well as Puerto Rico.

While the “Women’s Division” of the DNC ceased operation in 1977, NFDW has experienced growth in both numbers and stature within the Democratic Party. The National Federation of Democratic Women works to unite their wonderful diversity of devoted women behind one common goal: the support of the Democratic Party’s increased involvement of women in the political process.

During the period 1972-1977, the Federation gained recognition from the Democratic National Committee as the official women’s organization and received a seat on the DNC Executive Committee and three seats on the DNC. Rilla Moran Woods, the late C. DeLores Tucker, and Caroline Wilkins were instrumental in establishing this official recognition for the NFDW. The National President of the NFDW and two NFDW members elected by the delegates serve on the DNC. The NFDW President holds a seat on the Executive Board of the DNC. Today, the NFDW is recognized as one of the premier grassroots women’s organizations in the nation. The NFDW currently has over 39 active member states or territories. NFDW member states are grouped by region with elected officers representing the geographic boundaries. The NFDW has been a potent force within the Democratic Party. The NFDW has members serving on committees, and holding national offices, as well as holding powerful leadership position in their states.

NFDW Emblem



The NFDW emblem was designed in honor of the organization’s tenth anniversary. In the center, Lady Justice is portrayed minus the blindfold and holding balanced scales. She stands above a garland featuring the inscription, “Liberty, Equality and Justice.”

Purpose

NFDW Bylaws adopted in May, 1973 define the objectives:

- To unite women of the Democratic Party

- To promote the cause of the Democratic Party
- To encourage full participation of women at every level of the Democratic Party structure.

In accomplishing these objectives, NFDW:

- Encourages our members to seek Democratic Party offices and public offices.
- Sponsors a young woman intern annually at DNC through the NFDW Founders Award.
- Sponsors a young woman intern at their State Party Headquarters through the Agnes T. Bird Award.
- Sponsors a young woman intern at Emerge America through the Emerging Leader Fellowship
- Honors outstanding Democratic women in public office within the membership of NFDW.

ADD MORE INFO HERE – WE DO MORE THAN THIS TO ACCOMPLISH OUR MISSION

NFDW Structure & Organization

NFDW and the DNC

NFDW has three positions on the DNC: the Federation President and two members elected by the NFDW convention for a four year term in the same year as the election of the President of the U.S. The President of NFDW is a member of the DNC Executive Committee. These positions are provided for in the Charter of the Democratic Party of the United States.

- DNC representatives are not proposed by the Nominating Committee.
- Two (2) DNC members are elected at the NFDW Convention in the year of the election of the President of the United States.
- A term consists of four (4) years.
- DNC members may be re-elected.

Structure of the NFDW

The NFDW consists of Full Member States, Provisional Member States, Individual Clubs, and Individual Memberships. Individual Club Memberships and Individual Memberships are for those who reside in states that are not members of the NFDW.

- A Full Member State is defined as one that has a statewide Democratic Women's Federation that is recognized by its State Party and pays NFDW dues, which are \$250 annually.
- A Provisional Member State is defined as one that does not have a statewide Democratic Women's Federation, but is recognized by its own State Party and pays NFDW dues of \$200 annually.
- Club Memberships are those clubs in states that do not qualify for either Full or Provisional Membership and pay NFDW dues of \$100 annually.

- Individual Memberships are available to those individuals who do not live in a Membership State or belong to a member club, but pay individual NFDW dues of \$25.


NFDW Executive Board

The work of NFDW is carried out between Conventions by the Executive Board. The *Communicator* newsletter, website, social media and e-mails are used to inform members about activities of the Board and State Federations. The NFDW Executive Board meets immediately before and after Convention. An Executive Board meeting is usually called in the fall. The Board holds regular telephone conference calls to cut expenses and travel time. For additional information, visit www.NFDW.com.

NFDW Officers (2019-2021)

<p>President Mary "Cindy" Jenks (MO) HC1 Box 693 Fairdealing, MO 63939 marysjenks@yahoo.com</p>	<p>1st Vice President Carol Comito 16734 E. Gunsight Dr. #212 Fountain Hills, AZ 85268 602-793-5326 ccbpw@aol.com</p>
<p>2nd Vice President Susan Rutt (PA) 1852 S. Wood Street Allentown, PA 18103 susanrutt@aol.com</p>	<p>3rd Vice President Gail Buckner (GA)</p>
<p>4th Vice President Susan Shelton (TX) PO Box 152783 Austin, TX 78715 Susan.shelton.tdw@gmail.com 512-736-2662</p>	<p>5th Vice President Winifred Carson-Smith (DC)</p>
<p>Recording Secretary Bernadette Vadurro (NM)</p>	<p>Treasurer Debi Thompson (OK)</p>
<p>Immediate Past President Susanna French (KY) 2650 Brewers Highway Benton, KY 42025 270-205-1316 susannafrench@gmail.com</p>	<p>Past President Joanne Sullivan (CT) 237 Kings Landing Windsor, CT 06095 860-402-1076 Sullivanjl1028@gmail.com</p>

Democratic National Committee Members

<p>Mary "Cindy" Jenks (MO) 168 Oak Ranch Lane Fairdealing, MO 63939 marysjenks@yahoo.com</p>	
<p>Virgie M. Rollins 19432 Burlington Dr. Detroit, MI 48203 313-892-6199 virgiemrollins@hotmail.com</p>	
<p>Joanne Sullivan (CT) 237 Kings Landing Windsor, CT 06095 860-402-1076 Sullivanjl1028@gmail.com</p>	

NFDW Regional Directors

<p>Eastern Region Elizabeth Duarte (CT)</p>	<p>Midwestern Region Dorothy Adams (MO) P.O. Box 328 Senath, MO 63876 573-738-2854 dotjadams1@gmail.com</p>
<p>Southern Region Barbara Faison (NC) 524 Fayette Street Clinton, NC 28328 910-590-7846 Faison_2@hotmail.com</p>	<p>Western Region Pam Cordova (NM)</p>

Appointed members (non-voting)

<p>Corresponding Secretary Carin Chase (WA)</p>	<p>Parliamentarian Wanda Bynum-Ashley (AR)</p>
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Election of NFDW Officers & Executive Board Members

Elections of officers and the Executive Board are conducted in odd number years. The Nominating Committee of nine persons is elected in even numbered years. One member from the Executive Board serves on the Nominating Committee along with two members elected from each Region. No two persons from the same state may serve on the Nominating Committee. NFDW Regions are defined in the By-laws and follow the Regions of the Democratic National Committee (DNC). The Nominating Committee members may not serve consecutive terms.

