***CORLCA BOARD POLICIES***

*(as amended through 3-15-24)*

*“Association” refers to the Colorado Rural Letter Carriers’ Association (CORLCA).*

*“Members” refers to CORLCA members.*

C1.1 Association meetings will be closed to all except members and invited guests, unless non-members, eligible for membership in the Association, attending Association meetings or events sponsored by the Association or the State Steward, complete a Dues Withholding Authorization Form prior to the meeting.

**Administrative Policies; State Officers and Board Policies**

C2.1 The Secretary-Treasurer’s reporting shall include a list of vouchers submitted by State Officers and/or Appointees for the purpose of Union business.

C2.2 A copy of the general ledger will be available for the board members at each CORLCA board meeting. Expense reports prepared between the previous and current board meetings will also be available and reviewed by the board. Bank statements will be sent to the State President and the Secretary/Treasurer. (amended 9-26-21)

C2.3 All motions receiving a second and voted on will be reported in the CORLCA board meeting minutes. Each individual elected officer’s yea, nay or abstaining vote will be included in those minutes.

C2.4 Board members unable to attend scheduled meetings will contact the President or Vice President. If unable to contact them, another board member must be contacted prior to the meeting.

C2.5. When questions are asked of board members the question should be referred to the appropriate party if the board member is unable to provide written reference.

C2.6 The Board must approve projects of the state organization prior to their implementation. The board must approve non-budgeted expense items in excess of $200. In an emergency situation, the president may, with the board approval, make necessary decisions.

C2.7A member of the board will be appointed to aid the district in all phases of the state convention.

C2.8 The CORLCA board shall be restricted from entering into contracts which overlap the CORLCA fiscal year. (adopted 3-24-12)

C2.9 The CORLCA President and Secretary/Treasurer will contact the CPA in July of each year to request a list of documents required for the annual partial audit. (adopted 1-10-15)(amended 9-26-21)

C2.10 The PAC Chair will make copies of all donations, and will submit all donations monthly to the national office via certified mail with return receipt requested. (adopted 3-12-17)

C2.11 The Editor is directed to serve as recording secretary at all CORLCA board meetings; to keep minutes, type minutes, forward minutes to board members, and format minutes for printing, and the compensation for the position to be an ADOP. (adopted 1-21-18)

**Remuneration Policies**

C3.1 The CORLCA President and the CORLCA Secretary/Treasurer will forward their expense vouchers to the CORLCA Vice-President for approval signature. The vouchers will then be sent to the Secretary/Treasurer for payment. (amended 3-24-12) (amended 6-13-13)

C3.2 All properly completed CORLCA vouchers submitted to the Secretary/Treasurer for payment will be paid within 7 days of receipt. Initial electronic transmission will be accepted with hard copy to follow. (adopted 12-3-11; amended 3-24-12; amended 10-16-16;) (amended 1-21-18)(amended 7-25-20)

C3.3 Vouchers should be paid in full for any Union member, regardless of when they are received. The State President will send Union Member a letter when their voucher is not received in a timely manner. Deadlines will be the last day of each month. (amended 10/3/2010; amended 12-4-11)

C3.4. Vouchers submitted that request reimbursement for mileage will have originating address (e.g. submitter’s home address) and the destination address. All mileage will be verified and documented through MapQuest by the most direct/shortest route. If request is for multiple destinations, but part of the same trip, voucher detail will go from originating address to point “A”, then point “B” and so on, until line-of-travel returns to original address. In the case of one-destination trips, route need only show one-way mileage and simply request that distance “times two.” (amended 6-13-13) (amended 1-21-18)(amended 9-26-21)

C3.5 All board members attending any called board meeting shall be paid one day ADOP (see Article V Section 4.B). Should a called Saturday/Sunday board meeting exceed 8 hours, the additional time will be paid $20 per hour or portion thereof.” (Amended 8-1-10) (amended 5-6-18)(amended 7-29-18)(amended 6-3-22)

C3.6 No additional ADOP days will be paid for travel time; total travel time for travel will be compensated at $20/hour plus mileage reimbursement at the current IRS rate. (amended 5-6-18)(amended 10-6-19)

C3.7 The state officers will be reimbursed for loss of TSP contributions incurred through the use of LWOP for State Association business. The total number of LWOP days taken to incur loss must have all been used for State Association business. Should any board member hold more than one position on the board, said board member shall only be entitled to reimbursement for one position for any given day. (amended 6-13-13)(amended 7-25-20)(amended 6-3-22)

C3.8 The State President, with Board discussion, will make assignments of Board Member Representatives to District meetings. If assigned meeting and round-trip travel time, combined, exceeds 10 hours, overnight accommodations will be approved. Otherwise, overnight accommodations, when applicable, will be subject to board approval. When a board member must travel to cover an assignment—individual shall be entitled to mileage, per diem and A.D.O.P. Each assigned board member will write and submit a report regarding district meeting to secretary/treasurer.” (amended October 2012) (amended 6-13-13) (amended 3-11-18)(amended 9-26-21 retroactive to 8-1-21)

C3.9 District Officers will be paid $125 plus mileage at the Post Office Rate, to attend District Officer Training at the State Convention, or $50 for district officers trained via ZOOM. (adopted March 2011; amended June 2015)(amended 4-17-21)

C3.10 The State Association will pay mileage at the rate paid by the Postal Service and local Government per diem for members appointed and required to give a report at State Convention. This compensation will apply only for the trip to/from the State Convention and the day on which the agenda specifies such report shall be given. These appointed positions include PAC Chairman, Insurance Representative, Editor, Provident Guild Chairman, Chaplain. Compensation will be considered if individual(s) are not paid for attendance in another capacity. Board members will not receive additional compensation for being an appointee to one of the above positions. (amended 6-13-13) (amended 3-9-14)

C3.11(**previous C3.11** removed 1-17-16) When an individual who holds an appointed position *(Article 5 Section 1.A.5.a)* attends a district meeting in that capacity, that member will be compensated round trip mileage, once a voucher is submitted. (new policy adopted and substituted as C3.11 6-14-20)

C3.12 The State Association will not pay mileage and/or per diem if the National Association is paying it unless multiple driving trips are made. If the compensation from National is less than what the State is paying, the State will make up the difference between the two. (amended 7-29-18)

C3.13 CORLCA board members will be eligible to attend the WSC as delegates and be reimbursed $400 and local government per diem for the duration of the conference as determined by the conference agenda. The board will offer each district matching reimbursements funds up to $200, plus local government per diem, for up to 3 members to attend the WSC, excluding CORLCA board members. In the year that Colorado hosts the WSC, the WSC Chair will be required to prepare and present the written financial report from such convention to the WSC body, and CORLCA Board members will be compensated $200 and government per diem. All attending reimbursed members will be required to present a brief written overview of their experience to the editor to be printed in the state paper. (amended 10/3/2010; amended March 2011; amended 10-16-11)(amended 3-9-14)(amended 11-9-14)(amended 3-7-15)(amended 5-9-15)(amended 5-7-17)(amended 3-11-18)(Amended 5-5-19)(amended 6-3-22)(amended August 2022)(amended Jan 2024)

C3.14 All Travel and hotel expenses reimbursed by the National Association, upon Board Approval, may be applied to the State credit card to be reimbursed by the individual member upon receipt of the NRLCA reimbursement. All credit card purchases will be submitted and approved by appropriate person on the CORLCA credit card itemization report. (adopted 10/3/2010)

C3.15 A CORLCA credit card shall be issued to the State Secretary/Treasurer and the President, each as a separate account, with a credit limit of $2,000 each.  A new account number will be issued with a change in the office of Secretary/Treasurer and/or President. The Secretary/Treasurer and President shall be the only authorized signer for their accounts, and shall accept full responsibility for the use and security of their cards .CORLCA credit cards shall never be used for cash advances or any type of personal use .Documentation of all charges will be required, in the form of original, itemized receipts with personal notations as explanation/justification. Said documentation shall be submitted by the 16th day of the following month, along with a CORLCA Credit Card Itemization Report, to the State President (Secretary/Treasurer's account) and State Vice President (President's account) for review and filing with credit card statements reflecting the same charges.

If, upon review, inappropriate use of cards is suspected, the President/Vice President shall contact the card-holder immediately for clarification and explanation.

