

# **CONVENTION PROCEDURES**

## **PACIFIC REGION GARDEN CLUBS, INC.**

### **AMENDMENTS**

Proposed changes to Convention Procedures shall be submitted to the Organization Study Committee which shall present recommended changes to the Executive Committee for approval.

### **ROTATION AMONG THE STATES IN PACIFIC REGION GARDEN CLUBS, INC. (PRGC)**

Convention rotation among PRGC member states and rotation among member states for the offices of Region Director and Alternate Region Director shall be as stated in the Standing Rules.

### **STEERING COMMITTEE**

This committee should be appointed at least two years in advance. Because members are from various states, it is helpful to meet at the PRGC Convention two years in advance.

1. Committee members may consist of:
  - a. Sitting president of the state to host the convention
  - b. Person most likely to be host state president during the convention
  - c. Sitting Region Director
  - d. Person most likely to be the Region Director during the convention.
2. Host state presents a convention chairman and vice-chairman (if needed) willing to serve.
3. The committee dissolves when the chairman and vice-chairman are appointed. Chairman and vice-chairman are approved by the PRGC Board of Directors two years prior to the convention and shall be members of the Board of Directors.

### **CONVENTION CHAIRMAN**

#### **LOCATION, DATES AND HOTEL SELECTION**

1. Compare facilities and prices of more than one hotel. Set up appointments with potential hotels soon after the state knows it will be hosting the convention.
2. The location, date and hotel selection shall be made with the approval of the Region Director who will be in office during the convention. Check to see if better room rates and airfare rates are available on certain days of the week.
3. Request the history of the previous three or four conventions on attendance, number of meals served, sleeping rooms rented, etc. from Convention Coordinator. This will provide guidance on convention needs. Select a hotel that will accommodate these needs.
4. Food prices are usually not set until approximately six months before the convention, but ask for a list of lunches and dinners with current prices and the maximum percentage of increase per year.

#### **HOTEL CONTRACT**

1. Obtain a proposed contract from the hotel. Every detail must be in writing with costs involved. See "Negotiating the Contract."
2. Share copies of the proposed contract with the convention chairman, the Region Director and

the Convention Coordinator for review.

3. The convention chairman is responsible for seeing the contract through to its final version. Revisions are often necessary.
4. The sitting Region Director is responsible for signing the final contract even though a different person may be the Region Director during the convention being planned.
5. If the hotel requires a deposit, it is the responsibility of the host state. Contact your state treasurer. When registration money is received, the deposit amount is returned to the state treasurer by PRGC.

## **NEGOTIATING THE CONTRACT**

The convention chairman is responsible for negotiating the contract with the hotel. It is one of the most important jobs of a convention. You will be negotiating with a sales manager from the hotel. These individuals frequently change jobs and you could be dealing with several different people prior to your convention. The signed contract is your protection and assurance that you will get that for which you negotiate. Do not count on verbal agreements or assumptions - you will get only items as specified in the contract. For example, if you discuss a complimentary workroom with the sales manager, but it does not appear in the contract, you may end up paying for that room. You are the buyer and the hotel needs and wants your business. Drive a hard bargain! Know what you need and get as much as possible FREE and IN THE CONTRACT. Some adjustments may be made later - but don't count on it! NEGOTIATE. Remember, if you do not ask - the hotel will not volunteer information.

1. The name on the contract must be "Pacific Region Garden Clubs, Inc." This is a region, not a state, convention.
2. During the convention, only the convention chairman can make changes such as ordering tables, committee meeting rooms, microphones, etc. This must be stated in the contract.
3. Parking. Negotiate for free parking.
4. Sleeping rooms. Negotiate for lowest possible room rate. Make sure it is cheaper than rates available online, AAA, AARP, etc. or "room night" credits will be lost to the convention.
5. Complimentary sleeping rooms. Room credits based on the number of sleeping rooms rented determine the number of complimentary rooms. One room (one night) credit for each 40 rooms occupied is customary. A suite may require two credits.
6. The hotel will usually offer one complimentary room or suite. Try to negotiate for an additional complimentary room or suite.

