**2018 Missouri Women’s Political Caucus State Convention**

 ***The Year of the Woman – Reclaiming Our Time!***

 **Friday, August 17 and Saturday August 18, 2018**

 

**Five million of us marched in cities across the globe last January for our shared belief in a world that is equitable, just and safe for all - one in which the human rights and dignity of each person is protected.**

**Women have been told “wait your turn”; “you don’t have enough experience”, “you’re too young”, “you’re too old”, “you can’t win that” and on and on. We’re through with that! We’re through with it all! We have turned out record numbers of women to run in the 2018 mid-term elections and we are going to win seats all over Missouri and all over the country. WE have put our money where our mouths are. We won’t be disenfranchised any longer, we won’t step aside any longer……we are finished and we are**

***RECLAIMING OUR TIME!***

**The Board of the Missouri Women’s Political Caucus cordially invites you to an exciting weekend of progressive politics, debate and spirited conversation at our biennial convention to be held in Columbia MO.**

**We hope to see you at the Convention!**

**Paula Owen Willmarth, President**



**2018 Biennial Convention**

 ***The Year of the Woman***

***Reclaiming Our Time!***

**Holiday Inn Executive Center**

**Columbia MO**

**August 17-18, 2018**

**2018 Notice of Convention**

**Guidelines and Instructions for Convention Participation**

**Missouri Women’s Political Caucus**

[***WWW.MOWPC.ORG***](http://WWW.MOWPC.ORG)

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 ***Reclaiming Our Time!***

**2018 CONVENTION INFORMATION**

**GUIDELINES AND INSTRUCTIONS FOR CONVENTION PARTICIPATION**

**Important Dates**

June 10 Membership lists from local caucuses due to MOWPC.

June 18 Notification of Convention emailed to state membership

June 18 Early Bird Convention Registration opens

**June 30** Final tally of state members to determine delegate strength

**July 10** Deadline for proposed bylaws amendments to MOWPC

July 15 Early Bird Registration Cut-off

July 15 Due to MOWPC:

 ~Official delegate/alternate report lists, officers’ list and local bylaws;

 ~MOWPC Candidates for Executive Board filing deadline.

July 18  Last day hotel rates guaranteed

July 31 Call to Convention emailed to all Delegates

Aug 10 Registration Deadline

Aug 17 Evening Welcome Reception

Aug 18 Convention Opens!

 

**\*\*Tentative Schedule of Events**

Friday August 17, 2018

**Opening Night Reception, hosted by**

 **Paula Owen Willmarth, Mo State President**

**6:00-8:00PM**

 **DogMaster Distillery**

**210 St. James St., Suite D**

**Columbia MO 65201**

**(573) 777-6768**

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**Join us Friday evening at the DogMaster Distillery, one of Columbia’s**

 **most fun and interesting places to meet, greet and sip on a luscious cocktail.**

**Complimentary hors d'oeuvres and a cash bar. Our bartender**

**and owner, Van, will be creating and serving a signature cocktail**

 **just for the MOWPC.**

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**Saturday, August 18, 2018**

**Holiday Inn Executive Center**

**2200 Interstate 70 Dr. SW**

**Columbia MO 65203**

**Tel: 573.445.8531**

***Registration Table opens at 8:00AM***

***Registration/Coffee and Pastries 8:00 AM to 9:00AM***

***9:15AM Welcome and Opening Remarks***

 ***Paula Owen Willmarth, State President***

***Recognition of MOWPC Endorsed Candidates***

***9:45AM -10:30AM***

***Women Who Win!***

***Hon. Nicole Galloway, Mo State Auditor***

***Senator-Elect Lauren Arthur SD-17 (Clay County)***

***Senator Jill Schupp SD -24 (Creve Coeur)***

***Representative Cora Faith Walker HD –74 (St. Louis)***

***Women leaders in our state will share their experiences on the campaign trail and tell us how we can be effective in marshalling our efforts to support women running all across the state.***