Violation of any part of this policy may result in immediate suspension of charging privileges and subsequent disciplinary action as prescribed in Article V, Section 5A of the CORLCA Constitution, or as determined by the State Board. (adopted 10-15-11) (amended 6-13-13)(amended January 2016)

C3.16 Compensation for CORLCA Board Members assigned to provide NRLCA union recruitment at Rural Academy training will include 1 ADOP and mileage, as appropriate, and any RAFT incentive resulting from the Academy recruitment will be returned to the state. NRLCA union recruitment conducted by Academy Trainers who are members in good standing will receive a RAFT payment of $10 for each new member they recruit. The RAFT payment will be paid by the State Association within a reasonable period of time. RAFT incentives earned outside the Academy Training will be paid to the individual responsible for the recruitment. A member who signs a career carrier will receive a RAFT payment of $50. A member who signs a RCA or ARC will receive a RAFT payment of $10. (adopted 10-25-15)(amended 1-17-16; amended 6-8-16; amended 10-16-16;)amended 1-5-20)( amended 6-13-20)

C3.17 All expense vouchers must include CORLCA governing document authority for expenditure. (adopted 7-25-2020).

**National Convention Policies**

C4.1 The votes of the National Convention delegates will be cast/tallied as individual votes and not as a block vote.

C4.2 The National-Paid-Delegate will make assignment ofNational Delegates to attend seminars at the National Convention. Such assignments are for the purposes of authoring informational articles for the State Paper. National Convention Delegates shall do so as part of their regular delegate duties, and be compensated $75 for same. (amended 3-9-14)

**Executive Committee Hierarchy and Responsibilities**

C5.1 The Senior Executive Committee member shall be the Executive Committee Chair. In the event the senior member position is held by more than one Executive Committeeman, the number of votes received at the time of their respective election to the board shall established seniority.

C5.2 The Executive Committee Chair shall be authorized to sign/approve vouchers in the event that the President, Vice-President nor Secretary-Treasurer is available to sign/approve vouchers. In the event that the Executive Committee Chair requires approval of a voucher in this scenario, the junior Executive Committeeman, ranking, will be authorized to approve these vouchers.

C5.3 The Executive Committee members shall act as trustees for this Association. ~~They shall take the D.O.L. “Internal Audit Procedures” training as soon as practical upon election.~~ At the close of each quarter, the Trustees shall conduct an internal audit of the CORLCA ~~Secretary-Treasurer’s books~~ finances. ~~Audit shall include the guidelines established by the D.O.L. or other parameters as directed by the State Board or the Trustees, themselves implement.~~  (amended Oct 2023)

C5.4 The Executive Committee Chair is also the Chair of the Trustees and shall coordinate the internal audits of the ~~Secretary-Treasurers books~~. CORLCA finances. Additionally, they shall author a report delineating the findings of said audit and submit it to the next regularly scheduled State Board meeting. Upon board acceptance, report shall be printed in a subsequent edition of the association publication. (amended Oct 2023).

**State Convention Policies**

C6.1The reports of the elected state officers and appointed positions will be printed and passed out at the state convention in lieu of oral presentations on the convention floor. The Officers and appointed positions will be available for Q & A concerning their reports. (amended 3-11-18)

C6.2 The hospitality room at the State Convention will be closed during scheduled business sessions.

**District Fiduciary Standards**

C7.1 District funds may not be disbursed without an approved voucher. Check for payment of voucher must be signed by authorized signatory, other than person submitting voucher, within the District Officers.

C7.2 All District expenditures must have documentation for need/justification in the form of an expense voucher approved by both the District President and District Secretary-Treasurer. Expense vouchers may be obtained from the State Secretary-Treasurer, either in hard-copy format or electronically.

C7.3 An annual audit shall be conducted by at least two district members who are not officers, in attendance at appropriate meeting.State Board member in attendance will oversee the audit. Audit shall balance all expense vouchers (and accompanying receipts) against the check ledger. Auditors shall sign and date checkbook registry and present an oral report for presentation at the meeting at which they perform their audit for inclusion in the District Secretary-Treasurer’s permanent files. Report shall verify expense voucher for all written checks and notate any deficiencies observed during their audit.(amended 6-6-18)

C7.4 A copy of the District Audit Committee’s report or a copy of the District Meeting minutes reflecting the Audit Committee’s report shall be forwarded to the State President upon completion of the District meeting at which it occurs. Additionally, if any amendments are made to the District Constitution, the amended document shall also be included in this mailing. (amended 10-16-11)

C7.5 All District Secretary/Treasurers that have submitted their LM and 990 reports to the DOL and IRS, plus hard copies to the State Secretary/Treasurer by August 15 of each year, will receive a bonus payment of $100 (effective in 2018). State Secretary-Treasurer will report ending member numbers to district secretary-treasurers by July 15.” (amended 3-11-18)(amended October 2018)

C7.6 Copies of the District Meeting minutes shall be submitted to the State Sec/Treas and State President (in addition to their District Officers) by June 1 of each year. (added 3-9-14)

**State Media Policies** (amended 12-4-11)

C8.1All editions of the CORLCA newspaper will be published in news print form. (amended 10-16-11)

C8.2 Letters to the Editor for the State Paper and posts on the CORLCA website are welcome, but certain restrictions apply:

* Only letters pertaining to the rural craft, the CORLCA and NRLCA will be accepted.
* Letters to the Editor will be limited to 300 words.
* Libelous or slanderous letters will not be accepted.
* All letters must be signed by the writer. Anonymous letters will not be accepted; however, names will be withheld, and placed on file, at the request of the writer.

The CORLCA and CORLCA State Board are not responsible for the substance of letters to the editor and take no position, pro or con, for their content or intent. All rights reserved. (adopted 12-4-11)

C8.3 CORLCA State Board Policies will be posted on the CORLCA website and be printed and available at the state convention.(adopted 12-4-11; amended 10-25-15)

C8.4 The May issue of the State Paper will include campaign articles. State officer candidates will be limited to 350 words in their campaign articles. Candidates for National Delegate will be limited to 100 words in their campaign articles. (amended June 2010)

C8.5 State Board Members, NRLCA District Representative, NRLCA Assistant District Representative(s), PAC Chairman, State Chaplain, Insurance Representative, and Provident Guild Chairman shall submit articles to the state paper when requested by the State President or the State Editor. (amended 6-13-13)

C8.6 Articles for the state paper dealing with contractual issues must be reviewed by the NRLCA District Representative before publication. (amended 6-13-13)

C8.7 Duties and responsibilities of National Delegates shall be published annually in the February and May issues of the state paper. (adopted 10-16-11)

C8.8 The CORLCA will pay $300 per issue for “layout” of the State paper. (adopted 5-31-12)

C8.9 The CORLCA will fund production of the CORLCA state paper, including annual postage permit, postage fees per issue, and printing costs. (added 3-20-22)

**Miscellaneous Policies**

C9.1 The Vice President may be authorized to attend the State President’s Annual Legislative Seminar and shall be compensated according to CORLCA Constitutional articles/sections with such monies charged against the budget of the Vice President.

C9.2 Election procedure according to Department of Labor will be considered part of the board policies.

C9.3 If the CORLCA Constitution is changed as a result of action at a State Convention, the amended Constitution shall be printed in booklet form. Copies shall be forwarded to all elected officers, board appointees, NRLCA District Representative/Assistant District Representative(s), District Officers and such other individuals as the State Board deems appropriate and supplies allow for. Printing shall be charged against “Administrative fees” in the annual budget and shall occur as soon as practicable following the State Convention at which it was amended. (amended 6-13-13)(amended 10-6-19)

C9.4 The Vice President will purchase a gift not to exceed $100 for the out-going President.

C9.5 Upon invitation of any “dignitary” to speak at a State Convention, Western States Conference (when hosted by Colorado), special meeting (called by the State President and/or the State Board) or any other time when directed by the State President and/or State Board—“Thank You” gifts (not to exceed $100 each, and accounted against the “Administrative Expenses” of the State Budget) shall be purchased by the State Vice-President. In the case of Auxiliary guests at the State Convention or Western States Conference (again, when hosted by Colorado), “Thank You” gift shall be the responsibility of the CO State Auxiliary.

