



# UNAC/UHCP Convention Guide for Delegates

## *What to Know Before You Go*

### ***UNAC/UHCP 50-Year Anniversary Convention***

Sunday, October 9 - Wednesday, October 12, 2022

JW Marriott LA Live

900 W. Olympic Blvd., Los Angeles, CA 90015

(213) 765-860

## RESOURCES

### Questions?

**Convention:** Visit the convention website at [unac2022convention.com](https://unac2022convention.com)

**Hotel Reservations:** Contact your affiliate or chapter convention chair

**Online registration and cancellation:** Contact your affiliate or chapter convention chair

## **COVID SAFETY PROTOCOL**

We want to ensure, to the extent we can, that the 2022 UNAC/UHCP Biennial Convention will be safe for everyone. All delegates, staff and guests must be tested prior to entering the convention area to help prevent the spread of COVID-19. The following COVID-19 safety protocol will be implemented to create the safest environment possible for all who participate.

### **Prior to Taking your COVID test**

- Each participant must complete an online patient intake form allowing their consent in advance of the test. This is only to be submitted one time.  
<https://unacintake.kdpassport.com>
- A custom health & safety questionnaire must be completed each day of the convention. This is to certify that you are not experiencing any COVID symptoms on the day you attend convention. You may access the questionnaire via QR code or link.

### Access the Custom Health & Safety Questionnaire

#### Follow link

<https://unac.kdcovidapp.com>

#### Scan QR code



### **Daily On-Site COVID Testing**

- A rapid antigen test will be performed by Kwokman Diagnostic each day of the convention in the Georgia room located on the 2<sup>nd</sup> floor.
- You will line up at **Station 1** to complete your daily health & safety questionnaire and then proceed to **Station 2** for COVID testing in the Georgia meeting room.
- Once you have taken your test, you will be text alerted to check your email for test results within 10-15 minutes after being swabbed.
  - Please return to your room or lobby while awaiting your test results.
  - The testing process can take up to 25 minutes. It is recommended that you arrive early to reduce wait times.
- Participants will show their negative results to a staff member at **Station 3** and a wrist band will be provided.
  - This is required daily.



# DELEGATE INFO – WHAT TO KNOW BEFORE YOU GO

## COVID Testing Window

- Sunday, October 9: 6:00am-6:30pm
- Monday, October 10: 5:00am-9:30am
- Tuesday, October 11: 6:00am-9:30am
- Wednesday, October 12: 6:00am-9:30am

## Breakfast Times

- Monday, October 10: 5:30am – 8:30am
- Tuesday, October 11: 6:30am – 8:30am
- Wednesday, October 12: 6:30am – 8:30am

## In the event you test positive for COVID

- Following a positive rapid antigen test result, you will be contacted by a Kwokman Diagnostic nurse to take a rapid PCR test.
  - This test is performed to provide additional information only.
- You will be required to isolate in your hotel room and will be contacted by the Safety Team.
  - See CDCs Isolation procedures by visiting <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#>
- For Northern California and Hawaii participants, UNAC/UHCP will extend the hotel stay for the duration of the isolation period.
- For Southern California participants:
  - UNAC/UHCP staff - will be released to safely isolate in your home, per CDC guidelines.
  - Delegates and Candidates – Please consult with the Safety Team for further instruction. Instructions will be provided on how to safely submit a ballot and speech during isolation.

## Resources

- Safety Hotline (888) 273-8458
  - For any safety issues, questions, or concerns please contact the Safety Hotline.
- Nearby Pharmacies

Pharmacy	Phone Number	Address	Hours of Operation
Ralph's Pharmacy	(213) 452-0840	645 W 9th St. Los Angeles, CA 90015	M-F: 9:00 a.m. – 9:00 p.m. Sat & Sun: 10:00 a.m. – 6:00 p.m.
CVS Pharmacy	(213) 419-9555	1026 S. Broadway, Space A. Los Angeles, CA 90015	M-F: 8:00 a.m. – 9:00 p.m. Sat: 9:00 a.m. – 6:00 p.m. Sun: 10:00 a.m. – 6:00 p.m.
CVS Pharmacy	(213) 627-7925	812 S. Grand Ave. Los Angeles, CA 90017	M-F: 8:00 a.m. – 8:00 p.m. Sat: 9:00 a.m. – 6:00 p.m. Sun: 10:00 a.m. – 6:00 p.m.
Walgreen Pharmacy	(213) 694-2880	617 W 7th St. Los Angeles, CA 90017	M-F: 8:00 a.m. – 10:00 p.m. Sat & Sun: 9:00 a.m. – 9:00 p.m.

## We Value Your Safety and the Safety of Others

- All attendees are reminded to always wear masks (correctly).
- If at any time you are feeling ill, please contact the Safety Hotline prior to attending convention or any session.
- Each attendee will receive a care package containing KN95 masks and rapid antigen tests.