**10:30-11:00 Silent Auction and break for Check Out**

 **Our Silent Auction items are always fantastic and the proceeds will benefit**

**our statewide endorsed candidates. If you wish to donate, please contact**

**Peggy Cochran to coordinate your contribution at 573.694.2761 or email**

**cochranp@charter.net**

**11:15AM - 12:15PM**

**#MeToo TimesUp**

**ReclaimingOurTime**

**Two important movements, #MeToo and Time’s Up, have risen to**

**the forefront in the fight against personal and professional sexual**

**harassment and assault, gaining speed and support nationally**

 **and globally. This panel will discuss these important issues and talk**

 **about what is happening in the movements.**

**Lunch and Panel Discussion**

**12:30 PM- 1:30PM**

**Winning with Different Voices:**

**How to Recruit and Support Diverse Women Candidates.**

**Shira Truitt (St Louis) Moderator**

 1:45 PM – 2:45PM

Plenary Session

 Election of State Officers/Bylaws

\*\* The Agenda for Saturday is tentative and subject to change

 **MOWPC Contact Information**

**Paula Owen Willmarth, President**

C: (573) 694 7889

Pjowen49@aol.com

 **Convention Committee Chairs**

 **Convention Committee**

 Paula Owen Willmarth, Chair

 Peggy Cochran

 Shira Truitt

Amanda Good

 **Credentialing**

 Peggy Cochran

cochranp@charter.net

 **Bylaws**

 Margo McNeil

 margomcneil@hotmail.com

  **Rules**

 Jordan Glasgow

 jordanglasgow18@gmail.com

 **Chair of the Nominating Committee**

 Mary Wochner

 mpwochner@gmail.com

**Credentialing Requirements & Procedures**

**A. Voting – MOWPC governing members entitled to vote at the 2018 Convention are:**

1. Delegates selected by and through local caucuses in proportion to the number of governing members current as of June 1, 2018.
2. MOWPC State Officers and other Board members.

NOTE: Local Caucus presidents/chairs; 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 2018 MOWPC Convention will be based upon:
	1. The number of paid governing memberships as of June 1, 2018 reported to the MOWPC office by June 10, 2018 (in accordance with MOWPC Bylaws, *Article III, 2.*
	2. Compliance with the basic requirements of a local caucus as set forth in MOWPC Bylaws, *Article III, 3*  Evidence of compliance with bylaw provisions will be determined by satisfactory completion and submission of the following documents to the Credentials Committee Chair no later than July 15, 2018:
		1. Credentials Questionnaire
		2. Local caucus bylaws that are in compliance with MOWPC and NWPC Bylaws (paper and electronic format preferred).
2. Local delegate/alternate selection and certification:
	1. 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 June 1, 2018 and the number of delegates and alternates to which each local caucus is entitled.
	2. Each local caucus is entitled to a minimum of six voting delegates. And one additional delegate for each 10 governing members in the local caucus. Two alternates will be allowed for each delegate.
	3. The Official Delegate/Alternate Report List is to be returned to the Credentials Committee no later than July 15, in order for the Call to Convention to be mailed to the delegates. The state chair’s signature (or signature authorized by the state chair) on each sheet will certify that each delegate/alternate listed is a governing member in good standing.
	4. Changes and additions to the state’s delegate/alternate list can be made on a continual basis after July 15 and up to and including Aug 18th, provided that the information, along with authorization from the state chair or official delegation leader, is forwarded to the Credentialing Committee or made on-site prior to the beginning of the plenary session.
	5. The Call to Convention will be e-mailed by July 31 to the official delegates listed on the Official Delegate/Alternate Report List. Only those delegates submitted by July 15 will receive the Call to Convention. Each local caucus may copy and distribute the Call to Convention to their alternates if they wish.

**C. Challenging Procedures**

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

In the event the Committee is unable to reach a decision based on the materials on hand, the Chair will request the challenger to meet with the Credentials Committee at the Convention on Saturday morning, August 18, prior to the opening of the convention, to resolve the challenge.

1. 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 state’s 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:

Peggy Cochran, P.O. Box 890, Rocky Mount, MO 65072; cochranp@charter.net

2018 CONVENTION CREDENTIAL QUESTIONNAIRE

Please answer all questions to the best of your ability.

**ATTACH A COPY OF YOUR CURRENT BYLAWS.**

**Mail by July 15, 2018** to:

Peggy Cochran, MOWPC Credentials Chair

PO Box 890, Rocky Mount MO 65072; cochranp@charter.net

**Leadership Information:**

Name of Local Caucus:

Names of Local Caucus Officers (minimum of 4)

Local Caucus Officer:

Name

Address

Phone(s)

Date of last officer election: Terms for officers:

Local Caucus Officer:

Name

Address

Phone(s)

Date of last officer election: Terms for officers:

Local Caucus Officer:

Name

Address

Phone(s)

Date of last officer election: Terms for officers:

Local Caucus Officer:

Name

Address

Phone(s)

Date of last officer election: Terms of officers:

**Caucus Organization:**

Dates and locations of annual general membership meetings held since July 2015:

**List dates and places**

Date Place

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date and location of next meeting:

Date Place

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caucus Affirmative Action (AA)

Does your caucus have the following?

An Affirmative Action Coordinator?  **YES**  **NO**

(Someone specifically designated to **□** ◻

handle AA matters- could be within

duties of a vice-chair or other officer,

if not a single position)

An Affirmative Action Committee? ◻ **□**

An Affirmative Action Plan? ◻

If yes, please attach a copy.

