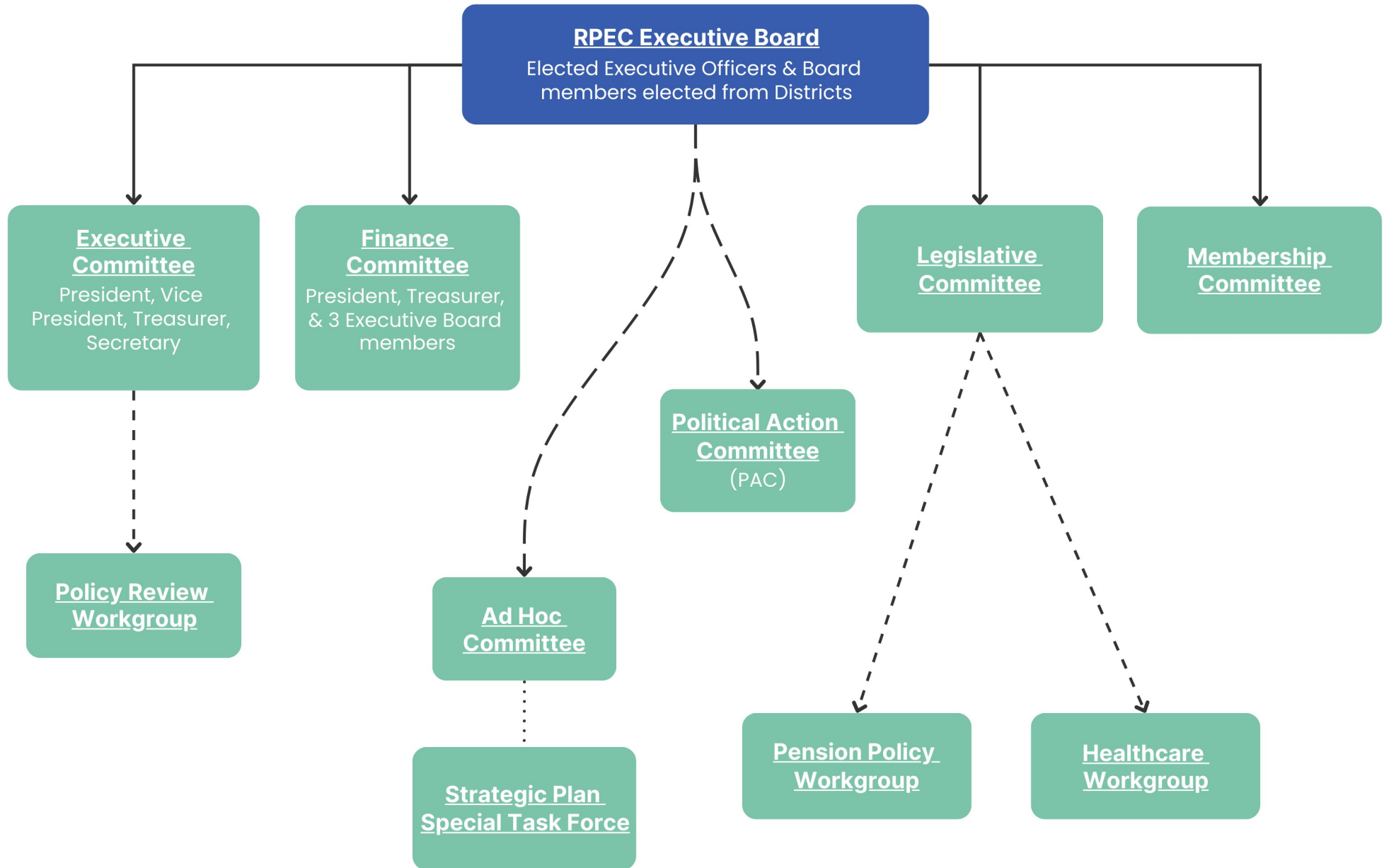




# RETIRED PUBLIC EMPLOYEES COUNCIL OF WASHINGTON

## AFSCME Retiree Chapter 10

### Organizational Flowchart





# Retired Public Employees Council of Washington

## LEGISLATIVE COMMITTEE DUTIES AND RESPONSIBILITIES

Updated by the RPEC Legislative Committee: 1/12/2024

Approved by the RPEC Executive Board: 2/26/2024

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### 1. PURPOSE

The purpose of the Committee is to help the RPEC Executive Board develop and promote the legislative goals of the organization at the state and national levels.

