

OC 99th Annual Conference

October 17-19 | The Riverhouse, Bend

Thursday, October 17

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7:00 a.m. – 5:00 p.m. Exhibit Hall	Registration Open – Sponsored by NPPGov
7:00 a.m. – 4:30 p.m. Exhibit Hall	Trade Show Open More than 72 organizations are exhibiting this year, showcasing innovative products and services that can help make your city a great place to live and work. Pick up an Exhibitor Bingo card at Registration, have exhibitors sign their square as you visit their booth, and turn it in for a chance to win a free 2025 conference registration.
7:00 a.m. – 8:00 a.m. Main Floor Patio	Professional Headshots The LOC's professional conference photographer will be available outside on the patio to snap your photo. Don't miss this free opportunity to update your headshot.
7:00 a.m. – 8:30 a.m. Exhibit Hall	Trade Show & Continental Breakfast
8:00 a.m. – 12:00 p.m. Cascade EFG	Councilors Workshop: Navigating City Governance: Charter Updates, Judicial Impacts, and Council Procedures Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the workshop will be listed on the back of your badge.
	This three-part workshop will focus on essential updates and best practices for city governance. In the first session, we will focus on developing clear rules of procedure for city council meetings, promoting efficient discussions and proper interactions among council members, city employees, and the public. Session two will explore how city charters can be modernized to better address current community needs, highlighting common concerns and successful examples of charter updates. Finally, in the third session we will provide insights into how recent state and federal court decisions have impacted city operations, including a review of significant rulings such as the most recent U.S. Supreme Court decision in Johnson v. Grants Pass regarding public space regulations and homelessness. Join us to enhance your understanding and improve governance in your city.
8:00 a.m. – 12:00 p.m. Cascade B	OCCMA Workshop & Business Meeting: Leading with Purpose in Local Government: Building Resilient Cultures in Uncertain Times Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the workshop will be listed on the back of your badge.
	In today's rapidly changing world, city and government leaders are navigating unprecedented challenges: balancing remote work with in-office demands; recruiting and retaining top talent; and leading teams under the intense scrutiny of public and political polarization. The pressure is real, but so is the opportunity to lead with purpose and create a workplace culture where people thrive. This session will equip attendees with the concrete tools and mindset shifts needed to build resilient, adaptable, and connected teams in the face of today's most pressing challenges. This workshop is more than just a learning session; it's a chance to rethink how we lead local government and build a future where people and communities can thrive. The OCCMA Business Meeting will occur from 11-12 p.m.

8:00 a.m. – 12:00 p.m. *Cascade AJ*

OMA Workshop & Business Meeting: Building Relationships & Steady Communication are the Keys to Being an Effective Mayor

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the workshop will be listed on the back of your badge.

The OMA Business Meeting will occur from 8-9 a.m. Effective mayors build strong relationships with a broad range of individuals and groups, while also steadily and strongly

communicating the city's goals and needs. During this workshop, attendees will learn practical tips and advice from four mayors who have succeeded in: (1) building relationships with their constituents; (2) developing rapport with state and federal leaders; (3) communicating the goals and projects of their city with residents and businesses; and (4) conveying the city's needs to state and federal leaders.

12:00 p.m.– 12:45 p.m. *Cascade AJ*

People of Color Caucus Business Meeting and Lunch

The purpose of the caucus is to:

- Promote positive and effective relationships among city officials of color, their communities, political leaders, the League of Oregon Cities and its affiliate entities (such as the Oregon Mayors Association, City/County Management Association, City Attorneys Association);
- Build and increase capacity of city officials of color and support a pipeline for people of color to engage in and serve in local government;
- Serve as a resource to the League of Oregon Cities in the formulation of its policy agenda; and
- Prepare and advance city officials of color to serve in positions of leadership within the League of Oregon Cities and its affiliate organizations.

12:00 p.m. – 1:00 p.m. Exhibit Hall

Lunch & Trade Show

Lunch is provided for attendees in the trade show. Grab lunch, visit with your colleagues, and learn how these vendors can help your city achieve its goals.

12:45 p.m.– 2:45 p.m. *Front Entrance of the Riverhouse*

Tour - Bend Pubs & Projects Tour - Sponsored by Johnson Controls

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the tour will be listed on the back of your badge.

