

WASHINGTON STATE FEDERATION

REDISTRICTING COMMITTEE

PROPOSAL

24 SEPTEMBER 2020

COMMITTEE MEMBERS:

John Wells, Chairman – WSF District III V.P.

Bea Bull, Secretary – WSF District IV V.P.

Linda Wallers, GoToMeeting Facilitator – WSF Secretary

Kent Clarida, President, Wenatchee Chapter (0239)

Brady Green, President, NW Cascades Chapter (0196)

Arlene Patton, Acting District I V.P. – WSF Treasurer

Bill Powers, President, Bremerton Chapter (0181)

Bob Rust, President Seattle Chapter (0043) and Olympic Peninsula Chapter (1006)

ALSO PARTICIPATING:

WSF President Steve Roy

Quentin Gates, Secretary/Treasurer NW Cascades Chapter (0196)

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Purpose:

The Washington State Federation (WSF) Executive Board tasked the WSF Redistricting Committee with reviewing the current five-district structure to determine if a change is needed.

Problem:

Due to the loss of several chapters in the federation, the distribution of chapters between districts is inequitable. Also, it is difficult to recruit District Vice Presidents (DVPs).

Recommendations:

The WSF Redistricting Committee recommends reducing the number of districts to three (3) as follows:

- Combine Districts I and V to create a new District I;
- Maintain District II as is; and
- Combine Districts III and IV to create a new District III.

The WSF Redistricting Committee makes additional recommendations as follows:

1. A revision of the District Vice President (DVP) Position Description and Checklists
2. A revision of the state map showing chapters color-coded to their new districts with a table listing chapters and their districts
3. That an Assistant DVP position be created by the WSF Ex. Bd. with the position description developed by current DVPs; this is a non-elected position
4. That contacting the U.S. Senators shall be included in the duties performed by the WSF National Legislative Chair
5. That the WSF Ex. Bd. include voting for DVPs at the same time as voting for other WSF officers; develop a means to restrict DVP voting to voters within that DVP's district; and develop a means for obtaining votes from non-computer-using members

That "Some Thoughts on Restructuring NARFE-WSF" from Quentin Gates, Secretary/Treasurer NW Cascades Chapter (0196) be reviewed by the WSF.

Justifications:

Reducing the number of districts to three (3)

By reducing the number of districts, the chapters can be distributed more evenly between the districts and reduce the number of DVPs needed.

Recognizing that this creates greater travel distances, DVPs will use technology to maintain contact with their chapters. This will save the federation money on travel costs.

The switch to three (3) districts will be proposed at the 30 September 2020 WSF Ex. Bd. meeting. If adopted, the change would be included in the WSF budget discussions in November 2020 and go into effect in January 2021. Meanwhile, WSF Treasurer, Arlene Patton, will continue on as Acting DVP I and DVP IV, Bea Bull, will act as liaison to District III chapters.

1: Revised District Vice President Position Description and Checklists

The DVP Position Description was reviewed and updated and a copy is included as Exhibit A. It is understood that this document will be reviewed by WSF V.P. Mary Binder as part of her task to review and update federation documents; that it will be incorporated as part of the revised Standing Rules; and that it will be assigned a revision date accordingly.

Part of the review was to determine if a revision could incorporate the duties of Congressional District Leaders/Senatorial Leaders (CDLs). (Reference F-10 pg. 23) If the revision is adopted, DVPs will only perform CDL duties if no other person within their district is already performing those tasks.

The existing "DVP Chapter Visit Checklist" was revised and renamed "DVP Chapter Membership Meeting Visit Checklist" (Exhibit B); portions of the original document were transferred to a new checklist titled "DVP Get Acquainted with Your Chapter Checklist" (Exhibit C). The "DVP Chapter Membership Meeting Visit Checklist" should be completed during each visit and submitted to the WSF President and Vice President.

The items on the new "DVP Get Acquainted with Your Chapter Checklist" should be completed using emails and/or phone calls to chapter officers since it would be disruptive to attempt to obtain this information during a chapter meeting. This form should be completed at least annually after chapter officer elections. It may also be completed any time there is a change of officer or committee chair. The completed form will be submitted to the WSF President and Vice President.