# DELEGATE INFO – KNOW BEFORE YOU GO



## ONSITE CHECK-IN

If you are attending the Sunday workshop, you will first check-in and then attend the workshop in Platinum DE. Registration will be open from 12Noon – 5:00pm.

You will check-in based on the first initial of your last name (A-C, D-F, G-I, J-L, M-O, P-R, S-U, V-Z). When you check-in, you will need to provide a photo ID. Your name must be legible (no faded work badges). You will be handed an envelope with your name tag, ribbons to affix to your nametag (if applicable), and convention bag. Vegetarian or vegan food preference will be on your badge.

**If you are NOT attending the Sunday workshop or reception**, you may still check-in on Sunday between 12Noon – 5:00pm. Check-in will open again on Monday, October 10 at 6:30am at the Platinum Ballroom Foyer on the second Floor.

## NAME BADGE

*All attendees will be required to wear a name badge at ALL times. The following will be listed on the back of your badge:*

- Workshops you selected when you registered online.
- Voting times you selected for Tuesday and Wednesday.
- The Tuesday night banquet meal you selected. You will need to show your badge to the hotel servers.

## CEU PROCESS

You will scan a QR code to check-in and check-out of workshops A PPT slide with a QR code Will be displayed. You will enter the meeting room and scan the QR code on the screen from your chair. If you arrive after the session has begun, you will have the opportunity to scan the QR code, which will be available in the meeting room At the end of convention, you will receive an evaluation by email. Once you complete the evaluations, your CEU certificate will be processed and posted in your MemberLink profile on or after 10/18. There is an opportunity for CEUs every day, with the possibility of 7.5 CE hours total for the convention.

## CONVENTION APP

The convention mobile app should be downloaded before you arrive at the convention. It has critical information, including the following.

Schedule	Voting instructions	Hotel information
Speakers	Parliamentary rules	Lost and found
Workshops	2018 approved minutes	General session assignments
COVID safety protocol	Amendments	Convention meals
CEU process	Resolutions	Meal assignments (Sunday
Constitution	Code of conduct	reception, breakfast, lunches,
Election bios	Hotel floor plans	Tuesday banquet)

<u>iPhone/iPad</u>	<u>Android</u>	<u>Laptops/Computers</u>
Search for “Grupio” on the App Store	Search for “Grupio” on the App Store	<a href="https://www.grupio.com/unac2022">https://www.grupio.com/unac2022</a>
Download app	Download app	
Enter app, click on the UNAC/UHCP 40 <sup>th</sup> Biennial Convention	Enter app, click on the UNAC/UHCP 40 <sup>th</sup> Biennial Convention	

*At the Login screen, type your email address for username and the password is **power** (case sensitive)*



# DELEGATE INFO – KNOW BEFORE YOU GO

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## ELECTIONS

Voting hours are as follows:

- Monday, October 10: 8:00pm – 10:00pm
- Tuesday, October 11: 7:00am – 9:00am

## **RUN-OFF ELECTION (If applicable)**

- Tuesday, October 11: 4:00pm – 7:00pm
- Wednesday, October 12: 7:00am – 9:00am

Please arrive at the registration desks (Platinum Foyer – second floor) at the time you chose to vote when you registered online. The times are located on the back of your delegate badge.

To pick up your ballot, you will need to present a photo ID and your delegate badge. Your name must be legible (no faded work badges). Once checked in, you will receive a paper ballot and envelopes (one secret ballot envelope and one with your name/member information on it). The directions will be in the ballot packet. The process repeats on Wednesday if there is a run-off election.

## VOTING INSTRUCTIONS

### *There are two ways to vote:*

**#1** – Pick up your ballot as described above and go somewhere private to vote. Once you have marked your ballot, *put your ballot into the secret envelope*, and *then put the secret envelope into the envelope with your name on it*. Do not scratch or mark out your member information (name/number) on the envelope or write on your ballot other than the described voting marks *Place your completed ballot envelope in the ballot box in the Platinum Foyer either Monday night or Tuesday morning* at your selected voting time. We need to identify you as an eligible delegate voter and then your secret envelope will be separated from the envelope with your name on it. This is a secret ballot vote. No one will know how you voted.

**OR**

**#2** – On Tuesday morning, proceed to the designated voting room (Platinum AB – second floor). You will pick up your ballot (as directed above), you will then enter the voting room, and find an empty voting booth. After you have voted by marking your ballot, *put your ballot into the secret envelope* and *then put the secret envelope into the envelope with your name on it*. Do not scratch or mark out your member information (name/number) on the envelope or write on your ballot other than the described voting marks, *then place your completed ballot envelope in the ballot box* in the Platinum Foyer. We need to identify you as an eligible delegate voter and then your secret envelope will be separated from the envelope with your name on it. This is a secret ballot vote, no one will know how you voted. This will repeat on Wednesday if there is a run-off election.

