

 **United States Coast Guard**

 **CHIEF PETTY OFFICERS ASSOCIATION**

 **5520 Hempstead Way**

 **Springfield, VA 22151-4009**

 **Phone: (703) 941-0395 / Fax: (703) 941-0397**

 **Email:** kimlorigan7@gmail.com **(CPOA National President)**

coastguardcpoa@gmail.com **(National Office)**

 1 February 2017

**CALL TO CONVENTION**

Subj: 2017 CPOA / CGEA National Convention

# 1. As required by our Association’s By Laws, this letter serves as official notification that our Association’s Annual National Convention will be held from 7-10 August 2017 at the Crowne Plaza Louisville Airport Expo Center, 830 Phillips Lane, Louisville, Kentucky 40209.

2. All members in good standing have the right to speak on the Convention floor and vote on issues brought before the Assembly. The USCG CPOA Operations Manual states that a quorum at an Annual Convention consists of a majority of those members in good standing in attendance.

3. Motions to Amend the CPOA Operations Manual must be received at the National Office by not later than 9 April 2017. As this date falls on a weekend, Motions to Amend may be transmitted via fax to (703) 941-0397 or e-mailed to coastguardcpoa@gmail.com, and the submitter shall ensure that the original signed Motion is received at the National Office by not later than 10 April 2017. Motions to Amend received after that date will not be considered at the 2017 Convention.

4. Members wishing to dedicate this Convention to an individual, group, etc., shall petition the National President for approval. Once approved, the National Office will be directed to notify everyone concerned and prepare presentation certificates.

5. The tentative schedule for this year’s Convention will be made available by 15 May 2017 on the CPOA website at [www.uscgcpoa.org](http://www.uscgcpoa.org), and will be published in the July 2017 edition of “The Chief”.

6. Robert’s Rules for Dummies by C. Alan Jennings, PRP, published by the Wiley Publishing Co., shall be the Parliamentary authority.

7. This notification will appear in the April 2017 edition of the “The Chief”. Motions to Amend the CPOA Operations Manual and the proposed 2017 Association Budget will appear in the July 2017 edition of “The Chief”.

Yours in Service,

YNC Kim Lorigan (Ret.)

CPOA National President