

# AMERICAN TURNERS

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## PROCEDURAL GUIDE FOR AN AMERICAN TURNERS NATIONAL CONVENTION

### Table of Contents

|   |    |
|---|----|
| Responsibilities of Host Society. . . . .                       | 1  |
| Publicity. . . . .  | 2  |
| Financial Responsibilities. . . . .                             | 3  |
| Planning, Procedure and Details. . . . .                        | 4  |
| Responsibilities of the Host Office Staff . . . . .             | 6  |
| Responsibilities of the National President. . . . .             | 8  |
| Responsibilities of the National (Recording) Secretary. . . . . | 9  |
| Responsibilities of Convention Officers. . . . .                | 11 |
| Samples: Official Ballot Form. . . . .                          | 12 |
| Federal Vote Tally Sheet Form. . . . .                          | 13 |
| Committee Letter. . . . .                                       | 14 |
| Sample Resolutions for Recording Vote Results . . . . .         | 15 |

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Congratulations on being awarded the next National Convention of the American Turners! This booklet has been prepared to assist you in your preparations for that important event.

Good luck, and may your Convention be the best ever!

### **RESPONSIBILITIES OF HOST SOCIETY**

It is expected that the Convention itself will be held in the manner prescribed by the National Office. The dates for the Convention are set by the National Council after conferring with the host society, but starting times, locations of meetings and other details may be determined by the local committee, with the approval of the National President.

As soon as the National Council and host society have set the dates for the Convention, the host society should name a liaison or single point of contact to work with the National Office, National Convention Support Team Chairperson and the local Host Office Staff.

The liaison/contact person is responsible for 1) publicity of the Convention; 2) adequate facilities; 3) hotel reservations; 4) program booklets; 5) convention registrations; 6) arrangements for the banquet; 7) souvenirs.

Make arrangements for reservations at a good hotel, not necessarily the most expensive. It should be possible to get price rates for the large number of reservations. Reserve a block of about 100 rooms, preferably all in the same hotel.

It is the decision of the host society as to whether Turner Hall facilities will be adequate for the National Convention or whether outside facilities must be rented -- again, with the approval of the National President.

Make sure an American Flag and the American Turners National Flag are prominently displayed during the Convention. Check with the National Cultural Chairperson for display of the National Quilt Banner.

Arrangements for the banquet and for the program booklets and souvenir packets are also at the discretion of the host society and thus are not covered in this booklet; however, it is essential that an open line of communication be kept with the National President at all times as plans are made, so that suggestions and guidance may be freely given.

A list of past National Convention sites is to be published in the program book.

Although we are not dictating any special seating arrangements at the Convention Opening Ceremony and Convention Banquet, officers should be told in ADVANCE as to their seating arrangements.

The host society is responsible for providing two members to serve as Host Office Staff. The Host Office Staff needs to be available all day Friday and from start to finish on Saturday until the Convention ends and Part B of the booklets are completed. An alternate should also be selected to fill in if 1 of the 2 members of the host office staff is unable to attend. The staff members do not have to be delegates to the National Convention but preferably Turner Members. The name, address, and phone number of the two (2) hired staff members must be forwarded to the National Office so that the National President can confer with them prior to the Convention. A stipend of \$75.00 will be paid to each of the two Staff Members.

The host society must provide two (2) office assistants for the Host Office Staff and Convention Co-Secretaries. The assistants must be present from start on Friday to finish on the Saturday of the Convention. It will be the assistants' responsibility to run the copies of the committee reports for the delegates. It will be the assistants' responsibility to run the copies, collate, and staple Part B of the Minute Books for all delegates and societies. Each office assistant will receive a stipend of \$75.00.

Work with the National Office and National President in regards to the appointment of Convention Co-Secretaries, National Convention Chairman, Parliamentarian and Sargent at Arms.

