

1. PURPOSE

The purpose of this committee is to debate any resolutions presented to it from the Convention and to prepare a recommendation to the Convention, discuss other issues pertinent to the committee, and draft additional resolutions that might become necessary as a result of the discussion.

2. MEETING AGENDA

2.1 TEMPORARY OFFICERS

The first person listed in the credentials committee report as serving on this committee shall be the temporary chairman. The very next delegate shall be temporary secretary. (If the person listed is absent, then the next delegate listed shall assume the duty.)

2.2 OPEN THE MEETING

Temporary chairman calls meeting to order and calls the roll of delegates as listed in the credential committee report. The temporary secretary shall record in the minutes the names of the temporary chairman and secretary and delegates present. Any delegates arriving late will be added to the list. Guests will identify themselves and who they represent (districts, etc.). The secretary shall record their presence at the meeting. On approval of the chair, guests may take part in debate and offer reference information but may not vote in any election or on any issue before the committee.

2.3. ELECT PERMANENT COMMITTEE CHAIRMAN, SECRETARY AND SERGEANT AT ARMS

The temporary chairman opens the floor to nominations for election of a permanent committee chairman. Only members of the committee may serve as officers of the committee and may vote. Delegates nominated must be present and indicate their willingness to serve.

If only one name is offered in nomination, nominations automatically close after the third time the temporary chair asks, "Are there any further nominations?" Should two or more names be entered in nomination, then a motion from the floor to close nominations is acceptable. A vote by the committee delegates to approve closing the nominations is necessary.

The temporary chairman will call for the vote either by show of hands or by secret ballot. The delegate receiving the majority of the votes, that is more than 50% of the votes cast, shall be elected as permanent committee chairman. Total number of votes cast must equal the number of committee members present. Should no candidate receive more than 50% of the votes, then the candidate receiving the least shall be dropped from the ballot and the election repeated until one candidate obtains a majority of the votes cast.

Election of permanent secretary and sergeant at arms will proceed in the same manner.

At the conclusion of the election, the duties of the temporary chairman and secretary end, and the permanent officers proceed with the meeting.

2.4 DEBATE RESOLUTIONS SENT BY THE CONVENTION TO BE CONSIDERED BY THE COMMITTEE

Each resolution shall be read aloud in its entirety. Resolutions should be submitted in the accepted format (sample attached). After discussion, a motion should be made to:

- recommend the resolution be adopted or rejected,
- recommend a substitute resolution,
- recommend that the referred resolution be postponed definitely or indefinitely,
- recommend it be amended by the change of only a few words.

A motion to postpone should include a time or conditions under which it would be considered again.

A motion to pass requires affirmative (yes) votes of greater than 50% of the votes cast. Any abstentions are considered negative (no) votes.

2.5 MINORITY REPORT

A minority report may be written and signed by at least one committee member voting against the majority on an issue. When the minority of a committee wishes to make a formal presentation of its views, it is customary, unless the assembly refuses permission, to receive that report immediately after the committee report. When the minority report is presented, it is for information, and it cannot be acted upon except by a motion to substitute it for the report of the committee

A minority report in writing may begin: The undersigned, a minority of the committee appointed to . . . not agreeing with the majority, desire to express their views in the case ... If the committee report concludes with a proposed resolution, the minority can recommend rejection of the resolution, recommend amendment of it, or recommend adoption of some other suitable motion designed to dispose of the resolution appropriately.

2.6 DISCUSSION OF OTHER ISSUES RELATING TO THE COMMITTEE

Any motion by the committee must be reported to the convention in the form of a new resolution. New resolutions developed by the committee require independent approval of the full convention, not by mere acceptance of the committee report. Resolutions developed in committee must, therefore, be clearly identified and presented in the form of a motion by that committee. The committee chairman or secretary is to have the convention secretary assign an identification number to each resolution/motion being reported to the convention.

2.7 COMMITTEE REVIEW OF ACTIONS TAKEN

After all resolutions and issues have been properly disposed of, the secretary will summarize aloud the committee actions to be reported to the convention floor. At this point all discrepancies should be cleared up. Once read on the convention floor, the report stands as written.

2.8 COMMITTEE RECESS WHILE REPORT IS BEING PREPARED

Upon completion of review, the chairman will declare a recess so that committee report may be written. It is up to the committee to decide if they want to reconvene to

review the report and make sure it is written as intended. If the committee does choose to reconvene, the chairman should set a time, taking into consideration the estimated length of the report and other convention activities. If the committee chooses not to reconvene, they forfeit the ability to challenge the report. The committee chairman and the secretary have responsibility for the committee report (sample attached). It is the responsibility of the chairman to see that the report is given to the convention secretary for publication prior to reconvening the convention.

The report should be a summary of those resolutions and issues approved by the committee. It may include a brief explanation as to why the committee approved each issue. It is not a copy of the committee minutes.

2.9 RECONVENING THE COMMITTEE

The report should be read as written. Only corrections in wording or improper meaning can be made. Under no circumstances can any action taken by the committee on any of the issues be reversed.

If the report is correct or has been corrected, the chairman entertains a motion to adjourn the committee. The report is to be signed by the committee chairman and committee secretary. A copy of the handwritten minutes are to be given to the National Secretary for record only.

3.0 REPORT TO THE CONVENTION

The report is read to the convention by the chairman or committee member. If a minority report is submitted, the reporter should say so at the time of the reading.

Any committee resolutions and motions are to be referred to New Business, where they are to be voted on in the chronological order of the numbers assigned by the Convention Secretary.

3.1 ABBREVIATED PROCEDURE – CONVENTION COMMITTEES

1. Temporary Chairman assumes duty and opens committee meeting.
2. Roll call of committee delegates by temporary secretary.
3. Registration of guests and non-committee members.
4. Election of permanent committee chairman.
5. Election of permanent committee secretary.
6. Election of permanent sergeant at arms
7. Debate resolutions sent by the convention to be considered by the committee.
8. Discussion of other issues relating to the committee.
9. Review of committee's actions.

10. Committee recess.
11. Writing of committee report.
12. Reconvening of committee.
13. Review of report.
14. Adjournment of committee.

CONVENTION REPORT

Date _____

Report of _____ Committee
_____th Convention
American Turners

_____ Chairman

_____ Secretary

_____ Sergeant at Arms

Committee Members _____

Committee Guests _____

The following resolutions were debated and voted on with the resulting recommendations of this committee to be approved under New Business of this convention.

Resolution # _____
(subject of resolution)

was recommended to be (adopted, rejected, amended with the following changes) on a motion by _____ (district) and seconded by _____ (district).

Resolution # _____
(subject of resolution)

was recommended to be (adopted, rejected, amended with the following changes) on a motion by _____ (district) and seconded by _____ (district).

RESOLUTION

Date _____

TO: Convention Delegates
_____th Convention of American Turners

FROM: _____(Committee submitting resolution)

SUBJECT: _____(Resolution)

WHEREAS: _____

_____ (give first reason)

AND WHEREAS: _____

_____ (give second reason)

AND WHEREAS: _____

(give additional reasons, one per line or whereas)

THEREFORE: _____

_____ (give the resolution)

Note: If the resolution changes the wording of an existing document, identify the document, chapter, page, and paragraph and/or line, how the item reads now, what changes are to be made, how the item will read when adopted.

RESOLUTION# _____ PASSED _____ REJECTED _____ AMENDED _____

FEDERAL VOTE TOTALS FOR _____ AGAINST _____