

# AFGE National VA Council



*Out of Many/One Union*  
AFGE NVAC / AFL-CIO

## Convention Call Orlando, Florida

**May 28, 2025**

### GREETINGS

You are hereby notified in compliance with the Constitutions of the American Federation of Government Employees and the National Veterans Affairs Council that the Twenty-Fifth (25th) Triennial National VA Council Convention will be held at the:

**Hilton Orlando Buena Vista Palace  
1900 E Buena Vista Dr.  
Lake Buena Vista, FL 32830-2206**

**Saturday, November 8, 2025 – Thursday, November 13, 2025**

**ADVANCE REGISTRATION IS REQUIRED**  
**THERE WILL BE NO ON-SITE CONVENTION REGISTRATION**  
**PLEASE READ CAREFULLY**

### REPRESENTATION

Voting and Delegate representation will be in accordance with Article IV of the National VA Council Constitution. Representation in the National VA Council Convention is based on the average number of paid members for the 12-month period beginning August 1, 2024, through July 31, 2025. The Local membership strength and Delegate entitlement will be calculated on all membership information submitted to the AFGE National

**AFGE National VA Council**

Headquarters. **Locals will be notified of their official voting and Delegate strengths by the AFGE/NVAC Treasurer's Office after July 31, 2025.**

Locals are encouraged to hold Delegate elections as early as possible in accordance with the Local's Constitution and Bylaws<sup>1</sup>. To determine the approximate Delegate strength for your Local prior to receiving notification, use the membership/Delegate strength breakdown as follows pursuant to Article IV, Section 3(c) of the National VA Council Constitution:

<i>VA unit members of</i>	<i>100 or less</i>	<i>1 Delegate</i>
	<i>101 - 200</i>	<i>2 Delegates</i>
	<i>201 - 300</i>	<i>3 Delegates</i>
	<i>301 - 400</i>	<i>4 Delegates</i>
	<i>401 - 500</i>	<i>5 Delegates</i>
	<i>501 - 750</i>	<i>6 Delegates</i>
	<i>751 - 1,000</i>	<i>7 Delegates</i>
	<i>1,001- 2,000</i>	<i>8 Delegates</i>
	<i>2,001- 3,500</i>	<i>9 Delegates</i>
	<i>Over 3,500</i>	<i>10 Delegates</i>

### **LOCAL ELIGIBILITY**

#### **Per Capita Tax and other indebtedness to the Council:**

**This section applies to all Locals, including insured, non-insured, Locals on tape processing, not on tape processing, direct pay Locals, and Locals on E-dues.**

According to Article VI, Section 1, of the AFGE National Constitution, no Local will be eligible to vote in any district caucus, Council Convention, National Convention or on any Council, District or National matter unless per capita tax, bargaining Council dues and any other accounts due to the Federation or bargaining Councils are paid in full 60 days prior to convening the event. **The 60-day deadline for payment of per capita tax to AFGE and the National VA Council is September 11, 2025.** All per capita tax and any other accounts due to the National VA Council through September 1, 2025, must be paid and received by the Council by September 11, 2025. Also, all financial and membership reports must be filed with the National VA Council through September 2025.

***NOTE: After September 11, 2025, there will be NO opportunity for Locals to pay delinquent per capita tax and any other accounts due to either the Federation or the National VA Council to become eligible.***

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<sup>1</sup>Please note that Local's may need to hold additional delegate elections or special meetings depending on the Local's voting strength calculation that will be provided after July 31, 2025.

**Per capita tax and all other accounts due to the Federation (AFGE National Headquarters) and the NVAC must be paid no later than September 11, 2025.**

## **CREDENTIALS**

### **Registration Criteria – Advance Registration is Required**

**\*\*\*All participants will need to register using the CVENT online registration system. There, participants will be able to select t-shirt sizes and banquet entrées. Participants will also be able to upload their Local's Credentials and pay registration fees. Locals must upload their credentials at the time of registration. (See enclosed flyer on "Helpful Tips").**

Delegates are considered registered and eligible to participate in the National VA Council Triennial Convention only when all of the following criteria are met:

1. Credential forms with supporting documentation (see Credential Checklist, p. 13) must be received and approved<sup>2</sup> by the National VA Council Treasurer's office. Credentials must be uploaded to CVENT, postmarked, or hand delivered to the National VA Council's office on or before Saturday, October 11, 2025.
2. Registration fees are submitted with the Credentials.
3. The Local's account is current as described under Local Eligibility (pg. 10).