### Priority for complimentary rooms

- a. Region Director and/or NGC President - if not complimentary, paid from convention account
- b. Convention chairman - if not complimentary, paid from convention account
7. Meeting rooms (See "Scheduling the Meeting Rooms" page 5.)
  - a. Ask for a layout of the hotel showing all meeting and banquet rooms with capacity figures. This will help in planning function space.
  - b. Negotiate for all meeting rooms free of charge. Hotels provide free meeting and function rooms based on the number of sleeping rooms rented and meals/beverage cost.
  - c. The hotel may charge a set-up fee. If so, negotiate for a one-time set-up fee.
  - d. Different rooms for business meetings and meals is preferable, but not always available.
8. Special rooms (reception, exhibits, workshops, workroom etc.) and properties
  - a. Consider needs for workshops or activities requested by the person who will be the Region Director at the time of the convention.
  - b. Arrange for a flag for opening ceremony.
  - c. Have water with glasses provided for all meetings.
  - d. Arrange for a second microphone with floor lectern and light for reports during business

meetings. A mixer is required if more than one microphone is used and there may be an additional cost.

- e. Coordinate with audio/visual and program chairmen.
  - (1) Assure there is adequate lighting for design programs. If not, have lights brought in.
  - (2) Arrange for audio or visual equipment if needed for programs.

#### 9. Head table

- a. Arrange for a skirted raised head table for ten for each business meeting and each meal. Consult with the Region Director on the numbers.
- b. If the same room is to be used (although not advisable) for business meetings and meals, the head table should stay in place throughout the convention.
- c. A lectern with microphone should be on the head table for all meals and meetings.
- d. If a program requires exhibit space, have the program set up at the side or other end of the room away from the head table to avoid moving people seated at the head table.

#### 10. Master account

Specify that the master account shall be paid by a PRGC check (never personal funds or a personal credit card). Bills will be paid by the convention treasurer. No personal accrual of hotel rewards points may be credited. Rewards points should be applied to something for the convention.

#### 11. Menus and meal prices

- a. The catering manager may suggest that you meet approximately 3 - 6 months before the event to select menus because of possible price changes. Do not let the hotel confine you to a prescribed menu. Catering can help you in selecting food and maintaining a reasonable cost. Get every meal detailed - even the salad dressings! Do it early to get prices locked in and to have entree choices (if any) available for the registration form.
- b. Suggest requesting lunch portions for banquets (less food, less cost).
- c. At this meeting establish how hotel bills will be paid, exact cost of each meal and who will sign the bill following each meal. The convention chairman is usually the one to sign the bill after each meal. This should be confirmed, in writing, in advance of the convention.
- d. Select menus and add gratuity and tax. For the registration form, adjust prices up to an even figure.

#### 12. Other

- a. Ask the hotel whether PRGC information could be on their display signs outside and inside the hotel.
- b. Place posters and welcome signs in strategic places, such as lobby, entrance to the exhibit room, etc.
- c. Decide if floral designs are to be displayed in public areas.
- d. Include airport transportation schedules in the CALL. Ask the hotel for recommendations. Include a small map and directions indicating access from highways to the hotel.
- e. Request hotel brochures to distribute at the convention one year prior.
- f. Advise the hotel and the coffee shop manager of the time and approximate number if there are "meals on your own" so that adequate space and service is available.

### **WORKING WITH THE PERSON WHO IS TO BE REGION DIRECTOR DURING THE CONVENTION**

The convention chairman must work closely with the Region Director from the beginning, consulting with the Region Director for input and approval on important issues including:

- 1. Theme selection
- 2. Convention treasurer and registrar appointments

3. Programs, speakers, receptions and tours suggestions
4. Schedule and timing of events
5. Printed program format and content

### **PROGRAM BOOK**

1. Send convention rules (See Appendix A.) to the Parliamentarian for approval. After approval, include the convention rules in the program book.
2. Coordinate the program book with the printing chairman.
3. Send final draft of program book to the Region Director for approval before printing.

