



ALASKA PUBLIC EMPLOYEES ASSOCIATION/AFT (AFL-CIO)

Anchorage Field Office

3310 Arctic Blvd., Suite 200, Anchorage, Alaska 99503
Telephone (907) 342-1601 (800) 478-9992 Fax 277-4588

January 30, 2024

Local Presidents

RE: **2024 APEA/AFT Biennial Caucus**

Please plan on joining us for the 2024 APEA/AFT Biennial Caucus on Friday, October 25 and Saturday, October 26 in Anchorage, Alaska at the Captain Cook Hotel. Over those two days delegate meetings will be held for the election of APEA/AFT President, Secretary/Treasurer, and the Employee Political Information Committee (EPIC) Board members and Officers. At the close of Caucus on Saturday, the full APEA/AFT Board, new APEA/AFT President, and new APEA/AFT Secretary/Treasurer will meet.

All of the Employees Political Information Committee (EPIC), Board of Director office positions are up for election. The board members will be elected by the members of their respective constituents present at the 2024 Caucus. The nomination period will open July 22nd and will remain open until the close of business, October 20th. Nominations may be mailed/mailed to Sandy Thompson Wallace, TOTEM President and current EPIC Chair.

As Caucus is the time set aside for considering changes to the APEA/AFT Constitution, all suggested changes to the Constitution must be submitted by members to the APEA/AFT Constitution Committee no later than September 22nd. A recommended change must be submitted in a format specified in the Constitution. Please find the format/forms on the APEA/AFT website under 2024 Biennial Caucus if you are interested in submitting a change to the Constitution or if you have any questions.

Delegates to the APEA/AFT Caucus must be elected by the membership in accordance with the Labor-Management and Reporting Disclosure Act (also known as the Landrum-Griffin Act) and the APEA/AFT Constitutions. Delegates must be elected by the membership, rather than appointed or elected by an Executive Board. Please consult your Constitution or Bylaws to see which method of selection is proper for your Local. Delegates not properly elected will not be certified by the APEA/AFT Caucus Credentials Committee and may not cast votes on matters before the Caucus.

The actual number of Delegates each Local will have for Caucus will be determined July 31, 2024. The exact number of Delegates per Local are determined from the average number of members upon which per caps were paid from August 1, 2022, through July 31, 2024. To aid you in planning, we have attached a list of the number of delegates each local was entitled to for the 2022 Caucus. Keep in mind that the actual membership counts of many Locals have changed since 2022. Regarding whom will pay for delegates to travel to Caucus please refer to the attached Caucus Travel Policy. Also attached is a APEA/AFT 2024 Biennial Caucus \$500 Scholarship Application that delegates may use to help defray costs.

State Headquarters/ Juneau Field Office

151 3rd Street, Juneau, Alaska 99801
Telephone (907) 586-2334, (800) 478-9991 Fax 463-4980

Fairbanks Field Office

825 College Road, Fairbanks, Alaska 99701
Telephone (907) 456-5412, (800) 478-9993 Fax 456-7478

This year the American Federation of Teachers (AFT) Convention will be held at the George R. Brown Convention Center in Houston Texas from July 21st to July 26th, 2024. Please refer to the attached Caucus Travel Policy regarding attending the 2024 AFT Convention. More information regarding the convention can be found at <https://www.aft.org/event/aft-convention-2024>.

Everyone attending Caucus is highly encouraged to participate in all of the activities. This is a great time to renew acquaintances and to meet new APEA/AFT members.

In Solidarity,



Sandy Thompson Wallace
APEA/AFT President

Cc: APEA/AFT Executive Board (including Alternates)
EPIC Board (including Alternates)
APEA Staff

Attachments: 2022 Caucus Delegate Allocation
Scholarship Form
Travel Policy

STW/lr

LOCALS			
1	A.C.E.	DRAFT - DELEGATE ALLOCATION FOR 2022	1
2	AEIOU		1
3	AHECTE		2
4	AHMC		1
5	City of Bethel		2
6	Confidential Emolovees Assoc.		2
7	Totem		2
8	FNSB		3
9	JESS		3
10	Juneau Mental Health Prof		1
11	Kenai Pen Bor		2
12	Ketch, Gtwy Bor.		1
13	Mat. - Su Borough		3
14	Nome Jt. Utility		1
15	Nome City of		1
16	Petersburg Dist. Support Pers.		1
17	Petersburg City of		2
18	Seward Public Employees Assoc.		1
19	Supervisory Unit		19
20	U of A. Adjuncts		2
21	U S E S E.		1
22	United Academics		8
23	Valdez Teachers		2
TOTAL:		5227	72

Delegate Allocation Table	
Ave. Mem.	Deleegates
0-50	1
51-150	1
151-250	3
251-350	4
351-450	5
451-550	6
551-650	7
651-750	8
751-850	9
851-950	10
951-1050	11
1051-1150	12
1151-1250	13
1251-1350	14
1351-1450	15
1451-1550	16
1551-1650	17
1651-1750	18
1751-1850	19
1851-1950	20
1951-2050	21
2051-2150	22
2151-2250	23
2251-2350	24
2351-2450	25
2451-2550	26
2551-2650	27
2651-2750	28
2751-2850	29

Per constitution, membership shall mean the average number on which per capita has been paid for the first 24 months of the 26 month period immediately preceding the month in which caucus meets.