C9.6Any member in good standing may send correspondence to all members in the state by sending the stamped, prepared mailing to the state secretary. The charge will be $350.00 prepaid by the sender. No mention of an official state association position will be permitted on or in the correspondence.

C9.7 Invitations for members to attend Board Meetings in a paid status will have prior approval by the Board. (adopted 10/3/2010; amended March 2011)

C9.8 The Board will review the inventory lists every year at a Board Meeting to determine disposition of excess equipment. Upon determination that equipment is “excess”, written notification shall be provided first to the Districts (along with a digital picture if appropriate). If no District expresses interest, a notice shall ~~to~~ be published in the next state paper (along with a digital picture if appropriate), establishing a date for viewing and bidding by interested members. If no interest is shown, “excess” equipment will be disposed of at the discretion of the Board. (adopted March 2011; amended 10-16-11; amended 10-25-15)

C9.9 The state will offer mileage and the following enticements to members taking on specific responsibilities at the state convention: Election Committee Chair $200; Election Committee Co-chair $100; Convention Chair $100; and Parliamentarian $200.(adopted 5-15-22)(amended June 2022)

Policies C10.1, C11.1, C12.1 Form 990 (IRS)-Recommended Policies

C10.1 Conflict of Interest Policy

(As adopted by the Colorado Rural Letter Carriers’ Association on 3-25-12)

It is the obligation of all voting members of the State Board, when acting on behalf of the CORLCA, to comply with all applicable federal and state laws, to uphold the principle and purposes of the Association, and to comport themselves in accordance with the highest standards of ethical business conduct. In furtherance of that goal*,* the State Board of the Association has adopted the following policy in order to avoid or minimize possible conflicts between the personal interests of the personssubject to the policy and the interests of the Association.

Preamble

The purpose of the policy is to ensure that decisions about CORLCA's operations and the use or disposition of CORLCA's assets are made solely in terms of the benefits to the Association and are not influenced by the possibility of private profit or other personal benefit accruing to the persons subject to this policy. In addition to actual conflicts of interest, all persons subject to the policy are obliged to avoid actions that could be perceived or interpreted as being in conflict with the Association's interest.

To avoid actual, potential, or even the appearance of, conflicts of interests, persons subject to the policy should disclose any connection or relationship with organizations or enterprises doing business with the Association and refrain from participating in decisions affecting transactions between the Association and the other organization or enterprise. The mere existence of a connection or relationship shall not prevent a transaction from taking place*,* however, so long as: the relationship is disclosed; disinterested individuals make the necessary decisions; and the terms of the transaction are fair and reasonably comparable to those available in other commercial transactions where the parties are entirely independent of one another.

Policy

Board members of the CORLCA have a duty to be freefrom the influence of any conflicting interest when they represent the Association or make recommendations with respect to dealings with third parties. They are expected to deal withall parties doing business with the Association on the solebasis of what is in the best interest of the Association without favor or preference to third parties based on personal considerations. In particular:

1. Board members who deal with parties doing orseeking to do business with the Association, or whomake recommendations with respect to such dealings or pass judgment upon them, shall not own any interest in or have any personal agreement or understanding with such third parties that might tend to influence the decision of the employees with respect to thebusiness of the Association, unless expressly authorized in writing after the interest, agreement, or understanding has been disclosed.
2. No covered board member shall seek or accept, directly or indirectly, any personal payments, loans or services, excessive entertainment, or travel or gifts of more than nominal value from anyindividual or business concern doing or seeking to do business with the Association. (This provision shall not apply, however, to prevent individuals from acceptingormaking use of hotel rooms or entertainment provided by a hotel on a complimentary or upgraded basis in connection with an Association meeting where such room or entertainment is part of the negotiations for the overall contract with the hotel or conference facility. Such use facilitates the conduct of Association business and thereby benefits the Association).
3. No covered board member shall do business with a relative on behalf of the Association unless expressly authorized in writing after the relationship has been disclosed.

The requirement of freedom from conflicting interests extends to situations involving the relatives of all board members. Relatives include spouse, domestic partner, parents, children, brothers and sisters, grandchildren, stepchildren, grandparents and immediate family in-laws. Board members shalltake reasonable steps to become informed of conflicting interests involving relatives. For such known actual or potential conflicts of interests involving relatives, board members shall disclose in writing such conflicting interest prior to the Association's doing business with any organization to whichrelatives are affiliated or hold an interest in.

With respect to individual board members, the State Board of the CORLCA has the ultimate authority to determine what remedial steps should be taken in situations involving an actual or potential conflict of interest. The conflicting party(s) shall not participate in any decision.

As used in this policy, the voting board members are set forth in the CORLCA Constitution.

A copy of this policy shall be given to all board members upon commencement of such person’s relationship with the Colorado Rural Letter Carriers’ Association or at official adoption of stated policy. Each board member shall sign and date a “Conflict of Interest Compliance Certification” at the beginning of his/her term of service and each year thereafter. Failure to sign does not nullify the policy.

Conflict of Interest Compliance Certification

I have received and carefully read the conflict of interest policy of CORLCA

In the event that I become aware of any situation that poses an actual, potential, or the appearance of a conflict of interest between me and the Association or between my relatives (as defined in thepolicy) and the Association, I shall promptly disclose all pertinent acts to the State Board of the CORLCA in writing.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position with CORLCA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C11.1 CORLCA Whistle Blower Policy

(As adopted by the Colorado Rural Letter Carriers’ Association on 3-25-12)

It is the policy of the Association to foster an environment of openness and fair dealing. Information concerning actions or failure to act that impacts the integrity and accuracy of the financial condition of the Association, its subsidiaries and related organizations is important and encouraged to be promptly disclosed. To that end, it is the Association’s policy to:

1. Maintain a record of any material complaint or concern raised about the integrity of the financial procedures and controls;
2. Address those complaints and concerns in a reasonably prompt manner;
3. Disclose such complaints or concerns to the State Board of the Association for investigation and corrective action if necessary;
4. Ensure that any individual bringing such complaints or concerns forward will not be subject to any adverse employee action based on the disclosure of those complaints or concerns.

Further, to encourage employees to promptly disclose material deficiencies or weaknesses or other material items impacting the integrity of the financial procedures and controls of the Association, employees may, on a confidential basis, report such concerns to the State President or other State Board Member. A record of all such complaints and concerns, along with the investigative outcomes, will be maintained on a confidential basis in the State Secretary’s files.

C12.1 CORLCA Record Retention and Destruction Policy

(As adopted by the Colorado Rural Letter Carriers’ Association on 3-25-12)

GENERAL POLICY

Documents that are not necessary for legal and/or business purposes should be destroyed in order to reduce the high cost of storing, indexing and handling the vast amount of electronic and hardcopy documents which would otherwise accumulate. Documents provided with a specific retention period, as set out in the Association's standard record retention schedule, should be destroyed at the conclusion of the retention period. This general policy does not supersede DOL and IRS requirements.

### SUSPENSION OF POLICY IN CONNECTION WITH LITIGATION AND DISCOVERY

Documents and records that are beyond the policy retention period or that are without a normal archive requirement must, *nonetheless*, be retained under the certain circumstances, including, but not limited to: (a) where the information has been subpoenaed in a civil or criminal case, or is the subject of an information request letter from a government agency, (b) where the information relates to civil or criminal litigation against the Association or a subsidiary that is either pending, imminent or contemplated, or (c) where destruction of the information would impede, obstruct or influence the administration of any matter within the jurisdiction of the federal government, where such matter is pending, imminent or contemplated.

It is the policy of the Association to suspend all regularly scheduled document destruction when litigation against the Association or against a subsidiary is pending, imminent or contemplated. Upon receipt of notification the State Secretary/Treasurer shall assure that no documents are destroyed. Once the relevant documents have been identified and segregated from destruction/deletion, the operation of the policy regarding remaining Association or subsidiary documents, including regularly scheduled destruction, shall recommence.

ANNUAL REVIEW AND APPROVAL

The State Board shall review and re-approve this policy annually.