All Credentials, supporting documentation, and registration fees must be submitted to the National VA Council's Treasurer **by Saturday, October 11, 2025. Credentials and supporting documentation uploaded, hand delivered, or postmarked, after Saturday, October 11, 2025, will not be accepted. CREDENTIALS WILL NOT BE ACCEPTED FOR REGISTRATION AT THE CONVENTION.**

## **DELEGATE ELECTIONS**

**PLEASE NOTE:** The U.S. Department of Labor and the AFGE National Constitution require that all Locals provide a reasonable opportunity to nominate and elect up to its full complement of delegates. To meet this requirement, each Local shall elect delegate(s):

- (1) as part of a Local officer election where the officers are elected by secret ballot

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<sup>2</sup> Note that pursuant to Article XII, Section 2 of the Council 53 Constitution, the Council's standing credentials committee makes a further determination on delegates who are seated to vote at the convention, subject to final approval by the Convention body.

as delegates by virtue of office (if authorized by the Local constitution and bylaws),  
or  
(2) during a special proceeding called for the purpose of electing delegates.

**If delegates are elected as part of a Local officer election**, the election must be conducted in conformance with the AFGE Rules of Conduct for an Election (AFGE National Constitution, Appendix A) and the Local's constitution and bylaws.

**If delegates are elected as part of a special proceeding**, the Local must:

1. Provide adequate notice, as determined by the Local's constitution and bylaws, that a special proceeding will occur to nominate and elect delegate(s) to represent the Local for purposes of the NVAC Convention.
2. Conduct the special proceeding at a regular or special meeting of the Local, providing an adequate opportunity for the membership to nominate and elect delegate(s) and/or alternate delegates.

If the Local has provided an opportunity to nominate and elect the Local's full entitlement of delegates through an officer election or special proceeding, and has not nominated a delegate or delegates, or the delegate(s) cannot otherwise attend the convention, the Local may choose to nominate and elect a proxy delegate by name and by plurality vote of the members present at the special proceeding.

**A proxy delegate is an AFGE member who is not a member of the AFGE Local electing the proxy delegate, but they must have been properly elected as a delegate of the Local for which they are a member.**

In accordance with Appendix A, Part I, Sections 1(a) and (e) of the AFGE National Constitution, all members in good standing, who have been a member of AFGE for one year and who are not members of a labor organization not affiliated with the AFL-CIO, are eligible to run for Delegate/Alternate Delegate, if they so desire and must be given an equal opportunity to do so. **If the number of Delegate candidates exceeds the number of Delegate positions to be filled, then the candidates receiving the greatest number of votes will be elected as Delegates, and the remaining candidates will be elected as Alternate Delegates unless otherwise stated in the Local's Bylaws.**

A Local may choose not to elect a delegate(s), and/or may choose not to provide financial reimbursement for a delegate. However, if a Local officer has been elected as a delegate by virtue of office, the officer-delegate may attend the Council Convention of their own accord.

**IF MAILING CREDENTIALS AND PAYMENT PLEASE FORWARD TO:**

**Monica Fultz, Treasurer  
AFGE / National VA Council  
PO BOX 2209  
Salem, VA 24153**

**All checks should be made payable to the National VA Council  
and annotated with “2025 Convention.”**

**We must receive your payment on or before Saturday, October 11, 2025. The Convention registration fee is \$350.00; this fee is non-refundable but may be transferable. The Convention registration fee is required for participating Locals and Councils for each Delegate and Alternate Delegate participating in the Convention functions. The fee includes banquet, meal functions, and all Convention materials.**

**Each Local that sends a Proxy Delegate is required to pay a Proxy registration fee of \$50.00.**

**Banquet tickets** will be available for guests; the price will be **\$85.00 per guest**. You may purchase extra guest banquet tickets at the Delegate check-in desk during the specified times listed below. **NO TICKETS WILL BE SOLD AFTER 7:30 A.M., MONDAY, NOVEMBER 10, 2025.**

