

### **AWARDS COMMITTEE:**

*Mission:* The Awards Committee shall, with board approval, create award categories, define the requirements, determine the selection process and identify deserving recipients for official awards sanctioned by PSE. Nominations for honorary awards to legislators who have supported PSE's platform shall be made by the Legislative Council and submitted to the board of directors for approval.

*Process:* The Awards Committee shall solicit, review nominations and determine recipients for prestigious PSE awards such as Life Membership, Honorary Member of the Year, PSE Classified Employee of the Year, Legislative Member of the Year, President's Leadership Award, and other special awards approved by the board of directors. The Awards Committee shall, in conjunction with the president, coordinate the awards presentations.

### **BYLAWS & RESOLUTIONS:**

*Mission:* The Bylaws and Resolutions Committee shall receive, analyze, and recommend a position to the Board of Directors on all proposed bylaws and resolutions (except Awards Resolutions) to be presented for consideration to the delegates at the annual convention. In addition, the committee is to conduct an annual review of the current bylaws. Based on that review, they may make housekeeping changes with board approval and may prepare proposals to be presented to the delegates at convention.

*Process:* The Bylaws and Resolutions Committee shall act on the advice and consent of PSE corporate counsel and the parliamentarian. The committee shall advise the maker of the proposal and the Board of Directors of the effect of the resolution or bylaw amendment. The committee shall consult with the executive director on the operational and/or economic impact of relevant bylaw amendments or resolutions. The committee shall submit proposed bylaws, amendments and resolutions in writing to the Board of Directors for submission to the delegates with an explanation of the origin and effect of the amendment. The Board of Directors may recommend a position on any proposed bylaw amendment or resolution to the delegates. (Refer to Article XVII for amendment procedure.)

### **CONVENTION COMMITTEE:**

*Mission:* The Convention Committee and each of its subcommittees shall coordinate a quality, cost effective annual convention.

*Process:* The Convention Committee shall provide advice, support, and assistance in planning and carrying out the convention and each of its subordinate activities. The Convention Committee shall work within the agenda set by the President

coordinating with the subcommittees to carry out décor consistent with a theme, recommend number of meals, select menus, and, if time allows, provide entertainment events to complement the convention. The committee may increase the exhibitor fee schedule, invite specific exhibitors to participate and develop appropriate rules governing exhibitors. Exhibitors shall be screened to ensure that conflicts of interest do not exist and that the exhibitor's product and participation is consistent with the objectives and professional image of PSE.

### **EDUCATION & TRAINING COMMITTEE:**

*Mission:* The Education and Training Committee shall promote quality, affordable training that will improve the personal skills, professionalism and leadership abilities of classified employees.

*Process:* The Education and Training Committee shall provide advice, assistance, and support to the executive director or her/his designee in developing and delivering training programs to classified employees. This may include needs assessments, design of curriculum, and identification of skilled faculty, site selection, and promotion of the programs to membership.

### **ELECTIONS COMMITTEE:**

*Mission:* The Elections Committee shall ensure that fair, impartial elections for PSE state officers and International Delegates are conducted in accordance with Article X of the bylaws.

*Process:* The Elections Committee shall ensure that the credentials of each delegate have been verified and shall supervise all elections held at the PSE annual convention or conducted by mail ballot. The chairperson shall oversee the counting and certification of ballots and report the results of the election to the delegates forthwith. When the chair of the Elections Committee is running for office, the chair shall not be present in the room when the counting and certification for that office takes place. In that case, the chair shall appoint a committee member to serve as temporary chair to fulfill this function. The names of all candidates for each office and total number of votes received shall be announced by the chair as soon as possible after the election is certified and posted in writing at the PSE operations area immediately following certification of the vote. The chairperson shall ensure that all provisions, including requirements for observers and challenge to the election results, provided for in the Department of Labor election guidelines are strictly observed. The name of the candidate(s) for zone director shall be given to the Elections Committee chairperson for ballot preparation. Immediately following the conclusion of the zone meetings held during the

annual convention, each zone director shall provide the Elections Committee chairperson with the names of those people elected to the legislative council, recall panel, membership committee and state grievance panel. The chairperson shall provide the election results to the communications department for publication.

### **EMERGENCY RELIEF COMMITTEE:**

*Mission:* The Emergency Relief Committee shall provide emergency assistance to members in need due to catastrophic illness or disaster through the PSE Emergency Relief Program.

*Process:* The Emergency Relief Committee shall coordinate efforts to raise money for the Emergency Relief Fund. It is their responsibility to set the criteria to qualify for assistance. The criteria are subject to the review and approval of the Board of Directors.

### **NOMINATING COMMITTEE:**

*Mission:* The Nominating Committee shall ensure that one or more candidates are nominated for each office and open International Delegate position and that all candidates are treated fairly and equitably.

*Process:* It shall be the duty of the Nominating Committee to nominate one or more candidates for each office to be elected at the annual convention, if no PSE member files to run for office within sixty (60) calendar days of the annual convention. Nominations may be made from the floor of convention for executive board and at zone caucus meetings for zone director. The Nominating Committee, in conjunction with the communications department, shall afford each candidate equal space on the PSE website and in the convention resource guide to describe the candidate's qualifications and reasons for running for office. The Nominating Committee will verify the eligibility of all candidates. The Nominating Committee shall schedule and supervise a candidate forum at the annual convention where the candidates for executive board respond to delegates questions prior to voting. The chairperson shall ensure all candidates are treated fairly and have the opportunity to respond to similar questions asked of any other candidate for the same office. Each candidate will be provided five (5) minutes at the beginning of the forum to introduce himself or herself, present his or her qualifications and the reasons he or she is seeking the office. In addition, the Nominating Committee will solicit eligible candidates to run for positions as International Delegates and Alternates. They will ensure that the timelines required in Article IX,

D. are followed. The committee will supervise the mailing of the information and ballots for the election of International Delegates.

### **SCHOLARSHIP COMMITTEE:**

*Mission:* The Scholarship Committee shall identify deserving recipients of PSE's scholarships to PSE dependents to encourage and support today's youth and to PSE members to provide assistance with professional development.

*Process:* The committee shall recommend guidelines to the Board of Directors to ensure fair consideration of applicants and shall grant awards based on the qualifications and demonstrated need of the recipient for the scholarship to continue their education. The committee shall establish scholarship categories and award values to provide as many scholarships in reasonable dollar amounts possible to PSE members and their dependents. The committee shall solicit and review applications and grant awards consistent with the funds available for such purpose. Members of the Scholarship Committee and their immediate families are not eligible for scholarship awards. Members should be particularly attentive to potential conflicts of interest in the administration of the scholarship program. The scholarship program is subject to review and approval by the Board of Directors.

### **WELCOME SUBCOMMITTEE:**

*Mission:* The Welcome Subcommittee shall greet and assist delegates and guests at the annual convention to create a friendly, positive atmosphere.

*Process:* The Welcome Subcommittee will provide assistance to delegates and guests; conduct drawings and distribute chapter gifts and prizes during business sessions; and develop and present the First Timers' Orientation session at annual convention.

**SERGEANT-AT-ARMS SUBCOMMITTEE:**

*Mission:* The Sergeant-at-Arms Subcommittee is responsible for ensuring that delegates serve as Sergeants-at-Arms and that those delegates so serving preserve peace and decorum during convention business sessions and ensure that business is conducted appropriately.

*Process:* The Sergeant-at-Arms Subcommittee shall recruit delegates to serve in this capacity, and provide support and guidance to Sergeant-at-Arms as needed.