## **RECOGNIZING STAFF**

UNAC/UHCP Staff will be wearing yellow lanyards, Sergeant at Arms will be wearing black polos with white armbands and Floor Liaisons will be wearing green armbands.

## **GENERAL SESSION SEATING ARRANGEMENTS**

A map with delegate seating arrangements will be posted in the convention program, on the mobile app, and enlarged on a bulletin board near onsite registration (Platinum Foyer – second floor).

## **BREAKFAST & LUNCH MEALS**

All affiliates and chapters will be assigned a designated area to eat breakfast and lunch meals. The assignments will be posted in the convention program, on the mobile app and convention website, and on a bulletin board near registration. The designated areas will stay the same for Monday breakfast – Tuesday lunch. Wednesday breakfast and lunch will be in a different location in Platinum A-E. Please note that your affiliate or chapter might be assigned to eat outside and prepare accordingly.



# DELEGATE INFO – WHAT TO KNOW BEFORE YOU GO

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## **FOOD AND BEVERAGE SETUPS**

All food functions except the Tuesday night banquet will be set for you to “grab and go” with your meal items. Food will be displayed at different stations with various items. Signage will be on top of the station so you will know what items are there. All beverages will be at a different station in cans or bottled. An attendant will have pre-scooped ice for you to pick up a cup and go.

Sunday reception and Tuesday night reception – all bars will only take credit cards for purchasing alcohol. All beverages will be canned including alcohol. The bartender will pour any drinks purchased.

## **BREAK BOX**

You will receive a box on Monday, October 10, at your seat in the General Session (Diamond Ballroom – third Floor). This box will contain your break snacks for the entire convention.

## **HOTEL CHECK-IN & CHECK-OUT TIMES**

Check-in time is 4:00pm. Check out time from the hotel on Wednesday, October 12, 2022, is 12:00pm. You can store your luggage at the Bell desk in the lobby if necessary.

## **PARKING INFORMATION**

Valet Parking (only option) - \$53.90 per day/night

## **DRESS CODE**

The dress code throughout convention is business casual.

## **WEATHER**

Remember to bring a sweater or jacket for outside events. The hotel meeting rooms are usually cool, and you may want a sweater or jacket also.

## **INTERNET SERVICE**

Wi-fi connection will be available throughout the meeting space. The password will be given at the check-in area onsite.

## **LUGGAGE STORAGE**

**Check out time from the hotel on Wednesday, October 12, 2022, is 12:00pm.** You may store your luggage at the bell desk if needed.

## **GRATUITITES**

The JW Marriott LA Live is a union hotel. We have contracted for room service to be provided every day. You may decline by putting your *do not disturb* sign on your door. Please do not decline at the check-in desk so that our union brothers and sisters are provided the work, and are not cancelled. Please remember to tip. Suggested tipping:

- Room service (15-20% if no room service charge on the bill)
- Bellman (\$1-\$5 per bag/box/item)
- Valet attendant (\$2-\$5 when car is returned)
- Housekeeper (\$5 per day)



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We have reprinted the following information from the Sturgis Standard Code of Parliamentary Procedure (Fourth edition) to address frequently asked questions.

## **GENERAL STRUCTURE OF CONVENTIONS**

*Per Sturgis:*

“A convention of an organization is the series of consecutive meetings when members and delegates assemble to transact important business, consider developments in the organization’s particular field, exchange ideas and experiences, and enjoy the fellowship of others who share a common interest.

“...the voting on issues is done by the delegates . . . In most international, national and state conventions reports and certain general issues are brought before a voting body composed of the elected delegates of the various constituent and component groups, affiliates, chapters, or branches of the parent body. Usually, these larger organizations provide that most of the enormous volume of business shall be transacted by a smaller legislative body.”

## **INSTRUCTION OF DELEGATES**

Delegates to the UNAC/UHCP convention elect the UNAC/UHCP Officers and Board of Directors, adopt the annual budget, and have the power to adopt constitutional amendments and resolutions.

### **Per UNAC/UHCP State Constitution, Article IX, Section 905:**

“The convention shall be the supreme legislative and policy forming body of the State Association. It shall have the power to elect the officers of the State Association, adopt the annual budget for the preceding and upcoming fiscal year, and approve resolutions and platforms. The Convention shall be the final judge of the qualifications of delegates. It shall have the power to adopt Amendments to the UNAC/UHCP Constitution as provided elsewhere in this Constitution and shall adopt rules governing the State Convention.”

*Per Sturgis:*

“Voting delegates to a convention may be instructed, partially instructed, or uninstructed by the group they represent. Usually, the local groups meet and talk over issues to be voted on by their delegates at the convention. Thus, the delegate becomes familiar with the opinion of the group he or she represents.