### **PLANNING**

1. With the treasurer, prepare a proposed budget for approval of the Board of Directors at the convention one year prior.
2. Decide who will be responsible for the necessary jobs. The following pages suggest the various local chairmanships. It may be practical for one person to serve in more than one capacity.
3. Appoint chairmen. See pages 8-10 "Local Chairmen."
4. Head tables. See "Negotiating the Contract," page 3, #9.
5. Have a copy of the hotel contract and catering contract with you at all times during the convention.

### **PROMOTION**

The Call and convention information is published in *WACONIAH*. There is no separate mailing. See "Publicity Chairman," page 10.

### **SCHEDULING THE MEETING ROOMS**

1. Finance and Executive Committee meetings may be in the same room prior to convention meeting
  - a. Finance Committee. Allow 1 to 1.5 hours. Approximately five people.
  - b. Organization Study Committee. Allow 1 to 1.5 hours. Approximately five people.
  - c. State Presidents Meeting. Allow 1.5 to 2 hours. Nine people in even-numbered years. Up to 17 people (current and incoming presidents in odd-numbered years).
  - d. Executive Committee. Allow 1.5 to 2 hours. Approximately 18 people. Schedule following the Finance Committee meeting.
  - e. Board of Directors meeting, opening ceremony and convention meetings – in same room. Seating for 100.
  - f. Board of Directors. Allow 1 to 1.5 hours. Suggestion: schedule immediately preceding the opening ceremony. This eliminates the need for a separate room. The Board of Directors ratify certain issues before they are brought to the convention.
  - g. Opening ceremony. Allow a minimum of one-half hour. Suggestion: schedule following the Board of Directors meeting.
  - h. Convention meeting. Allow a minimum of three hours. Suggestion: schedule on two days. This gives flexibility in arranging workshops, tours, etc.
2. In odd-numbered years only – Consult with incoming Region Director on scheduling these meetings during the convention:
  - a. Incoming Executive Committee. Allow 1 to 1.5 hours. Approximately 18 people.
  - b. Incoming Board of Directors. Allow 1 to 1.5 hours. Approximately 50 people.

## **CONVENTION RECORDS – CHAIRMAN’S REPORT**

1. Final report (including financial accounting) due to Region Director and Treasurer within thirty days of the close of convention.
2. Compile three sets of convention records no later than two months after the convention. Send one copy to the Region Director. Send two copies to the Convention Coordinator who will forward one copy to the chairman of the next convention. Each copy should contain:
  - a. budget
  - b. financial report, including itemized income and expenses
  - c. reports on registration, meal counts, tour, hotel room use (See Appendix B)
  - d. program book
  - e. registration form
  - f. your report listing problems, successes, suggestions, etc.
  - g. copy of hotel bill
  - h. financial review report
3. Convention Coordinator will insert history information for the four most recent conventions.

## **REGION DIRECTOR**

### **EARLY DUTIES**

1. Serve on the steering committee
2. Upon election, issue an invitation to the person expected to be the NGC President during your term, giving a choice of one of the two conventions during your term.
3. Assure that the following are presented for approval at PRGC conventions
  - a. At convention two years prior to an upcoming convention - name of chairman and vice chairman (if any)
  - b. At convention one year prior to an upcoming convention - convention budget

### **CONTRACT**

Sign the final hotel contract after the final review. The convention chairman does not sign, but sends the contract to the current Region Director for signature, even though a different person may be Region Director during the convention being planned.

### **WACONIAH AND PROMOTION**

At least six months prior to the convention, coordinate with the publicity chairman to assure that the registration form, hotel information and promotional material has been sent to *WACONIAH* and to the eight state presidents and state newsletter editors in PRGC.

### **BEFORE THE CONVENTION**

1. Consult with convention chairman regarding the programs, speakers, receptions and tours.
2. Select members of the executive committee (including state presidents), former Region Directors and Chairmen to preside at meal functions, give invocations, introductions and benedictions, lead pledge of allegiance to the flag, etc. Inform the convention chairman of those accepting for inclusion in the program book.
3. Appoint timekeeper, tellers, the committee to approve the minutes, and others as needed.
4. Provide Protocol Chairman with list of those to be seated at head and honor tables. If possible, send several weeks before convention.
5. Provide Credentials Chairman with alphabetical list of current members of Board of Directors.