### 2. APPOINTMENT

The committee shall be appointed by the President, subject to the approval of the Executive Board, preferably with appointees from each RPEC District. Appointments will run from the date of Executive Board approval to the next convention.

### 3. MEETINGS

BEFORE CONVENTION, meet to develop a proposed legislative agenda to be submitted to the Executive Board and Convention for consideration.

BEFORE THE LEGISLATIVE SESSION, meet to prioritize legislative agenda and develop a strategy to advance the agenda.

DURING THE LEGISLATIVE SESSION, the committee will meet as needed to assist in carrying out the legislative plan, including communicating with legislators at Legislative Day and/or other activities.

AFTER THE LEGISLATIVE SESSION the committee will meet to evaluate the legislative session and suggest priorities for the next legislative session.

DURING THE YEAR the committee chair will report on the committee's work at the Executive Board meetings.

### 4. GENERAL ACTIVITIES

- A. Assist the Executive Director and Lobbyist with proposing and drafting legislation.
- B. Encourage chapters to establish long-term relationships with local legislators.
- C. Emphasize member-based political programs to help build the organization.
- D. Develop position papers/resolutions to present to the Executive Board and Convention Legislative Committee.
- E. Regularly review the status of previously passed resolutions and provide recommendations to the Executive Board on resolutions to be proposed to delegates at the biennial Conventions.

- F. Develop a quick response team that can knowledgeably testify, call, or write their legislators when needed.
- G. Encourage members to participate in and contribute to the RPEC Political Action Committee fund and/or AFSCME PEOPLE (Public Employees Organized to Promote Legislative Equality) program by educating members on its importance.
- H. Coordinate legislative activities with the Executive Director and Lobbyist. Facilitate communication with members about actions needed regarding legislation on an on-going basis.
- I. Assist in planning and organizing Lobby Day.
- J. Provide direction and assistance to Executive Director and Lobbyist on advancing agenda.
- K. After each legislative session, recommend to the RPEC Executive Board one or more legislators to receive the RPEC Legislative Champion Award. The committee may also recommend that no award be given.
- L. Support and provide guidance to RPEC's Healthcare Workgroup and Pension Policy Workgroup.



# Retired Public Employees Council of Washington

## ROLES AND RESPONSIBILITIES FOR MEMBERSHIP RECRUITMENT AND RETENTION

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- 1. State Executive Board:** The State Executive Board has the overall responsibility for leadership on growth and retention of members, establishing membership development policies and developing the guidelines governing the duties and responsibilities of the State Membership Committee (Committee). The Executive Board will consider the recommendations of the Committee, adopt the membership goals and objectives for the coming year and will help to implement member recruitment and retention plans.
- 2. President:** The President is responsible for oversight on meeting the Retired Public Employees Council of Washington (RPEC) goals and objectives which include the planning, implementing, and monitoring of the RPEC membership program developed and implemented by the State Membership Committee. The membership program is coordinated by the Chair of the State Membership Committee in conjunction with RPEC's Membership Coordinator and Executive Director.
- 3. State Membership Committee:** The Committee is appointed by the President, subject to the approval of the Executive Board, and composed of a chair and members from various geographic areas of the state. The chair schedules Committee meetings, prepares the agenda, facilitates the meetings, guides the Committee's work, and provides reports to the President and Executive Board at each Executive Board meeting.

The Committee, in conjunction with the Membership Coordinator and Executive Director, plans and recommends to the President and Executive Board, at least annually, strategies for the implementation of the membership recruitment/retention program.

The Committee's responsibilities are to:

- (a) Provide guidance and support to the Executive Board, chapters and chapter membership chairs on accomplishing RPEC's membership recruitment and retention goals and objectives. Committee members will communicate and coordinate with District Representatives, chapter leaders and chapter membership chairs (in their district) to accomplish RPEC's membership recruitment and retention goals and objectives.
- (b) Develop, recommend, and implement a statewide recruitment and retention program that includes recruitment, retention, and the reactivation of lapsed RPEC members. Elements of the recruitment and retention program, to be developed and implemented by the State Membership Committee, may include, but are not limited to:
  - Developing recruitment mailings;
  - Leading phone calling eligible retirees;
  - Developing and leading recruitment and retention workshops;
  - Developing, initiating, and leading statewide, district or chapter training on membership recruitment and retention;
  - Developing and leading statewide or local membership drives;
  - Creating recruitment and training materials;
  - Reviewing the membership handbook, as needed, but at least on a biennial basis.
  - Building relationships with other organizations for recruitment of members;
  - Developing and implementing a recognition program on achievements of individuals and chapters in membership recruitment and retention;

- Monitoring chapter health;
- Developing and implementing strategies with District Representatives to support at-risk chapters;
- Building and supporting functioning chapters in collaboration with District Representatives; and
- Building on communications for the purpose of educating and informing RPEC members and encouraging member participation in RPEC activities.