Alaska Public Employees Association (APEA/AFT)
2024 Biennial Caucus \$500 Scholarship Application

Name: _____ Date: _____
Address: _____ City: _____
State: _____ Zip _____ Phone #: _____
Local Name: _____ Local #: _____

APEA Local Delegates may apply for only one Biennial Caucus Scholarship each Caucus year.

Delegates **may not** apply for a 2024 Biennial Caucus Scholarship if APEA is paying for any of their travel to Caucus.

APEA Caucus Scholarships may **only** be used to help defray cost of travel, hotel and meals while attending the 2024 Biennial Caucus.

2024 Biennial Caucus Scholarships will be awarded through a random drawing.

I understand that:

The 2024 Biennial Caucus Scholarship is for assistance with expenses related to travel, hotel and meals while attending Caucus.

Reimbursement will be for expenses, up to \$500, incurred between October 25th and 26th, 2024 while attending the 2024 Biennial Caucus.

To receive reimbursement, receipts must be submitted with the APEA/AFT Request for Scholarship Reimbursement Form by November 8, 2024.

Delegate Signature

Please complete application and send to:

APEA/AFT Scholarship Committee
3310 Arctic Blvd., Suite 200
Anchorage, AK 99503

Original applications must be received by 5:00 pm September 2, 2024. No faxes.

Caucus Travel Policy

APEA/AFT pays for the following members to attend Caucus:

- All APEA/AFT Board of Directors Primary & Alternate Members
- All EPIC Board Primary & Alternate Members
- One Delegate (If required to insure every Local has representation at Caucus)
- All Constitution Committee Members
- All Credential Committee Members
- All APEA/AFT Staff

APEA/AFT Board of Directors Primary & Alternate Members, EPIC Board Primary & Alternate Members and APEA/AFT Staff

TRANSPORTATION

- Coach Tickets are purchased by APEA/AFT for the APEA/AFT Board of Directors primary members and for APEA/AFT Staff.
- If available, Mileage tickets will be used for APEA/AFT Board of Directors alternates and EPIC Board primary and alternate members. If mileage tickets are not available, EPIC is responsible for the cost.
- APEA/AFT Board of Directors primary members and APEA/AFT Staff who drive to Caucus may apply for mileage reimbursement. Note: APEA/AFT will pay for the actual mileage or the cost of an airline ticket, whichever is less. Please contact your local APEA office to confirm your transportation plans.

HOTEL

- If desired, rooms will be provided for Caucus Committee members, ranking delegates and staff that live in Anchorage.

MEALS

- Meal allowances and/or meals will be provided for folks from outside Anchorage.

PARKING

- Parking Passes will be provided.

Constitution or Credential Committee Members

TRANSPORTATION

- If the committee member is primary member of the APEA/AFT Board of Directors, Coach Tickets are purchased by APEA/AFT.
- If the committee member is not a primary member of the APEA/AFT Board of Directors, Mileage Tickets are used if available; if not then Coach Tickets will be used.

Caucus Travel Policy

- Committee primary member of the APEA/AFT Board of Directors who drive to Caucus may apply for mileage reimbursement. Note: APEA/AFT will pay for the actual mileage or the cost of an airline ticket, whichever is less. Please contact your local APEA office to confirm your transportation plans.

HOTEL

- Rooms will be provided.

MEALS

- Meal allowances may be provided for members from outside Anchorage. Note: If Caucus provides for all the meals, then the meal allowance will not be issued.
- Meal allowances are not mandatory or automatic and must be requested.
- Some meals are included with participation at Caucus.

PARKING

- Parking Passes will be provided.

Delegates

TRANSPORTATION

- None as Locals are required to cover the cost of their delegates travel.
- A scholarship (up to \$500) may be provided to Locals that lack funds. Request must be pre-approved by the Caucus Committee Chair.

HOTEL

- Rooms will be provided to one delegate per local (usually the president of the Local) if they live outside of Anchorage (or location of Caucus).

MEALS

- Meal allowances may be provided for folks from outside Anchorage.
- Some meals are included with participation at Caucus.

PARKING

- Parking Passes will be provided.

Non-Delegates

TRANSPORTATION

- N/A

HOTEL

- N/A

MEALS

- Some meals are included with participation at Caucus.

Caucus Travel Policy

PARKING

- N/A

Guest Speakers (Not AFT)

TRANSPORTATION

- Coach or mileage tickets will be purchased for Guest Speakers who live outside of Anchorage.

HOTEL

- Rooms will be provided.

MEALS

- Some meals are included with participation at Caucus.

PARKING

- N/A

AFT

TRANSPORTATION

- AFT normally covers their own transportation cost. If they are requesting APEA/AFT to cover the cost, please seek prior approval from the APEA/AFT Business Manager and/or the Caucus Committee Chair.

HOTEL

- Rooms will be provided.

MEALS

- Some meals are included with participation at Caucus.

PARKING

- Parking Passes will be provided if applicable.

Exceptions

SPECIAL REQUESTS

- All special requests must have prior approval from the APEA/AFT Business Manager and/or the APEA/AFT President and/or the Caucus Committee Chair.

TRAVEL / HOTEL DEVIATIONS

- All travel & hotel deviation requests must have prior approval from the APEA/AFT Business Manager.

SCHOLARSHIPS

- All scholarship requests must have prior approval from the Caucus Committee Chair.