**DELEGATE CHECK-IN: Convention bags, T-Shirts, and Badges will be given out at check-in.**

**Where: Please check hotel meeting boards for check-in location.**

**Hours for Delegate check-in:**

**Saturday     November 08, 2025,   12:00 p.m. to 5:00 p.m.**

**Sunday       November 09, 2025,   9:00 a.m. to 3:00 p.m.**

**Delegates must check in during the time frames listed above, and we encourage you to check in at your earliest convenience to avoid long lines. After the check-in desk closes at 7:30 a.m. on Monday, November 10, 2025, there will be NO further opportunity for Delegates to check in and be seated.**

### **AIRLINE RESERVATIONS**

You are responsible for making your own airline reservations.

### **ADA INFORMATION**

K&M Rentals is offering mobility scooters/wheelchair rentals for our program at your own cost. Please call (407) 363-7388 and mention our group for pricing information. You can also visit their website: [www.km-rentals.com](http://www.km-rentals.com). They are open 7 days a week, from 9AM to 4PM EST. Visa, MC, Discover and American Express is accepted. Cash is ONLY accepted at store locations. NO personal checks.

### **HOTEL ACCOMMODATIONS**

Room rates at The **Hilton Orlando Buena Vista Palace** are as follows:

Single: \$209.00 plus tax

Double: \$209.00 plus tax

**Hotel check-in time is 4:00 PM**

**Hotel check-out time is 11:00 AM**

The Guest Room Rates are quoted exclusive of applicable state and local taxes (6.5%) and occupancy tax (6.0%, subject to change without notice). Hotel Resort Fee of \$20.00 per room per night (and incidental hold of \$80.00 per day (total of \$100.00).

To confirm a sleeping room within the Room Block, sleeping rooms must be secured with a valid credit card, along with a first night's deposit, refundable up to 5 days in advance of arrival. Credit card information will be required to confirm your reservation. Reservations must be made **no later than Tuesday, October 14, 2025.**

Applicable service fees, early departure fee, and/or hotel-specific fees in effect at the time of the Event may apply.

**Cash Policy ~ Hilton Orlando Buena Vista Palace hotel will not accept cash** for deposits or payments at the front desk.

**Hilton Orlando Buena Vista Palace is pleased to extend the special group rates for three (3) days prior to, and three (3) days after, the Convention dates, subject to availability.**

**\*\*Reservations can be made using the following link:**

**<https://book.passkey.com/e/50928596> OR Guests can call us at (407) 827-2727 or (855) 757-4984 to book with our Reservations team. Be sure to provide the group code of NVC to access the group rate.\*\***

The National VA Council must meet its room block guarantee to receive complimentary meeting space. For this reason, we encourage **ALL** delegates and attendees to make their room reservations at **Hilton Orlando Buena Vista Palace**.

- Enclosures (7):**
1. Notice of Nominations & Election for NVAC (page 7)
  2. Delegate Election Instructions (pages 9, 10, 11)
  3. Credential Instructions (page 13)
  4. Credential Checklist (page 14)
  5. Sample Nomination & Election Notice for Delegates to NVAC (page 15, 16)
  6. Instructions for Submitting Constitutional Amendments and Resolutions with Standard Resolution Form–AFGE/National VA Council Triennial Convention (page 17, 18, 19)
  7. Certified True Copy Form (page 20)

**Notice of Nominations and Election for**  
**NATIONAL VETERANS AFFAIRS COUNCIL**  
**C-53**

**Nominations for the offices of President, three Executive Vice Presidents, and Treasurer will be accepted from the floor at the Council Convention opening session. For the offices of the Executive Vice Presidents, Delegates will cast three (3) votes, and the candidates with the highest majority of votes will be elected to the offices. The opening session begins at 8:00 a.m. on Monday, November 10, 2025, at:**

**The Hilton Orlando Buena Vista Palace  
1900 E Buena Vista Dr.  
Lake Buena Vista, FL 32830-2206**

**The election will be held on Tuesday, November 11, 2025, at the Hotel, with the polls opening at 9:30 a.m. and closing at 11:30 a.m. In the case of a run-off election, it will be held the same day, Tuesday, November 11, 2025, with the polls opening at 5:30 p.m. and closing at 7:30 p.m.**

To be qualified as an officer or candidate for office, one must:

- (1) Be a member in good standing of a constituent Local,
- (2) Be a member for one year of an AFGE Local, immediately preceding the closing of the nomination process; this requirement does not apply to newly created Locals,
- (3) Must not be a member of any labor organization not affiliated with the AFL-CIO.

