

BLACK AND PUERTO RICAN POLITICAL CONVENTION

Clinton Place Junior High School
37 Clinton Place
Newark, New Jersey

INFORMATION REGARDING CONVENTION WORKSHOPS

I. Assignment of Delegates:

- A. Maximum number for each Workshop: 30 delegates.
- B. Assignment Procedure: First come, first served basis.

II. Leadership Personnel of Workshops

- A. Workshop Leader
- B. Consultant
- C. Reporter

III. Workshop Agenda

- A. Presentation of overview by consultant (15 minutes)
- B. Tone of the Workshop set by the leader (5 minutes)
- C. Workshop divided into small groups of five people for 30 minutes to complete the following tasks:
 1. List all of the issues which should constitute the planks in the platform.
 2. Rank the issues according to priority from the most important to least important.
 3. Select a group recorder to list and present the issues.
- D. Plenary Discussion in each Workshop:
 1. Presentation of Key Issues Developed in each small group.
 2. Selection of the Key Issues to be presented in the workshop summaries according to priority from the most important to the least important.
 3. Selection of a person by the members of the workshop to accompany the leader to the workshop summaries.

IV. Leadership Responsibilities

A. Workshop Leaders:

1. Sets the tone of the workshop.
2. Establishes discussion guidelines.
 - a. Encourage delegates to refrain from making speeches.
 - b. Respect each person's rights to his opinion.
 - c. Keep the welfare of the group uppermost (i.e., "Give up my thing for the good of the group").
3. Assists small groups during brainstorming phase of workshop activity.
4. Presents stimulator data from Platform Committee.
5. Stimulates maximum participation during the plenary phase of workshop activity.
6. Discourages speechmaking, but encourages the kind of participation which can help to produce a worthwhile convention platform.

B. Consultant:

1. Provides an overview of the subject area (15 minutes)
2. Aid small groups during brainstorming phase of workshop activity.
3. Assist the workshop leader, if necessary, in keeping the workshop moving steadily toward the objective of developing "planks" for the Convention Platform.

C. Reporter:

1. Maintains a record of the entire deliberations of the Convention.
2. Prepares a synopsis of the Key Issues to be presented to the workshop summaries.

D. Representatives To The Workshop Summaries. (Workshop Leaders and Persons Elected By Each Workshop)

1. Present Workshop Summaries.
2. Constructively work for the development of the best possible planks for the Convention Platform.

V. PREPARATION OF WORKSHOP SUMMARIES

It is suggested that each workshop leader prepare his summary in outline form. A brief, precise paragraph can be used to elucidate major points in the Summary. Cooperation of the workshop leaders is vitally necessary in this matter because the Platform Committee will have less than three hours to develop a Convention Platform out of this "raw" material.