



TO: SAM Delegate Assembly Members – “Delegates”
FROM: Laurie Barron, SAM President and Rick Duncan, DA Chair
RE: 2018 SAM Delegate Assembly • June 14-15, 2018

The annual SAM Delegate Assembly will be held in Helena at the SAM Office (900 N. Montana Ave., Suite A-4) on Thursday, June 14 and Friday, June 15. On Thursday, June 14th delegates should plan on meeting from 2:30pm – 5:00pm to Caucus with their affiliate members to discuss the current resolutions and to review proposed additional positions/resolutions. This time has proven to be very beneficial in the past. The Caucus meetings are scheduled to take place at the SAM Office, please gather at 2:30pm for instructions. We encourage you to use this time to prepare your affiliate resolutions. SAM Bylaws require all delegates to participate in the Caucus.

If you are new to the Delegate Assembly process, we request you attend the “orientation” from 2:00 – 2:30pm on Thursday, June 14 at the SAM Office. SAM Bylaws require all new delegates participate in the Orientation.

Delegates have been selected by affiliate presidents to represent each affiliate at the Delegate Assembly. **The first name under the affiliate (Steering Committee Member of the Affiliate) will be the person in charge of facilitating the Caucus meeting on Thursday, June 14.**

Continental breakfast will be served on Friday, June 15th – 8:00am – 8:30am at the SAM Office. We will begin the Assembly promptly at 8:30am in the training room of the SAM office and continue until all positions and resolutions have been considered. SAM Delegate Assembly Steering Committee Chair – Rick Duncan will review the Rules and Procedures, commence the Assembly, and preside over the Assembly meeting. The Assembly will conclude when *all* Positions and Resolutions have been considered (Agenda). We anticipate finishing by noon.

We are extending a special invitation to you to attend the SAM Evening of Excellence, recognizing Montana Educator Award Winners for the past year, scheduled for 6:00 PM on Thursday, June 14! **Please RSVP whether you are able to attend this great SAM dinner event at the Radisson Colonial Inn by calling the SAM office at 442-2510, or email Kim at: samks@sammt.org.**

We have a Room Block at the Radisson Colonial Inn in Helena for June 13th – 15th at a rate of **\$98.00**/night. 2301 Colonial Drive, Helena, MT 59601 (406) 443-2100. **PLEASE BOOK RESERVATIONS NOW.**

IT IS EXTREMELY IMPORTANT THAT EACH AFFILIATE BE REPRESENTED BY THEIR DESIGNATED DELEGATES! If you know you will be unable to attend, please notify the SAM office so that an alternate may be advised. SAM Bylaws state ... A week prior to the Delegate Assembly (June 8th), no substitutions may be made to the delegates appointed by the affiliate president.

If you have any questions concerning the annual SAM Delegate Assembly, please call the SAM office at 442-2510 or email Kirk at: samkm@sammt.org.

PLEASE FEEL FREE TO DRESS COMFORTABLY FOR THIS WORK ASSEMBLY. Shorts, sandals/tennis shoes, collared shirts, etc. are considered appropriate attire.

LINKS: [Delegate List](#), [Agenda](#) and [Order of Business & Rules](#)

LINKED ON THE SAM WEBSITE (www.sammt.org): [SAM Delegate Assembly](#)