Only properly elected Local delegates or alternate delegates from Locals in good standing may be seated, nominate, and vote in the election. Self-nominations are permitted; a second for a nomination is not required.

Delegates to the Council Convention must be elected in accordance with the enclosed Delegate Election Instructions.

Nominations for council office must be accepted at the Council Convention or, if not in attendance, must have presented prior written notification to the Executive Committee or the Election Committee of his/her willingness to accept nomination. The Delegate making the nomination has the responsibility of informing the nominee of his or her nomination. Immediately following the nominations on November 09, 2025, candidates will determine placement on the ballot by drawing lots. Each candidate may have a reasonable number of observers, who are members, present throughout the election



process, including the tally of ballots.

The Election Committee will announce the results following the counting of the ballots. If warranted, a runoff election shall be held the same day at the same location. The term of office will end with the installation of officers following the regularly scheduled Council elections in 2028.

All protests to the election must be in writing and received by the Election Committee prior to, during, or within five days of adjournment of the Council meeting, by hand delivery, email or mail. This election is governed by the AFGE Rules of Conduct for an Election, set forth in Appendix A of the AFGE National Constitution.

## **INSTRUCTIONS TO DELEGATES**

Pursuant to Article X, Section 9(f), of the Council Constitution, the Council will conduct nominations and an election of officers in accordance with Appendix A, Part II, of the AFGE National Constitution. There are three steps for delegates to nominate and vote in the election.

### **I - Local Eligibility**

If your Local is to participate in the election, it must be in good standing with the Council and with the Federation (AFGE National Headquarters), pursuant to Article V, Section 1 of the Council Constitution, which states that per capita tax for Locals is payable at the beginning of each month. Any member Local failing to pay per capita tax or any assessment or other indebtedness to the Council by the due date shall be notified by the Council Treasurer of its arrearages. If at the end of three months the Local is still in arrears, or if the Local is delinquent in payment of per capita tax to the Federation (AFGE National Headquarters), it will not be permitted to participate in any affairs of this Council, including election of Council officers. A suspended Local shall be reinstated to full membership in this Council upon payment of arrearages.

**To be in good standing, per capita tax due to the Council and Federation (AFGE National Headquarters) through September 1, 2025, must be paid in full 60 days prior to the convening of the Council Convention (by September 10, 2025).**

### **II - The Local's Delegate(s) Must Have Been Properly Elected**

Delegates participating in the council convention must be elected:

- (1) as part of a Local officer election where the officers are elected by secret ballot as delegates by virtue of office (if authorized by the Local constitution and bylaws), *or*
- (2) during a special proceeding called for the purpose of electing delegates.

**If delegates are elected as part of a Local officer election**, the election must be conducted in conformance with the AFGE Rules of Conduct for an Election (AFGE National Constitution, Appendix A) and the Local's Constitution and Bylaws.

**If delegates are elected as part of a special proceeding**, the Local must:

1. Provide adequate notice, as determined by the Local's constitution and bylaws, that a special proceeding will occur to nominate and elect delegate(s) to represent the Local for purposes of the NVAC Convention.
2. Conduct the special proceeding at a regular or special meeting of the Local, providing an adequate opportunity for the membership to nominate and elect delegate(s) and/or alternate delegates.

If the Local has provided an opportunity to nominate and elect the Local's full entitlement of delegates<sup>3</sup> (see Representation on pp. 1-2) through an officer election or special proceeding, and has not nominated a delegate or delegates, or the delegate(s) are otherwise unable to attend the convention, the Local may choose to nominate and elect a proxy delegate by name and by plurality vote of the members present at the special proceeding.