6. Inform the convention chairman of the Financial Review Chairman's name and address.
7. In odd-numbered years, consult with the incoming Region Director regarding preferences in installation ceremonies and receptions, as appropriate.
8. Keep the Alternate Region Director informed with copies of correspondence, as appropriate.
9. At the second convention in your term, introduce the incoming Region Director and state presidents if they are in attendance.

### **DURING THE CONVENTION**

Plan meetings of the Executive Committee and the Board of Directors during the convention at which you are installed to organize your administration. These meetings may be held in the afternoon before the installation banquet if time is available.

### **FINANCES – TREASURER**

1. Region meetings will use PRGC's convention checking account set up by the PRGC Treasurer with PRGC's Federal Tax ID number.
2. Obtain signature change information from PRGC Treasurer and copy of PRGC Convention minutes authorizing signator.
3. Receive the convention checkbook and deposit slips from PRGC Treasurer.
4. Return checkbook to PRGC Treasurer when convention account is finalized.
5. A budget for the meeting shall be submitted to the Board of Directors at the Region Convention one year prior to the convention.

### **CONVENTION TREASURER DUTIES**

1. Assist the chairman and vice-chairman in the preparation of a budget that must be submitted to the Board of Directors at the Convention one year prior to your convention.
  - a. Income items include:
    - (1) registration fees
    - (2) fundraisers (white elephant sales, etc.)
    - (3) corporate donations or state donations, if any are expected
    - (4) tour fees from registrants
  - b. Expense items include:
    - (1) lodging and meals for the Region Director and the NGC President (if attending).
    - (2) gift for NGC President, if attending,
    - (3) meals, honoraria and lodging (when needed) for speakers
    - (4) staging (centerpieces, favors, etc.)
    - (5) printing of program, badges, signs, tickets, registration forms, lists of attendees, postage, etc.
    - (6) reception
    - (7) audio/visual equipment
    - (8) tour busses
    - (9) security guards, if needed
2. Record all income. Make deposits using deposit slips provided by the PRGC Treasurer or by mobile banking. Send copies of deposit receipts to PRGC Treasurer with description of item deposited.

3. Prepare vouchers and make copies for all who request reimbursement of expenses. Obtain Chairman's signature. Send copies of expense receipts along with copy of check to PRGC Treasurer.
4. Prepare final financial report. Submit to Convention Chairman, PRGC Treasurer, Region Director and Financial Review Chairman.

### **PRGC TREASURER DUTIES**

1. Oversee the signature transfer to the convention treasurer.
2. Send checkbook and deposit slips to convention treasurer.
3. Oversees all deposit receipts from Convention Treasurer/Registrar.
4. Oversees all expense vouchers signed by the Convention Chairman and all checks issued.
5. **No refunds** after the published deadline unless there is a surplus and the reason is exceptional with approval of the Region Director.

### **PAYING THE HOTEL BILL**

The master account is to be paid by PRGC check (never personal funds or a personal credit card). Bills will be paid by the convention treasurer after approval by the Region Director and PRGC Treasurer.

### **FINAL DISTRIBUTION OF REVENUE**

1. Fifty percent of the net proceeds of the convention shall be sent to the host state by the convention treasurer. The balance of fifty percent shall be retained by PRGC.
2. In case of a deficit, the host state shall be responsible for the first ten percent with the remainder the responsibility of PRGC.