(c) Report on the Committee's activities and the membership recruitment and retention program at each Executive Board meeting.

(d) Provide input and feedback, as needed, on Council communications regarding membership recruitment and retention.

**4. Chapter Presidents:** The chapter presidents and the local executive board, in conjunction with their local membership committee or membership chair, will adopt a membership recruitment and retention program for their chapter that aligns with RPEC's organizational goals. The chapter president, in conjunction with its membership committee or chair, will review and/or update its recruitment and retention program as needed, but at least once a biennium. This plan will be shared with the District Representative(s) on a biennial basis.

**5. Chapter Membership Committees:** The chapter membership committee is central to the entire organizing effort. Although the Council conducts statewide membership drives, chapters are responsible for local recruitment and retention efforts.

The chapter membership committee should include at least the chapter membership committee chair and one member at large. Their duties include:

- Contacting newly retired persons and maintaining records on their contacts;
- Tracking attendance at monthly meetings and sharing updated member contact information with the RPEC Membership Coordinator;
- Implementing a process for contacting members, on a periodic basis, to strengthen engagement and local advocacy;
- Tracking and monitoring the effectiveness of chapter recruitment and retention efforts and to identify where more or different kinds of work are needed to achieve annual goals.

**6. RPEC Membership Coordinator:** The Membership Coordinator is the staff liaison to the State Membership Committee. The Membership Coordinator develops and coordinates statewide recruitment and retention efforts and supports the State Membership Committee in implementing its outreach, retention, and engagement plans. The Membership Coordinator maintains membership records and reports membership information to the Executive Board through the Council Office report.

The Membership Coordinator is the point person on the production of large and small chapter newsletters and coordinates digital chapter newsletter distribution. The Membership Coordinator and the Executive Director are RPEC's liaisons to labor organizations regarding new member recruitment and gifted programs.

The Membership Coordinator develops and delivers workshops and programming for new and potential members and creates communications tools that underscore the value of membership. The Membership Coordinator supports other Member Communication and marketing efforts under the direction of RPEC's Associate Director. The Membership Coordinator also develops and creates programming to support chapter officers in strengthening local/chapter member recruitment and retention plans.

**Approved by Membership Committee on 4/25/2024.**

**Approved by Executive Board on 5/6/2024.**



# Retired Public Employees Council of Washington

## POLITICAL ACTION COMMITTEE POLICIES AND PROCEDURES

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### 1. PURPOSE

The Retired Public Employees Council Political Action Committee (PAC) is established to meet in each election cycle to accept endorsement recommendations from chapters and determine:

- A) Legislative candidates to be endorsed by RPEC.
- B) Contribution amounts for these endorsed candidates.
- C) Other expenditures to support RPEC's political strategy, including contributions to political committees and independent expenditures directed to members.
- D) PAC fundraising mailings and expenditures.
- E) Recommendations to the RPEC Executive Board on statewide and congressional matters.

### 2. COMPOSITION OF COMMITTEE

- A) The RPEC-PAC will consist of no more than 11 members: 10 members plus the President. The Executive Director and Lobbyist shall be non-voting ex-officio members of the RPEC-PAC.
- B) Four (4) members of the PAC will be RPEC Executive Board members appointed by the President.
- C) Six (6) members will be non-Board members appointed by the President.
- D) All members will serve a two-year term. To ensure continuity throughout election cycles, terms will begin and end on the November general election date of even numbered years.