- a. A proxy delegate is an AFGE member who is not a member of the AFGE Local electing the proxy delegate, but they must have been properly elected as a delegate of the Local for which they are a member.

### **III – Conduct A Special Meeting to Fund Delegates (Optional)**

If the Local does not have a provision in their Local constitution and bylaws that authorizes payment of expenditures related to the Council Convention or otherwise has not passed a budget measure regarding such expenditures, the Local may conduct a special meeting to authorize Council Convention expenditures.

The Local membership should be provided adequate notice of the special meeting (pursuant to the Local's Constitution and Bylaws), and the meeting notice should clearly indicate that the purpose of the meeting is for the membership to consider and vote upon the funding of delegates to the Convention.

Note that officers who have been properly elected as delegates in an officer election with delegate by virtue of office status and/or delegates who are otherwise properly elected in a special election, may attend and participate in the Council Convention on their own accord even if the Local has not considered and voted upon the funding of delegates.

### **IV – Proper Credential Documentation is Submitted for Local Delegate(s)**

Each Delegate must submit their credential information with their registration through the CVENT registration software or by mail on or before October 10, 2025. If mailed, the credentials should be mailed to:

**Monica Fultz, Treasurer**  
**National VA Council**  
**PO BOX 2209**  
**Salem, VA 24153**

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<sup>3</sup> Locals having a membership of 100 or less shall be entitled to one Delegate; 101-200, two Delegates; 201-300, three Delegates; 301-400, four Delegates; 401-500, five Delegates; 501-750, six Delegates; 751-1,000, seven Delegates; 1,001-2,000, eight Delegates; 2,001-3,500, nine Delegates; over 3,500, ten Delegates.

Required credential information to be submitted differs based upon whether the delegate was elected (1) in a Local officer election or (2) in a separate proceeding.

<b>If Delegate(s) were Elected in a Regular Officer Election, Special Officer Election, or a Delegate Election</b>	<b>If Delegates were elected in a Separate Proceeding</b>
Local Constitution and Bylaws	Local Constitution and Bylaws
Credential Form (if sending by mail; if not sending by mail, CVENT registration meets this requirement)	Credential Form (if sending by mail; if not CVENT is considered the Credential Form)
Dated Nomination Notice	Dated Notice for separate proceeding regarding the election of delegates
Dated Election Notice (not needed if candidate was elected by acclamation at a nomination meeting)	Meeting minutes indicating the vote tally of the membership.
Election Tally Certification	

Locals seeking advice or assistance regarding their credentials should contact the AFGE General Counsel's office by email at or by phone at (202) 639 – 6424.

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In preparing to participate in the Council Convention & election, please note the following important rules regarding voting strength:

(1) Each Delegate is entitled to a proportional share of the Local's votes, based on the average AFGE membership strength for the 12-month period beginning August 1, 2024, through July 31, 2025.

(A) If a Local is entitled to one Delegate, the full voting strength is cast by that Delegate.

(B) If a Local is entitled to more than one Delegate, the voting strength is divided equally among those properly elected Delegates participating in the Council Convention, with any odd votes to be carried by the highest-ranking Delegate.

(2) If a Local is entitled to more than one Delegate, at a meeting (for which a 15-day notice of a nomination/election meeting has been provided to the members at their last known home address) the Local may vote not to conduct a Delegate election and then to authorize its existing Delegate(s) to cast the full membership strength at the Council Convention. The existing Delegate(s) will then be allowed to cast the full membership strength of the Local, provided copies of the meeting notice and minutes of said meetings accompany the Delegate's Credential.

(3) A Delegate by virtue of office must provide a copy of the OFFICER election notice and meeting minutes with his/her Credential to prove he/she was properly elected as a Local officer, the election to which makes him/her an ex officio Delegate. Officers, by virtue of their election to office, may serve as Delegates, if prescribed by the applicable Constitution. In filling a vacancy without an election, only a person who is appointed, or succeeds from a position in which the person was a Delegate by virtue of election to the office may be a Delegate by virtue of office in the new position.

The attached Credential Instructions (one page), Credential Checklist (one page), and the sample Notice to Local Members (two pages) may be helpful.