## **REGISTRAR**

1. The use of a computer with a program suitable for registration is required.
2. Prepare the registration form for *WACONIAH*. Use the PRGC logo.
3. Prepare registration acknowledgments. May be acknowledged by email.
4. Consult with the printing chairman on preparation of the badges, meal and tour tickets. At the convention, verify with registrants that tickets are as ordered.
5. Provide the following lists
  - a. Alphabetical list of registered board of director members and delegates for the credentials chairman
  - b. All registrants with names listed alphabetically under each state for the Region Director, the Protocol Chairman and all attendees. Each attendee is entitled to a copy to prove they were in attendance. Provide copies as needed.
6. No refunds for cancellations after the deadline should be made unless there is a surplus and the reason is exceptional with approval of the Region Director.
7. Registration form
  - a. Registration fee shall be listed separately (suggested minimum \$45). A reduced registration fee for spouses, guests and host state workers who are not members of the Board of Directors may be offered. No registration fee shall be charged host state workers who do not attend a meal or a function.
  - b. A package plan may be offered, but part-time registration may also be available to all attendees.
  - c. Checks are to be made payable to **Pacific Region Garden Clubs, Inc.**

- d. If required, make deposits using deposit slips provided by the PRGC Treasurer or by mobile banking. Send copies of the deposit receipts to the PRGC Treasurer with description of item deposited.

## **LOCAL CHAIRMEN**

### **AUDIO/VISUAL CHAIRMAN**

Coordinate audio/visual equipment with the convention chairman and program chairman. This might include microphones, mixer, projector, screen, etc. Familiarize yourself with lighting on and off switches in case lights need to be dimmed for a program.

### **BADGES CHAIRMAN**

1. Design the badges using the PRGC logo and/or the convention theme.
2. Name (at least first name) should be in a size readable from across an eight foot table.
3. Print attendee's name and state. Also print the elected or appointed position. If none, then print garden club member, spouse or guest.
4. Have badges available for inclusion in registration packets.
5. Have extra badges and badge materials available at registration desk for late registrants and badge corrections.

### **EXHIBITS/SALES CHAIRMAN**

1. Consult with convention chairman on space available.
2. Submit an article to *WACONIAH* six months prior to convention to inquire if a PRGC chairman or a state needs exhibit space.
3. PRGC fundraiser:
  - a. Inquire if PRGC Ways and Means Chairman needs space and how much space is needed.
  - b. Proceeds from fundraising at a convention that is organized by the PRGC Ways and Means Chairman go directly to the PRGC Treasury and are not included in the convention fund.
4. All convention fundraisers (including but not limited to raffles, boutiques, vendors) and associated expenses are included in convention funds.
  - a. Send contract to vendors (if any) and states and/or individuals (if sales space is requested). Obtain signed contracts and send copies to the convention chairman and treasurer.
  - b. Collect fees from vendors at the convention and give to the convention chairman or convention treasurer.

### **HOSPITALITY CHAIRMAN**

The hospitality chairman may:

1. Be responsible for VIP transportation
2. Arrange for gift for NGC President, if attending.
3. Arrange for floral design in room of NGC President.

### **PAGES CHAIRMAN**

1. Pages are appointed by the convention chairman to serve the following:
  - a. Region Director
  - b. NGC President (or representative)
  - c. Convention chairman
  - d. Attendees at business meetings
2. Local garden club members or members of the board of directors may be asked to serve.



3. Inform the pages of their duties:
  - a. Wear identifying symbol when serving as page.
  - b. Alert designated VIP of room locations.
  - c. Greet designated VIP before each function regarding materials needing transportation to function site.
  - d. Approach designated VIP immediately following each function to transport (or arrange with hotel staff to transport) any articles to next function or to person's room.
  - e. Be seated in view of the designated VIP during meals or other functions.
  - f. Be available to assist person that you are serving at all times relating to the convention.
  - g. Be attentive and be prepared to run errands, fetch items, etc.

### **PRINTING CHAIRMAN**

1. You may be asked to supervise the printing of the program book.
2. Confer with the registrar and/or badges chairman to see who will make the badges. See "Badges Chairman" for requirements.
3. Have signs made in collaboration with staging chairman.
4. Arrange for meal and tour ticket printing if this task is assigned to you.