If no, please indicate whether you are developing a specific affirmative action plan and the timetable for its development. Also, explain how your caucus currently implements affirmative action in its activities.

Are any members of your steering committee/board representative of AA groups? (Asian, Black,

Disability, Hispanic, Lesbian, Native American, Older Women, Young Women)

If yes, how many?

Does your caucus have any AA Groups?

If yes, please list:

**Caucus Endorsement Information**

Does your caucus have current political endorsement policies/guidelines, endorsement

procedures and a candidate questionnaire?

If yes, please attach copies.

If no, please explain why not and list a timetable for developing such materials.

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

**Signature of Local Caucus President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Materials Attached:

◻ Bylaws

□ AA Plan

◻ Endorsement Policies

◻ Endorsement Guidelines

◻ Candidate Questionnaire

**Nominations & Elections**

 Elections Pursuant to MOWPC Bylaws Article IV 1. revised August 21, 2010

 A. Officers: President; Vice President for Caucus Development; Vice President for Records; Vice President for Finances; Vice President for Political Issues; \*Vice President Communications; \*Vice President for Education and Training; Vice President for Legislative Issues. Candidates for the 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 VP’s 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 VI* of the bylaws for a description of duties.

**GUIDELINES FOR MOWPC CAMPAIGNS AND FILING REQUIREMENTS**

1. Candidates must be MOWPC governing members in good standing.

2.. Only governing members of MOWPC are eligible to participate in the selection of the national officers of MOWPC through direct campaign or personal endorsement.

 3. Candidates must submit the following **to be postmarked\*** **no later than July 15, 2018 or emailed no later than 5:00 p.m. (CST):**

* Candidate Filing Form A;
* One biographical sketch of no more than 100 words pertinent to office being sought including activities in national, state and local caucuses;
* Two letters of recommendation from MOWPC governing members. One of these letters must be from a member in the candidate’s local caucus;
* Dated letter acknowledging the candidacy by the appropriate local caucus president. The candidate is responsible for seeing that such an acknowledgment is sent in. If she is unable to secure one, she must so inform the Nominations Committee in writing;
* Any person who lives in an area without a viable state caucus or who is herself a local caucus chair may submit her dated letter acknowledging the candidacy directly to the Nominations Committee Chair.

 **All the above materials must be submitted to:**

**Nominations Committee Chair**

**Mary Wochner**

**St. Louis, MO**

**mpwochner@gmail.com**

4. The nomination files of all candidates will be open to public inspection at the Convention.

**Please direct questions about the Nominations and Elections process to Nominations & Elections Chair Mary Wochner at mpwochner@gmail.**

*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.*

*\*The Post Office has a “certificate of mailing’ available to ensure proof-of-date mailed for filing information.*

**2018 CONVENTION CANDIDATE FILING FORM (FORM A)**

**Submission Deadline: July 15, 2018 5:00PM CST**

To Nominations Committee Chair

Mary Wochner, mpwochner@gmail.com

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**hereby file my nomination as a candidate for the position of MOWPC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if for Vice President be sure to specify which one).

Name:

Address:

Home Phone:

Email:

Party Affiliation:

Ethnic Background:

Missouri Local Caucus:

Affirmative Action/Special Interest Affiliation:

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

Signature:

Date:

Check list: (please make sure this form and the following are enclosed or will be sent to MOWPC by the July 15, 2018 filing deadline)

□ 100 words (or less) biographical sketch pertinent to office being sought, including activities to national, state and local caucuses

□ 2 letters of recommendation from MOWPC governing members – only one member must be from your local.

□ Dated letter from Local President acknowledging your candidacy.

**Convention Bylaws Amendment Submittal**

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

**Due by July 10, 2018 to**:

Bylaws Committee Chair

Margo McNeil

margomcneil@ hotmail.com

I propose to amend by adding, deleting or substituting language for:

Article \_\_\_\_\_, section \_\_\_\_\_, and line number(s) \_\_\_ of current NWPC bylaws.

Present text reads as follows:

Amended text would read as follows:

Rationale for amendment:

Name and address and telephone # of person submitting the amendment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caucus Affiliation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other members, caucuses, committees, etc. known to support the proposed amendment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Submitter’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: MOWPC Bylaws, revised August 21, 2010, can be found on the MOWPC website www.mowpc.org**

2018 C0nvention Official Delegate/Alternate List

c/oMOWPC Credentials Chair

Peggy Cochran

PO Box 890

Rocky Mount MO65072

Email: cochranp@charter.net

1. Name of Local Caucus

2. Local Caucus President/Chair

Email

Address

Telephone

3. As per Preliminary Credentials Notification for 2018 Convention, number of members as of June 1, 2018: \_\_\_\_\_\_\_ allotted delegates:\_\_\_\_\_\_\_\_\_\_ allotted alternatives:\_\_\_\_\_\_\_\_\_\_.