Lunch is provided starting at 12 p.m. in the trade show. Tour buses will start loading at 12:30 p.m. outside the front entrance to the conference center and will depart at 12:45. Please wear appropriate clothes and walking shoes. If needed, dress for the weather, including sunscreen or rain gear.

Hop on board to discuss new and innovative city projects adjacent to some of Bend's best breweries. We will sip drinks while listening to city planners, engineers, and other staff discuss new development and projects happening in Bend. You'll chat about mixed-use developments, UGB expansion, active transportation infrastructure to enhance connectivity, community engagement, innovative funding opportunities and challenges, and much more. Grab a tasting glass and your notebook – and let's raise a pint to progress!

12:45 p.m.– 2:45 p.m. *Front Entrance of the Riverhouse*

Tour – Bend Water Filtration Facility (WFF) Tour – Sponsored by Energy Trust

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the tour will be listed on the back of your badge.

Lunch is provided starting at 12 p.m. in the trade show. Tour buses will start loading at 12:30 p.m. outside the front entrance to the conference center and will depart at 12:45. Please wear appropriate clothes and walking shoes. If needed, dress for the weather, including sunscreen or rain gear.

The WFF is a closed facility and open to the public only through tours such as these. This tour will cover the treatment of water, not the intake facility within the watershed, and provide an overview of the Townsite Act process the city is going through to acquire the adjacent 48 acres of U.S. Forest Service land to expand the footprint of the WFF to build out infrastructure and accommodate the needs of our growing city over the next 50 years and beyond.

12:45 p.m.– 2:45 p.m. *Front Entrance of the Riverhouse*

Tour – Bend UGB Expansion Sites Tour – Sponsored by Hayden Homes

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the tour will be listed on the back of your badge.

Lunch is provided starting at 12 p.m. in the trade show. Tour buses will start loading at 12:30 p.m. outside the front entrance to the conference center and will depart at 12:45.

Please wear appropriate clothes and walking shoes. If needed, dress for the weather, including sunscreen or rain gear.

Hop aboard a vintage red trolley to visit current and potential future sites of urban growth boundary expansion in Bend. From the state's first HB 4079 pilot project at the 35-acre Parkside Place development to the 360-acre development at Stevens Ranch, learn how public-private partnerships are creating more than 3,400 new units – including deed-restricted and educator-specific housing. You'll also visit several potential sites from Bend's recent application for landowners interested in building more affordable housing through a one-time UGB expansion (via SB 1537).

1:00 p.m. – 2:30 p.m. *Cascade Al*

Breakout Sessions

Creating a Project Homeless Connect One Day Event in Your Community – Sponsored by Oregon Beverage Recycling Cooperative

A person experiencing homelessness often has many needs, requiring different service providers and programs—and meeting each of these needs can be challenging and time consuming. This session will provide cities with advice on how they can implement a Project Homeless Connect One Day Event in their own communities. Through One-Day Events, a person experiencing homelessness can find extensive critical services that would otherwise take months to secure. Services include dental care, eyeglasses, haircuts, connections to second-chance employers, social service applications, HIV testing, mental health and addiction recovery counseling, veterinary care, chiropractic adjustments, and more.

Cascade CD

Maximizing City Resources with Artificial Intelligence: Practical Applications of ChatGPT to Transform City Operations – Sponsored by Comcast

This hands-on session is designed to revolutionize the way cities tackle everyday tasks. Discover how ChatGPT can be used to streamline research, simplify grant writing, manage schedules, and more—helping you save time and maximize efficiency. You'll learn how to craft effective prompts to get the most out of this powerful tool, allowing you to do more with less and address capacity challenges. Bring your laptop and get ready to explore practical, easy to implement solutions that can make a real difference in your city's daily operations.

Cascade B

Ripple Effect Mapping

This highly engaging, hands-on session will walk you through a fun and celebratory process that can capture community success stories and impacts. Results can be used for assessments, reports, and narratives for grant applications, marketing, and storytelling. Use this method when you want to reflect on program accomplishments in ways that can't be captured in a survey while building community excitement and pride.