“Except in unusual circumstances, it is not wise to give delegates explicit instruction as to how they must vote. If the delegate is simply a messenger carrying a vote, it is more economical to send the vote by mail.

“At a convention a delegate learns new facts and listens to the arguments of other[delegates] from different localities and with differing viewpoints; frequently a proposal is changed so completely by amendments adopted at the convention that it is really a different proposal from that originally offered. For these reasons a vote according to what appears to be the wisest course, instead of being required to follow blindly the instructions of a constituency which may be unaware of the full range of arguments pro and con, and of the final working of the resolution or motion.

“The first duty of a delegate is to vote for what the delegate believes is best for the organization as a whole; the second duty is to vote for what is best for the particular constituency represented. The delegate is first a legislator for the whole organization and second a representative of particular group. A delegate should understand thoroughly how constituency members feel about the proposals to be voted on but should be trusted to exercise good judgment in voting on measures as they are finally presented for decision.”



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## **DELEGATE PACKETS**

It is very important to review all information in the delegate packet. Having this information in advance allows delegates to ask questions at the delegate meeting rather than wait until convention is in business session. Your convention chairs and officers were provided this information to be dispersed to the delegates for your delegate meetings.

Delegates must bring their delegate packet to the convention. **New packets will not be available at the convention.** We are attempting to make this a “green” convention, so most information (nominations, candidate bios, speaker bios, and CE classes offered) will be listed on the convention website, [www.unac2022convention.com](http://www.unac2022convention.com), or the convention app. If you are unable to access this information, please call the UNAC/UHCP State office at 909-599-8622 and request a paper copy to be mailed to your home address. You can also follow up with your officers for copies.

## **RESOLUTIONS**

Deadline to submit Resolutions, in writing, as described in our UNAC/UHCP Constitution is Friday, September 30, 2022, by 5:00pmPDT. They will be presented in their exact form to the convention delegates.

## **CREDENTIALS**

Your credentials are located in your MemberLink account, under the Documents section. If you have never accessed your account, visit [memberlink.unacuhcp.org](http://memberlink.unacuhcp.org). Create your account under the Members section. If you are having difficulty or need a password reset, please contact [admin@unacuhcp.org](mailto:admin@unacuhcp.org).





**2022 DELEGATE COUNT FOR VOTING PURPOSES**

<b>Affiliate Name</b>	<b>Allotted Delegates</b>
At Large Members (MAL)	2
Balboa Registered Nurses Association (BRNA)	6
Bear Valley Registered Nurses Association (BVRNA)	2
Beverly Hospital Registered Nurses Association (BHRNA)	10
Chino Valley Registered Nurses Association (CVRNA)	4
Garden Grove Registered Nurses Association (GGRNA)	6
Kaiser Bakersfield Registered Nurses Association (KBKRNA)	4
Kaiser Baldwin Park Registered Nurses Association (KBPRNA)	44
Kaiser Downey Registered Nurses Association (KDRNA)	64
Kaiser Fontana Registered Nurses Association (KFRNA)	76
Kaiser Ontario Vineyard Health Care Professionals Association (KOVHCPA)	36
Kaiser Orange County Professionals Association (KOCPA)	92
Kaiser Panorama Registered Nurses Association (KPRNA)	46
Kaiser Permanente Association Of Southern CA Optometrists (KPASCO)	14
Kaiser Permanente Certified Specialty Professionals (KPCSP - formerly KPMWON)	10
Kaiser Riverside Registered Nurses-Union of Health Care Professionals (KRRN-UHCP)	54
Kaiser San Diego Health Care Professionals Association (KSDHCPA)	102
Kaiser South Bay Healthcare Professional Association (KSBHPA)	42
Kaiser Los Angeles Registered Nurses Association (KLARNA - formerly KSRNA)	28
Kaiser West Los Angeles Healthcare Professionals Association (KWHPA)	34
Kaiser Woodland Hills Registered Nurses Association (KWHRNA)	36
Lakewood Registered Nurses Association (LRNA)	14
Parkview Registered Nurses Association (PRNA)	10
Paradise Valley Registered Nurses Association (PVRNA)	10
Pettis Memorial Registered Nurses Association (PMRNA)	20
Sharp Professional Nurses Network (SPNN)	160
Specialty Care Nurses of Southern California (SCNSC)	68
St. Francis Registered Nurses Association (SFRNA)	28
United Nurses and Health Care Employees of Hawaii (UNHCEH)	34
United Pharmacists of Hawaii (UPHI)	4
United Pharmacists of Southern California (UPSC)	62
United Therapists of Hawaii (UTH)	2
United Therapists of Northern California (UTNC)	54
United Therapists of Southern California (UTSC)	38
<b>TOTAL</b>	<b>1216</b>