There is a process for being a candidate for a NFDW office. It begins during even numbered years, when members of the nominating committee are selected at the annual convention. Two members of the nominating committee are elected to represent each region and an additional at-large member is selected from the executive board. The names of those candidates for the NFDW officers are selected by the nominating committee and must meet the following criteria:

- Must have been a member of her State Federation for three years.
- Must have participated in at least one prior NFDW Convention.
- Must submit a resume.
- Other letters of recommendation are encouraged.

To be eligible for election as an NFDW Regional Director, a candidate must have been a member of her State Federation for three years and have participated in at least one prior NFDW Convention in addition to the Convention where she is being considered for office. Regional Directors will be elected at their regional meeting, which is held during the NFDW Convention in the odd numbered years. No Regional Director shall be eligible to serve more than two (2), two-year terms, consecutively in office.

The NFDW election of officers system is likely different from others in which you have participated. Everyone attending is registered as a delegate, but that does not entitle every individual a vote. Our votes are determined by membership status. A Full Member State is entitled to twenty (20) votes regardless of how many delegates from the state are registered at the convention. Clubs are entitled to one (1) vote. Individual Members will caucus and select from among themselves the delegate who will cast their one vote.

If your state is eligible for 20 votes and there are two or more candidates running for the office, your delegation will caucus to determine which candidate(s) will receive your state's votes. Votes will be cast by voice, and the State President will present the number of votes cast by her delegation.

Nominating Process

NFDW Officers

- Officers must be from states holding Full Membership (See current NFDW By-Laws).
- Officers are elected in the odd numbered year for a term of two (2) years.
- No officer may serve more than one (1) term in the same office.
- A nominee must have participated in at least one (1) NFDW Convention in addition to the one at which the election of officers is held.
- Nominee's resumes must be submitted with talents/skills highlighted along with an endorsement from her state Federation Executive Board.
- Submission of a black and white photograph.
- A signed statement from the candidate that says she "will serve if elected to the office of {office name}." This statement is requested after the candidate has been contacted by the Nominating Committee for permission to put forth her name.
- No Region shall have more than two (2) elected officers nor more than one (1) elected from the same state.

Regional Directors

- Regional Directors are not proposed by the Nominating Committee.
- The four (4) Regional Directors are elected from their respective caucuses at the NFDW convention in the odd numbered years.
- No written resume is required.
- Regional Directors may serve two (2) consecutive terms for a total of 4 years.
- Nominees must have participated in at least one (1) NFDW Convention in addition to the one where the election is held.
- Regional Directors must be from states holding Full Membership.

DNC Representatives

- DNC representatives are not proposed by the Nominating Committee.
- Two (2) DNC members are elected at the NFDW Convention in the year of the election of the President of the United States.
- A term consists of four (4) years.
- DNC members may be reelected.

Committees

Standing and Special Committees shall be appointed by the President and approval of the Executive Board. Committee Chairs shall be appointed for one (1) year *with the exception of the*

Audit and Public Relations Committees, who are appointed for a term of two (2) years and the History Committee, who have a staggered election every two years. Reappointment shall be at the option of the President with the consent of the Board.

Standing Committees

An NFDW Vice President serves on the History Committee. Committees meet at designated times before and/or during Convention. Committee work between Conventions is conducted by phone, FAX, e-mail, or by prior approval of the President if held in person.

The standing committees are:

1. **Bylaws:** The call for Bylaw Amendments shall be issued at convention and mailed within the quarter thereafter. All proposed amendments to the bylaws shall be sent to both the Chair of the Bylaws Committee and to the President no later than February 1st. All amendments either proposed by the members-at-large or the Bylaws Committee shall be mailed with the Call to the Annual Meeting. The committee shall review all proposed amendments and make recommendations to the Annual Convention with respect to their adoption.
2. **Legislative:** This committee shall work with the DNC on pending and proposed legislation and shall disseminate information to the members, together with the written view of the committee, giving consideration to resolutions passed by the NFDW Resolutions Committee.
3. **Budget:** This Committee shall present a proposed budget to the Executive Board for consideration at the first Executive Board Meeting. The Treasurer shall serve as a member of this committee.
4. **Finance:** The committee shall plan and execute all fundraising with approval of the Executive Board. At least one (1) Vice President shall serve on this committee.
5. **Resolutions:** Resolutions must be submitted to the Chair of the Resolutions Committee one (1) month prior to the Annual Meeting. The Resolutions Committee shall present all resolutions to the Annual Meeting together with their recommendations. Resolutions signed by at least ten (10) delegates representing at least five (5) states may be received from the floor.
6. **History:** The committee's purpose shall be to receive all NFDW records, artifacts and memorabilia for deposit at the organization's permanent storage site. The committee shall be responsible for collecting, organizing and archiving such items. Five (5) members shall each serve staggered terms of two (2) years. Members from the Eastern and Midwest Regions shall elect their members in the even numbered years; the Southern and Western Regions shall elect in the odd numbered years at the Annual Convention. The President shall appoint the fifth member who shall serve a term of two (2) years. The committee shall choose the chairman.
7. **Public Relations:** Shall consist of four (4) members, one from each region who shall be responsible for the submission of accurate information concerning their region for the

web site as well as the *Communicator* newsletter and sending it to the webmaster for posting. Members shall be appointed by the President for a term of two (2) years that shall coincide with the election of officers.

8. **Audit:** Shall consist of three (3) members appointed by the President to serve for a term of two (2) years that coincide with the election of officers. The committee is responsible for auditing the books and records of NFDW each fiscal year and reporting the findings to the Executive Board and to the membership as a whole at the Annual Convention. The Treasurer of NFDW shall submit the books and records to the Audit Committee within sixty (60) days of the close of the fiscal year under audit. The committee is also responsible for auditing the books and records of the Annual Convention. The Treasurer of the Annual Convention will submit a preliminary report to the Audit Committee within sixty (60) days of the close of the Annual Convention and a complete report within ninety (90) days of the close of the Annual Convention. The findings of the audit results shall be given to the Executive Board by the beginning of the fiscal year following the Annual Convention and to the membership at the next Annual Convention.