2:30 p.m. - 3:00 p.m.

Networking Snack Break - Sponsored by Express Scripts

3:00 p.m. – 4:45 p.m.

Welcome and Keynote – Sponsored by PGE

Cascade EFGHI

- Welcome: Dave Drotzmann, LOC President; Mayor, Hermiston
- Color Guard: Bend Police Department Honor Guard
- National Anthem: Bend High Dynamics
- Welcome from City of Bend: Mayor Melanie Kebler
- Opening Comments: LOC Executive Director Patty Mulvihill
- Introduction of Keynote Speaker: PGE
- Keynote Speaker: Dr. Abdul El-Sayed

Dr. El-Sayed has dedicated his career to health equity, resiliency, and environmental justice. He currently serves as the Public Health Director for Michigan's largest and most diverse county, where he oversees everything from public health to veterans services. Every week, on his award-winning podcast *America Dissected*, Dr. El-Sayed invites tens of thousands of listeners to go beyond the headlines with him and leading experts in science, public health, healthcare, public policy, and politics to explore the intersection between health and society.

4:45 p.m. – 6:15 p.m. <i>Cascade BCD</i>	Welcome Reception – Sponsored by Aetna, Homeserve, NW Natural, and Orrick, Herrington & Sutcliffe			
	City officials and government agency staff are invited to start your evening with our first social event of the conference and enjoy hors d'oeuvres and beverages.* We'll also be holding several raffle drawings for fabulous prizes, so come and enjoy happy hour as you network with colleagues. Please Note – badges must be presented for admittance. *No-host bar			
5:00 p.m. – 8:00 p.m.	LOC Nominating Committee Meeting			
Deschutes NS	First, the committee will hear candidates for the 2025 LOC Board of Directors present their qualifications for service on the League's governing body. The committee will then prepare a proposed slate for a vote by the full membership during Saturday morning's annual membership meeting.			
8:30 p.m. – 10:00 p.m.	Caucus Mixer			
Deschutes NS/Eddy	All are welcome to cap off the evening by enjoying drinks*, snacks and lawn games with your fellow attendees. Hosted by the People of Color Caucus and the Women's Caucus. *No-host bar			

Friday, October 18

Registration Open – Sponsored by NPPGov	
Trade Show Open	
Breakfast & Trade Show Enjoy breakfast while visiting the trade show. We have set this dedicated time aside prior to the day's festivities to give you the opportunity to visit with the businesses and agencies that serve local government.	
Professional Headshots The LOC's professional conference photographer will be available outside on the patio to snap your photo. Don't miss this free opportunity to update your headshot.	
Large Cities Networking An opportunity for cities with a population greater than 25,000 to network and have a conversation with peers about issues specific to large–sized cities.	
Medium Cities Networking An opportunity for cities with a population of 7,500 to 25,000 to network and have a conversation with peers about issues specific to medium–sized cities.	
Small Cities Networking An opportunity for cities with a population less than 7,500 to network and have a conversation with peers about issues specific to small-sized cities.	
Tour – Bend Central Area Redevelopment Tour	
Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the tour will be listed on the back of your badge.	
Tour buses will start loading at 8:45 a.m. outside the front entrance to the conference center and will depart at 9 a.m. Please wear appropriate clothes and walking shoes. If needed, dress for the weather, including sunscreen or rain gear.	
Discover how the city of Bend has leveraged innovative programs to achieve its development and redevelopment goals by touring the Central Core of Bend, where key redevelopment projects are underway or planned. Tour stops include: the Jackstraw mixed use development; the Timber Yards Master Plan development at the former Korpine site; and the Wilson Avenue Corridor Project.	

9:15 a.m. – 12:15 p.m. Front Entrance of the Riverhouse

Tour - Downtown Redmond Economic Development Tour

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the tour will be listed on the back of your badge.

Tour buses will start loading at 8:45 a.m. outside the front entrance to the conference center and will depart at 9 a.m. Please wear appropriate clothes and walking shoes. If needed, dress for the weather, including sunscreen or rain gear.