## PUBLICITY

1. Publicity should appear in at least two issues of Turner Topics, and must first be approved by the National President.
2. In addition to instructions as to how to reach the city, the publicity must include specific instructions as to location of the hotel and Turner Hall within the city. As much information as possible on the hotel(s) should also be published in both issues of the Topics such as addresses, telephone numbers, cost, etc.
3. Include cost of registration and where and when. Tell what time Turner Hall will be open on first day of Convention.
4. List cost and location of banquet.
5. Mention what meals, if any, will be available at the Turner Hall.
6. Clearly state the time and location of the Credentials Committee meeting (no later than 3:00 P.M.) and the nominating committee meeting (approximately 4:00 p.m.) so delegates on that committee can plan their early arrival accordingly.
7. Provide a good map showing location of the Turner Hall and hotel and some of the main arteries to them.
8. Have a photographer available to take photos at the Convention for publication in the Turner Topics.
9. Appoint someone to write an article on the Convention and submit it to the Turner Topics editor including the photos taken by the photographer. (See #8 above.)

## REGISTRATION & FINANCIAL RESPONSIBILITIES

### Registration

Registration for district delegates should be set up in a place with clearly marked signs.

The registration of all delegates and National Officers is required. As delegates register, providing their first name, last name, address, & society affiliation, ask each one for their email address. At the end of registration, give the email addresses to the National (Recording) Secretary whose responsibility it is to send electronic copies of Part B of the minutes.

Mailing labels are required for each of the delegates and alternates not receiving their Part B by email. At the time of registration, each delegate or alternate not submitting an email address is to make out his own mailing label, being sure to include the district he is representing so it will be easier to sort by district later on. Only delegates and alternates to the American Turner Convention have to make out these labels -- not wives of delegates even though they may have registered.

Each delegate shall wear a nametag. Nametags can be made prior to registration using the list of delegates you'll receive from the National Office or you may make them out as the delegates register.

The cost of lunch and dinner should be collected from the delegates at registration. This should help to prevent a loss on food expenses for the society. Be able to provide receipts to those delegates who need one to be reimbursed by their district. There is no other registration fee for delegates and National Officers.

The cost of meals should be collected from all National Officers in the same manner as for delegates. Provide a receipt to the National Officers (including national president, national first and second vice presidents, national secretary, national chairpersons of bowling, culture, and health & physical education committees) that can be used as proof of purchase for their meals.

### Financial Responsibilities

#### Costs to be Paid by the Host Society

- Use of Convention meeting facilities
- All postage, etc., for publicity
- Any expenses connected with a banquet
- Any expense connected with the Program booklet

#### Costs to be Paid by the National Office

- Portfolio cases, pencils, and paper (if not donated)
- Delegate name tags
- Cost of rental equipment such as computers, computer printers, commercial copy machine, etc.
- All supplies for Part A & Part B of the Convention minutes including paper, covers, labels, & envelopes
- Mailing or UPS costs for minutes not distributed at the Convention

**NOTE:** Prices for any meals served during the Convention and for the banquet, etc., are, of course, set by the host society. However, it should be remembered that the host society will earn the greatest profit with the greatest participation by the delegates. A careful line should be drawn in determining the prices to be charged.

## PLANNING, PROCEDURE AND DETAILS

Souvenir portfolios are usually given to each delegate, but that is the decision made by the host society. Name tags can be made out in advance or at the registration table.

Have a separate room set up for the meeting of the Credentials Committee on Friday afternoon.

Have a separate room set up for the meeting of the Nominating Committee on Friday afternoon.

For the opening of the Convention, the room should be large enough and contain enough chairs to accommodate all delegates, officers, visitors, dignitaries, etc.

It is the responsibility of the host society to have a reliable copier on the premises, preferably a few days prior to the Convention so that Part A of the Convention booklets can be copied prior to the opening day of the Convention at a time when it is convenient for the office volunteers. In addition, a representative from the rental company must be on call for the duration of the Convention for paper jams, adjustments, breakdowns, repairs, etc., of the copier. The copier should have the capacity to collate, to duplex (run back to back), and preferably to staple. The name and phone number of the rental company should be on display in the Convention Office.

Provide sufficient office space to accommodate minimally, 7 individuals, several laptops, and 2 large commercial copiers. The computers and printers used to create the Committee and Convention minutes should be located in the same place as the Convention Secretary's office space. It is unfair to expect a typist to do the high volume of work that will be required under conditions which are less than adequate. It's recommended that the convention office be located elsewhere than the society's office. Having both offices in the same room results in much confusion and crowding. The office used by the Convention Secretary and the space containing the computers, printers, and copy machine must be kept open and available to her until she has completed her work each day.

