



Conference

SURVIVAL GUIDE



A Member's Union
OSEA
AFT Local 6732



OSEA Conference Survival Guide



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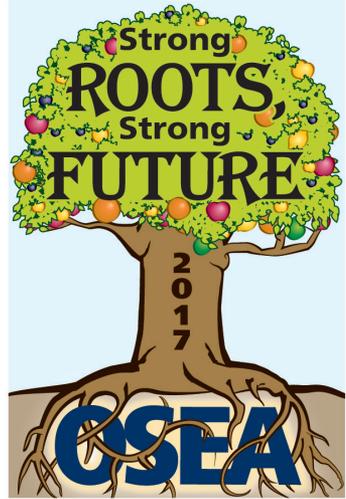
OSEA Conference Survival Guide



Welcome!

Is this your first OSEA Conference or have you been here before but need a little refresher? Are you excited but also a little uncertain, wondering how you will know what to do and where to go? The Conference/Credentials Committee is here to help. We put together this guide and planned a Conference orientation for 7:30 a.m. on Friday, June 23, to help introduce you to the Conference process. We also have a first timer table available to give you an opportunity to ask questions.

The Conference/Credentials Committee looks forward to helping you get the most out of Conference! To find a member of the committee, just look for the people in the striped referee shirts.



This year's theme and logo

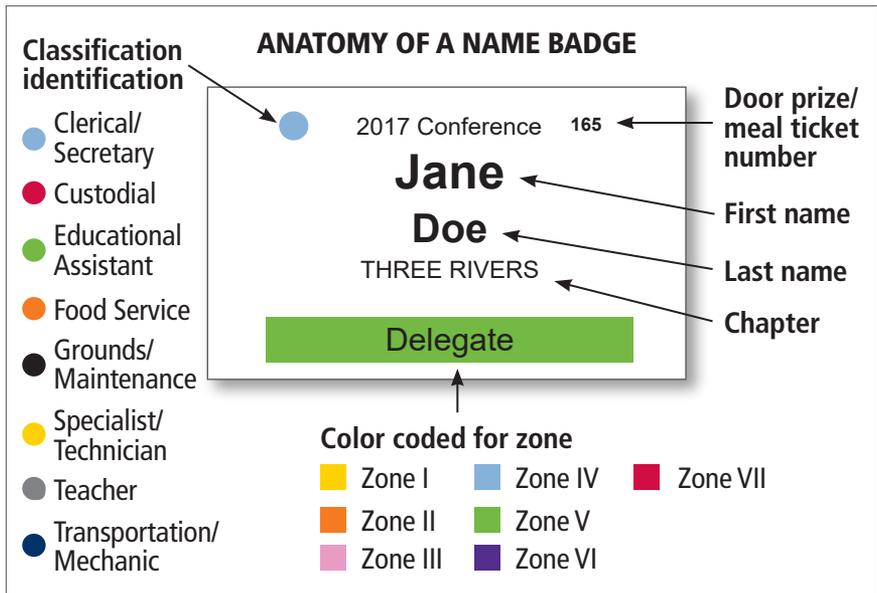
In the course of planning Conference each year, the Conference/Credentials Committee puts a lot of thought and effort into developing the Conference theme and logo.

This year's theme is "Strong Roots, Strong Future." The logo is designed to honor the deep roots of our history and the efforts of those who came before us. The strong and steady tree is in recognition of our unity and the potential for what we may yet become. The varied fruits on one tree represent the diversity in our voices that bring us together to work in solidarity as OSEA.

Conference 101

CONFERENCE REGISTRATION: Early registration will start at 10 a.m. on Thursday, June 22, in the Grand Ballroom of the Red Lion on the River. Friday registration opens at 7 a.m. We encourage you to arrive with plenty of time to review your materials and find your way around.

NAME BADGES: Delegates must wear their badge at all times. Conference/Credentials Committee members require delegates to wear badges at chest level while on the Conference floor and when entering the election room.



GUESTS: All guests need to wear a name badge that must be picked up at registration. Guests and staff will be seated in a designated area during business sessions.

DELEGATE CHANGES, PAYMENTS ON SITE OR OTHER NONROUTINE

ITEMS: Last-minute changes will be taken care of by the Conference registration desk staff.