This tour will highlight more than \$100 million of recent investment in downtown Redmond. Tour stops will include: the historic renovation and reuse of a public school into Redmond City Hall; the nearly completed \$40-plus million rebuild of the Redmond library; a recent expansion of Redmond's premier downtown Park – Centennial Park; an historic renovation of the SCP motel; and multiple new businesses on Redmond Main Street.

9:15 a.m. – 10:15 a.m.

Breakout Sessions

Cascade EFG

Hate Speech and Civility: What's a City to Do?

Learn what the law allows cities to do in response to hate speech and crimes, and hear examples of how city leaders are responding.

Cascade HI

Lessons Learned from the Alameda Fire

The 2020 Almeda Fire devastated cities in Southern Oregon. Hear from city officials who responded to the disaster and the lessons they learned.

Cascade AB

Lobbying the LOC Priorities

The LOC's member cities have spoken, and we have our legislative priorities for 2025! Come and learn from your LOC lobby team how to message and present these important issues to your legislators and build our coalition to pass these critical city objectives.

Cascade CD

Water Conservation: Stretching Water Supplies into the Future

Learn how the cities of Bend and Redmond are employing a suite of conservation measures to stretch water supplies into the future. This presentation will focus on conservation program history, its current state of operation, and how the program will continue to be an important part of the long-term water supply planning strategy.

10:15 a.m. - 10:45 a.m.

Networking Break

10:30 a.m. - 4:30 p.m.

Deschutes NS

Mastering Media Interactions: A Workshop on Advanced Communication Techniques

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the tour will be listed on the back of your badge.

Tailored specifically for city officials and first responders who engage with the media, this workshop is designed to provide deeper knowledge and skills for interacting with the media on-camera. During the session, participants will learn practical techniques for engaging with journalists in various media scenarios and will have the opportunity to practice in realistic, on-camera role plays. Key topics include: Media preparation and building confidence; understanding interview dynamics and body language; and handling difficult questions effectively. Come prepared for a highly interactive training, and leave equipped with tools for effectively engaging with the media to communicate information from your city.

10:45 a.m. - 11:45 a.m.

Breakout Sessions

Cascade EFG

Government to Government with Tribal Nations

Participants will explore effective strategies for building meaningful partnerships with Indigenous communities and Tribal governments. The session will highlight best practices for fostering respectful communication, understanding Tribal priorities, and engaging in collaborative projects that benefit local governments and Tribes. Through personal accounts and interactive discussions, participants will gain insights into successful collaborations that promote mutual respect, shared goals, and sustainable outcomes.

Cascade HI

Managing a Successful City Manager/Administrator Recruitment – Sponsored by Local Government Personnel Services

This session will cover the basics of a successful recruitment process, including best practices for conducting a background investigation; pros and cons of internal versus external hiring; whether to require an MPA credential; and how and when a city can use executive session during the process. Attendees will leave with a better understanding of recruitment options and feel more confident when their city is faced with finding its next chief administrative officer.

Cascade AB

Property Tax 101: History and Opportunities for Change

It's been roughly 30 years since voters passed Measures 5 and 50, which fundamentally changed Oregon's property tax system and brought a new set of challenges to cities' ability to provide basic services. Oregon's property tax system: limits revenue growth below the cost of providing services; prevents local governments from capturing the true cost of growth; and limits local decision making. The problems with the system are well known, so why haven't we changed it? Learn about the history that got us to Measures 5 and 50, the consequences 30 years later, and what opportunities there may be for change.

Cascade CD

Solutions for Rural Communities: North Marion County Economic Development Collaboration

In an effort to develop stronger connections and strategies within the region, North Marion County's rural communities have collaborated on their economic development efforts from tourism, business assistance and development, and strategic planning. Speakers will share how they have been successful in their region and provide guidance in identifying the best collaborative partners for your efforts.

12:00 p.m. – 1:00 p.m. *Cascade EFG*

Women's Caucus Business Meeting & Lunch

The League of Oregon Cities Women's Caucus is a voluntary association open to elected and appointed current, former and upcoming city leaders which strives to:

- Promote positive and effective relationships among women city officials, their communities, political leaders, and the LOC;
- Build and increase the capacity of women to engage in and serve in local government;
- Serve as a resource to the LOC Board in the formulation of its policy agenda;
- Equip and advance women city officials to serve in positions of leadership on the LOC Board: and
- Support, encourage and highlight the successes of city officials who are women.