2: Revised State Map

A revised state map (Exhibit D) shows the existing chapters color-coded to the three (3) proposed districts. A table lists the chapters in numerical order and shows to which district it is assigned. No district boundaries are included; it is the task of the WSF to assign a new or reactivated chapter to an appropriate district.

3: Assistant District Vice President

An Assistant DVP will provide assistance to the DVP and be a mentee who may fill the DVP position when the current DVP's term expires. The DVP will choose an assistant from a different chapter; it will not be an elected position but will be appointed by the WSF Ex. Bd.

The current (or acting) DVPs will develop the Assistant DVP Position Description.

The Assistant DVP position may be filled immediately after budget discussions in November 2020.

4: Contacting U.S. Senators

Contacting U.S. Senators shall be one of the duties of the WSF National Legislative Chair to ensure the two (2) Senators receive a proper amount of NARFE communication.

5: Voting for District Vice Presidents

Voting for DVPs has, in the more recent past, been done during a district caucus at the biennial WSF Conference; however, this doesn't comply with one-member-one-vote. The WSF Ex. Bd. should include voting for DVPs at the same time as voting for other WSF officers. This would require developing a means to restrict DVP voting to voters within that DVP's district. The WSF Ex. Bd. also needs to develop a means for obtaining votes from non-computer-using members.

“Some Thoughts on Restructuring NARFE-WSF” from Quentin Gates

“Some Thoughts on Restructuring” from Quentin Gates, Secretary/Treasurer NW Cascades Chapter (0196), is included with the proposal as Exhibit E. The suggestions are outside the scope of the Redistricting Committee, which took no action on them, but are important items for the WSF Ex. Bd. to consider as members transfer to National Only membership, chapters close, the use of technology increases, and methods of communication change.

EXHIBIT A
DVP Position Description

Section 6. District Vice-Presidents

Term of office: Two (2) years.

Limited to two (2) consecutive terms.

In addition to the duties outlined in the F-10:

Essential Duties – Federation Level

- (a) Serve as the liaison between the WSF Executive/Advisory Committees and district chapters.
- (b) Must be able to communicate via electronic means (email, GoToMeeting, etc.)
- (c) Report to, and seek advice from, the WSF President.
- (d) Prepare, annually, a statement of goals for the district.
- (e) Prepare, annually, a budget to cover general administration and to accomplish goals.
- (f) Assume Congressional District Liaison (CDL) duties only if there is no one else in the district acting in that capacity. **(See F-10 for CDL Position Description.)** Coordinate with Chapter Legislative Chairs and facilitate communication between them and the Federation Legislative Chair.
- (g) Canvas chapters to determine need for District Workshops to share ideas, solutions, and concerns; assist in developing workshop agenda; include cost in annual budget.
- (h) Be familiar with National and Federation Bylaws and Standing Rules.
- (i) Be familiar with, and utilize, published resources on the National website.
- (j) Stay current with the content of National and Federation websites.
- (k) Subscribe to and read National emailed publications.
- (l) Attend WSF Executive/Advisory Committee meetings, usually quarterly, and presents a written report of district activities.
- (m) Contribute article, usually annually, for the *Federation Reporter*.
- (n) Coordinate hosting of WSF Conference when held in the district.
- (o) Identify areas where new chapter(s) could be formed and assist in helping them organize.
- (p) Attendance at the National Conference (FEDcon) by DVP or suitable representative is strongly encouraged; DVP or representative will report back to chapters on issues addressed at the conference.
- (q) Locate and train DVP Assistant; candidate must be from a different chapter than the DVP.
- (r) Perform other duties as assigned by the WSF President.

Essential Duties – Chapter Level

- (a) Use the “DVP Chapter Membership Meeting Visit Checklist” to evaluate chapter meetings.
- (b) Use the “DVP Get Acquainted with Your Chapter Checklist” to identify chapter strengths and weaknesses.
- (c) Prior to visiting a chapter, review its website (if applicable) for how current the information is and whether it is linked to the WSF website.
- (d) Be readily available to chapter officers via email or phone; request input for WSF Executive/ Advisory Committee meetings.
- (e) Seek out qualified people for officer positions including DVP and DVP Assistant.
- (f) May install newly elected officers.
- (g) Provide guidance and training to chapter officers; ensure officers have access to available resources and the knowledge for how to use them.