CONFERENCE LOCATIONS: All events will take place at the Red Lion on the River in Portland. All business sessions and the GRO silent auction will be held in the Grand Ballroom, while voting will occur in the Hayden Room near the café on the lobby level. All meals, bingo and karaoke will be held downstairs in the Mt. St. Helens Ballroom.

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HOW TO KNOW WHERE TO GO: Check your Conference agenda and look for signs that tell you where activities are being held.

NEED HELP? SEE THE CONFERENCE/CREDENTIALS COMMITTEE: Conference/Credentials Committee members will be available to help with directions and other general information. Look for them in the striped referee shirts.



IS THIS YOUR FIRST CONFERENCE? There will be a Conference orientation at 7:30 a.m. on Friday, June 23, in the Grand Ballroom. This meeting is designed to help you become acquainted with how Conference works. All delegates are encouraged to attend this meeting.

SEATING FOR BUSINESS SESSIONS: The Conference/Credentials Committee will be assigning chapters to tables on the Conference floor. Please do not move your chapter to a different table. If you cannot find your chapter's table, please contact a member of the Conference/Credentials Committee.

CREDENTIALS REPORT: At the beginning of every business session, the Credentials Report will be read. The Credentials Report contains a count of those delegates who have registered and reported to Conference.

QUIET ON THE FLOOR: Please respect your fellow delegates and remain quiet during business sessions. Side conversations can be extremely distracting to surrounding tables and even the stage. Delegates are also encouraged to abide by the "Quiet" signs whenever they are displayed by Conference/Credentials Committee members. **All cell phones must be on silent while on the Conference floor.**



LISTEN TO THE SERGEANT-AT-ARMS: The role of a sergeant-at-arms is to maintain order during meetings, and, if necessary, may be directed to forcibly remove any members who are overly rowdy or disruptive. The sergeant-at-arms has general charge of certain administrative and custodial functions, as well as security within the Conference space.

LISTEN TO ANNOUNCEMENTS: The Conference/Credentials Committee chairs will provide important announcements prior to the start of each business session. These announcements will also be posted at the back of the Grand Ballroom.

GOOD OF THE ORDER: You can spend up to two minutes on items that do

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not involve Conference action. (Example: "I would like to thank the chapter that donated a scholarship so I could attend Conference.")

MEDICAL ALERT: Each delegate and guest will be asked to fill out the emergency contact information on the back of their name badge. If you have any medical concerns, please let the staff at the Conference registration desk know. They will be able to arrange assistance for you.

LOST AND FOUND: Put your name on your packet and on other materials when you receive them. If you find misplaced items or lose an item, contact the Conference registration desk.

MEALS: Prices may seem high, but they also include meeting room rental and gratuity. At Conference, the term buffet does not mean all you can eat. To have enough food for everyone, please take modest portions until everyone has gone through one time.

Note: Breakfast will be available for all Conference attendees in the Mt. St. Helens Ballroom from 7-9 a.m. on Friday and Saturday.

TIPPING: It is not necessary to tip people who serve Conference meals. The meal prices include gratuities for servers. Remember, they serve the food; they do not prepare the food. They appreciate kind words for doing their jobs well.

SMOKING/DRINKING: Smoking is not permitted in the hotel or within 20 feet of external doors. Alcoholic beverages are not permitted on the Conference floor.

SNACKS: Bring your own snacks. You must clean up any snack "messes" that occur.

CLOTHING: Casual clothes are appropriate. You will be sitting a great deal of the time. Remember, we will be meeting in an air-conditioned room so bring layers of clothing. The temperature can vary significantly.

TRAVELING BY CAR? There is plenty of parking at the Red Lion on the River.

VENDOR/COMMITTEE/CANDIDATE/SILENT AUCTION TABLES: Candidate and committee boards will be set up on tables across the hall from the Mt. St. Helens Ballroom on the lower level. Vendor tables will be set up in the foyer of the Grand Ballroom, while Silent Auction items can be found on tables lining the Conference floor. Be sure to check out these tables and bid on auction items.

EXTRA CASH FOR SPECIAL EVENTS: Don't forget to bring money for the auctions, raffles and bingo. Please make sure to remember your chapter's auction items and door prizes. You are not required to purchase anything or contribute to any cause during Conference.



