



**National Indian and Native American  
Employment / Public Law 102-477 Training**  
*"Together Achieving Balance"*



March 6, 2018

To: Indian and Native American WIOA/Public Law 102-477 Grantees

From: Election/Site Selection Committee

Re: **GUIDELINES FOR 2020 SITE NOMINATIONS AND 2018-2019 OFFICER ELECTIONS**

Attached are the procedures for the 39<sup>th</sup> National Indian & Native American Employment/  
Public Law 102-477 Training scheduled for April 8 - 13, 2018, in Marksville, Louisiana.

**GUIDELINES FOR SITE NOMINATIONS:**

A city or geographic area may be nominated by one grantee **OR** a group of grantees that wish to work together to sponsor the 2020 NINAETC/477 Training.

Please carefully review the Site Considerations to assure that your city/area can meet the requirements for the 2020 NINAETC/477 Training. The list of Site Considerations is intended as a guide for grantees to determine if hotels/convention centers in their area can meet the various requirements of the NINAETC/477 Training. Of particular importance are guaranteed government rates for hotels. By keeping costs as reasonable as possible, the event remains accessible to a majority of grantees. The hotel should also be able to provide adequate and reasonable internet access for the computer lab.

It must be emphasized that the Site Selection Committee will **NOT** deal directly with hotels, convention centers or chamber of commerce. These dialogues will take place with the NINAETC/477 Executive Committee and the local grantee(s) when the 2020 site is determined.

If you are nominating your city or area and plan to use a video during the site presentation, please advise the Committee. We will make sure that equipment is available for you. If a city or area wishes to work with their local convention bureau to sponsor a reception please advise the committee. The Executive Committee will negotiate with the selected hotel at the appropriate time.

**DUE DATE FOR SITE NOMINATIONS FOR 2020 NINAETC/477 TRAINING IS  
MARCH 23, 2018!**

Please note the due date for submission of the 2020 site nominations is March 23, 2018. **NO SITE NOMINATIONS WILL BE ACCEPTED AFTER THE DUE DATE!**

Email, fax or mail nomination forms to:

NINAETC/477 Election & Site Selection Committee  
California Indian Manpower Consortium, Inc.  
738 North Market Boulevard, Sacramento, California 95834  
Phone: 916/920-0285 | Fax: 916/641-6338  
Email: [training@cimcinc.com](mailto:training@cimcinc.com)

### **GUIDELINES FOR OFFICER ELECTIONS**

Elections for the following 2018-19 NINAETC/477 Executive Officer positions will be conducted during the 39<sup>th</sup> NINAETC/477 Training: Chairperson 166, Chairperson 477, Vice-Chairperson, Treasurer, Secretary 166, Secretary 477. Each officer will serve for a one-year term from the 2018 event to the 2019 event. Nominations will be accepted from the floor during the General Assembly on Tuesday, April 10, 2018. Candidates must be present to accept the nomination and will be given an opportunity to make a statement in the General Assembly prior to the election. WIOA/477 Directors will vote by ballot on Wednesday, April 11, 2018 at the onsite polling site. Detailed election procedures are attached.

**VOTING BY PROXY - PLEASE NOTE: ONLY THE WIOA/477 GRANTEE DIRECTOR OR A DESIGNEE WHO HAS SUBMITTED AN APPROVED PROXY WILL BE ELIGIBLE TO VOTE.**

Proxies MUST be on the grantee organizational letterhead as stated in the procedures for the Site Selection and Election of Officers. If you are the WIOA/477 program director and you will not be attending the NINAETC/477 in April 2018, please identify a staff or board person or another WIOA/477 director who will vote on your behalf. Email, fax or mail me the full name and title of the person holding your proxy as soon as possible. Proxy information needs to be entered in the voting roster.

Proxies will be accepted at the event site. The proxy letter should be submitted either in person by the designated individual or emailed or faxed in by the WIOA/477 director. In both cases, proxies must be in the possession of the Committee Chair before the start of voting on Wednesday, April 11, 2018.

**PROGRAM DIRECTOR UPDATE!!** If you are a new Director, please contact committee immediately at [training@cimcinc.com](mailto:training@cimcinc.com) with your full name and appropriate title to update the voting roster.

## SITE SELECTION PROCEDURES FOR 2020 NINAETC/477 TRAINING

1. Indian Native American WIOA / Public Law 102-477 Grantee(s) must submit a signed endorsement for the identified city of designated area. The Grantee(s) will specify the commitment of local grantees and staff support for the conference.
2. There also must be the agreement to work closely with the NINAETC/477 Executive Committee, including, but not limited to, terms and conditions of the Department of Labor contract.
3. All bids must be postmarked **NO LATER THAN MARCH 23, 2018**, and sent to the Election and Site Selection Committee Chairperson. **THERE WILL BE NO SITE NOMINATIONS FROM THE FLOOR DURING THE 2018 NINAETC/477 IN MARKSVILLE, LOUISIANA.**
4. **TIMELINES:**
  - i. Grantee(s) will be given an opportunity to present information on the endorsed city/state or area during the General Assembly on Wednesday, April 11, 2018. The presentation is the responsibility of the Grantee(s) ONLY and should be no more than twenty (20) minutes in length, including any time required for a video.
  - ii. Each endorsed city/state or designated area will be listed on the official ballot.
  - iii. On Wednesday, April 11, 2018, voting for the site selection will be held from 10:00 a.m. to 12:00 p.m. (noon). **ONLY THE WIOA/477 GRANTEE DIRECTOR OR A DESIGNEE WHO HAS SUBMITTED AN APPROVED PROXY WILL BE ELIGIBLE TO VOTE.**
  - iv. Proxies **must** be on the grantee's organizational letterhead and submitted to the Chairperson of the Site Selection Committee **prior** to 10:00 a.m., the start of voting on Wednesday, April 11, 2018.
  - v. The winner will be selected by a simple majority of votes. If no site receives a simple majority on the first ballot, the two sites with the most votes will be placed on a run-off ballot. **If a run-off is needed, it will be held Thursday morning, April 12, 2018 from 10:00 a.m. to 12:00 p.m. (noon).** The results will be announced that evening at the banquet.
  - vi. If there should be a tie in the run-off voting, the winner will be determined by the Executive Committee.
5. The 2018-2019 NINAETC/477 Executive Committee will coordinate conference planning with the local Grantee(s) and the designated staff of DOL/DINAP.