- (h) Work with chapter officers to hold District Workshops as needed.
- (i) Promote member recruitment and retention.
- (j) Promote chapter-level legislative activities; coordinate activities involving multiple chapters.
- (k) Promote NARFE-PAC and Alzheimer's donations and activities.
- (l) Assist in implementing NARFE and federation decisions, policies and procedures.
- (m) Encourage participation of ALL members in district and federation conferences and training events.
- (n) Encourage DVP contributions to chapter newsletter articles reviewing federation activities related to issues pertinent to members.
- (o) Maintain positive public image of NARFE.
- (p) Direct closure process of chapters using instructions in the F-10 "Chapter and Federation Officers Manual".

EXHIBIT B

DVP Chapter Membership Meeting Visit Checklist

**National Active and Retired Federal Employees Association
Washington State Federation**

DVP CHAPTER MEMBERSHIP MEETING VISIT CHECKLIST

This checklist should be completed each time you visit one of the chapters in your District. Within 10 days after the visit, an electronic copy of this form should be submitted to the Federation President and Federation VP. Make sure you electronically sign and date the report before forwarding and maintain a copy for your records.

Chapter # and Name: _____ Date of Visit: _____

Chapter President's Name: _____

Purpose of Visit: _____

Number of Chapter Members: _____ Number of Members Present: _____

Please check the correct answer and add comments as appropriate.

QUESTION	YES	NO
Was the Chapter President at the Meeting? If not, why not?		
Did they use a meeting agenda?		
Did they have a program, guest speaker, or entertainment? If yes, provide a brief description.		
Did the President or presiding officer welcome new members and guests?		
Does the Chapter have a Membership Chair?		
Was a membership report provided?		
Were current membership issues discussed?		
Does the Chapter have a Legislative Chair?		
Was a legislative report given?		

Continue on reverse

Were members encouraged to contact their legislative representatives regarding a current piece of legislation affecting federal employees/retirees?		
Does the Chapter have a NARFE-PAC Chair?		
Was a PAC report given?		
Were PAC contribution solicited?		
Does the Chapter have a Public Relations Chair?		
Was a PR report provided?		
Does the Chapter have an Alzheimer's Chair?		
Was an Alzheimer's report given?		
Was there a discussion about upcoming chapter involvement in Alzheimer's activities?		

Use the space below to provide other comments/explanations related to the meeting. If this was an Assistance Visit, provide comments/explanations regarding issues discussed and steps of action taken or recommendations of actions to be taken.

Signature: _____

Date: _____

EXHIBIT C

DVP Get Acquainted with Your Chapter Checklist

**National Active and Retired Federal Employees Association
Washington State Federation**

DVP GET ACQUAINTED WITH YOUR CHAPTER CHECKLIST

Use this checklist familiarize yourself with the workings of the chapters in your District and to reveal areas that can be strengthened, possibly with the assistance of the Federation. You may obtain this information outside of chapter meetings either in person, through phone calls, or via emails.

This checklist should be completed at least annually after chapter officer elections. It may also be completed any time there is a change of officer or committee chair. Within 10 days after the visit, an electronic copy of this form should be submitted to the Federation President and Federation VP. Make sure you electronically sign and date the report before forwarding and maintain a copy for your records.

QUESTION	YES	NO
Does the chapter hold an Executive Board meeting separate from the General Membership meeting?		
Does the Chapter have a Membership Chair?		
Describe some current recruiting/retention activities/problems. Does the Chapter regularly encourage members to sign up for Dues Withholding? Does the Chapter have a plan to participate in local Health Fairs or other outreach activities? Can the Federation provide support?		
Does the Chapter have a Legislative Chair?		
Describe recent chapter legislative activities. Do they encourage the use of the Legislative Action Center on the National website? Do they encourage members to contact their legislative representatives regarding current legislation pertinent to federal employees/retirees? Can the Federation provide support?		
Continue on next page		