12:00 p.m. – 1:30 p.m. Exhibit Hall

Lunch with Trade Show

Lunch is provided for attendees in part through vendor participation in the trade show. Grab lunch, visit with your colleagues, and learn how these vendors can help your city achieve its goals.

12:30 p.m. – 1:00 p.m. *Main Floor Patio*

Professional Headshots

The LOC's professional conference photographer will be available outside on the patio to snap your photo. Don't miss this free opportunity to update your headshot.

1:00 p.m. – 4:00 p.m. Front Entrance of the Riverhouse

Tour – Redmond Airport & USFS Tank and Smokejumper Base Tour – Sponsored by Amazon

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the tour will be listed on the back of your badge.

Lunch provided starting at 12 p.m. in the trade show. Tour buses will start loading at 12:45 p.m. outside the front entrance of the conference center and will depart at 1 p.m. Please wear appropriate clothes and walking shoes. If needed, dress for the weather, including sunscreen or rain gear.

Tour Redmond's 30-acre campus on the northern section of the Redmond Airport where smokejumpers, hotshots, air tankers, and other equipment deploy for fires. The dispatch center is also based out of this location.

1:00 p.m. – 4:00 p.m. Front Entrance of

the Riverhouse

Tour - Sister Place Making Economic Development Tour

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the tour will be listed on the back of your badge.

Lunch provided starting at 12 p.m. in the trade show. Tour buses will start loading at 12:45 p.m. outside the front entrance of the conference center and will depart at 1 p.m. Please wear appropriate clothes and walking shoes. If needed, dress for the weather, including sunscreen or rain gear. Learn how the city has developed a public-private partnership through the creation of a "public plaza". Tour stops will include the Sisters Makers & Fir Street Park, the Barn, and potentially the Sisters Coffee Production Facility.

1:30 p.m. - 2:30 p.m.

Breakout Sessions

Cascade AB

Effective Strategies for Managing Short-Term Rentals in Your Community – Sponsored by Avenu Insights & Analytics

Learn how to navigate the complexities of short-term rental (STR) regulation and enforcement to protect community interests and maximize revenue. This session will focus on practical strategies for managing STRs, including effective monitoring, compliance enforcement, and revenue collection, all while reducing the strain on local resources. Attendees will gain insights into balancing the economic benefits of STRs with the need to preserve neighborhood integrity and public safety.

Cascade CD

Ethics Update

The Oregon Government Ethics Commission is currently in the rule making process for the implementation of their expanded open meetings authority and updating executive session law. Attendees will get a summary of changes and hear how the LOC will be seeking legislative corrections.

Cascade HI

Fostering Successful Collaboration with Local Organizations to Build Stronger Communities

Explore how cities can successfully collaborate with local organizations to address pressing community challenges. Hear from city leaders who have navigated the complexities of partnership, from identifying community needs to selecting the right local organization to work with. Learn what strategies led to success, the hurdles they encountered, and how they adapted their approach. Whether you're looking to strengthen existing partnerships or forge new ones, this session offers valuable lessons and practical takeaways to help your city achieve impactful outcomes through collaboration.

Cascade EFG

What We Aren't Telling You: The Challenges Faced by Elected Women in the 21st Century – Sponsored by Pacific Power

Learn what men and women can do as allies to support women in leadership, and what we just aren't being frank about. Panelists will share personal lived experiences, and information will be presented from a recent study by the Pew Research Center.

2:00 p.m. – 5:00 p.m.

Registration Open - Sponsored by NPPGov

Lobby

Conference registration moves to the Conference Center Lobby after the trade show ends.

2:30 p.m. – 3:00 p.m.

Snack Break – Sponsored by 3PO Networks

Lobby

Enjoy an afternoon snack and network with colleagues in the conference center lobby, presented by 3PO Networks.

3:00 p.m. - 4:00 p.m.

Breakout Sessions

Cascade HI

Denmark - Industrial Symbiosis Model for the U.S.

