2020 Biennial Virtual Convention
July 25, 2020
9:30 A.M. - 12:00 P.M

“Inspired by Our Past - Leaders for the Future”

2020 Notice of Convention
Guidelines and Instructions for Convention Participation
MoWPC 2020  
**Biennial Call to Convention**

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May 20, 2020

Dear Members of the Missouri Women’s Political Caucus & Guests,

The purpose of this email is to announce our 2020 Biennial State Convention - thus “A Call to Convention.” It will be a unique and it will be virtual – brought to you through the wonders of Zoom! Included in this packet is information on: how to run for a state office, how to become a delegate, and how to submit a bylaw change. Detailed information on the convention program and our endorsed candidates will come to you in a future email.

As a member of the National Women’s Political Caucus, you are a member of three organizations: at the local, state and national level. Talented and dedicated women are working at each level to accomplish our mission of recruiting, training and electing pro-choice women.

The purpose of the Missouri State Women’s Political Caucus (MOWPC) is to facilitate the sharing of ideas among local caucuses, communicating the actions of NWPC, supporting women from areas without a local caucus and increasing the number of local caucuses.

If you like what we are doing, please consider running for an office. For more information, feel free to contact Mary Nichols, Chair of the Nominating Committee at mary.nichols1@outlook.com or myself at margomcneil@hotmail.com.

Register online for the Virtual Zoom convention www.mowpc.org, and mark your calendar. Hope to see you there!

Missouri State Women’s Political Caucus
2020 Biennial Virtual Convention
Inspired by Our Past - Leaders for the Future
July 25, 2020
9:30 am – 12:00pm

Looking forward to seeing you July 25th.

Margo McNeil
Margo McNeil
President, MOWPC
MOWPC
Contact Information

Margo McNeil, President
314.570.7677 - cell
margomcneil@hotmail.com

Convention Committee
Margo McNeil, Chair
Peggy Cochran
Shicagolyn Hams Scroggins
Teona McGhaw Bourne
Mary Nichols
Sharon Pace
Regina Weir

Credentialing Co-Chairs
Amanda Good – Amanda.jo.good@gmail.com
Sharon Pace – Sharon.Pace@att.net

Bylaws Committee Chair
Peggy Cochran - cochrancharter.net

Nominating Committee Chair
Mary Nichols - mary.nichols1@outlook.com
2020 Convention Information Packet
GUIDELINE & INSTRUCTIONS FOR CONVENTION PARTICIPATION

IMPORTANT DATES

05/20/20  Convention Registration opens
05/22/20  Deadline for establishing membership for a local caucus
06/2/20   Deadline for reporting membership - to credentials chair
06/19/20  Deadline for Official Delegate/alternate list to credentials chair
06/19/20  Deadline for caucus credential requirements-to state president
06/19/20  Deadline for MOWPC Officer filing-nominations to credentials chairs
06/19/20  Deadline to submit Bylaw revisions to bylaws chair
07/17/20  Deadline for online & mailed Convention Registration.
07/25/20  Convention Opens - 9:30 AM CDT
TENTATIVE SCHEDULE OF EVENTS

Saturday, July 25, 2020

9:00  Zoom Registration

9:30  Welcome
      Introduction of Endorsed Statewide Candidates
      Panel Discussion of major candidates
      Introduction of Candidates for MOWPC Board

11:00 Business Meeting

12:00 New Officers Meeting
## CONVENTION REGISTRATION RATES

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<th>Non-Members</th>
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<td>Early Bird: Registration: May 20 - June 20</td>
<td>$15</td>
<td>$25</td>
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<td>Late Registration: June 21 - July 25</td>
<td>$20</td>
<td>$30</td>
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### CANCELLATION POLICY

Cancellations must be received at MOWPC in writing by mail or email NO later than Wednesday, July 15, 2020 5pm CST for a refund minus a $5 service fee.

Send refund requests to:

MOWPC
% Amanda Good, State Treasurer
2400 Dogwood Bluff Dr
Jefferson City, Mo 65109
or Amanda.jo.good@gmail.com
NOMINATIONS & ELECTIONS

Elects Pursuant to MOWPC Bylaws Article IV

www.mowpc.org/about

Revised: August 18, 2018

A. Officers: President; Vice President for Caucus Development; Vice President of Records; Vice President of Finances; Vice President of Political Issues; Vice President of Communications; Vice President of Education & Training; Vice President of Legislative Issues.