Special Committees

Each of these committees should include *at least one* member from each of the four (4) regions; Eastern, Southern, Midwestern, and Western. A member of the NFDW Board will be appointed to serve as an advisor and/or member of each of these committees. The committee is responsible for reporting and updating the membership at the Annual Meeting.

Current Special Committees are:

1. **Awards and Internships:** This Committee reviews and choose awardees for the following awards: NFDW Member of the Year; NFDW Humanitarian Award; and Outstanding Elected Democratic Woman Holding Public Office as well as two Internship Awards: The Rilla Moran Woods Internship, the Agnes Bird Internship and the Emerging Leader Fellowship. All of these awards are presented at the Convention at the Awards Luncheon.
2. **Convention Planning and Oversight:** This Committee will engage in the development and oversight of national conventions. The Convention Planning & Oversight Committee will work as a team to oversee all functions of the annual meeting/convention and will be made up of the NFDW President, NFDW Immediate Past President, NFDW 1st Vice President, Immediate Past NFDW Convention Chair, and the current NFDW Convention Chair(s).
3. **Credentials:** This Committee reviews credentials of individual states and other members attending the Convention. States must be in good standing with paid dues to have a vote at the Convention. The Credentials Committee must also review the requirements of membership of Provisional Members, Individual Members, and Club Members,

according to the Bylaws of the NFDW, to determine their eligibility to vote at the convention.

4. **Finance/Fundraising:** This committee plans Fundraising Activities throughout the year and at the annual convention to support the organizational expenses of the NFDW.
5. **Growth & Development/Membership:** This Committee encourages growth within the organization and reaches out to new members and additional States for further growth in the NFDW.
6. **Political Education/Training:** This Committee encourages workshops and political training for the NFDW to encourage members to run for political office and train members to work on political campaigns.
7. **Rules:** This Committee determines the rules of the Convention.
8. **Social Media:** This committee works with the Public Relations Committee to monitor the NFDW's presence on Facebook, Twitter, and other social Media outlets and keep it up to date.
9. **Women in Blue:** This Committee is an advocacy group to connect with elected officials at the state and national levels. Each State is encouraged to have a "Women in Blue" Day at their State Capitol and lobby for issues that are of importance to their State Federation and to the NFDW.
10. **Young Women's Leadership:** This Committee encourages young Democratic women to become interested in the political process and run for political office.

Annual Meeting & Convention

The NFDW meets in Convention annually between April 1st and June 30th in locations with the intent and desire to rotate north, south, east and west. The NFDW Executive Board, at the conclusion of the preceding convention, chooses the time and place. The NFDW President brings the Executive Board's recommendation to the annual convention for a vote of approval.

Hosting a Convention

States vying to host the National Convention must be in good standing with the NFDW including an official letter of invitation from the host State President, and present its proposal to the NFDW Executive Board preferably three years in advance of the proposed date of the convention. (Refer to information packet about submitting a Convention bid.) The proposal must be in writing for its consideration. The following information is essential: location, dates, hotel accommodations and transportation. Letters of Support from elected officials, etc., are vital to the success of the proposal. The contact person and other pertinent information regarding the proposal must be submitted to the National President of NFDW. The NFDW President will submit it to the Executive Board for its consideration.

Once the host state has received the endorsement of the NFDW President and Executive Board, a Convention Chair or Co-Chairs are appointed along with a core planning group to work

in conjunction with the NFDW Convention Planning and Oversight Committee. The core planning group should become familiar with the NFDW Convention Guidelines.

The NFDW Convention Planning & Oversight Committee shall report to the NFDW Executive Board on the progress of arrangements. Deadlines for registration, submission of nominees for office, honors and awards, and resolutions are set early and published for the membership in *The Communicator*.

How does the NFDW Convention benefit you?

There are all kinds of valuable information that you will receive while attending the National Convention such as:

- Leadership Training: Workshops shall be offered during the convention that will broaden your perspective. It is important that you attend the workshops so that you can take the information back to your own club.
- Fundraising: This is a great networking system where you learn successful fund-raising methods from other states. Remember a stolen idea is a form of flattery.
- Committee Participation: If you feel that you would be interested in serving on one of the appointed committees, approach one of the NFDW National Board Members and let them know of your interest. Committee sign-up forms are available to participants during the annual meeting. This form can also be found on the NFDW.com website. If you are interested in serving on a committee, contact the committee chair or the NFDW president to express interest in serving. We are always looking for new members!
- Worthwhile Contacts: The many friendships that will develop and the VIPs that you will have the opportunity to meet could prove to be invaluable. Treasured friendships have resulted among the NFDW Convention Attendees.

The *Communicator* & Social Media

The *Communicator* is NFDW's newsletter, that is published quarterly and distributed on the website and via e-mail. All State Federation Presidents, the NFDW Executive Board and Committee Chairs are to keep abreast of NFDW information in the *Communicator*. ALL members of the States are encouraged to access the *Communicator*. State Presidents are encouraged to share NFDW news with members. Information about NFDW events and the *Communicator* is posted on the Federation website, www.NFDW.com.

The NFDW has an active presence on social media including an official Facebook page, a Facebook group and a Twitter account. Members are encouraged to follow the NFDW socially and to contribute to the information and public visibility of the organization.

Resolutions

Resolutions to be considered at Convention must be submitted to the Chair of the Resolutions Committee one month prior to the opening of Convention. The Resolutions Committee presents the Resolutions to the convention with their 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, the DNC or elected officials, for consideration. NFDW 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 Resolution](#) is included.

Organizing New Federations

The reasons that you initiate a new DWC are to:

- increase members and activists in your region and state,
- provide a new outlet and forum for like-minded women and men,
- start one which is fun, easy and inspiring,
- increase new friends and acquaintances, and
- increase your leadership contribution to your state organization and NFDW.