Tips for success

Attending the annual OSEA Conference is very exciting, and the schedule is always full. Here are some tips for a successful Conference experience:

- Attend a chapter meeting to discuss Conference resolutions with fellow chapter members.
- Read and study the resolutions and other material in the delegate packet.
- Check the Conference agenda for the time and place of all meetings and special events.
- Try to allow at least twice as much time as you think you will need to accomplish any activity.
- Attend all business sessions. Arrive before the meeting start time and stay until the end.
- Listen carefully to the debate on the issues and consider what is best for OSEA before casting your vote.
- Share Conference information with your chapter upon your return.

Speaking tips

You must be a registered delegate to make a motion, discuss business and vote. You may speak for up to three minutes each time at the microphone, but you may only speak a second time on each motion after everyone who wishes to speak the first time has had a chance.



AT THE RIGHT AND LEFT MICROPHONES

— MAIN MOTIONS/RESOLUTIONS: When

you wish to speak either in favor of or against a motion/resolution, go to the appropriate microphone. Stand in line and wait to be recognized by the chair. Then introduce yourself using the following format:

"(Mister/Madam) President, my name is _____ (speak slowly and clearly, spell your last name for the secretary if it is a difficult one). I am a member of _____ (give your chapter name and number). I wish to speak in favor of (or against) the motion/resolution."

- **To amend** — Say "I move to amend the motion/resolution ... *(deleting, adding, replacing, etc.)*." To change, add or omit words in the main motion/resolution, write out your motion clearly on the form provided and keep a copy to read.
- **To end debate** — Say "I move to end debate" to prompt a vote. If the motion to end debate is successful, the vote on the main motion/resolution is then taken without any further discussion.

AT THE CENTER MICROPHONE — QUESTIONS: You may only ask a question at the center microphone.

- **To ask a question** — Say "I have a question on ... *(example: the financial impact of this amendment)*." You may also request advice on the correct procedure to follow or ask for additional facts, information or clarification.

ANY MICROPHONE: You may use any microphone to call for division, move to postpone or limit debate, move to reconsider, lay the motion on the table, refer it to a committee or request a recess.

- **To call for division** — The president may request a counted vote or a

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delegate may “call for a division” to require a standing count. It takes a majority vote to compel a standing count.

- **To postpone definitely (to a certain time)** — Say “I move to postpone the discussion until the next business session (*or to Saturday morning*)” to delay discussion until a specific stated date or time or until more information is available.
- **To limit or extend limits of debate** — Say “I move that debate on this motion cease at ... (*example: 4 p.m.*),” or “I move to limit debate to ... (*example: 10 minutes for each side to speak*),” or “I move to extend debate to ... (*example: 4:15 p.m.*),” or “I move to allow ... (*example: five more minutes for each side to speak*),” or “I move to allow the speaker ... (*example: two more minutes to speak*).” This motion requires a two-thirds vote to pass.
- **To reconsider** — Say “Having voted on the prevailing side, I now move that we reconsider ... (*example: Resolution #3*).” This motion must be made on the same day or the day following the vote and by someone who voted on the prevailing side. If the motion to reconsider passes, the discussion and vote on the original motion/resolution is taken again.
- **To lay on table/take from table** — Say “I move that we table this motion/resolution.” Use this to set something aside temporarily when something else needs to be addressed immediately. You may then take the motion from the table as soon as the interrupting business is resolved.
- **To refer** — Say “I move to refer this motion/resolution to ... (*example: the Constitution Committee*).” If the motion needs to be carefully studied and/or put into better condition, it may be referred to a committee.
- **To recess** — Say “I move that we recess for ... (*example: 10 minutes*)” for a short intermission that does not end the meeting and is usually done for a specific purpose such as preparing for a run-off election, etc.

STAND — POINT OF ORDER: If there is a point of order, stand, raise your chapter placard and point-of-order card, and proceed to any of the microphones.

- **To bring up a point of order** — Say “Point of order, (*Mister/Madam President*)” when there is a breach in the Conference Rules, Standing Rules or parliamentary procedure, such as a delegate has already spoken twice on the issue. The chair determines if the point is well taken or not well taken. The chair’s decision may be appealed.

Events and activities

DRESS UP DAYS: Thursday is OSEA T-shirt and hat day — the only day that hats are allowed on the Conference floor — and Friday is Conference colors day. The rest of the time, plan to dress in business casual attire.