B. Proposed offices* to be established at the 2020 Convention - Vice President of Membership and Vice President of Diversity. Candidates for an office of Vice President must designate in advance the specific office they seek.

*the MOWPC State Board voted to elect 2 new members and establish 2 additional Board Vice President positions based on the needs of the Board. They further agreed that the positions would be added to the bylaws at this convention. Because the Board voted to add these positions previous to this meeting, the positions are up for election at this Convention.

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

Duties of Officers: See Article V of the bylaws for a description of duties.
2020 CONVENTION CANDIDATE FILING FORM (FORM A)
Submission Deadline: Friday, June 19, 2020 (CST)
Nominations Committee Chair
Mary Nichols, mary.nichols1@outlook.com

I, ________________________________ hereby file my nomination

as a candidate for the position of MOWPC __________________________.

(If for a Vice President, please specify which one.)

Name:
Address:
Phone:
Email:
Party Affiliation:
Ethnic Background:
Missouri Local Caucus:
Diversity Identification:

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

Signature: ________________________________ Date: __________________

Check List for all candidates except incumbents: (please make sure the following
are attached in an email or sent to MOWPC %Mary Nichols by the June 19, 2020
filing deadline.)

• 125 word or less biographical sketch pertinent to office sought, including NWPC
  activities.
• 2 letters of recommendation from MOWPC members- one member must be from your
  local.
• Dated letter from your local President acknowledging your candidacy.
GUIDELINES
MOWPC CAMPAIGNS & FILING REQUIREMENTS

1. Candidates must be MOWPC members in good standing.
2. Only members of MOWPC are eligible to participate in the selection of the National officers of MOWPC through direct campaign or personal endorsement.
3. All candidates (except incumbents) must submit to the Nominations Committee Chair the following to be emailed or postmarked no later than June 19, 2020 (CST)
4. Items needed:
   a. Biography of 125 words or less which includes involvement in NWPC activities.
   b. Two letters of recommendation from MOWPC members – at least one from the candidate’s home caucus.
   c. A dated letter from the president of the candidate’s local caucus acknowledging membership. If unable to secure this, she must inform the nominating committee in writing.
   d. Any person who lives in an area without a viable local caucus or who is herself a local president, may submit her dated letter acknowledging the candidacy directly to the Nominations committee chair.

   All the above materials must be submitted to:

   Mary Nichols, Nominations Committee Chair

   St Louis, Mo
   Mary.nichols1@outlook.com

The nomination files of all candidates will be distributed to the delegates and alternates prior the Convention.

Please direct questions about the Nominations and Elections process to Nominations & Elections Chair, Mary Nichols at mary.nichols1@outlook.com

Election procedures to be followed during the Convention will be included in the Rules of the Convention. The Rules, subject to the approval by the Convention in plenary session, will be disseminated to delegates in the CALL TO THE CONVENTION prior to the Convention.
RULES OF THE CONVENTION - 2020

The information on the following pages consist of the “Rules of the Convention” and will be approved by a vote of the 2020 MoWPC approved delegates.

Credentialing Requirements & Procedures

A. Voting – MOWPC governing members entitled to vote in the 2020 Convention are:

1. Delegates selected by and through local caucuses in proportion to the number of governing members current as of Friday, May 22, 2020.

2. MOWPC State Officers in attendance. State officers will vote with a state credential only.

   Note: Local Caucus presidents; MOWPC standing committee chairs; Convention chairs and alternates to the State Board are not entitled to vote at the convention unless they meet one of the above criteria.

B. Credentialing and Certification Procedures

1. Local caucus credentialing for the 2020 MOWPC Convention will be based upon:

   a. The number of paid governing memberships as of Friday, May 22, 2020 reported to the MOWPC treasurer by June 2, 2020 in accordance with MOWPC Bylaws, Article III, 2.

   b. Compliance with the basic requirements of a local caucus set forth in provisions will be determined by satisfactory completion and submission of the following documents to the Credentials Committee Chair no later than Friday, June 19, 2020.

      i. Credentials Questionnaire

      ii. Local caucus bylaws, submitted to State President via email.
2. **Local delegate/alternate selection and certification:**

   a. The preliminary Credentials Report will be forwarded to each local caucus as soon as it is available. It will indicate the number of governing members reported to the MOWPC as of May 22, 2020 and the number of delegates and alternates to which each local caucus is entitled.