It is the responsibility of the host society to prepare Part A and Part B of the Convention minutes. Part A contains the Convention agenda, the reports of National Officers, and a copy of the Convention resolutions. There is no typing of Part A required by the host society as the National (Recording) Secretary will supply you with a good quality copy of the reports, agenda, and resolutions for use in copying Part A.

Part A should be prepared and a copy placed in each of the registration portfolios and ready to hand out to the delegates upon registration. Be sure to reserve 25 copies of Part A for the National Office.

Part B will be prepared by the Host Office Staff and Office Assistants and contains a copy of the minutes of each of the general convention sessions and a copy of the minutes of each of the committee meetings which includes Credentials, Nominating, By-Laws, National & District Affairs, Finance, Health & Phys. Ed., Cultural, Bowling, Publication & Publicity. (**See Responsibilities of Host Office Staff for further information on Part A and Part B booklets.**)

Signs should be prepared to show location of each committee meeting. Signs should also be readied for the tables for each district for the Friday and Saturday sessions.

It will also be necessary to provide enough space (not necessarily in the same room) for 2 or 3 long tables to be used for miscellaneous stapling, collating, etc.

Locations for the committee meetings should be planned ahead of time and marked. There are seven committees and they are: ByLaws, National & District Affairs, Finance, Health & P. E., Cultural, Bowling, Publication & Publicity.

## **PLANNING, PROCEDURE AND DETAILS (CONTINUED)**

### Computer Equipment

Contact the Convention Co-Secretaries to determine what type of computer equipment and printers they will need to record the minutes while the Convention is in session. If rental equipment is necessary, it should be as new as possible, because it will have to stand up to heavy usage and it will be disastrous if the equipment breaks down and causes a delay in preparing the committee reports and minutes. Make sure you have at least one printer, in good working condition, set up and connected to the computer that will be used by the Convention Co-Secretaries. All rental equipment should have the pre-approval of the National President.

In addition, you will need two or three other computers for use during registration for name tags. After the registration is over, the computers should be retained for use in the office in the event the committee secretaries may need it.

It may be helpful to have a laptop computer available for each committee secretary for use in taking minutes and then the Convention Secretary can copy them into her computer in preparation of making copies of the reports as needed. (See Responsibilities of Host Office Staff.)

### Copier Rental

This equipment too, must be in top-notch condition. The copier must be capable of making 28,000 copies and it must also have the capability of collating a minimum of 35 sheets at once. Copier rental equipment must have prior approval of the National President for reimbursement of expenses.

### Paper

Approximately 4 cases (40 reams) of paper should be ordered, providing the unused reams can be returned for credit.

### Cover Sheet for the Completed Minutes

Decide what kind of cover you want for the completed minutes. Make enough covers for Part A and Part B of the minute booklets. Part A should be labeled "PART A - Reports". Part B should be labeled "PART B - Minutes". (See the following 2 paragraphs for the approximate number of each booklet.)

The needed number of Part A booklets is determined by providing one copy for each of the delegates or alternates present, plus one for each of the National Officers & National Committee Chairpersons, each society and district, and an over-run of 25 for the National Office (usually a total of about 175 copies). The 25 copies for the National Office should be shipped after the Convention is over. (See Responsibilities of Convention Host Office Staff.)

The needed number of printed Part B booklets is determined by counting the delegates with no email addresses plus 25 copies for the National Office (approximately 100 copies). The National (Recording) Secretary will provide e-copies to all societies, to all districts, and to delegates who have provided their email address during registration.

### Staplers and Staples

You will need a heavy duty stapler (and staples) with a capacity of stapling at least 50 pages together at one time. Two or three standard staplers with plenty of refill staples are also a requirement.

### Miscellaneous

Small supply of ink pens, paper clips, rubber bands, post-it notes  
Sortkwik Fingertip Moistener for collating minutes and committee reports  
Two or three legal rule notepads and pens for the Convention Secretaries  
Small scratch pads for use in counting ballots, etc.

## RESPONSIBILITIES OF THE HOST OFFICE STAFF

1. The Host Office Staff needs to be available all day Friday to help in making certain everything is proceeding according to plan. You will also be needed all day Saturday and the adjournment may be on Saturday, but be prepared to be available on Sunday if the need for a Sunday session arises.

One of The Host Office Staff will be responsible to assist the Convention Secretary while the convention is in session by writing longhand and getting the names and districts correct. The other Host Office Staff will be in charge of the preparation of Part B.