## NINAETC/477 SITE SELECTION

### **SITE/FACILITY REQUIREMENTS**

- ◆ Area hotels MUST be able to guarantee federal lodging rate
- ◆ Availability of a block of at least 300 guest rooms (single/double) at area hotels
- ◆ Area hotels must have available general assembly and banquet space that will accommodate at least 500 people
- ◆ Area hotels must have eight (8) to twelve (12) break-out rooms available, each seating up to 90 classroom style.
- ◆ Area hotels should be able to provide space for 20-30 exhibitors/vendors and assure security of the exhibit area
- ◆ Sales/Catering staff of hotels should be knowledgeable of federal cost guidelines
- ◆ Shuttle service available to airport, area shops, events and other points of interest
- ◆ Adequate parking facilities with security, little or no cost to conferees
- ◆ Availability of business services; e.g., copier, fax, electronic communication services
- ◆ Ability to set up computer lab with up to 30 PCs and adequate Internet access
- ◆ Registration and locked storage areas for conference materials and equipment
- ◆ Ability to provide, at reasonable cost, other business services/supplies such as monitors, LCD projectors, flip charts, etc.
- ◆ Arrangements for prompt delivery of messages, faxes to conference committee and attendees, message board
- ◆ Contact city convention/visitors bureau to provide brochures and/or maps with information on local points of interest and/or events
- ◆ Ability to meet the Federal safety standards; i.e., fire codes, sprinkler systems, etc.
- ◆ Ability to accommodate individuals with special needs; i.e., dietary, mobility, visual or auditory

**2020 SITE SELECTION**  
**GRANTEE ENDORSEMENT**

\_\_\_\_\_,  
as an Indian and Native American WIOA/Public Law 102-477 grantee,  
endorses the city/area of:

\_\_\_\_\_  
for the 2020 National Indian and Native American Employment/  
Public Law 102-477 Training event.

Contact has been made with local visitor and convention centers and  
verification received that lodging and meeting facilities are available  
in the area that sufficiently supports the requirements of the 2020  
NINAETC/477 Training.

In addition to the endorsement of the city/area, arrangements will  
be made for the following support from our organization/community  
during the event:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
WIOA/477 Director

\_\_\_\_\_  
Date

## ELECTION PROCEDURES FOR 2018-2019 NINAETC/477 OFFICERS

1. Nominations will be accepted from the floor during the General Assembly, Tuesday, April 10, 2018. Nominations will be closed by a vote of the General Assembly body. Candidates will be introduced and given equal campaign time at the podium during the General Assembly on Wednesday, April 11, 2018. The Election Committee will prepare official ballots. Ballots shall bear the names of the candidates nominated for each specific office.
2. Election Committee members shall oversee all facets of the election and will provide procedures information as needed.
3. **Official ballots will be available at the polling site beginning at 10:00 a.m. until exactly 12:00 p.m. (noon) on Wednesday, April 11, 2018.**
4. **ONE VOTE PER GRANTEE SHALL BE ALLOWED.** Votes shall be cast by WIOA/477 Directors **OR** their designated proxy. The Director or their designated proxy **MUST** sign the voting roster to receive a ballot.
5. Proxies must be on the grantee's organizational letterhead and submitted to the Chairperson of the Election Committee **prior** to 10:00 a.m., the start of voting on Wednesday, April 11, 2018.
6. The results of the voting will be given to the Chairpersons who will announce the new officers at the General Assembly on Thursday, April 12, 2018.
7. The winner for an elected term of Chairperson 166, Chairperson 477, Vice-Chairperson, Treasurer, Secretary 166, Secretary 477 shall be the candidate who receives a simple majority of the votes cast. NINAETC/477 officers will serve for a one-year term from the 2018 event to the 2019 event.
8. A run-off election will be held for an office or site if no candidate receives a majority of votes. **If a run-off is required, it will be held on Thursday morning, April 12, 2018, from 10:00 a.m. to 12:00 noon with results announced at the banquet.** If a second run-off is necessary, voting will be conducted during the banquet with the results announced as soon as available. The 2017-2018 Executive Committee and Election Committee shall determine the most appropriate procedure should a subsequent run-off be necessary.

The Election Committee reserves the right, as granted by the Executive Committee, to initiate any procedural changes in the process, if determined necessary for reasons of fairness.