**Each local caucus is allotted a minimum delegation of six (6) Delegates. Each local caucus shall receive one additional vote for every ten members who have paid state dues as per MOWPC Bylaws Article IV. This reporting is pending final approval and adjustment by the Credentials Committee.**

Each local caucus is entitled to one vote for each delegate

Changes and additions to a local caucus delegate list can be made on a continual basis after July 15th, provided that the information, along with the authorization from the state president/chair or official delegation leader, is forwarded to the MOWPC or made onsite prior to the beginning of the convention.

The Delegation Leader serves as the local caucus spokesperson and is responsible for picking up and distributing the election ballots to the local caucus delegation and for the collection and returning the ballots at the appointed time. The Delegation Teller is responsible for counting and recording the local caucus votes and acting as recorder for the local caucus during the plenary session.

Type or print names and addresses using the following format and **return by July 15** to: Credentials Chair, Peggy Cochran. Each additional page is to be initialed and dated by the state president/chair or someone authorized by the state chair.

1. Delegation Chair

Email Address

Address

Telephone

2. Delegation Teller

Email

Address

Telephone

Other delegates and alternates

Name \_\_\_\_\_\_\_\_Address \_\_\_\_ Delegate

3.

4.

5.

6.

7

8.

 9

10.

*I certify that the individuals listed are members in good standing.*

*Number of pages \_\_\_\_\_*

**State President/Chair’s Signature:**

**Date:**



**Recruit.Train. Elect.**

CONVENTION REGISTRATION RATES

 Members Non-Members

Early Bird Registration by July 15th$50.00 $55.00

Includes the following:

 Friday Evening Reception

 Saturday Coffee and Pastries and Lunch

Registration by August 10th $55.00 $60.00

Includes the following:

 Friday Evening Reception

 Saturday Coffee and Pastries and Lunch

Registration-day of \* $70.00 $75.00

Includes: Saturday coffee and Pastries

 and Lunch

**Lunch only option on Saturday**  **$20.00 $25.00**

 Vegetarian option? Y or N

**\*only on availability**

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**2018 MOWPC Convention Registration Form**

Name

Address

City State Zip

Phone Email

Candidate or Officer Holder? What Office/District

Convention Registration Fee: Amount $ \_\_\_\_\_\_

**If you cannot join us but wish to make a donation please consider helping us in our efforts to get more pro-choice women elected at all levels of government.**

**Woman Warrior donation $\_\_\_\_\_\_\_\_\_**

TOTAL DUE $\_\_\_\_\_\_\_\_

 You can also register on-line at: www.mowpc.org/convention

Payment Information

Payment Method:

* Check/Money Order—Make payable to: Missouri Women's Political Caucus
* **Amount Enclosed: $**
* Master Card/Visa/American Express/Discover (please circle one)

Card Number Exp. Date CVV

Signature

***CANCELLATION POLICY***

**For the Convention Registration:**

* Cancellations must be received at MOWPC **in writing (by mail or email)** no later than August 3, 2018, 5:00 p.m. CST for a refund minus a 10% service fee. Send refund requests to: MOWPC, % Amanda Good, State Treasurer,2400 Dogwood Bluff Dr. Jefferson City MO 65109; or email Amanda.Jo.Good@gmail.com Please phone Amanda at 816.778.2587 to confirm that your letter or email was received.
* Cancellations received after August 3rd but before August 8th will incur a 20% service fee to be deducted from refund. The remainder will be refunded to credit card or a check will be mailed to the address listed on the registration form after the convention.
* **No refunds will be made for cancellations received after August 8th or for no shows.**

Please complete convention registration form and mail with payment to:

Amanda Good, Treasurer

Missouri Women’s Political Caucus

2400 Dogwood Bluff Drive

Jefferson City MO 65109

Make checks payable to MOWPC

**or register on-line at www.mowpc.org/convention**

 **Hotel Room Reservation Information**

Holiday Inn Executive Center

2200 I-70 Drive Southwest

Columbia MO 65203

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A block of rooms is being held for us at the hotel. Check-in time is 3:00PM.

To reserve a room, call 573.445.8531 and say you’re with

**group block WPC**. Reservations made after July 18 will be

 provided on a space available basis and charged at the hotel’s rack rate.

**Room Rates (2 double beds): $95.00**

**2 Queen Beds $110.00**

**King $110.00**

(Rate honored for up to 2 nights before and after Convention dates upon availability)

 **Room Rate cutoff- July 18, 2018**

**Reservations must be made directly with the Hotel**

Room cancellations must be made directly with the

hotel before 6:00PM one day prior to guest’s arrival.