The co-secretaries should consider working together with one of you typing the minutes and the other writing longhand and in charge of getting the names and districts correct. This cuts down on time when putting together the final product.

The Host Office Staff needs to be present at the club to register the delegates and guests or assign some people to do it. (See Pg 3, Registration.)

2. The National Office will supply the Host Office Staff with a computer list of delegates and alternates by district and by committees. These lists will be updated following the Credential Committee meeting and will become a part of the Credentials Committee minutes. The registration committee can use this list to prepare name tags in advance of opening day of the Convention.

3. Be ready to assist, if necessary, typing the minutes of the credentials and nominating committees as soon as their meetings are finished. Revise the 2 lists of delegates (mentioned in item 2 above) as corrected and approved by the credentials meeting and include a copy with the minutes. The secretaries of these 2 committees may choose to type their own minutes if they desire using the computers provided by the host society. But, whether it be the committee secretary or the Host Office Staff or Convention co-secretaries typing the minutes, make sure the committee secretary does not leave the room until the minutes are signed by the chairman and secretary of the meetings. There must be sufficient copies of the minutes of both committees' meetings for all delegates in time for Friday's general session.

4. Updated delegate lists and credentials committee minutes are to become a part of Part B of the Convention minutes. They are not copied and distributed to the delegates again.

You will also need to make the corrections in the credentials committee minutes and delegate lists so they'll be ready for printing in Part B of the Convention minutes. Do not copy and distribute these corrected minutes and delegate lists to the delegates again, however, this information must be published in Part B of the convention minutes.

5. Be prepared to make an announcement at the Friday evening Convention session as to preparation of minutes by those who will be elected as committee secretaries. Include statements to the effect that:

**1. The committee secretary is to begin typing his/her minutes as soon as the committee meeting is adjourned, using computers supplied by the host society. The Host Office Staff and Convention Secretary are available for assistance in typing the minutes if needed.**

**2. The committee secretary should not leave the office until the minutes are completed, signed by the chairman and secretary of the committee meeting and given to the Convention Secretary.**

6. After Friday evening's Convention session closes and the minutes from that session are completed, the Host Office Staff can help get sufficient copies ready for distribution to all delegates on Saturday. If this is not completed on Friday evening, finish it up on Saturday morning while the committees are meeting. (Keep in mind that the committees meeting on Saturday morning generally begin around 9:00 a.m. and some are short meetings ending within an hour.) There must be sufficient copies of the minutes of the Friday general session for all delegates in time for Saturday's general session.

## RESPONSIBILITIES OF THE HOST OFFICE STAFF (continued)

7. On Saturday, as soon as the committee meetings start to adjourn, typing of the committee minutes will begin. Be prepared to assist the secretaries and/or to type their minutes if needed. Make sure the committee secretaries do not leave the office until the minutes are proofread and signed by both the chairman and secretary of the meeting. You must complete all the committee minutes and have sufficient copies for all delegates in time for Saturday's general session. (It would be a good idea to have just a few extra copies of each report on hand.)
8. The Convention Secretary and one of the Host Office Staff will be in general session on Saturday afternoon to record the minutes of the general session.  
**Special Notes:**
  1. As the delegates vote on each Convention resolution, be sure to note in the convention minutes whether the resolution passed or failed. For resolutions affecting a change in the Principles and Statutes, the number of votes both for and against must be recorded in the minutes. (See pg. 15 & 16.)
  2. Keep all ballot forms and tally sheets used during the General Session as these must be returned to the National Office and kept on file until the National Council votes to destroy them.
9. Upon adjournment of the Convention while the Convention Secretary and one Host Office Staff type up their minutes, the other Host Office Staff member will copy each resolution and type directly on the resolution whether it passed or failed (see the attached sample). For resolutions affecting a change in the By-laws, you will have to type directly on the resolution, the number of votes that were received for and against (see pg. 15 & 16). The resolutions must be included in Part B. When you have completed the minutes, ask the National President to review them. After the president's approval, both Convention Secretary and National (Recording) Secretary must sign the completed minutes.
10. If it is at all possible for you to do so, our aim is to have the Convention minutes assembled within an hour or two of the close of the Convention. If you are able to do this, each delegate with no email address can call between the close of the Convention and leaving for home, to pick up his copy of Part B. This will save mailing costs for the National Office. If this is not possible, the host society will have to mail Part B to delegates with no email address.
11. Make sure the Office Assistants prepare Part B of the Convention booklets making enough copies for each delegate not receiving Part B by email (number to be determined each Convention) and 25 copies for the National Office. The pages of Part B shall be numbered and made up of the following information:
  1. Minutes of each of the general sessions of the convention
  2. Minutes of each committee meeting including Credentials, Nominating, Finance, Publication & Publicity, Cultural Education, Health & Physical Education, National Affairs, Bowling, and By-Laws. These committee minutes should be placed in Part B in the same order as they were presented on the Convention floor.
  3. A copy of each resolution. At the bottom of the resolution, type the information recorded in the official minutes as to whether it was passed or rejected and/or how many votes were received for and against (see the attached samples).
12. Help the office assistants, if necessary, in collating and binding the sets of minutes.
13. Part B of the minutes will be sent electronically from the National Office to each District and Society.
14. Within a few days after the Convention, the following documents should be shipped to the National Office:
  1. All original minutes from the Convention general sessions and the committee meetings
  2. All original ballot forms and tally sheets
  3. 25 Copies of Part A & Part B of the Convention booklets