### **PROGRAM CHAIRMAN**

1. Consult with convention chairman on programs.
2. Contact speakers for resumes for introductions and publicity and arrange for a gracious presentation of payment and thank you notes.
3. Send each speaker a Speaker's Contract.
4. Meet each speaker when they arrive.

### **PUBLICITY CHAIRMAN**

1. Obtain publication deadlines of *WACONIAH* and the eight state publications.
2. Provide promotional material and registration form for each PRGC state editor before each deadline. Coordinate with the convention chairman to meet these deadlines approximately six months prior to the convention.
3. Use PRGC name and logo on all correspondence and promotional material. This is a region, not a state, convention.

### **SEATING CHAIRMAN**

1. Consult with the Region Director to determine how the Region Director wishes to have seating handled.
2. Numbers may be drawn for seating at lunches and dinners. Prepare slips of paper with numbers corresponding to table numbers for each dinner according to the number needed other than those at head or honor tables (list available from PRGC Protocol Chairman).
3. Prepare a special basket with table numbers for couples (work with registrar on this).
4. Arrange for a host state member to serve as host at each meal. Assign a table to each host. The host asks those at the table to introduce themselves and may collect meal tickets.

### **STAGING CHAIRMAN**

1. Supervise the overall look of the convention. You may be asked to help design the program book.
2. Coordinate table centerpiece designs (and favors, optional) with table coverings, napkins, and the theme of the meal.

3. Be in charge of lobby and/or invitational designs, corsages (optional), awards and installation ceremony, identifying symbols for pages, receptions, music, etc.

### **TOTE BAG CHAIRMAN**

Tote bags are optional. Consult with the convention committee about giving tote bags.

1. If used, request promotional items from local garden clubs, city, county, state departments of commerce, ecology, environment, etc.
2. Arrange for a committee to stuff the tote bags.
3. Deliver to registration desk for distribution.

### **TOUR CHAIRMAN**

1. Tours are optional.
2. Consult with the Region Director on tours.
3. If desired, use a tour company.
4. Coordinate tour information with printing chairman for program and tickets.

## **PRGC CHAIRMEN**

The following are appointed by the Region Director and are listed here for information only. The convention chairman is not responsible for these chairmanships.

### **CREDENTIALS**

1. Give two reports during the convention - first at the opening, second at final banquet.
2. Check that the credentials of each delegate and alternate have been submitted (most likely by email) by each state president or her/his designee.
3. Request from the Region Director an alphabetical list of current members of the Board of Directors.
4. Request from the registrar:
  - a. alphabetical list of registered Board of Director members and delegates, and
  - b. list of all registrants with names listed alphabetically under each state.
5. Guests may attend all events, but may not vote.
6. Voting eligibility:
  - a. The voting strength of each state is based on its paid membership to NGC (See NGC Bylaws Article XII, Section 2). (See Appendix A.)
  - b. A person who is a member of the Board of Directors and/or NGC Nominating Committee who resides in the Pacific Region is entitled to one vote only.

### **COURTESY RESOLUTION**

The report is presented at the close of the convention. The courtesy resolution chairman moves for the adoption of the courtesy resolution after the reading. The courtesy resolution chairman sends a copy to the Region Director, hotel and convention chairman.

### **PROTOCOL**

1. Receive lists of those to be seated at head table or honor tables from the Region Director.
2. Prepare seating charts. Give a copy to the presiding officer at each meal.
3. Set out place cards with the assistance of the convention committee.

## **WAYS AND MEANS**

1. Responsibilities are:
  - a. plan activities with the Region Director,
  - b. execute ways and means projects with states and Convention Chairman, and
  - c. collect money and deposit with PRGC Treasurer as required.
2. Proceeds from fundraising at a convention that is organized by the PRGC Ways and Means chairman go directly to the PRGC Treasury and are not included in the convention funds.

## Convention Rules

### Pacific Region Garden Clubs, Inc.

#### General Information

1. Convention badges must be worn to all meetings, meals, workshops and tours.
2. All must rise when the Region Director and NGC President are introduced.
3. All electronic devices shall be muted during all convention functions.
4. Remain seated during invocations/blessings/inspirations unless directed otherwise.