RETENTION SCHEDULE

|  |  |
| --- | --- |
| **PAPERWORK**  | **SUGGESTED RETENTION PERIOD** |
| BANK INFORMATION* Audit Reports
* Reconciliations
* Checks—Canceled
* Checks—Canceled for important payments
* Checks—Payroll Related
* Deposit Slips
* Voided Checks
 | Permanently5 Years 7 YearsPermanently7 Years 2 Years5 Years |
| CASH RECEIPTS  | 7 Years  |
| CREDIT CARD RECEIPTS | 5 Years  |
| ELECTRONIC DOCUMENTS & SOFTWARE TO READ IT (QuickBooks, Bank Reconciliations, LM Forms, etc.)  | 5 Years  |
| EMPLOYEE PERSONNEL RECORDS (I-9’s; W-4’s, etc) | 3 Years after no longer on board  |
| EXPENSE RECEIPTS | 5 Years |
| FINANCIAL STATEMENTS (END OF YEAR) | Permanently  |
| ING/401K/RETIREMENT PAPERWORK | Permanently |
| INSURANCE POLICIES (EXPIRED) | 3 Years |
| INVOICES/BILLS FROM VENDORS | 7 Years |
| IRS FORM 940 or 940EZ (FUTA) TAX RETURN | 7 Years |
| IRS FORM 941  | 7 Years |
| IRS FORM 990 | 7 Years |
| IRS FORM I-9 | 7 Years  |
| IRS FORM W-2, W-3, W4 | 7 Years |
| IRS FORM 1099 | 7 Years  |
| LM FORM | 5 Years |
| LICENSE AGREEMENT/TRADEMARK PAPERWORK  | Permanently  |
| PAYROLL RECORDS | 7 Years |
| TAX EXEMPTION DOCUMENTION & REPORTS FROM IRS | Permanently  |
| VOUCHERS (For vendors, employees, etc.) | 7 Years |
| BALLOTS FOR STATE DELEGATES | 1 Year  |
| BALLOTS FOR NATIONAL DELEGATES | 1 Year |
| BOARD POLICIES | 5 Years  |
| BONDING INFORMATION (Expired) | 5 Years  |
| CONSTITUTION AND BYLAWS | Permanently  |
| CONVENTION REGISTRATIONS | 3 Years  |
| CORRESPONDENCE—GENERAL | 3 Years |
| CORRESPONDENCE (LEGAL & IMPORTANT MATTERS) | Permanently |
| ELECTION NOTICES | 1 Year |
| EMPLOYEE PERSONNEL RECORDS (AFTER TERMINATION) | 3 Years |
| EMPLOYEE PERSONNEL RECORDS | As Employed |
| INSURANCE POLICIES (Expired) | 5 Years  |
| MEMBERSHIP APPLICATIONS—FORM 1187 | 3 Years  |
| MEMBESHIP CASH CARDS | 5 Years |
| MEMBERSHIP & ELIGIBILITY LISTS FOR ELECTIONS | 1 Year |
| MEMBERSHIP ROSTERS | 5 Years |
| MINUTES (Board Meetings and Convention) | Permanently |
| NOMINATION NOTICES | 1 Year  |
| STATE CHARTER | Permanently |
| UNION DUES DEDUCTION/PER CAPITA REPORTS | 5 Years  |
| VOTING INSTRUCTIONS (All Return envelopes, marked, challenged, unused ballots & tally sheets) | 1 Year |

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CORLCA GUIDELINES AND PRACTICES

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C13.1 CORLCA STATE CONVENTION HOSTING GUIDELINES

-(officially adopted 3-25-12)(amended 3-7-15)(amended 7-29-18)

Host Body (District) will be assigned a liaison from the CORLCA board to aid the Body in all phases of the convention. **District will appoint a convention Chair.** The following is a list of the responsibilities for both the liaison and the District in putting together the state convention; ie, accommodations, activities, Friday night function, banquet, etc. It is the responsibility of the CORLCA board and the CORLCA Auxiliary board to set the agenda for the convention.

1. **Select Convention Site**

|  |
| --- |
| **Liaison** |
| * + Scope out prices of hotels to go in with an idea of prices.
	+ Start calling locations for availability, location, and cost as soon as possible; the goal of obtaining a signed preliminary contract.
	+ Preliminary contracts should include: meeting room rates, overnight room rates, banquet facilities, and costs, catering coasts for snacks/breaks/dinner/breakfast (if applicable).
	+ Send preliminary contract(s), which must be in writing, to the CORLCA President and Secretary/Treasurer for review and approval by the CORLCA board at fall board meeting of the previous year or sooner.
 |

* + **The Board will review all preliminary contracts and upon approval, submit finalized agreement to the venue.**

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| --- |
| **Liaison and District** |
| * + Site must accommodate up to 100 people for joint sessions, and facilities for CORLCA Auxiliary, CORLCA Juniors, CORLCA board meeting and hospitality.
	+ Must plan for a banquet location.
	+ The convention chair will send in information to the state editor to include location and any other information known for the September and/or December newspaper.
	+ The paper will include room reservations, banquet reservations, information on juniors, registration form, and deadlines.
 |

1. **Room Rate**

|  |
| --- |
| **Liaison** |
| * Shop hotels to find the best services and prices available. Investigate any possibility for discounts.
* Arrange for media requirements as needed.
 |

1. **Dignitaries**

|  |
| --- |
| **Liaison and District** |
| * Invite guest speakers to opening session from the city, reps from the USPS, and hotel, for example.
 |

1. **Finances**

|  |  |
| --- | --- |
| **District** | **Liaison** |
| * Ditty bags (optional)
* Meet and Greet (optional)
* Break snacks and drinks for business sessions
* Hospitality room (optional)
* Door prizes (optional)
* **Purchase of the convention gavel**
 | * Meeting Rooms
* Banquet subsidy
* Food for district officer training
* National officer requirements
 |
| The goal of the banquet is to be self-funding if at all possible. |

1. **Convention Site/Hotel requirements**

|  |  |
| --- | --- |
| **District** | **Liaison** |
| 1. Area with two tables for registration.
* Signs directing convention attendees to registration and meeting rooms.
 | 1. Joint session meeting room *(for up to 100 people)*
* Classroom seating works best.
* Podium at front of the room
* 4–6 tables in the room for displays. (PAC, Auxiliary, National General Insurance, Atlanta Posta Credit Union, etc)
1. Small meeting rooms needed:
	* Board meeting room for 10 before convention.
	* Separate and secure room for ballot committee on Friday only
	* Adequate space for 8–16 people for local officer training
* Auxiliary meeting room for Friday and Saturday
* Juniors meeting room for Friday and Saturday
 |
| **District and Liaison** |
| * Hospitality Room *(optional)*
* Easy to find and within close proximity to Joint session room if possible.
* Check hotel policy on outside beverages and food brought in if kept in hospitality room.
* Banquet
	+ Table seating for up to 100
	+ Podium
	+ Menu choice and style (buffet or served), choice of hosting body.
	+ Cash Bar for social hour (1 hour prior to dinner) choice of hosting body.
	+ Cost of Banquet (include tax, tip, entertainment)
	+ 4 or 5 tables for PAC auction items if requested by PAC.
* Sleeping Room Rate
	+ Shop Hotels (let hotels know you are looking for the best rate)
	+ Block of sleeping rooms, 10-15
		- * Need smoking and non-smoking rooms
			* Must have ADA available rooms
			* Parking
* Cost per day if any

**Juniors*** Junior Sponsors are the responsibility of the Auxiliary.
* Juniors/Auxiliary are responsible for all fees. (amended 5-31-12)
 |

|  |
| --- |
| **District** |
| **Registration*** + - * + Two tables

Pre-registration table available the evening before the convention begins.Registration table open each morning of the convention one hour before session begins.* + - * + 2 or 3 people at registration table to sign in attendees, answer questions, sign attendees to committees, hand out maps, etc. (Sign in sheets provided by CORLCA President)
				+ Give each attendee
	+ Name badge (preprinted if possible)
	+ Banquet and event tickets from pre-registration
	+ Any additional items the District wishes to provide; for example, facility map, area map, list of area restaurants, and area tour information.
 |

**Additional Information**

* Lunch is on own for all convention attendees

**THANK YOU FOR HOSTING THE CORLCA CONVENTION!**

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C14.1 CORLCA ELECTION GUIDELINES

(officially adopted 3-25-12)(Rev.7-28-18)(Rev.11-19-20) Nomination, Election and Voting Tabulation Rules and Guidelines

**ELECTION COMMITTEE APPOINTMENT**

The State President shall appoint two members to serve as “Election Committee Chair and Co- Chair,” no later than early January of the year (prior to the February paper deadline) of the next regularly scheduled election.