Does the Chapter have a NARFE-PAC Chair?		
Do they stay current with PAC reports, downloading them from the National website? Do they regularly solicit NARFE-PAC donations at meetings? Can the Federation provide support?		
Does the Chapter have a Public Relations Chair?		
Do they post information about chapter meetings in local media? If so, describe. Do they encourage members to write Letters to the Editor?		
Does the Chapter have an Alzheimer's Chair?		
Do they understand the process for accepting and transmitting Alzheimer's funds? Do they provide members with new research information? Do they involve members in local Alzheimer's events?		
Do Chapter leaders receive communications from National and the Federation (ex. Newline, NES messages, the <i>Federation Reporter</i>)? Do they share information from these sources with their chapter members? Are they able to make utilize applicable information?		
Does the Chapter have a newsletter? How often is the newsletter distributed to members? Do all officers contribute articles to the newsletter?		
Continue on next page		

Does the Chapter utilize a "Calling Tree" or other electronic method(s) of communicating with Chapter Members? (email or social media)

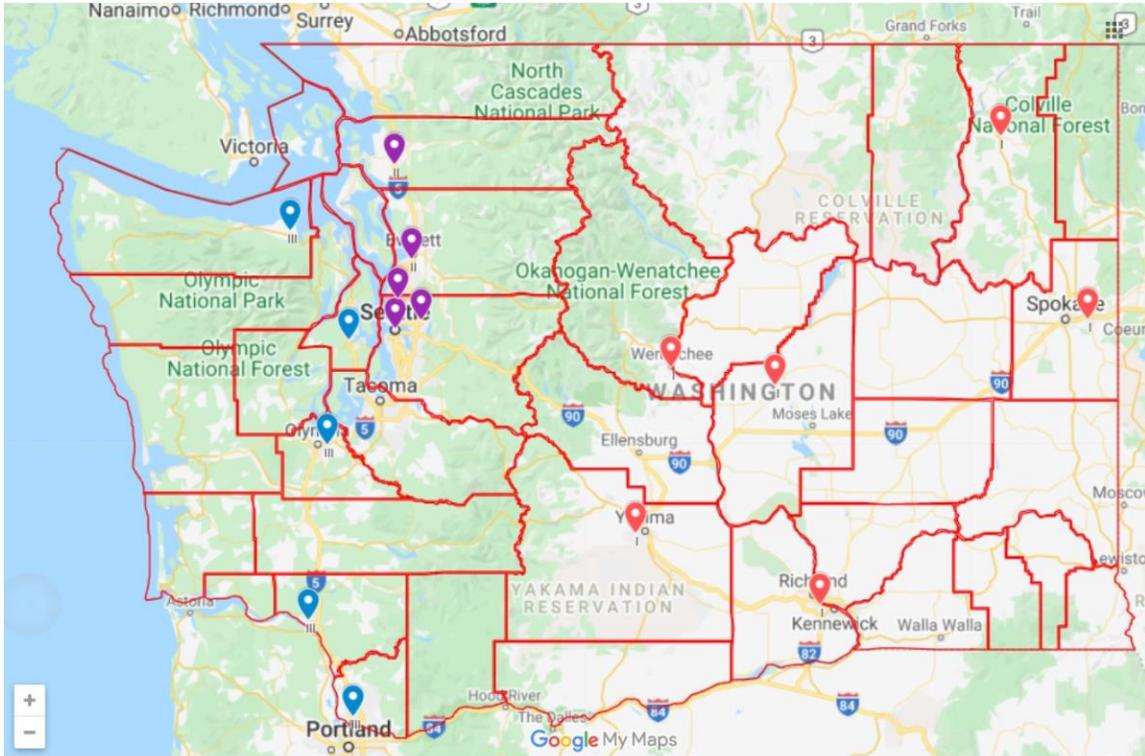
Does the Chapter have a website? If so, is it:

- Well maintained?
- Contain current information?
- Up-to-date (updated in the past 30 days)?
- Linked to the National and Federation websites?