VENDOR FAIR: Held in the Grand Ballroom foyer; starts at 10 a.m. on Thursday and 8:30 a.m. on Friday.

HEALTH FAIR: Held at 3 p.m. Thursday in the Hayden Room on the lobby level.

PARADE OF BANNERS: Music plays and chapters proudly march around the Conference floor displaying their chapter banners during Thursday night's opening ceremonies. Banners can be made out of any durable material, such as fabric, vinyl or even paper, and can take the form of a quilt, tapestry or painting. The ideal size is 4 feet by 4 feet; however, we will try to accommodate any size.

BINGO: This event is held in the Mt. St. Helens Ballroom after opening ceremonies conclude. Cost is only \$1 per card, two cards maximum per player until everyone has an opportunity to participate. Proceeds go to the Member Assistance Fund. There will be great prizes, free refreshments, a no-host bar and lots of fun!

GOVERNMENT RELATIONS SILENT AND LIVE AUCTIONS: All proceeds will go to OSEA's Education and Labor Advocacy Fund (ELAF) for political action.

- **Silent auction** — Begins Thursday and will close Saturday at 9 a.m. The way to win the item you want is to bid and bid often!
- **Live auction** — Held Friday after dinner with dessert and karaoke.

GOVERNMENT RELATIONS RAFFLE: Win one of three great prizes by purchasing tickets from OSEA staff or at the government relations table. One ticket is \$1; a book of six is \$5. The drawing takes place Saturday afternoon prior to the Good of the Order. **You must be present to win.**

CHAPTER DOOR PRIZES: Every delegate has an opportunity to win a door prize. Names will be drawn 10 minutes prior to the start of each session. **You must be present to win.** If not present when called, your name will go back in the basket. Chapters are asked to donate one prize per delegate. Prizes should be dropped off at the Conference registration desk prior to the start of Conference.

BANQUET: For those who registered to attend the Saturday night banquet, sign-up sheets for table assignments will be posted outside the Grand Ballroom after the start of the first business session on Friday. Table assignments close at the start of the final business session on Saturday.

Hotel information



RED LION ON THE RIVER (JANTZEN BEACH)

909 N. Hayden Island Drive
Portland, OR 97217
503-283-4466

When checking into the hotel, make sure you understand the total rate, including taxes. Prior to arriving, be sure to know how your room is being paid for; e.g., did your chapter prepay or will it pay at Conference? Will you pay first and then be reimbursed by your chapter? Has your chapter received a Conference scholarship or are you chairing a state committee? If so, OSEA may take care of your hotel bill and meals.

CHECK-IN TIME IS 3 P.M.: If you arrive earlier, please leave your bags in your car. The Conference schedule is full and you may not have time to get into your room until after the activities.

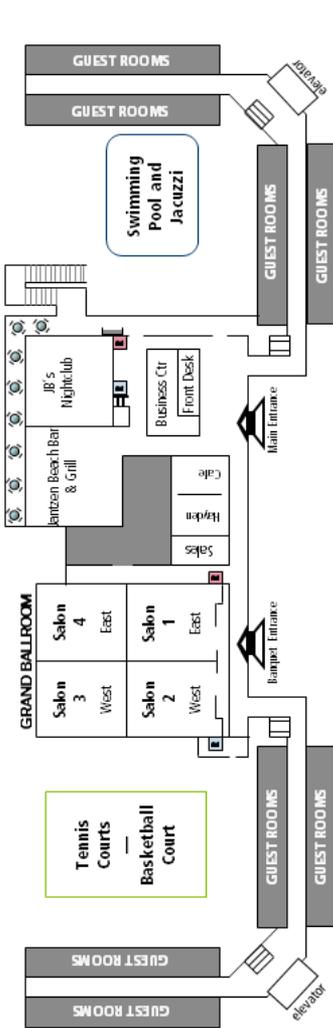
At check-in, please let the hotel staff know how the room is being paid (see above). Note: Even if your chapter is paying for your room, the hotel may require a credit card to guarantee payment for incidentals.

Keep track of incidentals, such as phone calls, Internet access, movies and video games. Make sure you understand how much you will be charged for these.

HOTEL CHECKOUT: Checkout time is 11 a.m. If you need a later checkout, please ask the hotel clerk when you check in. There may be an additional charge for late checkout.

Floor plans

Lobby Level — Second Floor



Lower Level — First Floor