State Federations and State Democratic Parties

Many State Federations have representatives on their State Democratic Executive Committees. If your State Federation is not so represented, you should appoint a Committee to start dialog with the State Party to accomplish this. An important goal of NFDW is to become active in policy-making roles in the Party.

The Federation also emphasizes expanding the membership to every state and territory. State Federations grow from Democratic Clubs joining together in a working body which holds an annual meeting. NFDW has four kinds of members:

1. Full Member States of statewide organizations, recognized by their State Democratic Party, which have paid annual dues;

2. Provisional member states which do not have a statewide organization recognized as such by their State Democratic Party, which have paid dues;
3. Club Membership for Clubs which do not hold full provisional membership which pay dues; and
4. Individual membership for individuals who do not live in a member state or belong to a member Club. In order to vote at Convention, membership dues must be paid thirty days prior to opening of convention.

Any State Federation of Democratic Women or statewide Democratic women's organization, which is recognized by their State's Democratic party, can belong to NFDW. [As with the DNC, territories and the District of Columbia are recognized as "States" in these definitions].

Chartering a New NFDW Organization

When women and Clubs in your state reach a consensus to Federate, here's how:

- Declare intention to Federate to NFDW leadership,
- Set meeting time, place, and location,
- Notify Democratic women and Clubs of organizational meeting,
- Receive recognition and approval of State Democratic party,
- Elect officers and send draft of proposed By-laws to NFDW parliamentarian (State By-laws must be consistent with NFDW By-laws),
- Submit membership dues with list of members or Clubs to NFDW,
- Schedule a meeting to receive the Charter from NFDW.

NOTE: The NFDW Board designates someone to work closely and advise newly Federated States.

State Responsibilities to NFDW

1. State Club dues are paid directly to the national treasurer (see NFDW Treasurer's address on NFDW.com website. The dues of \$250.00 for full membership must be postmarked no later than thirty (30) days prior to the NFDW annual convention. The NFDW Treasurer sends a reminder dues notice to all state presidents and state treasurers. Any and all questions about membership status should go to the national treasurer.
2. Individual states are expected to participate and/or send representation to the annual national convention.
3. Each state or club is asked to bring one gift for the NFDW Annual Convention silent or live auction valued at not less than \$75.00
4. The national president, secretary, treasurer, and newsletter editor should be notified of state officer changes. Notification to the president is a courtesy. Notification to the secretary and the treasurer keeps communication accurate. Notification to the

newsletter editor or website directs "*The Communicator*" or other information to the proper person.

5. State club newsletters should be sent to the national president and the newsletter editor. Club newsletters are a means of informing others of state and club activities and can be distributed to the NFDW membership through the *Communicator*.
6. State club bylaws changes should be sent to the NFDW secretary within thirty (30) days of adoption by the individual state.
7. An up-to-date list of officers of the state organization shall be mailed or sent electronically to the NFDW Corresponding Secretary and the editor of the NFDW newsletter, the *Communicator*.
8. Passed Resolutions shall be sent to the NFDW Resolutions Chair within thirty (30) days of approval by the individual state or club.

Endorsement of Candidates

We are often asked to endorse a candidate. NFDW affiliated clubs cannot endorse one Democratic candidate opposing another Democrat. Clubs are encouraged to conduct voter education, voter registration, Get-Out-The-Vote programs and various activities related to Primary elections.

Clubs may, and are encouraged, to formally endorse Democratic nominees at the conclusion of the primary race(s). This is the NFDW's official position and is also the recommended position for federated clubs and individuals.

Communications

All other things being the same, Communication will make or break a State Federation quicker than anything. In this case, the buck should never stop. Information that is received, either from the NFDW President, Committee Chairs or about certain "Special Projects" should be passed on in a timely manner. If your state has a newsletter, then incorporate the information that you receive into its pages. If you don't have a newsletter then notify your individual Presidents of the Clubs/Chapters in your state via the U.S. mail, the Internet, e-mail, or other written communication. We all appreciate being kept informed and in the loop.

Shared information can help your State win NFDW Awards; build attendance at functions, and it reinforces the Federation structure. A huge plus is that good communication makes you, as President, look good. The membership becomes better informed about "who, what, when, and where" in making decisions and no one is left wondering "what is happening". As a president, you have many responsibilities that will demand your attention. Setting priorities is not always easy, but one of the more important ones will always be: **STAY CONNECTED TO YOUR MEMBERSHIP. BE AN ACTIVE DEMOCRAT!**

NFDW Information and the *Communicator* are on www.nfdw.com.

NFDW Scholarships/Internships

In addition to the business of the NFDW Convention, there are workshops and group breakout sessions. Recognition of an Outstanding Elected Democratic Woman, an Outstanding Woman of Distinction, and a person who has demonstrated Outstanding Humanitarian Achievements occur annually. Nominations for these Awards originate with State organizations.

Young women between the ages of 18 and 25 receive recognition with the Rilla Moran Woods Founder's Internship Award of \$3,000.00 and the Agnes Bird Award of \$1,500.00. The Internship at the DNC was created in 1977 to honor its founder, Rilla Moran Woods. Agnes Bird served NFDW as legal counsel and parliamentarian. Frank Bird made a special presentation to NFDW establishing a memorial for his wife, Agnes, in 1994. This Award is for a young woman to intern for her own State Democratic Party.

In 2018, the NFDW approved and implemented the Emerging Leader Fellowship for young Democratic women between 18 and 25 years of age, with special consideration to those currently enrolled in school, for a one-month internship with Emerge America. The financial scholarship in the amount of \$2,500 will allow the selected woman to enjoy hands on experience and understanding of the Democratic platform, strategies for getting women to run for office and win and have exposure to the wide network of politically engaged individuals.

NFDW Awards Background

NFDW presents three awards during Convention each year unless there are no nominees or nominees do not meet the criteria. These Awards began informally in 1986 at Convention in Arkansas. That year Rilla Moran Woods, NFDW Founder; Dorothy V. Bush, longtime DNC Secretary; Pamela Harriman, Democratic fund-raiser; and Betty Flanagan Bumpers, founder and President of Peace Links, received special recognition during the Convention. By 1987 the Awards were formalized and criteria for nominations sent to NFDW members. States were encouraged to recognize outstanding Democrats in the three categories and forward the State choices as nominees to NFDW. The Awards Committee presents the annual winners at the Awards luncheon during Convention.