Explore opportunities to turn your wastewater treatment facilities and industrial parks into financial wins and long-term sustainability. Presenters include experts in Industrial Symbiosis and practitioners implementing a real-time application in the Pacific Northwest.

Cascade EFG

Deploying More Infrastructure for Less Money, and Faster! - Sponsored by Orenco Water

How can Oregon's small to medium-sized cities expedite the process of providing their communities with much-needed infrastructure? This session will show how cities are

now implementing a process which combines local manufacturing, cutting-edge technology, and private funding to realize cost-effective wastewater collection and treatment solutions.

Cascade CD

Empowering Youth: Building Effective Youth Advisory Councils

Presented by experienced youth council advisors from cities statewide, this fun and in-depth presentation is designed to help cities of all sizes create or enhance their youth advisory councils. The is session will explore the history and benefits of youth councils across Oregon, emphasizing their positive impact on communities., Topics will include defining roles and responsibilities, initiating community projects, engaging youth through activities, and fostering city advocacy. You'll also learn practical skills such as budgeting, member selection, youth engagement opportunities with the LOC, and best practices for policies.

Cascade AB

FEMA's Pre-Implementation Plan, and Impacts to Communities & Property

Speakers will provide an update on Federal Emergency Management Agency's (FEMA) proposed strategy to implement changes to the National Flood Insurance Program (NFIP) in Oregon. This will include the latest information on FEMA's recently released "Pre-Implementation Compliance Measures (PICMs)" and options for responding ahead of the December 1 deadline.

6:00 p.m. – 8:00 p.m. *Cascade BEFGHI*

Awards Dinner - Sponsored by Comcast

Pre-registration required. Visit the conference registration booth if you haven't pre-registered. If you are pre-registered, the dinner will be listed on the back of your badge.

5:50 p.m. Doors Open and No-Host Bar

6:15 p.m. Plated Dinner Service, followed by Awards Program

The awards dinner is a conference tradition, acknowledging the winners of the LOC's Exceptional Service Awards and City Awards. Following the award presentations, join us for the President's Reception.

8:00 p.m. – 9:00 p.m. *Cascade B*

President's Reception

Immediately following the Awards Dinner, join LOC President Dave Drotzmann to congratulate the winners, and enjoy desserts and an after-dinner drink at the no-host bar.

Saturday, October 19

7:30 a.m	12:30	p.m.
Lobby		

Registration/Information

7:30 a.m. – 9:00 a.m. *Cascade BEFGHI*

Breakfast Session - An Update on the SCOTUS Decision in *Grants Pass v. Johnson* - Sponsored by Markowitz Herbold

Breakfast served: 7:30 a.m.; program starts: 8 a.m. In a long-awaited decision, the United States Supreme Court this summer overturned prior case law stating the Eighth Amendment's Cruel and Unusual Punishments clause barred cities from enforcing public camping ordinances. How did we get here and what does the Supreme Court's decision mean for cities in Oregon?

9:15 a.m.– 10:45 a.m. *Cascade BEFGHI*

Closing Keynote: Rethinking Success in Rural Development – Sponsored by MacDonald-Miller Facility Solutions

Mr. Estes will lead a discussion on the Aspen Institute's Measure Up report that presents six new principles for measuring rural development progress. The principles are designed to rethink how success in rural regions is measured, but the lessons here can be applied to all city development. The session will provide an opportunity for you to think about the lessons in the context of your own city and what opportunities there are to reimagine what success looks like in your region.

10:45 a.m. - 11:00 a.m.

11:00 a.m.- 12:30 p.m.

Annual Business Meeting - Sponsored by CIS

Cascade BEFGHI

The LOC's Annual Business Meeting is an opportunity for member cities to get involved with the LOC through the election of new board members and voting on an amendment to the LOC Constitution. It also includes a report by the executive director of 2024 LOC accomplishments, a preview of new initiatives for 2025, and an awards presentation from CIS.

Voting at the Business Meeting:

Member cities will vote on LOC officers and board members for 2025. Each city is entitled to cast one vote at the meeting. Voting cards will be available starting at 7:30 a.m. on Saturday outside the room and must be picked up by 10:45 a.m. Delegates may not vote without a card. Voting by proxy is not permitted.