### 3. GENERAL POLICIES

- A) The RPEC-PAC will endorse and make campaign contributions to candidates for state legislature. The RPEC-PAC will consider chapter input, when available, when making endorsement decisions. RPEC members are welcome and encouraged to attend meetings of the committee to provide feedback and recommendations. See Section 8, RPEC-PAC ENDORSEMENT AND CONTRIBUTION CRITERIA. The RPEC-PAC may contribute PAC funds to statewide and local political committees. The RPEC-PAC may approve and allocate funds to independent expenditures targeting members in key legislative districts. The RPEC-PAC will approve and allocate funds of up to \$10,000 per year to PAC fundraising mailings to members.
- B) The RPEC Executive Board will make endorsements in federal and statewide races and make contributions to statewide candidates. No RPEC entity will endorse a candidate for US President or make campaign contributions in federal races. The Board will also decide on any statewide ballot measures to support and contributions to make to these issue campaigns as well. When the RPEC-PAC meets, they may make recommendations to the

Board regarding any federal or statewide candidates or statewide ballot measures for the Board to consider when making decisions.

- C) Individual chapters may arrange to make contributions from their own treasury to the RPEC-PAC which they earmark for a particular local, legislative, or statewide candidate, statewide or local ballot measure, or local political committee provided that there is no conflict between the action requested by the chapter and any decision made by the RPEC-PAC. The PAC will then forward the contribution to the candidate or ballot measure with a cover sheet giving the chapter credit for the contribution. All contributions will be made through the RPEC-PAC in order to ensure that all Public Disclosure Commission (PDC) limits are not exceeded and that campaign financing rules are followed. Chapters may also make general non-earmarked contributions of chapter funds to the RPEC-PAC.
- D) Individual chapters cannot make endorsements of statewide or legislative candidates or statewide ballot measures.
- E) Individual chapters cannot contribute directly to any candidates or ballot measures.
- F) Individual chapters can make endorsements of candidates in local races and local ballot measures.
- G) No member will represent RPEC in any way on any legislation or issue in opposition to the stated goals and objectives of RPEC.
- H) No individual, chapter, or groups of chapters will publish or distribute political information or material under the RPEC letterhead.
- I) The Executive Director will submit an annual "report card" of legislators' voting records regarding RPEC issues via the RPEC newsletter to the membership and to the RPEC-PAC for inclusion in the annual report.

#### **4. INTERVIEWS AND CONTRIBUTIONS**

- A) Candidate interviews can begin in the spring of an election year, although it is often necessary to wait until after the filing period for candidacy ends. The committee may also prepare a questionnaire to be sent to candidates.
  - 1) Method: Interviews regarding endorsement action will be conducted on a formal basis, coordinated by chapters in communication with the RPEC office. Chapters with members within the legislative district are to collaborate and send members to participate in the candidate interview process. The RPEC office will supply the questions. Questions should not be shared with candidates in advance of the interview.
  - 2) Location: Interviews may be conducted in-person or virtually.
  - 3) Report of Interview: The member interview committee should recommend endorsement action(s) for the RPEC-PAC relating to the interviewed candidates. A report by RPEC member interview committee will be made to the chair of RPEC-PAC within seven (7) days of the interview. RPEC-PAC will then inform the candidates and relevant chapters of any endorsement actions taken.

- B) Tickets to Campaign Fund-raising Events: When invitations to events such as fundraisers are received with too short a response time to poll the PAC members as to the amount to be donated, up to \$1200 for a single occasion may be authorized by the President, based on the recommendation of the Executive Director. A full accounting will be presented to the RPEC-PAC at the end of the month in which expenditures are made in this matter.
- C) Mailings: Political mailings must be initiated through the RPEC office so reports can be made to PDC of in-kind contributions. The membership mailing list will not be given to anyone.

## **5. OTHER ACTIVITIES**

Chapters should develop and maintain an active chapter political action program which includes participating in candidate interviews and identifying members to assist endorsed candidates during campaigns. Campaign efforts will be coordinated through the RPEC Office. Chapter leaders are also encouraged to represent RPEC at fundraisers hosted by candidates that RPEC has endorsed and contributed money to.

## **6. GENERAL OPERATING PROCEDURES**

- A) Assessments, recommendations and decisions must be done as early as possible in an election year.
- B) The RPEC-PAC will incorporate chapter input into its decisions, using information gathered from chapter political action committee and candidate reports, voting records and public statements by the candidates.
- C) The RPEC-PAC will meet at least twice per year.
- D) RPEC-PAC expenses will be paid from RPEC-PAC funds.
- E) A report of activities by RPEC-PAC will be presented to the Executive Board.
- F) A report will be presented to the convention.
- G) Electronic polls of the committee may be used to make endorsement and contribution decisions.