Nominations & Selection Of NFDW Awards

Nominations are to be submitted by State Federations, or where the entire state is not Federated, by a member club. In submitting the supporting information for a nominee, follow the criteria which is the basis for evaluating nominees for the Awards. The nominating entity must present supportive material as numbered exhibits with the letter of nomination. The nominee need not be a resident of the state submitting the nomination. The nominee must be present at

the National Convention to receive the award unless some unforeseen event occurs to prevent attendance. More specifically,

1. Organizations are requested to limit nominations to one per category.
2. In submitting the supporting information for a nominee, follow the criteria which is the basis for evaluating nominees for the specific awards.
3. Present supportive material as numbered exhibits with the letter of nomination.
4. Nominations are to be submitted by State Federations, or where the entire state is not Federated, by a member Club. The nominee need not be a resident of the state submitting the nomination.

Outstanding Member of the Year

1. Current, active member of NFDW who personifies NFDW objective, i.e., Art. II By-Laws: The objective of NFDW shall be to unite women of the Democratic Party, to promote the cause of the Democratic Party and to encourage full participation of women in every level of the Democratic Party structure.
2. Contribution by the nominee to the growth, development and promotion of NFDW.
3. National scope and stature of the nominee.
4. Personal political involvement by the nominee.

Outstanding Elected Democratic Woman Holding Public Office

1. Current elected Democratic office holder of local, statewide, regional or national scope.
2. Demonstrated support of NFDW by nominee.
3. Significant contribution to the Democratic Party and its principles by the nominee.
4. Demonstrated commitment by the nominee to the success of other Democratic women in the Party organization and for elective office.

NFDW Humanitarian Award

1. Significant contribution to the cause of human and /or civil rights.
2. Demonstrated support of NFDW.
3. Nominee possesses leadership qualities.
4. Nominee's success in achieving human and/or civil rights. The nominee may be either male or female, but must meet the criteria.

Scholarships

Steps for selecting candidates for the Rilla Moran Woods Internship, Agnes Bird Award and Emerging Leader Fellowship:

1. Set aside money in annual budget for expenses in the event of winning.
2. Gather materials sent by NFDW Award Committee Chair.

3. Set deadline for applications to Award Committee two weeks to a month ahead of National deadline.
4. Send "call for applications" to members/Clubs and media and put on State Party website.
5. Be certain the State Federation contact is well versed in the process of the application. This is an opportunity for your organization to have positive contacts with young women.
6. Appoint a Committee to read and evaluate applications. Send out a media notice about the Committee appointments. This is an opportunity to bring in civic and political leaders who are not Federation members.
7. Monitor receipt of application. Intensify notification to places where politically active young women work, etc.
8. When the Selection Committee chooses a State winner, notify the media. **DON'T MISS THE DEADLINE!**
9. Follow up with applicants who did not win and invite them to your next event. Encourage them to try again.
10. Send "thank you" letters to the Selection Committee.

The NFDW Awards Committee will evaluate the State entries and designate the Rilla Moran Woods Award winner who will receive \$3,000.00 and a one-month internship at the DNC Headquarters in Washington, D.C. The Agnes Bird Memorial Award of \$1,500.00 goes to the first runner up. The Emerging Leader Fellowship winner will receive \$2,500 and a one-month internship at Emerge America. The winners' State Federation will assist in making arrangements for the Agnes Bird internship with the State Party Office or a Congressional District Office. These Awards are presented at the NFDW annual convention, and winners must be present.

Appendix A- Protocol

Protocol in relation to meetings has come to mean the system that governs the relative importance of persons. It has to do with their rank in speaking, in their location at the table or in a reception line, and their recognition and introduction. Protocol embodies the courtesies that should be extended to persons of prominence before and at meetings.

The guest of honor should be:

- Invited as far ahead of a meeting as possible; advised of the function of the meeting and their function; given an outline of the program and a brief statement of the organization.
- Advised of the date of the hotel reservations along with name, address and phone number of the hotel. Reservations are made by the organization for the guest. A local host is assigned to meet, greet, and transport the guest.
- Advised of climate and type of dress for event.
- Advised of time to speak, how long to speak and expected size of audience.

It is customary that all expenses of guest speakers be paid by the organization extending the invitation unless other arrangements are made in advance. Business, announcements, and introductions should be limited so as not to delay the guest speaker.

The presiding officer should thank the guest speaker publicly before adjourning. A note of thanks should be sent to the guest promptly.

Protocol in seating: Presiding officer in the center; guest speaker to the right of presiding officer. The program chair or person to introduce the speaker is to the left of the presiding officer. The other guests at the head table are seated according to rank. Place cards help.

Special Events

The following list gives you a few protocol pointers that may be followed in hosting your state or the national convention or any major special event.

1. Speakers should be secured 4-6 months before the event.
2. The club should send written confirmation of the speaking engagement and a reminder letter about six weeks before the event. (This allows you some time to obtain another speaker should problems have arisen that prevent the speaker from attending.)

3. The written confirmation should include the following information: agreed upon fees/honorariums, responsibility for travel arrangements/costs, theme for desired tone/message the event wants participants to receive; Demographics and size of the event; any unusual circumstances related to the meeting room, e.g., no podium or outdoors; whether a meal event; dress.

The national president and executive board are responsible for convening and holding a national convention. As the host club, responsibility for the convention is limited to local arrangements and ambiance. As host club and persons with the most knowledge about the host city it is the host club's responsibility to:

- A. Recommend hotel(s) and meeting site(s) from which the national officers can select the official convention location(s).
- B. Make or complete arrangements with caterers, printers, local transportation companies, vendors and any other craftspeople required by the convention to have a smooth running and pleasant meeting. **Remember: Any and all contractual agreements requiring payment for services must be approved and signed by the executive body responsible for the convention-not the host club.**
- C. Communicate with intended and/or registered conference attendees, as requested.
- D. Help with securing speakers, entertainers, program participants, etc., as requested.
- E. TRANSPORTATION TO/FROM THE AIRPORT, TRAIN, OR BUS TO THE MEETING SITE IS A SOCIAL COURTESY--NOT A PROTOCOL REQUIREMENT. However, if the convention location is remote or in a difficult-to-reach location, providing transportation for the speaker is advisable for the host club(s) and elected executive board members.
- F. Provide "hotel room creature comfort" for speakers and the organization president (flowers and/or fruit and/or snacks, wine), escort services to meeting rooms or places difficult to find, a stenographer or similar things that would make it easier for the speaker(s) and organization's president to get their job(s) done. This is a social courtesy rather than a required protocol. Advisable-not required.
- G. Give the convention a written report, income and expenditures included, of actions taken to host the convention.
- H. GIVE YOURSELF ENOUGH TIME. A modest wedding takes a good year for planning. Conventions take no less.

