

April 23, 2017

TO: All Local Presidents

Dear Brother/Sister:

RE: 22nd BIENNIAL CONVENTION

The Biennial Convention will be held October 20, 21 and 22, 2017 at the Sheraton Hotel Newfoundland in St. John's. Hotel rooms have been booked at the Sheraton Hotel Newfoundland and the Quality Hotel.

As per the Constitution, Article V. Convention, Section A. Biennial, No. 3, the President of each Local, or in his/her absence, the Vice President shall be a delegate to the Biennial Convention. Additional delegates, if necessary, will be elected at annual general meetings as per the formula (Page 12). **Please note that the number of credential forms in your kit denotes the number of delegates you are entitled to** and the credential form(s) must be signed by the President and Secretary of your Local in order to be accepted.

Resolutions must be voted on by your Local and must be signed by the President and Secretary of the Local in order to be accepted for consideration. Constitutional amendments must be received at NAPE Office sixty (60) days before Convention (August 21, 2017) in order to be considered. Late Constitutional Amendments will not be accepted. Other resolutions should be submitted sixty (60) days before as well, but will be considered as late resolutions if submitted after the sixty (60) day deadline.

The travel form is very important. Please have your delegate(s) complete and mail or fax it to our Office as soon as possible. Rooms are at a premium, so the sooner we hear from you, the sooner we can make the necessary arrangements.

Please note details of the Convention will be posted on the website at www.nape.ca. If you have any questions regarding the Convention or the information attached, you may contact Gail Quinlan at NAPE Office at gquinlan@nape.ca, 1-800-563-4442 or 570-2469.

Yours in Unionism,

Jerry Earle
PRESIDENT

CONVENTION CALL

Published pursuant to Article V of the Constitution of the
NEWFOUNDLAND AND LABRADOR ASSOCIATION OF PUBLIC
AND PRIVATE EMPLOYEES

The President will call the delegates to order for the 22nd BIENNIAL CONVENTION

9:00 a.m. Friday, October 20, 2017
9:00 a.m. Saturday, October 21, 2017
9:00 a.m. Sunday, October 22, 2017

TAKE NOTICE that the 22nd Biennial Convention of the Association will be held on the 20th, 21st and 22nd days of October, 2017, at the Sheraton Hotel Newfoundland, St. John's, for the following purposes:

1. To receive and consider the balance sheet and operating statement of the Association as of March 31, 2017, and the Report of the Auditors.
2. To elect members to the Board of Directors.
3. To transact such other business as may properly come before the Meeting.

Your attention is drawn to the following dates in accordance with the noted Sections of the Constitution which apply to the 2017 Biennial Convention:

April 23, 2017 (180 days) (Convention Call)	Article V - Section D - Number 8
August 21, 2017 (60 days) (Resolutions to be submitted)	Article V - Section D - Number 4
August 20, 2017 (2 months) (Biennial Meetings of Locals)	Article XII - Number 7
August 21, 2017 (60 days) (Information from Locals Meeting)	Article XII - Number 9
September 20, 2017 (30 days) (Resolutions to Delegates)	Article V - Section D - Number 5
September 20, 2017 (30 days) (Credential Deadline)	Article V - Section D - Number 13

C R E D E N T I A L

TO: The 22nd Biennial Convention
of the Newfoundland and Labrador
Association of Public & Private Employees

FROM: Local # _____

This is to certify that

NAME OF DELEGATE: _____

Has been elected in compliance with the provisions of Article V, Section A, Number 3, (Page 12) of the Constitution of the Newfoundland and Labrador Association of Public and Private Employees, to represent this Local at the 22nd Biennial Convention of the Newfoundland and Labrador Association of Public and Private Employees at St. John's, opening October 20, 2017.

