

SUPREME CONVENTION FIRST TIME DELEGATE ORIENTATION

WELCOME TO THE SUPREME CONVENTION!

A. Registration

All delegates must register at the registration desk and receive a packet that will include the Convention Agenda, book of tickets for the Convention functions, delegate badge, ribbon and Credential Card. Delegates must register with the Credentials Committee by 6:00 p.m. the first business day of the Supreme Convention week to be eligible to participate in the business of the convention.

B. Business Session

Delegates usually sit with their district during the business sessions. The District Governor is responsible for securing a table(s) for her district's entire delegation. She may also ask Sisters from the district to assist in securing a table(s). **(She will need to get to the convention meeting room at least one hour prior to starting.)** Be sure to keep concise notes on all business during the convention so that you can make your delegate's report to your chapter when you return.

C. Credentials

In your registration packet you will receive a credential card. **DO NOT LOSE THIS CARD. (So as not to lose the credential card, place it under your name card within the plastic protector.)** This card affords you the opportunity to vote and must be shown in order to vote. Be sure to stop by and check in at "Credentials" **BEFORE BOTH THE MORNING AND THE AFTERNOON SESSIONS EACH DAY.** "Credentials" is usually located at the back of the convention meeting room where you enter. You must be counted "present" at each session and show your delegate badge.

D. Parliamentary Procedure

A professional parliamentarian will observe that proper parliamentary procedure is followed. The Parliamentarian will be available to advise and clarify any questions raised during the meeting proceedings. When addressing the assembly, a delegate is to stand at the mike, be recognized by the Convention Chairman, state her name, chapter number, and district number, then proceed to speak clearly on the issue or subject. Every delegate should have a copy of the Daughters Constitution and Ritual available to review during the meetings and particularly during the report of the Legislation Committee. STANDING RULES FOR CONVENTION are located on Page 60 of the current Constitution (which includes amendments 1987-2002). Any delegate may speak on a Motion or bring a relevant (germane) motion to the floor. However, no one may speak more than two times on the same question the same day, and no one may speak her second time if any other member who has not yet spoken on that question seeks the floor for any purpose. A delegate indicates whether she is speaking "FOR" or "AGAINST" the motion.

The Convention Proceedings of the Daughters of Penelope are governed by Robert's Rules of Order. You should have a copy of ROBERT'S RULES OF ORDER NEWLY REVISED available for review. (See Constitution page 27, Article XVI, Section 15.)

E. Recording of the Minutes

Microphones will be strategically placed throughout the meeting room. A professional recorder will record and then transcribe the minutes from tapes. Remember to address the convention chair; stating your name, chapter number, and district; and speak clearly in the microphone so that everyone can hear your comments. The convention secretary will also be taking notes of the proceedings to assist in preparation of the summary minutes. You may find it beneficial to review a copy of the Supreme Convention Summary Minutes from the previous year. Ask your District Governor if you can review her copy if you do not have one from your chapter.

F. Committee Work

Sign up for a committee if you have not already done so. At the back of the convention meeting room, there will be a bulletin board with the names of the Committees, name of each Committee Chairman, and the room where the committees will meet (or the information will be announced by each Chairman). When serving on a committee, please plan to be there from the beginning to the end. The schedule for committee meetings will be posted. Remember that the resolutions adopted by a particular committee are presented to the delegation by the Committee Chairman first and then voted upon by the delegation. Upon passage of the Committee report by the appropriate percentage of the delegation the resolution(s) becomes part of the Daughters of Penelope Constitution, Ritual, By-Laws or Rules. Most resolutions require a majority vote for passage, however Amendments to the Constitution and By-Laws require a 2/3 vote (See page 27 Article XVI, Section 16 of the Constitution.)

The committees of the Supreme Convention are: Scholarship, Legislation, Penelope of the Year, National Projects, Maids of Athena, Grievance, Budget and Finance, and AHEPA Family Relations.

G. District Governor

Be sure you inform your District Governor of your arrival and departure times and your room number, in case she needs to contact you. On the first day of the Convention be sure to give your banquet ticket to your District Governor with your name, chapter number, and district number written on the reverse side. She will give the tickets to the AHEPA District Governor for the Banquet seating arrangements. Your District Governor and the other delegates of your district are your best resources when it comes to Convention information.

H. Delegates and Alternates

Remember that alternates do not have voting or speaking privileges during the Convention meetings unless they are taking the place of a delegate that is not in attendance.

I. Convention Officers

One of the first orders of business of the Convention is the election of Convention officers. The Convention Officers are Chairman, Vice-Chairman, and Secretary. The candidates for these offices shall be members of the Convention, they shall be nominated from the floor and be elected by a majority vote.

J. Conclusion

Attending the business sessions and committee meetings of the Supreme Convention is fun, educational, and afford a great opportunity to meet new Sisters. Your input and participation are needed and welcomed to help improve our organization. By attending and participating, you are enriched with a learning experience which focuses on what the Daughters of Penelope is all about and how we function. Let your Chapter Sisters know what a good time you had, and at the same time, any concerns you might have encountered. In this manner, you will inspire and encourage them with your enthusiasm. Hopefully, next year you will come to our Supreme Convention with a larger delegation.

HAVE A WONDERFUL TIME!

MOTIONS

Now that you know how to operate the microphone, you are ready to use it to present your motions. Listen attentively, and make sure you fully understand the business at all times. Do not hesitate to ask questions, make suggestions, debate the issue if necessary, and make motions and vote.

A. PROCEDURE TO MAKE MOTIONS

1. If you want to make a motion, you need to go to the microphone on the floor nearest you.
2. Wait your turn if someone is preceding you.
3. State your name, your chapter name and number, your district, your city and state.
4. Start with the phrase, “Madame Chairman, I move that...” It is not proper form to say, “I would like to motion, or I motion to do this and that”.
5. After the motion has been seconded and restated by the Chairman, you will then have the opportunity to speak and state your reasons for making your motion.
6. **AMENDMENTS**—It is possible, that the motion you made needs to be amended. If you agree with the amendment, then you go to the microphone and say—“I move to amend the motion by adding—or striking out—or inserting...” If you disagree with the amendment, say, “Madame Chairman, I disagree with the amendment” then state the reasons for disagreeing.

B. GENERAL RULES

1. You have the right to speak twice on any motion after everyone else that wishes to speak has spoken.
2. A motion should be as brief as possible and clear in its intent.
3. PUT YOUR MOTIONS IN WRITING.
4. Have your thoughts assembled logically and clearly, so your points will have weight in discussion, or, if you have a question, so it can be answered quickly and satisfactorily.
5. If in doubt on a parliamentary rule or procedure, explain what you want to achieve, and the presiding officer will assist you.

REMINDERS

- Register and receive your Delegate packet. Bring this with you to the meetings.
- Check in at Credentials for all sessions and show your delegate badge.
- Speak clearly into the microphone when addressing the delegation.
- Show your delegate badge to the Inside Sentinel each time you enter the meeting room.
- Please be an **ACTIVE PARTICIPANT**.
- It is important that you attend the business sessions.
- Please do not hesitate to call on anyone from the Grand Lodge for assistance.

We hope that your National Convention Experience will be a rewarding and inspiring experience.