Receiving Lines-Introductions

President

Government Official(s) in rank order

Speaker of the Hour

Elected Officials (at the state level, and NFDW officer in attendance is introduced before the

State elected officials.)

Appointed Officers (Limited to those persons who must be seated at the head table or a front Table, e.g., parliamentarian, chaplain,* corresponding sec. etc.) *

Regional Directors (alphabetically by region)

Past Presidents (from most recent term of office)

State or Local presidents (alphabetically, by state or by city)

Special Guests

General Order For Persons Of Honor

President of the United States

Vice President of the United States

Speaker of the U.S. House of Representatives

U.S. Senate Majority Leader

Cabinet Member(s)

U.S. Senators (by seniority)

U.S. Representatives (by seniority)

Presidential Appointed Officials

DNC Chair

Governor

Lt. Governor

Secretary of State

Speaker of the State House of Representatives

Attorney General

Statewide Elected Officials of equal rank, alphabetically, by office

Supreme Court (by rank and seniority)

State Senators (by seniority)

State Representatives (by seniority)

State Appointed Officials

State Party Chair

Court of Appeals Justices

District Judges

County Judges

County Commissioners

County Elected Department Heads

County Party Chair

Mayor

City Councilpersons

City Manager

City Department Heads

Local Appointed Officials

NFDW: president, vice presidents (in rank order), secretary, treasurer, past presidents (in rank order), parliamentarian, corresponding secretary, board members

Special Guests

During a program, introductions should be limited to those persons participating in the program, with the exception of elected officials. Elected officials should always be recognized as in attendance at a club meeting or function, unless the official has requested otherwise.

Receiving lines should be kept as short as possible, without offending anyone. Persons to be in the receiving line are identified to the protocol chair, in writing.

Rules as Basis for Protocol at NFDW Conventions

The Bylaws of the National Federation of Democratic Women are intended as a guideline for Federated Clubs and for Individual Members. Respecting the rules as established by Local, State, and National Bylaws are the key to acceptable protocol. Protocol without rules produces chaos.

Protocol in relation to meetings has come to mean the system that governs the relative importance of persons. It has to do with their rank in speaking, their placement at the table or reception line and their recognition and introductions. Protocol embodies the courtesies that should be extended to persons of prominence before and after meetings.

At our NFDW National Convention, upon recognition from the Chair, we ask that when you rise to speak, go to the nearest microphone, and give your name and your state. Our National Secretary will then be able to enter the correct information for the convention minutes.

Never ever in public communications with an elected official or introductions refer to the official by his or her given name. The respect shown is to and for the office. This is not personal; this just the way of politics and politicians.

Order Of Business For A Club Meeting

- Call to Order: "The meeting of the _____ Club will come to order".
- Roll Call of Officers
- Approval of Minutes
- Treasurer's Report
- Correspondence
- Committee Reports
 - The chair should contact officers and committee chairs prior to the meeting to see who has reports.*
- Officers
 - Executive Committee

- Standing Committees
 - Special Committees
- Unfinished Business
- New Business
- Announcements (Sometimes announcements are also given just before adjournment.)
- Program
- Adjournment

*Written reports should be submitted to the Secretary

Appendix B- Forms

Charter Membership Certificate

(Insert Landscape Format)

NATIONAL FEDERATION OF DEMOCRATIC WOMEN

Whereas the requirements for membership in the National Federation of Democratic Women have been met; under the By-Laws of the National Federation of Democratic Women, this Charter is granted to

In witness whereof, this Charter is given under the hand of the NFDW President this _____ day of _____ in the year of _____.

President, National Federation of Democratic Women

Library of Congress Requirements

On November 16, 2015 the History Committee, along with past presidents and members of the NFDW, traveled to Washington, D.C. to present the papers of the NFDW to the United States Library of Congress. This collection of material consisted of ten boxes of materials from the NFDW's 44 year history, which began in October 1971, when 27 dedicated women gathered at breakfast during the Women's leadership Conference in Washington D.C. to form the National Federation of Democratic Women, giving voice to women within the Democratic Party. The NFDW is considered to be the grassroots, constituent group for women in the Democratic National Committee.

According to Article IX, section 6 of the NFDW Bylaws," **the History Committee is responsible for receiving all NFDW records, including Executive Board records, publications, and official correspondence, and committee reports, publications, and official correspondence for deposit at the organization's permanent storage site, the United States Library of Congress. The committee shall organize the collected materials according to the regulations of the Library of Congress and deposit these materials at the Library of Congress at the end of each two year administrative term.**"

All of these materials shall be forwarded to the Chair of the NFDW History Committee **within three months (September 1st) of the end of each two year administrative term.**

Beginning in the year 2017, all future accessions of NFDW materials are to be governed by the terms of the Library of Congress gift letter, which includes open access and copyright dedicated to the public.

SPECIFIC RECORDS TO BE INCLUDED:

Executive Board: NFDW bylaws and revisions, personal information and correspondence of the presidents, chronological files of all executive board and committee records and correspondence, including agendas, minutes, treasurer's reports and financial records, conference calls, letters, and photographs of significant political events and figures.

Annual Convention: Convention program and convention materials, including pre-convention planning, local arrangements, publicity, financial records, convention minutes and reports, invited speakers and guests, convention guide, awards, evaluations and list of registered participants.

Regional Activities: Information and reports of annual regional meetings, statewide activities and newsletters from the Eastern, Midwestern, Southern, and Western regions.