Upon convening of the State Convention, the President shall appoint the remaining membership of the Election Committee. Such committee membership shall be comprised of a minimum of: the Election Committee Co-Chairs, and a minimum of two “ballot readers”. This Election Committee shall be responsible for the counting of both the State Officer Election Ballots (in “odd”-number years) and the National Delegates Election Ballots (every year). **No member whose name appears on any ballot may serve on this Election Committee.**

* the National Office will supply the envelopes required for the ballot packets, in cooperation with the State Secretary-Treasurer. The ballot envelopes will be mailed from the NRLCA to the nomination PO box, and picked up there by the Election Committee Chair. The Election Committee Chair will verify the exact number of envelopes in each box and forward them to the Election Accounting office, along with his/her certification of the numbers.

**ELECTION POST OFFICE BOXES**

State Secretary/Treasurer shall secure three Election Post Office Boxes in appropriate locations, and then enlist the assistance of the Election Committee Chair and Co-Chair and the Convention Chair (or a designee) in finalizing the box rental and picking up the keys. The appointed Election Committee Chairs are the *only persons* that may have access to these boxes for the period of time from the date of the first notice of election until after the voted ballots have been collected for counting.

* One box shall be for receiving nominations. (rented in the fall of the year preceding the election year in a convenient location for the Election Committee Chair for a period of 6-12 months, as appropriate). Key will be in the possession of the Election Committee Chair.
* One box shall be designated as the receiving address for the voted-ballot-mailing- envelopes. (rented in early January near the convention location for a period of 6 months). Key will be in the possession of the Election Committee Chair.
* One box shall be used for the return of ballots undeliverable for whatever reason (e.g. “Undeliverable As Addressed”) and shall be checked as often as is practicable (preferably daily, but not less than once a week) for returned ballot packets. PO Box utilized for “undeliverable” ballot packets need only be checked after the established ballot packet mailing deadline. (rented in early January in a convenient location for the Ballot Co-Chair, for a period of 6 months) Key will be in the possession of the Election Committee Co-Chair.

Upon removing undeliverable ballot packets from the designated box, Election Committee Co- Chair will:

* date the outside of the envelope with date of removal and otherwise leave packet intact.
* Election Committee Co-Chair shall then contact the State Secretary/Treasurer who will make every effort to immediately provide Election Accounting office with a new address, if available, so that another address-corrected ballot can be mailed to those members that have ballot packets thus returned. These mailings shall have both the mailing envelope and the return envelope stamped “DUPLICATE BALLOT.”
* Further, the Secretary/Treasurer shall keep an accounting of those members that receive/request a duplicate ballot for the purposes of cross-referencing member voting at the time of the count. (Only duplicate ballots are to be counted.)

**NOMINATIONS**

All nominations will be directed to the Nominations PO box and collected by the Election Committee Chair. The designated Nomination PO Box will be published as part of the:

* “Notice of Election” – published in the February and May editions of the CORLCA State Paper, and “CORLCA State Officers Nomination Form” (in “odd” year elections), - published in the February edition of the CORLCA State Paper

The “National Convention Delegate Nominating Ballot” (every year) – will be published in the NRLCA magazine only.

Note: “CORLCA State Officers Nomination Form” and “Notice of Election” shall be a cooperative effort between the State Secretary-Treasurer and the State President. The finalized Election Notice and CORLCA State Officers Nomination Form shall contain:

* the positions for which nominations shall be accepted
* term-of-office for each such position
* number of offices to be filled in the upcoming election
* appropriate dates for nominations deadline, ballot-position-drawing date, ballot mailing (to members) deadline, name/location of Election Accounting office retained for ballot packet creation and mailing, and ballot pick-up time/location (during state convention).

It shall be the responsibility of the State President to ensure that the “CORLCA State Officers Nomination Form & Election Notice”, once created, are forwarded to the Election Accounting office retained for compilation of ballot packets and the CORLCA State Editor for publication in the February and May Editions of the State Paper.

Upon receipt of a nomination the Election Committee Chair shall submit a scan or photo of each nomination, via email, to the State Secretary-Treasurer, who shall verify both nominator and nominee’s eligibility to participate in this process. Nominator must be a member in good standing (Ref: CORLCA Constitution, Article III, Section 1). For nomination to National Delegate, nominee must be a member in good standing (Ref: NRLCA Constitution, Article III, Section 1.) For nomination to State Office, nominee shall have been a member in good standing for no less than two years prior to such nomination. (Ref: CORLCA Constitution, Article V, Section 2. Election; B.2.)

**NOMINATION ACCEPTANCE**

Upon nominator/nominee eligibility verification, the State Secretary-Treasurer shall immediately send out a letter of acceptance or rejection to the nominee or a letter of rejection to both the nominator and nominee for said nomination to the nominator/nominee. This communication shall also contain:

* instructions related to campaign articles for the CORLCA paper
* a request for specificity on how nominee wishes their name to appear on the ballot
* a reply deadline to inform the nominee that if no response is received their name will automatically appear on the ballot.

If a nomination is received ON the established deadline date, the Secretary/Treasurer shall make a personal phone contact to establish acceptance or rejection by nominee. In these cases an **email** copy may be utilized to return written acceptance or rejection of nominee. If no response is received, the nominee will appear on the ballot. No nominations are to be accepted after the designated deadline date.

**ELECTION COMMITTEE PROCEDURES**

*Only the Election Committee Chairs* are authorized to remove the ballots from the established Post Office Boxes. Ballots will only be removed once—for the purpose of counting—by these Election Officials, the day and time during the Annual State Convention that has been previously set in the “Nomination & Election Notice” and official State Convention Agenda. (Any member may observe these actions but may not, in any way, assist or touch the ballots being removed for the election of officers and delegates.)

State President shall convene the Election Committee once the ballots are retrieved and placed in the room designated for the counting/tabulation process. Election Committee Co-Chairs shall designate the roles of each committee member. There shall be no-less-than two ballot readers.

The Election Committee Co-Chairs will coordinate and supervise the process of:

* collecting
* verifying
* counting
* separating
* tallying
* recording
* reporting
* securely-sealing all election, balloting, tallying, reporting, and accounting materials relative to the election for which they have been thus appointed.

The State Convention Chairs/Co-Chairs shall ensure that there is an adequate room reserved for the counting of the ballots during the business sessions of the state convention. This room shall be private and of adequate size to accommodate the Election Committee. Consideration should also be given to adequate space for the possibility of “observers.” Labor Law dictates that each candidate on a ballot may observe, or have an observer present during the counting and tabulation process.

Election Committee Co-Chairs shall collect all ballots (voted and returned) from the designated Post Office Boxes at or after (but not before) the designated ballot collection time during the State Convention. At this time, the Election Committee Co-Chairs shall complete, along with USPS personnel at the Post Office, that the PO boxes are empty and all future mail received at those PO boxes will be returned to sender, “box closed”. Any “returned” ballots collected by the Election Committee Co-Chairs at the designated ballot collection time shall be handled as returned ballots (with the exception of issuance of duplicate ballots), and will be sealed with all other election records.

**When deemed necessary, voter eligibility may be verified against the membership list supplied for this purpose (current voting-eligibility list shall be supplied by the State Secretary-Treasurer at the time of the ballot-counting).**

 During the tabulation process, due diligence must be given to verify that (balanced against the “Duplicate” ballot list that the Accountant and State Secretary/Treasurer created for this purpose) only a “duplicate” ballot is part of the counting process from this point onward. According to Labor Law, if there are found to be two ballots from any individual member (both the original ballot and a duplicate), **only the duplicate ballot may be counted.**

The counting and tabulation process shall be carried out in the following steps:

1. Election Committee Co-Chairs are to first offer the following instructions; all present are to TURN OFF any and all electronic devices (e.g. cell phones, pagers, blackberry, etc.), that there is to be absolutely no “chatting” during this process. If present, observers (candidates themselves or candidate’s representative-restricted to one representative/candidate) are not to talk at all (unless to make an enquiry directly related to the process that they are observing). Observers are not allowed, for any reason, to touch ANY of the materials in the counting room.
	* CORLCA will provide and deliver food for the Ballot Committee members when the situation warrants.
	* Election Committee Chairs may give such other instructions as they deem appropriate to ensure the solemnity of these proceedings and to maintain order and integrity during this all- important process.
	* Election Committee members will be allowed restroom breaks, one at a time, as needed.
2. Ballots will be placed in groups of twenty-five and banded. Grouping tabulation sheets shall be utilized for this purpose to certify number of voted ballots received.

