**Conference, Education & Convention Delegates Selection Process**

Delegates to all conventions, conferences, & educational opportunities shall be chosen by the Executive Board.

1. As per Local 1004 bylaws the table officers shall be delegates to conventions to affiliated organizations ex officio. Where applicable, preference will be given to appropriate table officer(s) to attend other conferences and educational opportunities.
2. All other delegate opportunities shall be open to all members of the local as per Article 18 (Delegates) of the local bylaws.
3. Time permitting, announcements of upcoming conferences will be made at the monthly general meeting and the monthly stewards meeting. Additionally, these notices shall be posted on the Local 1004 website. As well, the notices will be included in the Monthly Members Update.
4. Members wishing to attend conferences, educationals, and conventions should submit their names and contact information to the Executive Board stating their reasons for wanting to attend said events and how it will benefit the Local. The Executive Board or a committee of such shall review these applications and their decision shall be based on the following criteria:
5. The member’s participation in union affairs including executive board membership, stewarding and committee activity.
6. The nature of the event (eg. OH & S conferences should be attended by active members of OH & S committees)
7. Where more than one member is attending, the delegation should reflect the diversity of the local with regard to work units, gender, young workers and other equity seeking groups.
8. Consideration will be given encouraging new and/or newly active members.
9. Members sent to conferences are expected to be available and to attend all sessions of the conferences.
10. Members are also expected to submit an oral and/or written report to the local 1004 membership meeting and/or the Executive Board or appropriate committee.
11. Once a selection has been made the member will be notified and said selections will be announced to the general membership at the next monthly membership meeting.

**Note:** This policy statement ties in with Article 18 (Delegates) of the Local 1004 Bylaws and Section 18 of the Financial Policy Manual (Union Education).