Signature: _____

Date: _____

EXHIBIT D
STATE MAP



- | | | |
|-------------------------|-----------------------------|----------------------------|
| RED = DISTRICT I | PURPLE = DISTRICT II | BLUE = DISTRICT III |
| 32 Spokane | 43 Seattle | 131 Vancouver |
| 238 Yakima Valley | 193 Everett | 181 Bremerton |
| 239 Wenatchee | 196 NW Cascades | 236 Olympia/Timberland |
| 856 Columbia Basin | 1404 East Lake Washington | 1006 Olympic Peninsula |
| 1192 Tri-Cities | 1966 Sno-King | 1070 Longview/Kelso |
| 1247 Colville Valley | | |

CHAPTER	CITY	DISTRICT
32	Spokane	I
43	Seattle	II
131	Vancouver	III
181	Bremerton	III
193	Everett	II
196	NW Cascades	II
236	Olympia/Timberland	III
238	Yakima Valley	I
239	Wenatchee	I
856	Columbia Basin	I
1006	Olympic Peninsula	III
1070	Longview/Kelso	III
1192	Tri-Cities	I
1247	Colville Valley	I
1404	East Lake Washington	II
1966	Sno-King	II

EXHIBIT E

**“Some Thoughts on Restructuring
NARFE-WSF”
from Quentin Gates**

Some Thoughts On Restructuring NARFE-WSF

Reviewing the structure of a volunteer organization is probably called for whenever fundamental social and environmental conditions change. NARFE now faces at least two such changes: (1) The revolution in social norms caused by the Covid-19 pandemic and (2) The rapid shift in communications from personal face-to-face or printed media to electronic information exchange and social interaction.

WHAT WE HAVE NOW – NARFE is a typical hierarchal organization that looks much like one of the government bureaus for which we work or from which we retired. Members belong to *Chapters* that are in *Divisions* within *Federations* combined in *Regions* that make up a national *Association*. Each level has its own set of officers who are responsible for communicating up and down the chain. The purpose of our organization – *To advocate on behalf of its members with Congress and the Executive Branch* – is carried out through face-to-face social interactions, letter-writing campaigns, phone calls, and meetings. That probably won't work effectively anymore.

WHAT SHOULD WE DO – I watched another volunteer non-profit organization (The Barbershop Harmony Society) go through a similar revolution when it became clear that limiting membership to mostly white male singers was not going to allow the society to achieve its goal to "Keep the Whole World Singing." They changed. They opened the Society to everyone regardless of gender, race, nationality, religion or sexual orientation. It wasn't incremental, it was wholesale. They lost a few hardliners but those actions turned the Society around and now it is flourishing.

NARFE is peopled by folks who now work or once worked in agencies where most everything is done incrementally. That's what we know how to do. But times have drastically changed and our association must restructure accordingly. Some changes have already been implemented like One-Member-One-Vote, deleting mandatory chapter membership, E-Chapters, and the attempt to upgrade our handling of member and financial data. Those are small changes but they signal that the membership is ready for major changes that will deal with the two challenges outlined in the opening paragraph.

I suggest consideration of the following:

1. **Eliminate Chapters in the Washington State Federation (WSF).** The social function chapters once fulfilled no longer meets the needs of most members, especially active federal employees. For the foreseeable future, face-to-face meetings are not really possible as in the past. As a result, chapters are dying out and consolidation is probably a certainty anyhow. So, no chapter dues and only a modest fee for WSF training or conference participation. Distribution of chapter assets would need to be worked out.
2. **Eliminate Districts.** We're already considering a consolidation from five to three in the WSF. Without chapters, there's no need for divisions.

3. **Consolidate the membership under the Federation.** I believe that we still need a NARFE executive structure at the state level because each state government has its own rules and agencies that vary from other states. That is, Washington is not quite like Oregon or Virginia, etc. Each current NARFE member, whether national-only, life, etc. would just be a WSF member.
4. **Invest in State-of-the-Art Electronic Data & Communications Media.** Perhaps the best use of the assets of chapters would be in purchasing computer hardware and software applications that keep accurate track of WSF members and the federation's assets. I suspect there are a lot of our members (especially younger/newer members) who would be willing and able to get involved in a new NARFE WSF that is ready for the future.