#### Business Sessions

5. Business meetings may be recorded to assist the Recording Secretary in the preparation of the minutes.
6. The voting membership shall consist of members of the Board of Directors and delegates (or their alternates) from each state to whom voting cards (which are to be brought to all meetings) will be issued by the Credentials Chairman after attendees register at convention.
7. Delegates and alternates shall be elected by each state garden club or appointed by each state president. The credentials of each delegate and alternate must be submitted by the state president or her/his designee. In addition to member(s) serving on the Board of Directors, each state garden club shall be entitled to delegates and alternates based on state membership in NGC, based on dues remitted to NGC by October 31 and any additional dues remitted prior to March 31, as follows:

<u>State Membership</u>	<u>State Membership</u>
500 or less, 2 delegates and 2 alternates	3001 – 4000, 7 delegates and 7 alternates
501 – 1000, 3 delegates and 3 alternates	4001 – 5000, 8 delegates and 8 alternates
1001 – 1500, 4 delegates and 4 alternates	5001 – 6000, 9 delegates and 9 alternates
1501 – 2000, 5 delegates and 5 alternates	6001 – 8000, 10 delegates and 10 alternates
2001 – 3000, 6 delegates and 6 alternates	8001 – 12000, 11 delegates and 11 alternates
	12001 and above, 12 delegates and 12 alternates

The maximum number of delegates of any state garden club is twelve. Each State Garden Club shall be entitled to the same number of elected alternates as elected delegates. An alternate shall become the delegate when a vacancy occurs.

8. A delegate shall represent one state only.
9. A quorum for the transaction of business shall be the majority of the voting members, as set forth in Number 6 above, who are registered at the convention with a minimum of four states being represented.
10. If so directed by the chair, voting members must sit in a designated area during business sessions.
11. Non-voting members and guests may be present during business sessions, but must not sit in the area designated for voting members, if applicable.
12. Votes must be cast in person by use of voting cards.
13. Each voting member may cast one vote only, regardless of the number of offices and/or positions held.
14. When addressing the chair, delegates must give name, chairmanship, and/or state membership.
15. All but the simplest of motions shall be in writing and sent to the Region Director, the recording secretary and the parliamentarian before placing the motion on the floor. No issue shall be debated without first being placed on the floor by a motion which has been seconded. Delegates shall speak no more than twice on the same issue, except the proponent of the motion who shall be allowed to speak for the third time to close the debate. Speakers shall be allowed two minutes each. No member may speak a second time until all members who want to speak have spoken a first time.
16. The PRGC Bylaws and Standing Rules, PRGC Convention Procedures, and *Robert's Rules of Order Newly Revised*, shall govern all proceedings of the PRGC Convention.

Convention Rules will be reviewed for possible updates by the Region Director and Parliamentarian prior to each convention.

## Report Form for Convention Chairman

**Convention Hotel** \_\_\_\_\_ **City** \_\_\_\_\_

**Chairman** \_\_\_\_\_ **Convention Dates** \_\_\_\_\_

This information will be used in planning future Conventions. Thank you for your response. Please complete this form and send to the PRGC Convention Coordinator and Region Director along with your chairman’s report. See list under Convention Records - Chairman’s Report and attach a copy of the hotel bill.

**Convention Registration**

Board Members	_____		
Delegates	_____		
Total Voting		_____	
Spouses	_____		
Guests	_____		
Host State Members (non-board members)	_____		
Total Non-Voting		_____	
<b>Total Registration</b>			_____

**Number of Hotel Rooms Used**

Pre-Convention	_____		
Day 1	_____		
Day 2	_____		
Day 3	_____		
Post-Convention	_____		
<b>Total Rooms</b>		_____	

**Meals Served**

Day 1	_____		
Day 2 Breakfast	_____		
Lunch	_____		
Dinner	_____		
Day 3 Breakfast	_____		
Lunch	_____		
Dinner	_____		
<b>Total Meals Served</b>		_____	

**Tours – Number Attending** \_\_\_\_\_