Publications: Communicators, publication information, financial records, photographs, and website materials.

Other Organizations: Materials from the Democratic National Committee, Democratic women's organizations, other women's organizations, and Young Democrats of America.

UNITED STATES LIBRARY OF CONGRESS ORGANIZATIONAL REQUIREMENTS:

Duplicate material should be removed.

All staples, paper clips, rubber bands should be removed and replaced with plastic clips if necessary. Copies should be made of damaged or extremely light printed materials.

Materials should be organized chronologically.

National Federation of Democratic Women Expense Voucher

NAME: _____ OFFICE: _____

ADDRESS: _____

DATE OF EXPENSE: _____

DESCRIPTION: _____

BUDGET LINE ITEM: _____

PAYMENT REQUEST:

LODGING: _____ \$ _____

AIRFARE: _____ \$ _____

MILEAGE: _____ \$ _____

(paid at Federal rate per mile)

OTHER: _____ \$ _____

TOTAL REQUESTED: \$ _____

SUBMITTED BY: _____ DATE: _____

AUTHORIZED BY: _____

PRESIDENT

DATE AUTHORIZED: _____

DATE PAID: _____ CHECK NO. _____

NO EXPENSES WILL BE APPROVED BY THE PRESIDENT OR PAID BY THE TREASURER UNLESS ACCOMPANIED BY THE APPROPRIATE RECEIPT OR VOUCHER FOR EACH ITEM LISTED ABOVE.

National Federation of Democratic Women Committee Expense Request

NAME: _____ OFFICE: _____

NFDW COMMITTEE: _____

DATE OF EXPENSE: _____

BUDGET LINE ITEM: _____

DESCRIPTION OF COMMITTEE REQUEST:

TOTAL REQUESTED: _____ \$ _____

SUBMITTED BY: _____ DATE: _____

AUTHORIZED BY: _____

PRESIDENT

DATE AUTHORIZED: _____

DATE SUBMITTED: _____

Committees may request funds for a special project with the approval of the President up to \$200.00 in a calendar year. All requests over this amount will require approval by the NFDW Executive Board. No requests will be approved by the President or paid by the Treasurer unless accompanied by the appropriate budget request form. A summary

report and appropriate receipts shall be submitted to the Treasurer at the completion of the committee project or event.

Travel Expenses for Board Members

A. Midyear meeting

(1) Transportation cost shall be reimbursed by the NFDW upon receipt of evidence of such costs, providing an airline ticket is purchased at least 2 weeks in advance of departure date and reflects a Saturday night stay. An airline ticket purchased under different conditions than those stated will not be honored for more than the lowest fare prevailing in the current market.

(Please present a part of your airline ticket which contains your name, destination, and the amount due for reimbursement for travel as soon as possible, preferably during your attendance at the meeting.)

(2) Automobile travel reimbursement shall be the same as the per mile payment allowed by the federal government. (The rate for the federal government is currently .575 per mile (January 2016).

(3) Meals, lodging, (except one night) and incidental expenses shall be the responsibility of the individual board member.

B. State Meetings: The inviting state is responsible for travel expenses; however, if the inviting state has insufficient funds, application by the state President or the invited Board member may be made, prior to the meeting, to the President of the NFDW for financial assistance. Said President may authorize funds for all or part of the expected travel expenses, particularly when the Board member is helping to organize a state Federation or to solve a state or local problem. Verification of all pre-approved expenditures shall be sent to said President.

C. National Federation Conventions: NO reimbursements shall be made for attendance at a Convention with the exception of approved expenses by budget for the requirement of in-person board meeting attendance.

Regional Director's Report

The REGIONAL DIRECTOR will contact the President of State Federations (or Clubs in states that are not Federated) in their respective regions twice a year and file a report of the status of those Federations with the President and Membership & Development Chair of NFDW. In states that are not Federated, the Regional Director will contact the Democratic State Party to find the status of women's Democratic organizations in the state and report to the President and Board of NFDW.

Regional Director's Semi-Annual Report

Due October 1 and April 1 of each year.

To be submitted to the NFDW President and Membership and Development Chair

Name of State

Region

Does the State have a Democratic women's organization? Yes No

President

Address

E-mail

Phone

Vice President or President-Elect

Address

E-Mail

Phone

Treasurer

Address

E-mail

How often do they meet?

Number of Members

Annual Dues

Phone _____

Does organization have a budget? Yes No

Are there working Committees? Yes No

Do they meet regularly? Yes No

Does the organization have a newsletter? Yes No

How often is it published?

Do all members have and use by-laws? Yes No

Name potential Democratic women leaders from the State:

Comments:

Contacted by:
(mail, email, phone, in person)

Name of person contacted:

Address

Phone

Email

Date of Report

Regional Director Signature

A Sample Resolution

RESOLUTION ADVOCATING D.C. VOTING REPRESENTATION IN CONGRESS

WHEREAS: The National Federation of Democratic Women was organized in 1971 as a means of supporting women's voices within the Democratic party; and continues today to promote justice and equality for all citizens for the United States of America; and

WHEREAS: the District of Columbia Voting Rights Act of 2007 passed in the U.S. House of Representatives bill S-1257, now being considered by the Senate; and

WHEREAS: Democracy is a birthright for all Americans, including those living in America's capital, Washington D.C.; and WHEREAS: District residents have no vote in either the U.S. Senate or U.S. House of Representatives; and

WHEREAS: Law abiding people should not be taxed without representation and District residents pay \$3.6 billion annually, the second highest Federal income taxes per capita in the country, (only residents of Connecticut pay higher per capita taxes); and

WHEREAS: District residents have always served our nation when called to defend democracy in all American wars, D.C. lost more people in the Vietnam War than 10 other states; and

WHEREAS: The District of Columbia has nearly 80,000 more people living within its borders (572,059) than the entire state of Wyoming (493,782) and is close in population to six other states: Alaska-626,932; Delaware-783,600; Montana- 902,195; North Dakota-642,200; South Dakota-754,844; and Vermont-608,827; and

WHEREAS: Without a vote in Congress, District citizens are denied a voice in decisions that affect every aspect of their daily lives including public health, safety, education, economic policies and home ownership; and

WHEREAS: Minority members of Congress have placed un-American, completely unacceptable attachments to the District's voting representation bill to prevent its passage, such as the 2010 rider that advocated concealed weapons and would prohibit our local control of gun laws; and

WHEREAS: The United States of America is the only democratic nation in the world to deny citizens living in the nation's Capitol representation in the national legislature;

THEREFORE BE IT RESOLVED: That the National Federation of Democratic Women hereby recommends passage of Legislation to assure full voting representation in Congress for the residents of the District of Columbia; and

BE IT FURTHER RESOLVED: That the Secretary of the National Federation of Democratic Women forward a copy of this resolution to all chartered National Federation of Democratic Clubs throughout the country.