Any “challenged” ballots should be set aside during this process. Examples of “challenged” ballots may be, but are not limited to:

* + returned in envelope other than the one supplied for that purpose,
	+ weight of returned ballot seems insufficient to contain all appropriate materials (DO NOT open these at this time, only set aside)
	+ membership verification
	+ there are markings on the outside of the envelope that are “inappropriate”
	+ or any other reason that counters deem out-of-the-ordinary.

*Important Note: While it is critical that the integrity of the voting process be maintained, it is equally important to ensure the voting rights of the membership. Election Officials are asked to not be frivolous or cavalier about “challenging” individual ballots, making every effort to be consistent and fair. It is imperative that every ballot that can be counted, is counted.*

Once the voter eligibility process has been executed, banded groups recorded, and challenged ballots are totaled, committee shall have a “certified” number of returned ballots that shall be used as a cross-reference for the remainder of this process.

In every subsequent step, care must be given to verify that there is always this number of ballots accounted for and in totals reported. That is to say that when the final report is given, the number established in this step should be the same number that is reported as “counted,” “challenged, but unresolved,” “challenged and resolved,” “spoiled” and/or” disqualified” ballot totals.

When the final report is given of ballots cast and recorded (including the number of ballots not in vote tabulation count, for whatever reason), that total must be the same as the total arrived at in this initial process.

1. Committee will break into appropriate sets and prepare for the process of opening and separating the returned ballots from the secrecy envelope. Chairs will divide total ballots verified for counting into equal groups corresponding to the number of counting/tabulation committee members there are.

Again, keep groups of twenty-five to maintain accuracy of counting process by marking “bundle” counts—both empty envelope and secrecy envelope—on appropriate tally sheets.

Should there be deficiencies in return envelope openings (e.g. return envelope does not contain secrecy envelope, different envelope inside return envelope, etc.), extreme care must be given to maintain the secrecy of the enclosed materials. If opener discovers an issue, make every effort to avoid connecting contents of return envelope with voting member. Bring contested return envelope to the attention of an Election Chair. These votes should be included with and counted as valid votes unless it is impossible to maintain the anonymity of the voter.

At the conclusion of this process, Election Committee Chairs will verify that the total of empty return envelopes and total secrecy envelopes is identical to the number of returned ballot envelopes. Remember, if there were any challenged envelopes in this step, they will be added to that report and carried to the total.

1. After secrecy envelopes have been separated from return envelopes, randomly mix bundled secrecy envelopes to ensure secrecy of voting process. Once bundles have been thus mixed, divide equally between “counter/tally” groups.

The task before the committee members is to now separate secrecy envelope from enclosed ballots. As openers separate the contents of the secrecy envelope from the envelope itself, care must again be exercised to maintain secrecy of the voting process.

Should opener discover issues with content (e.g. secrecy envelope empty, envelope does not contain appropriate colored ballot(s), there are “other” contents, there is a ballot missing, there are “questionable/identifying” markings on a ballot or any other reason), individual secrecy envelope must be maintained as opened and immediately brought to the attention of an Election Committee Chair.

Election Committee chair may make an immediate ruling on contents of such envelope or place it in the challenged category.

Upon completion of the separation of ballots from secrecy envelope, there should be groups of twenty-five empty secrecy envelopes, twenty-five state officer ballots (in “even” years) and twenty-five national delegate ballots. The total pieces counted shall be tallied on the appropriate sheets.

Committee Chairs shall verify totals against original certified number of returned ballots. Again, remember that newly-challenged ballots will impact these numbers.

1. Committee chairs will set aside the national delegate ballots. Chairs will randomly mix bundled state officer ballots and then separate equal numbers of state officer ballot bundles into appropriate sets for groups counting ballots. State officer ballots will then be un-banded, randomly mixed and counted, using appropriate tally sheets.Upon completion of this process, total counted ballots will be verified with the original count from the “separated” secrecy envelope count.

Once numbers are verified, national delegate ballots will be un-banded, mixed and counted using appropriate tally sheets.

Again, total counted ballot numbers will be verified against original number of national delegate ballots generated during the “separation” count.

1. During the counting process, Election Committee Co-Chairs—or their designees— should make a ruling on all “challenged” ballots. Using the appropriate ruling sheets committee members should make one of the following rulings on challenged ballots: “disqualified,” “empty,” “second-returned-ballot,” “suspect” (wrong color, copied, etc.), “identifiable” or “other.”
2. Final step in counting returned ballots will be ensuring that the number of counted/tallied ballots and the number of challenged (but not counted for whatever reason and documented) are the same as the original recorded number of returned ballots. Additionally, number of returned ballots plus number of unused ballots retained for possible issuance of duplicate ballots (supplied by Election Committee Co-Chairs) should be verified against Accountant’s statement of total number of ballots printed and received by Accountant. Upon recording the total votes counted for state officer and national delegate elections on the appropriate tally sheets, Election Committee Co- Chairs will supervise the sealing of all materials used in this process.
3. Election Committee Chairs are then charged with making their final report as per the scheduled reporting time published in the state convention program. The President may instruct/authorize the reporting at an earlier time and will notify the Chairs accordingly. Election Committee Co-Chairs will also be responsible for ensuring that the official Election Committee’s findings/election results are forwarded to the State Secretary/Treasurer for reporting to the NRLCA and the State Editor for publication.

**ELECTION ACCOUNTING OFFICE**

It shall be the duty of the State President and State Secretary/Treasurer, to secure a contract with an Election Accounting Office in the fall of the year preceding the election who will handle the ballot envelope assembly and mailing process**.** Election Committee Chair shall verify with the Secretary/Treasurer a completed list of state officer eligible nominations (in “odd” years”), and/or a completed list of national delegate eligible nominations (every year). The Secretary/Treasurer shall provide to the Election Accounting office the finalized, verified list of nominees, along with 1 set of current membership mailing labels, a current membership list, and adequate postage for the mailing of all ballots.

* The set of membership labels shall be used for the ballot packet mailing envelope
* the National Office will supply the envelopes required for the ballot packets, in cooperation with the State Secretary-Treasurer. The ballot envelopes will be mailed from the NRLCA to the nomination PO box, and picked up there by the Election Committee Chair. The Election Committee Chair will verify the exact number of envelopes in each box and forward them to the Election Accounting office, along with his/her certification of the numbers.

The Election Accounting office, having been provided with a Notice of Election and calendar of important dates by the State Secretary-Treasurer, will take the following steps on the dates thus provided:

* drawing of nominee names for placement on ballot(s)
* compiling of said ballot(s)
* forwarding compiled ballot(s) to a printing service, or provide the printing in-house
* handle receipt of printed ballots from the printer
* insertion of all ballot materials into the “ballot packets” for election mailing
* mailing of ballot packets at, or before the established deadline
* accounting of all materials thus used.

Accounting shall include:

* a statement of number of ballots printed and/or received by Election Accounting office
* number of ballots mailed to members
* number of duplicate ballots mailed

Accountant should be aware that members of the Colorado Rural Letter Carriers’ Association may observe the process of drawing-of-names for placement on the election ballot. While they are there to observe this, they may also see the eligible membership list (but CANNOT copy or remove). They are not allowed to touch or remove any items used by or for this process while observing (other than to review the membership list provided by the State Secretary-Treasurer).