## **7. SUPERSESSION CLAUSE**

This policy supersedes and replaces all previous versions of RPEC-PAC Policies and Procedures and By-Laws of this Committee.

## **8. RPEC-PAC ENDORSEMENT AND CONTRIBUTION CRITERIA**

Early Endorsements:

- Made before or after the filing deadline.
- Incumbents with positive records on RPEC issues running for reelection are eligible.
- Challengers who have previously been endorsed may be considered as well.



#### Endorsement Interviews/Questionnaire:

- After filing deadline.
- For new candidates, challengers to incumbents who are not early endorsed, those who are new to the Legislature, and incumbents who have not previously been endorsed.
- Questionnaire sent to candidates; interviews as follow up if necessary.
- Interviews are scheduled by chapter leaders in district or coordinated by WFSE with leaders invited to sit in and ask questions. Chapters with 10 or more members in district are invited to participate.
- Recommendations from Chapter leaders passed on to PAC for deliberation.

#### Priority Races:

- After the primary election.
- Chair works with Executive Director and Lobbyist to create list of recommended priority races for contributions and endorsement mailings to members using criteria below.
- Recommendations presented to the PAC for deliberation.

#### Criteria Consideration of Contributions:

- What is the candidate's record of sponsoring, voting, and promoting RPEC priorities?
- How did the candidate perform on the questionnaire and/or the interview?
- How does the candidate shape the balance of power in the legislature?
- How much power does the candidate have relative to other legislators and candidates?
- How much impact would a campaign contribution make on an election's outcome?

**Last Revision Date 7/19/2024**

**Approved by Political Action Committee on 6/14/2024**

**Approved by Executive Committee on 7/19/2024**

**Approved by Executive Board on 8/19/2024**



# Retired Public Employees Council of Washington

## PENSION POLICY WORKGROUP GUIDELINES & RESPONSIBILITIES

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### **Purpose:**

The Pension Policy Workgroup supports RPEC's efforts to establish a permanent, annual cost of living adjustment for Plan 1 retirees, and protect and enhance all pension plans overseen by the Washington State Department of Retirement Systems.

The purpose of the workgroup is to research pension-related issues impacting RPEC members vested in Plans 1, 2 and 3, and to share insights, information, and recommendations to help inform effective policy decisions by the RPEC Legislative Committee.

### **Appointment:**

The workgroup shall be appointed by the President, subject to the approval of the Executive Board. The workgroup shall have at least one member of the RPEC Executive Committee as a member. When vacancies occur, if the workgroup chair wants to fill the vacant spot(s), he/she/they may recommend one or more choices for appointment to the Legislative Committee chair. The Legislative Committee chair will then make a recommendation to the President. Once an appointee(s) is identified by the President, the appointee(s) will be confirmed by the Executive Board.

### **Governance:**

The workgroup shall serve from the time of appointment approval of the Executive Board through the next RPEC Convention. The workgroup shall report to the RPEC Legislative Committee.

- Efforts undertaken by individual workgroup members and/or the collective body will be at the direction of the workgroup chairperson.
- The workgroup chairperson is the spokesperson for the workgroup, and the liaison with the Legislative Committee.
- Following Roberts Rules, motions on the suggested policy matters will be made by vote of a quorum of the appointed Pension Policy Workgroup members. All motions will be provided in writing with supporting documentation (PDFs of the bills, bill summaries, etc.) to the Legislative Committee for consideration. Written motions and recommendations must be provided to the Executive Director (and/or staff appointee) and Legislative Committee Chairperson at least 10 days prior to Legislative Committee meetings, when possible, for inclusion in the agenda and mailed packet. When circumstances prevent this lead time, the Committee may also receive motions and supporting documentation via email with a 48-hour lead time.

### **General Activities:**

1. Monitor the pension landscape in Washington and nationally through ongoing research and information sharing.
2. Communicate timely findings and information to the RPEC Legislative Committee Chair, RPEC President and Executive Director to enable RPEC to respond proactively to threats that could impact the pension security of RPEC members.