Submitted by: NATIONAL WOMEN'S DEMOCRATIC CLUB

Presented by: NFDW RESOLUTIONS COMMITTEE (Date) June 3, 2010

ADOPTED : NATIONAL FEDERATION OF DEMOCRATIC WOMEN

June 6, 2010, Pat Hobbs, President

Past Presidents

1971-1977 Rilla Moran Woods – Tennessee
1977-1979 Jean Ohm – South Dakota
1979-1981 C. DeLores Tucker – Pennsylvania
1981-1983 Patty Evans – Indiana
1983-1985 Angie Elkins – North Carolina
1985-1987 Caroline Wilkins – Oregon
1987-1989 Ruth Rudy – Pennsylvania
1990-1991 Kay O'Connell – Connecticut
1991-1993 Dr. Gwen McFarland – Tennessee
1993-1995 Pat Frank – Oklahoma
1995-1997 Charlotte Coker – Washington
1997-1999 Annette Jones – Washington, D.C.
1999-2001 Dr. Corinne Anderson – Mississippi
2001-2003 Virgie M. Rollins – Michigan
2003-2005 Dorothy Mrowka – Connecticut
2005-2007 Barbara Mansfield – Louisiana
2007-2009 Helen Knetzer – Kansas
2009-2011 Pat Hobbs – California
2011-2013 Janice Haynes Davis – Washington,DC
2013-2015 Carye Blaney – West Virginia
2015-2017 Joanne Sullivan – Connecticut
2017-2019 Susanna French – Kentucky

Past National Conventions

1972 Nashville, Tennessee – Airport Hilton Inn
1973 Washington D.C. – Shorham Hotel
1974 Omaha, Nebraska – Hilton
1975 Pierce, South Dakota – Kings Inn
1976 Charleston, WV – Daniel Boone Hotel
1977 Phoenix, Arizona – Hyatt Hotel
1978 Washington, D.C. – Washington Hilton
1979 Seattle, Washington – Washington Hilton
1980 Hartford, Connecticut – Hilton Hotel
1981 Indianapolis, Indiana – Hilton Hotel
1982 Nashville, Tennessee – Opryland Hotel
1983 Denver, Colorado – Executive Tower Hotel

1994 Wichita, Kansas – Hilton Hotel
1985 Washington, D. C. – Washington, Hilton
1986 Little Rock, Arkansas – Excelsior Hotel
1987 Philadelphia, Pennsylvania – Hershey Hotel
1988 Albuquerque, New Mexico – Hilton Hotel
1989 Wesley Chapel, Florida – Saddlebrook Resort
1990 Washington, D.C. – Omni Hotel
1991 Detroit, Michigan – Weston Renaissance Ctr
1991 Ft. Mitchell, Kentucky – Drawbridge Inn
1992 Austin, Texas – Hilton Hotel
1994 St. Louis, Missouri – St. Louis Airport Inn
1995 Portland, Oregon – Shilo Airport Suites
1996 San Juan, Puerto Rico – Marriott Resort
1997 Biloxi, Mississippi – Holiday Inn
1998 Ashville, North Carolina – Radisson Hotel
1999 Little Rock, Arkansas – Double Tree Hotel
2000 Washington, D.C. – Capitol Hill Quality Inn
2001 Cleveland, Ohio – Ehornton Cleveland Center
2002 Oklahoma City, Oklahoma – Embassy Suites
2003 Hartford, Connecticut – Hilton Hotel
2004 Colorado Springs, CO – Doubletree Hotel
2005 Kansas City, Kansas – Hilton Garden Inn
2006 Atlantic City, New Jersey – Tropicana Hotel
2007 Charleston, West Virginia – Marriott Hotel
2008 Albuquerque, New Mexico – Marriott Hotel
2009 San Juan, Puerto Rico – LaConcha Resort
2010 Knoxville, Tennessee – Crowne Plaza Hotel
2011 Washington, D.C. – L’Enfante Hotel
2012 Louisville, KY – The Brown Hotel
2013 Charleston, West Virginia – The Marriott Hotel
2014 Kansas City, Missouri – Sheraton Crown Center
2015 Atlantic City, New Jersey – Resorts Casino
2016 Charleston, South Carolina – The Francis Marion Hotel
2017 Atlanta, Georgia – Hyatt Regency Atlanta
2018 Tempe, Arizona – Tempe Mission Palms Resort
2019 Albany, New York – The Desmond Hotel

Parliamentary Procedure Chart

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY INTERRUPT SPEAKER?	MUST BE SECONDED	IS MOTION DEBATABLE?	IS MOTION AMENDABLE?	WHAT VOTE IS REQUIRED
Object to a procedure or to a personal affront	Point of order	Yes	No	No	No	No vote required Chair rules
Request information	Point of information	If urgent, yes	No	No	No	No vote required
Ask for a vote by actual count to verify voice vote	I call for a division of the house	No	No	No	No	'Demand Request' No vote required
Object to considering some undiplomatic or improper matter	I object to consideration of this question	Yes	No	No	No	Two-thirds vote required.
Take up a matter previously tabled	I move we take from the table	No	Yes	No	No	Majority vote required.
Reconsider something already disposed of	I move now (or later) consider our action relative to...	Yes	Yes	If original is debatable	No	Majority vote required.
Consider something out of its scheduled order	I move we suspend the rules and consider . . .	No	Yes	No	No	Two-thirds vote required.
Postpone indefinitely	I move that the matter be postponed indefinitely	No	Yes	Yes	No	Majority vote required.