Once the names have been drawn (at the published date and time previously printed in the “Nomination & Election Notice”), accounting office, in cooperation with the State Secretary/Treasurer, will prepare them for printing. Printer will be given the following instructions:

1. There shall be two ballots printed—one for the State Officer Nominees and one for National Delegate Nominees (in “even” years, when there is no state officer election, only one ballot will be printed.)
2. Each ballot shall have the position being voted on, the number of years that office will be elected for and the number of names to be voted on for each position
3. Ballots are to be printed on **two different colors** of heavy paper (card stock) and only the printer and accounting office are to be aware of colors chosen until after ballot packets are mailed (only one ballot will be printed in “even” years, when there is no state officer election).
4. Ballots shall also bear the “Ballot Voting Instructions” on the back of *both ballots.* Should the printer recommend otherwise, “Ballot Voting Instructions” may be printed on a separate sheet of paper to be inserted with the other ballot packet materials
5. Attention should be given to formatting/printing the ballots such that they will easily insert into a number 9 envelope.

The Accounting Office, in cooperation with the State Secretary-Treasurer and the National Rural Letter Carriers’ Association offices (which will supply the secrecy envelopes, the voted-ballot mailing envelope and the ballot-packet envelope) will ensure that ballot packets are properly prepared and comprised of the following items:

1. (once printed) both the state officer election ballot and the national delegate election ballot (in “even” years when there is no state officer election, only the national delegate election ballot)
2. Instructions for the member to properly vote their enclosed ballot(s). (Voting instructions may be printed on the back of the ballots.)
3. A secrecy envelope in which to seal the completed ballot(s). *CORLCA reserves the right to opt to use the same return envelope for the National Delegate Ballot as has been prepared for the State Officer Election Ballot.*
4. A return envelope, which shall carry a preprinted mailing address to the pre-arranged voted ballot PO box, will require completion of the return name and address by the voting member to permit verification of membership enrollment/eligibility at time of counting process.
5. A ballot packet mailing envelope, to which the membership mailing labels will be applied, that bears (as a return address) the PO Box address designated for the return of non-delivered ballot packets
6. Adequate postage for mailing

Completed balloting/election packets, shall be mailed to all members not-less- than twenty-five days prior to the opening of the Annual State Convention. The dates, times, locations and deadlines for all of these activities shall be part of the “Election Notice” and calendar of important dates. All packets must be mailed on the same date and from the same location.

Upon completion of the ballot preparation/mailing packet process and documentation of actions taken with ALL materials received (from anyone), Election Accounting office should retain all materials for use in sending “Duplicate” ballots when necessary. All other materials not used/forwarded(excluding ballots) should be sealed in an appropriate container and returned to the State Secretary-Treasurer.

A final report/accounting of all actions taken relative to the ballot compilation, insertion and mailing process should be sent to the State President and the State Secretary/Treasurer.

**REQUESTS FOR DUPLICATE BALLOTS**

Secretary/Treasurer shall be responsible for requesting the re-mailing of ballot packets to those members who claim they did not receive a ballot from the original mailing by the Election Accounting office retained for that purpose. Members that request such a ballot and are subsequently mailed a second ballot packet shall have their packet stamped “DUPLICATE BALLOT” as well.

Please bear in mind that regulations require an accounting of *every piece/ballot* generated by the accounting firm, printing company, State officers and Election Committee Co-Chairs.

Should you have any question concerning your role in this important process, please don’t hesitate to contact the State President or State Secretary-Treasurer.

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C15.1 Outstanding Member Nomination Guidelines

(officially adopted 3-25-12)

I. Method of Selection

1. Nominations of candidates for the award must be made by a CORLCA member or CORLCA District. The nomination shall be made in writing to the CORLCA secretary/treasurer prior to the state convention. Nominations must be received by the secretary/treasurer the Saturday of the week prior to the opening of the state convention.
2. The name of the candidate should be submitted with a brief resume of his/her accomplishments. The nominations for outstanding member will be read by the committee on Saturday afternoon of the state convention. The outstanding member will be chosen by written ballot by the CORLCA members present at the state convention Fridayafternoon. (amended 3-12-17)
3. For 2020 only (due to pandemic conditions and cancellation of CORLCA convention) nominations for Outstanding Member will be received and nominee chosen by the 2020 Election Committee. (amended 4-5-20 telecon meeting)
4. The president will appoint a two person committee made up of retirees to open, consolidate and assign numbers to the received nominations. A member of the committee will read the nominations and the committee will tally the votes and report the results.

II. Eligibility for Award

1. Any member of the Association may be nominated as a candidate for the Outstanding Member of the Year Award.
2. CORLCA State Association Officers should not be arbitrarily selected for the award, nor should they be prohibited from consideration. Officers have been chosen to lead and serve, but it is frequently demonstrated that their services go far beyond the routine duties of the office and thus, may be worthy of selection.

III. Criteria for Selection

1. The primary consideration in the selection of the outstanding member shall be:
2. The service rendered by the candidate to the National Rural Letter Carriers Association;
3. Attendance and participation in local, state and national meetings;
4. Willingness to accept responsibilities and dedication in performing those duties;
5. Fraternal attitude to others in the Rural Carrier Craft.
6. Consideration should also be given, as a secondary matter, the other services which the candidate may have rendered, such as civic or community activities, which reflect favorably upon the Rural Carrier Craft and the Postal Service.

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C16.1 MEMO FOR CORLCA DELEGATES TO NATIONAL CONVENTION

(sample officially adopted 3-25-12) **(amended 3-9-14)(amended January 2019)**

August \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“*Meet & Greet”* and Seminars August \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

July/August \_\_\_\_\_, 20\_\_\_\_

TO: All CORLCA Delegates to the 20\_\_ National Convention in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: CORLCA President/Delegate at Large \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact phone # and email address

Congratulations on being elected as a delegate or alternate to represent the rural carriers of Colorado at the NRLCA National Convention in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, August \_\_\_\_, 20\_\_!

If you are unable to attend, please provide as much advance notification as possible so that an alternate can be notified and has adequate time to make arrangements to attend.

The following includes highlights of “need to know” information, as well as Constitutional provisions (both National and State) regarding state delegates to the national convention.

Please familiarize yourself/refresh your memory with the following information, and also verify which seminar(s) you are assigned to attend and report on in the September 20?? CORLCA paper. I have tried to include all requests received. If you have a request that was not honored, or a schedule conflict, or if this will be the *??th year* you have attended the same seminar, please let me know ASAP and we will attempt to make a substitution. If you would like to attend additional seminars, please do.

Thank you for your participation, commitment, and representation of the rural carriers of Colorado.

See you in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!

Delegate-at-Large

If the president is elected as a delegate he/she will be the Delegate-at-Large. The Delegate-at-Large is paid by the National Association and may be assigned to a committee at the National Convention. The Delegate-At-Large is paid according to the National Constitution Article VI, Section 3, and the State Constitution Article VII, Section 5. C. Delegate-at-Large will be paid by the National Per Diem Committee. (amended January 2019)

The Delegate-at-Large is in charge of setting up the standard (Colorado Sign) and seat backs where the Colorado delegation is to be seated. The Delegate-at-Large is also responsible for transporting the standard, state flag, flag pole, stand, banner, and chair backs to and from the convention.

The Delegate-at-Large shall assure that all state resolutions are brought to the convention floor as submitted to the NRLCA by the State Secretary or combined with other resolutions of like nature. (amended January **2019)**

State-paid Delegates

The State-paid delegate is paid by the State Association to attend the National Convention. The rate is according to the CORLCA Constitution Article VII, Section 5. Payment is received at the close of the National Convention from the State Secretary/Treasurer.

Travel Arrangements

Travel and housing arrangements are the responsibility of the delegates. The opening session starts on Tuesday morning and the convention usually closes Friday afternoon. . Suggestion: it might be recommended to purchase flight insurance in case of last-minutes changes. (amended October 2012)

Responsibility to Attend Meetings

As a delegate you are required to attend all sessions and assigned seminars of the convention. You must be on the convention floor for all voting, the only exception being if you are assigned to a National Committee. If for any reason you cannot be in attendance on the convention floor or if you will be late by reasons you have no control over, you must notify the Delegate-at-Large. The opening session starts on Tuesday (approx. 8:30 am) and you must be in attendance at all scheduled meetings until the close of convention on Friday afternoon. (amended 3-9-14)

Dress Format

Although there is not a special dress code for delegates, we must remember we are representatives of the state of Colorado. Dress should be neat and clean. Most meetings are casual or business casual dress. The banquet on Wednesday night is usually themed and you may dress accordingly. (amended January 2019)

Responsibility for the Delegation

The President/Delegate-at-Large is responsible for the delegates. If the President is in attendance but not a delegate he/she would be responsible for all state business and participate in the “Parade of States.” The Delegate-at-Large is only in charge of the delegation during convention business. All Delegates shall sit together in the Colorado assigned seating area. All State-paid Delegates will be assigned to a seminar and required to write an article for the paper.