LOCAL PRESIDENT

LOCAL SECRETARY

THIS CREDENTIAL IS TO BE MAILED TO REACH THE OFFICE OF THE ASSOCIATION
NOT LATER THAN **SEPTEMBER 20, 2017.**

OFFICIAL RESOLUTION FORM

22ND BIENNIAL CONVENTION, 2017

LOCAL: _____

DATE: _____

RESOLUTION(S)

THIS IS TO CERTIFY THAT THE FOREGOING RESOLUTION(S) WAS/WERE DULY APPROVED BY THE LOCAL AT A REGULARLY CONSTITUTED LOCAL MEETING.

PRESIDENT

SECRETARY

RESOLUTIONS DEADLINE: **AUGUST 21, 2017**

IMPORTANT THAT YOU COMPLETE ALL SECTIONS

NAPE 22nd BIENNIAL CONVENTION

PLEASE HAVE THE CONVENTION DELEGATE(S) COMPLETE THIS FORM AND RETURN WITH CREDENTIAL.

NAME: _____ LOCAL NO. _____

E-MAIL ADDRESS: _____

PHONE: HOME: _____ WORK: _____ CELL: _____

ADDRESS: _____

TRAVEL REQUIREMENTS:

___ I wish NAPE Office to make the following airline travel arrangements for me:

***** All airline travel must be booked through NAPE Office.**

___ I will be driving. ___ I will be travelling with another delegate.

ACCOMMODATION REQUIREMENTS:

BEDROOMS ARE BOOKED AT THE SHERATON HOTEL NEWFOUNDLAND AND QUALITY HOTEL. Please indicate your preference which will be done on a first come basis.

1st _____ 2nd _____

BOTH HOTELS ARE NON-SMOKING.

NIGHTS REQUIRED: October 19 20 21 22 (Please circle nights required.)

NAPE OFFICE MUST BE ADVISED OF ANY CHANGES TO YOUR ACCOMMODATION REQUEST BY OCTOBER 2, 2017. (No changes will be made at the Hotel.)

TIME OFF: PLEASE DO NOT ASSUME WE KNOW YOUR SCHEDULE.

I will require the following time off:

October: _____
(Please list dates/shifts required - **Maximum of 3 days or 22.5 hours.**)

TIME OFF WILL NOT BE ARRANGED UNLESS REQUESTED BY YOU.

NOMINATION TO BOARD OF DIRECTORS FORM

I, _____, in nominating _____, for the position of _____
_____ have his/her permission.

NOMINATOR: _____

NOMINEE: _____

NOMINATION TO BOARD OF DIRECTORS FORM

I, _____, in nominating _____, for the position of _____
_____ have his/her permission.

NOMINATOR: _____

NOMINEE: _____

IMPORTANT PLEASE READ

1. Meal Allowance - Breakfast - twelve dollars (\$12)
Lunch - fifteen dollars (\$15)
Dinner - twenty-five dollars (\$25)
2. Taxis - \$10.00 one way to and from the Airport. No receipt required. (All other taxis must be receipted.)
3. Thirty-seven cents (37¢) per kilometer will be paid to delegates who drive to Convention. In addition, an incidental rate of ten dollars (\$10.00) per night for overnight accommodations will be paid. (Mileage rate subject to change October 1, 2017.)
4. Private accommodations for delegates from out of town - twenty-five dollars (\$25) per night.
5. Delegates' expenses will be based on travel time required.
6. There shall be no meals, movies, etc. charged to the hotel bills.
7. Please remember - any unnecessary charges made by you, the delegate, will be charged back to your Local for collection from you.
8. **DO NOT ASSUME THAT THE OFFICE KNOWS YOU WILL BE ATTENDING. YOU MUST NOTIFY THE OFFICE EVEN THOUGH YOU MAY NOT REQUIRE RESERVATIONS OR TIME OFF.**

Where delegates travel together, only the driver of the vehicle is eligible to claim transportation cost.

**DEADLINE FOR SUBMITTING YOUR TRAVEL CLAIM
OCTOBER 2, 2017**

www.nape.ca

1-800-563-4442 (709) 7540726 (Fax)