3. Monitor and attend the virtual Select Committee on Pension Policy (SCPP) and the Pension Funding Council (PFC) meetings.
4. Support Council Office-driven member mobilization efforts that promote pension security for all RPEC members.
5. Make policy recommendations in writing with supporting documentation to the RPEC Legislative Committee to help inform legislative action before, during and after the legislative session.
  - a. All recommendations shall be made in writing with supporting documentation to the RPEC Legislative Committee.
6. Document workgroup meetings through a workgroup appointed note taker. Provide meeting notes to the Legislative Committee Chair for review prior to forwarding to the Council. The Council Office shall receive a cc: copy.
7. Working with the Council Office, create an information archive to support future Pension Policy Workgroups in addressing emerging issues supporting the RPEC's legislative priorities document.
8. At the discretion of the chair of the RPEC Legislative Committee, provide status reports to the general membership about the workgroup's actions and priorities.

Approved by Pension Policy Workgroup: 2/1/2024

Approved by Legislative Committee: 3/15/2024

Approved by Executive Committee: 4/8/2024

Approved by Executive Board: 5/6/2024



# Retired Public Employees Council of Washington

## HEALTHCARE WORKGROUP GUIDELINES & RESPONSIBILITIES

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### **PURPOSE:**

The Healthcare Workgroup supports RPEC's efforts to protect and improve Medicare and health care insurance benefits for retired public employees.

The purpose of the workgroup is to support RPEC's healthcare related policy priorities as outlined in RPEC's legislative priorities document.

### **APPOINTMENT:**

The workgroup shall be appointed by the President, subject to the approval of the Executive Board. The workgroup shall have at least one member of the RPEC Executive Committee as a member. When vacancies occur, if the workgroup chair wants to fill the vacant spot(s), he/she/they may recommend one or more choices for appointment to the Legislative Committee chair. The Legislative Committee chair will then make a recommendation to the President. Once an appointee(s) is identified by the President, the appointee(s) will be confirmed by the Executive Board.

### **GOVERNANCE:**

The workgroup shall report to the RPEC Legislative Committee on matters pertaining to state and federal legislation. In some instances, the workgroup will be tasked with duties which fall outside of the scope of responsibility of the Legislative Committee. In these instances, the workgroup will keep the Executive Director and Executive Committee apprised to help inform RPEC action and healthcare priorities.

- Efforts undertaken by individual workgroup members and/or the collective body will be at the direction of the workgroup chairperson.
- The workgroup chairperson is the spokesperson for the workgroup, and the liaison with the Legislative Committee.
- Following Roberts Rules, motions on the suggested positions on bills and policy matters will be made by vote of a quorum of the appointed Healthcare Workgroup members. All motions will be provided in writing with supporting documentation (PDFs of the bills, bill summaries, etc.) to the Legislative Committee for consideration. Written motions and recommendations must be provided to the Executive Director (and/or staff designee) and Legislative Committee Chairperson at least 10 days prior to Legislative Committee meetings, when possible, for inclusion in the agenda and mailed packet. When circumstances prevent this lead time, the Committee may also receive motions and supporting documentation via email with a 48-hour lead time.

## **GENERAL ACTIVITIES:**

1. Monitor the health care landscape in Washington and nationally through ongoing research and information sharing.
2. Research issues, federal legislation, and federal agency efforts that could destabilize Medicare.
3. Communicate timely findings and information to the RPEC Legislative Committee Chair, RPEC President and Executive Director to enable RPEC to respond proactively to threats that could impact the health care security of RPEC members.
4. Monitor and attend the virtual meetings of the Public Employees Benefits Board (PEBB).
5. Keep apprised of issues impacting health care security through the Office of the Insurance Commissioner.
6. Support Council Office-driven member mobilization efforts that promote health care security for all RPEC members.
7. Make recommendations, in writing with supporting documentation, to the RPEC Legislative Committee to help inform legislative action before, during and after the legislative session.
  - All recommendations shall be made in writing with supporting documentation to the RPEC Legislative Committee.
8. Document workgroup meetings through a workgroup appointed note taker. Provide the notes to the Council Office and Legislative Committee Chairperson for review by the RPEC Legislative Committee.
9. Working with the Council Office, create an information archive to support future Healthcare Workgroups in addressing emerging issues supporting the RPEC's Legislative Priorities document.
10. At the discretion of the chair of the RPEC Legislative Committee, provide status reports to the general membership about the workgroup's priorities and actions.

**Approved by the Healthcare Workgroup: 4/11/2024**

**Approved by the Legislative Committee: 7/12/2024**

**Approved by the Executive Committee: 7/19/2024**

**Approved by the Executive Board: 8/19/2024**