## **CREDENTIAL CHECKLIST**

### **Council Credentials will not be accepted without the required attachments.**

Be sure to include the completed credential(s) for the delegate(s) of your Local. This form is to be supplied with your supporting documentation, if the credentials are sent by mail. If the credentials are submitted by CVENT, this checklist may be used as a guide to ensure the correct information has been submitted.

### **For officers who are DELEGATES BY VIRTUE OF ELECTION to the office**

(only one set of attachments is required):

☐ **A copy of the Local's Constitution and Bylaws**

If your Local **is not governed by the Standard Local Constitution** the Local Constitution and Bylaws must have a stamp indicating NEC approval.

If your Local **is governed by the Standard Local Constitution**, the Local must submit the Local bylaws.

☐ **A copy of the dated notice(s) to the membership of nominations and election for the delegate's election as an officer**

☐ **A copy of the election results or meeting minutes establishing the election**

### **For delegates ELECTED BY THE LOCAL in an election or separate proceeding** (only one set of attachments is required):

☐ **A copy of the dated notice(s) to the membership of nominations and election as a delegate, and**

☐ **A copy of the election results or meeting minutes indicating the vote tally.**

Please include this page and check off the items as you attach the requested documents.

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To the Election Supervisor:

I certify that I have inspected the documentation supporting my Local's credentials, and said documents are true and correct copies.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (sign)

Local \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

**SAMPLE NOMINATION AND ELECTION NOTICE**  
**FOR DELEGATES TO COUNCIL 53**

Local \_\_\_\_\_  
Date \_\_\_\_\_, 2025

In accordance with the AFGE National Constitution, unless the Local has already elected its full entitlement of delegates, every Local with VA members must hold a meeting **with 15 days' advance notice to every member at his/her last known home address** to vote on the following matters:

- (1) Whether the Local will participate in the Council Convention in November 2025 where the Council will elect all its officers.
- (2) Whether the Local will be represented by Delegate(s), Alternate Delegate(s), OR a Proxy Delegate (all of whom must be elected by name by secret manual or mail ballot election and by plurality vote).
- (3) Whether the Local will: (a) authorize only its existing Delegate(s) to cast all its votes at the Council Convention; OR (b) elect Delegates up to its full complement, in addition to the existing Delegates.

At this meeting, the members also will vote on whether to fund expenses of the Delegate(s) and/or Alternate Delegate(s) participating in the Council Convention.

**[USE ONE OF THE THREE BELOW AND FILL IN BLANKS AS APPROPRIATE]**

1. FOR NOMINATIONS AND ELECTIONS AT THE SAME MEETING: A combined meeting for nominations and election will take place on \_\_\_\_\_ (date, time, location) for the office of Delegate(s) and Alternate Delegate(s). Qualifications: be a member in good standing; be a member for one year of an AFGE Local, immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated with the AFL-CIO. The term of office is \_\_\_\_\_. Each candidate may have a reasonable number of observers, who are members, present throughout the election process. Elections are governed by the AFGE Rules of Conduct for an Election, Appendix A of the AFGE National Constitution. Members who unavoidably are absent from the nomination/election meeting may make and accept nominations by way of a letter to the Election Committee at P.O. Box \_\_\_\_\_. We urge all members to participate.

**OR**

2. FOR NOMINATIONS AND ELECTIONS AT SEPARATE MEETINGS: Nominations will take place on \_\_\_\_\_ (date, time, and location), with the election held on \_\_\_\_\_ (date, time, and location) for the office of Delegate(s) and Alternate Delegate(s).

Qualifications: be a member in good standing; be a member for one year of an AFGE Local, immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated with the AFL-CIO. The term of office is \_\_\_\_\_.

Each candidate may have a reasonable number of observers, who are members, present throughout the election process. Elections are governed by the AFGE Rules of Conduct for an Election, Appendix A of the AFGE National Constitution. Members who unavoidably are absent from the nomination and/or election meeting(s) may make and accept nominations by way of a letter, and may request absentee ballots, to the Election Committee at P.O. Box \_\_\_\_\_. We urge all members to participate.