Voting on the Convention Floor

At the time of any voting, all delegates shall be on the convention floor. All issues should be voted upon in the way which is in the best interest for Rural Carriers represented. Colorado does not vote as a “block” or “unit”. The Delegate-at-Large is responsible to receive and return ballots. Should a delegate be away from the convention floor during a written ballot, due to a conflicting assignment, they can designate a delegate to cast their desired vote. (amended January 2019)

The state alternate delegate will be responsible for duties at the PAC table when voting is going on. (amended October 2012)

Resolutions and Constitution

During discussion and voting all delegates shall be on the convention floor. The rules of debate shall be distributed by the National President, prior to the reading of the resolutions by the Resolutions Committee. If there is an objection on a resolution, the gavel will not drop and the resolution in question will be discussed after all resolutions have been read. Any delegate can object to a resolution. After the resolution comes to the floor again, any delegate has a right to speak in favor of or against the resolution.

Caucus Meeting

All delegates will be required to meet after the caucuses at National Convention to discuss the candidates.

Credentials

Delegate certification will be accomplished upon presentation of identification to the Credentials Committee at the Registration Desk at the National Convention based on the delegate information provided to the National Office by the State Secretary/Treasurer immediately following the State Convention . It is the responsibility of each delegate to register (in person) at the National Convention by 8:00 am the day of the opening session of the National Convention. When the delegate cannot meet the 8:00 am deadline, said delegate will notify the state president immediately by phone of any delay.

If not, said delegate will be replaced by the next alternate delegate.

Notification and Seating of Alternates

All delegates shall notify the State Secretary in writing or verbally as soon as feasible if they will be unable to attend the National Convention so the State Secretary can notify an alternate in writing or verbally. (amended January 2019)

Article for CORLCA paper

All delegates are required to write an article for the state paper immediately following the national convention.

SEMINAR ASSIGNMENTS

DATE AND TIME/SEMINAR NAME OF DELEGATE(S) ASSIGNED

Sunday, August\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pm-Meet and Greet Reception

Monday, August \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ Provident Guild Meeting

\_\_\_\_\_\_\_\_\_ National Secretary-Treasurers’ Training

\_\_\_\_\_\_\_\_\_ State Editors’ Seminar

\_\_\_\_\_\_\_\_\_ Legislative Seminar

\_\_\_\_\_\_\_\_\_ State PAC Chairs’ Luncheon

\_\_\_\_\_\_\_\_\_ State Editors’ Luncheon

\_\_\_\_\_\_\_\_\_ State PAC Chairs’ Seminar

\_\_\_\_\_\_\_\_\_ State Presidents’, VPs’, Sec/Treas’, Stewards’ Meeting

\_\_\_\_\_\_\_\_\_ Convention First Timers’ Seminar

\_\_\_\_\_\_\_\_\_ State Presidents’ & Armed Forces Veterans’ Club Flag Ceremony Rehearsal

\_\_\_\_\_\_\_\_\_ Thrift Savings Plan Seminar

\_\_\_\_\_\_\_\_\_ OWCP Seminar

Tuesday, August \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ Automobile Insurance representatives’ Breakfast & Seminar

\_\_\_\_\_\_\_\_\_ Academy Trainers

\_\_\_\_\_\_\_\_\_ Pre- and Post-Retirement Seminar (CSRS)

\_\_\_\_\_\_\_\_\_ Insurance Programs Seminar

\_\_\_\_\_\_\_\_\_ Q & A on National Steward System

\_\_\_\_\_\_\_\_\_ Pre- and Post-Retirement Seminar (FERS)

Upper Case names indicate the person assigned to write the article about the seminar for the September 20?? issue of the CORLCA paper. Please feel free to write about additional seminars if you choose. If you have questions, requests, and/or issues regarding your assigned seminar/article, please contact me ASAP. The goal is to have someone write an article about every seminar so that we bring back as much information as possible to share with the members at home. More than one article about a seminar just provides another perspective, and more information for our members.

Everyone is encouraged to attend as many seminars as possible.

Thank you!

From the NRLCA Constitution:

ARTICLE VI, Meetings, Section 2. Delegates

A. Eligibility

1. Each state association shall be entitled to representation by one delegate for every 100 members or major fraction thereof and one Delegate-at-Large. Membership shall be based on the number of dues withholding and cash pay Bargaining Unit and Retired Members on June 30 of the Association year just ended.

2. Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected, or seated as delegates. Such “good standing” status shall be the sole prerequisite for determining eligibility or entitlement to service as a delegate or to any payment or benefit, except that a state may establish reasonable rules to ensure attendance at the Convention.

3. A member who accepts or acts at any time in any capacity normally performed by a manager from the end of one Convention to the end of the next Convention shall be ineligible to be nominated or serve as delegate.

C. Elections

1. A member must be on the rolls at least 40 days prior to the opening of the state convention in order to be eligible to vote for National Delegates.

7. Each state association shall be entitled to one Delegate-at-Large from the roster of elected regular delegates. That position shall be filled by a state officer in ranking order, beginning with the State President. A state officer may not be automatically declared a delegate by virtue of office unless elected by direct vote of the membership. National-Paid Delegates shall be named in accordance with the plurality of votes received.

8. The State Secretary shall prepare and send credentials to the National Secretary/Treasurer for the Delegate-at-Large, regular delegates and an appropriate number of alternates immediately following the state convention. The credentials shall be embossed with the state’s seal to verify authenticity.

9. Delegates-at-Large and regular elected delegates presenting identification to the Credentials Committee at the National Convention shall be certified and seated.

Section 3. Compensation for National Paid Delegates. The National Association shall pay the Delegate-at-Large from each state for mileage at twice the IRS reimbursement rate for one-way travel as determined by the Credentials/Mileage and Per Diem Committee and $75.00 per diem during sessions of the Convention. Additionally, the National Association shall pay mileage and per diem on the same basis to one regular delegate for each 800 members, provided this shall not increase the total number of delegates to which each state is entitled. No Delegate-at-Large shall receive a per diem until the Committee on Credentials receives the state delegation roster under the seal of the State Secretary. This roster shall be furnished no later than the first session of the Convention.

From the CORLCA Constitution:

Article VII National Convention Delegates, Section 3. Ranking of Delegates

1. In the event the State Editor is not elected as a National Delegate, the CORLCA will offer the following as compensation for the Editor to attend the NRLCA Editor’s Seminar at the National Convention: State Editor shall be paid mileage at the current rate reimbursed by the Postal Service for one way travel by the most direct route over Federal State Highways, as determined by the State Secretary/Treasurer from the official current mileage guide. State Editor shall also be paid per diem for one day at the rate of $150.00 per day for attendance at the Editor’s Seminar.

Section 5. Compensation of State-Paid National Delegates.

1. State-Paid National Delegates shall be paid mileage at the rate twice the current rate reimbursed by the Postal Service for one way travel by the most direct route over Federal State Highways, as determined by the State Secretary/Treasurer from the official current mileage guide.
2. State-Paid National Delegates shall be paid per diem at the rate of $150.00 per day during sessions of the National Convention.
3. The Delegate at Large and National paid delegates shall be reimbursed the difference between the state rate and national rate.
4. State-Paid National Delegates and the First Alternate State-Paid National Delegate must attend all business sessions of the National Convention. If, as determined by the Delegate-at-Large, an attendee’s absenteeism from business sessions becomes a matter of concern, said State-Paid National Delegate(s) and First Alternate State-Paid National Delegate may be penalized.
5. Penalty shall be loss of all daily per diem and lodging allowances for the day(s) absent from any required business sessions as determined by the Delegate-at-Large.
6. First Alternate State-Paid National Delegates, attending a National Convention, shall be paid 100% of the authorized amounts in Section 5. A. and B. above.