   b. Each local caucus is entitled to a minimum of six voting delegates and one additional delegate for each 25 governing members in the local caucus per bylaws, Article VII, 2, (D) & (E). Two alternates will be allowed for each delegate.

   c. The Official Delegate/Alternate List is to be returned to the Credentials Committee no later than June 19, 2020 in order for the Call to Convention to be emailed to the delegates. The State Vice President of Finance or State President will authorize that delegates and alternates are governing members in good standing.

   d. Changes and additions to the state’s delegate/alternate list can be made on a continual basis after June 19 and up to and including July 25, provided that the information and proper membership authorization is forwarded to the Credentialing Committee.

   e. The Call to Convention will be emailed by July 9th to the official delegates and alternates on the Official Delegate/Alternate Report List. The Call may also be sent to the general membership.

**C. Challenging Procedures**

1. Any Local Caucus who wishes to make a challenge to the Credentials Report, must make such challenge within 10 days of receipt of the MOWPC Credentials Report which must include all documenting materials. Receipt of the challenge will be acknowledged and the local will be notified of the Committee’s decision on the challenge.

   Any challenge of the membership status of an individual delegate will be resolved by (a) proof of payment of membership dues (b) verification by the states treasurer that dues have been paid, or (c) receipt of other information sufficient to confirm that membership records are incorrect and need to be corrected.

All materials requested above are to be sent to the Credentials Chair: Amanda Good, Amanda.jo.good@gmail.com and Sharon.pace@att.net.
2020 CONVENTION CREDENTIAL QUESTIONNAIRE
(Caucus Presidents)

Please answer all questions to the best of your ability.
ATTACH A COPY OF YOUR CURRENT BYLAWS
Email by June 19, 2020 to
Margo McNeil MOWPC President margomcneil@hotmail.com
Amanda Good, VP Treasurer, Amanda.jo.good@gmail.com

Leadership Information: _________________________________________

Name of Local Caucus: __________________________________________

**Names of Local Caucus Officers:**

**Local Caucus President:**
Name: 
Address: 
Cell phone #: 
Date elected: Term for office:

**Local Caucus Treasurer:**
Name: 
Address: 
Cell Phone #: 
Date elected: Term of office:

**Local Caucus Membership Officer or other Officer:**
Name: 
Address: 
Cell Phone #: 
Date elected: Term of office:
**Local Caucus Endorsement Officer or other Officer:**

Name:
Address:
Cell Phone#:
Date elected     Term of office

Caucus Organization:
Dates and locations of General Membership meetings held since 2019

_______________________________________________________________________

Date & location of next meeting: ____________________  __________________________

**Caucus Affirmative Action/Diversity Committee:**

1. Do you have a Diversity Action Coordinator?  Y/N ___ Name: ________________
2. Do you have a Diversity Action Committee?  Y/N ___
3. Do you have a Diversity Action Plan? (please attach). Y/N ___
4. Are any members of your officer/policy committee of diverse origins?  Y/N ___
   How many?   ___
   Please which race or ethnicity? _________________

**Caucus Endorsement Information:**

Does your caucus have a candidate questionnaire & PAC?
Please attach endorsement policies/guidelines.

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

Signature of Local Caucus President____________________________________________

**Materials Attached:**

___ Bylaws
___ Diversity Plan
___ Endorsement Policies
___ Endorsement Guidelines
___ Candidate Questionnaire
Constitution Bylaws Amendment Submittal

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

Due by June 19, 2020 to: Bylaws Committee Chairs
Peggy Cochran, cochranp@aol.com & Margo McNeil, margomcneil@hotmail.com

I propose to amend by adding, deleting and/or substituting language for:
Article______, section______, and letter name(s)______ of current MOWPC bylaws.
Please underline and bold new language, strike through deleted language of the current text of the
MOWPC Bylaws, revised August 18, 2018.
Bylaws may be found at www.mowpc.org ‘about’ ‘download 2018 bylaws.’

Present text reads as follows:

Amended text would read as follows:

Rational for amendment:

• • •

Name, address and phone number of the person submitting amendment.
Name:_____________________________Address:_________________________Phone_____________
Email address: ____________________
Local Caucus Affiliation______________________________
Other members, caucuses, etc. known to support the proposed amendment:

___________________________________________________________________________
___________________________________________________________________________

Submitter’s Signature: ________________________________
Date: ________________________________