**OR**

3. FOR NOMINATIONS AT A MEETING WITH SUBSEQUENT MAIL BALLOT ELECTION: Nominations will take place on \_\_\_\_\_ (date, time, and location), with a mail ballot election for the office of Delegate(s) and Alternate Delegate(s). Qualifications: be a member in good standing; be a member for one year of an AFGE Local, immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated with the AFL-CIO. The term of office is \_\_\_\_\_. Each candidate may have a reasonable number of observers, who are members, present throughout the election process. Elections are governed by the AFGE Rules of Conduct for an Election, Appendix A of the AFGE National Constitution. Members who are absent from the nomination meeting may make and accept nominations by way of a letter to the Election Committee at P.O. Box \_\_\_\_\_. We urge all members to participate.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



**INSTRUCTIONS FOR SUBMITTING  
CONSTITUTIONAL AMENDMENTS  
AND RESOLUTIONS**

All Constitutional Amendments and Resolutions should be submitted in the CVENT registration system or mailed to the address below.

Resolutions should be submitted on the Standard Resolution Form (page 18).

Constitutional Amendments or Resolutions must be signed by the President of the Local or Council submitting the Resolution and show the date the Resolution was approved by the Local or Council at a regular business meeting at which a quorum was present. Resolutions submitted by a District Caucus must be signed by the National VA Council District Representative and approved by the participants of the Caucus. Resolution Forms received without the approval will be returned.

Each Constitutional Amendment or Resolution should be confined to one subject only.

Standard Resolution Forms may be ordered from the National VA Council office, or you may use photocopies of the attached original.

All Constitutional Amendments and Resolutions should be mailed to:

**Alma L. Lee, President  
National VA Council  
PO BOX 2209  
Salem, VA 24153**

Article XV, Section 2, of the National VA Council Constitution states:

**[Amendment]**

Any proposed Amendment to this Constitution shall be submitted to the National VA Council President in writing not less than sixty **days (60)** prior to a regular meeting. The National VA Council President shall notify all Local Presidents of the proposed Amendment(s) not less than **thirty days (30)** prior to the date upon which action will be taken to amend at a regular meeting.

Article XV, Section 5, of the National VA Council Constitution states:

**[Resolution]**

Resolutions shall be sent to the President of the National VA Council in writing not less than **forty-five days (45)** prior to the date of the regular meeting. Copies of the proposed Resolutions will be sent to all Local Presidents not less the **fifteen days (15)** prior to the date of the regular meeting.

As required by Article XV of the National VA Council Constitution, the National VA Council **must receive** Amendment proposals **no later than Wednesday, September 10, 2025**. The National VA Council **must receive** Resolution proposals **no later than Thursday, September 25, 2025**.

Locals are urged to submit all Resolutions as early as possible to facilitate the processing and preparation for printing in the Resolution booklet.

Additionally, if you have any questions on the above information, please contact the office staff of the National VA Council at (540) 345-6301.

**STANDARD RESOLUTION FORM**  
**AFGE/NATIONAL VA COUNCIL CONVENTION**

**Constitutional Amendment:** A resolution that proposes a change to the language or substance included in the Council Constitution. This may include adding or striking words, sections, or articles to the Council Constitution.

**Resolution:** A proposal that does not seek to change the language or substance included in the Council Constitution. Resolutions include internal policy, union building, and legislative and political goals.

I certify that this CONSTITUTIONAL AMENDMENT or RESOLUTION (circle one) is submitted  
by:

AFGE Local \_\_\_\_\_

This constitutional amendment or resolution was approved with a quorum present by a Local  
membership meeting or by a council or district meeting held on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of Local President, \_\_\_\_\_ Date  
Local/Council President or National Vice President (circle one)

☐ Full Text is Attached

☐ Full Text is Written Below

**For Constitutional Amendments:**

This resolution proposes to change Article \_\_\_\_\_, Section \_\_\_\_\_, Subsection \_\_\_\_\_, of the  
current Council Constitution.

Include the relevant section text from the current Constitution. Proposed language to be added to  
a constitutional article/section should be presented in **bold underline**, and proposed language  
to be removed should be written in ~~strikethrough~~.