## RESPONSIBILITIES OF NATIONAL PRESIDENT

1. Make certain, early in the preparations, that the local committee is thoroughly cognizant of its responsibility in preparing for a successful Convention.
2. Keep lines of communication open with the National Convention Support Team Chairperson and National (Recording) Secretary at all times. Check frequently with the National Convention Support Team Chairperson and National (Recording) Secretary to be sure that arrangements have been made meeting the timeframes and schedules that were agreed upon.
3. Line up someone whom you feel would be a good permanent chairman for the Convention. Make arrangements to have someone nominate that person from the floor. Do this in cooperation with the local committee.
4. Work with the National (Recording) Secretary as to the contents of the Convention Agenda.
5. After the mandates have been received in the National Office, check with the National (Recording) Secretary to appoint someone you feel is reliable as a temporary chairman for each convention committee meeting. If possible, schedule a meeting of these chairmen sometime prior to the Opening Session and have them pick up their individual committee packets and briefly review the instructional guide for committee meetings, a copy of which is placed in each committee packet. If a separate meeting cannot be scheduled, address the entire convention about this issue while the Convention is still in session on Friday evening. This would insure that everyone at the Convention knows the procedure for committee minutes and getting them to the Convention Secretary in a timely manner.
6. Appoint a National Council member to attend each committee meeting so that he/she can inform the delegates on National matters that may be discussed at that particular meeting.
7. Other than the above, the National President has no specific duties to perform at the Convention except to circulate among the delegates and make sure things are running smoothly, to open the Convention and give his report. However, it is his/her responsibility to have a successful Convention. He/she should be in touch frequently with everyone involved to make certain that everyone is up to schedule with the various items listed in this booklet.
8. The National President will appoint a National Convention Support Chairperson. This person will work directly with the National President, National (Recording) Secretary and the Host Society Office Staff in the preparation and execution of producing Part B of the National Convention Minutes. He or she may have to travel to the host Society prior to the Convention in which case all travel expenses will be paid for by the National Office. Also, he or she will be compensated \$150.00 for his or her efforts.

## RESPONSIBILITIES OF THE NATIONAL (RECORDING) SECRETARY

1. As soon as a Convention has been awarded by the previous Convention, send copies of this booklet to the Host Society.
2. Send a copy of the Procedural Guide for Chairing Convention Committee Meetings to the Convention Chairman and Convention Secretary.
3. Contact the National President and ask if the national officers are to be invited to the Convention as a guest and if so, send them an invitation which includes the following information. Invited guests would be only the National First Vice President, the National Second Vice President, the National Secretary, the chairperson of the NHPEC, the chairperson of the National Cultural Committee and the chairperson of the National Bowling Committee. Inform each officer that their travel expenses will be reimbursed only if he/she attends as a guest. If he/she would like to be a delegate at the Convention, then he/she is responsible for their own travel expenses. Also inform any officer traveling as a guest of the National Office that meals will be reimbursed when added to their travel expense voucher and must include a receipt for meals purchased at the Convention. (At registration, ask the host society to provide a receipt for the cost of the meals purchased.)
4. Send mandates to each district three months prior to the Convention with instructions to return to the National Office one month prior to the Convention.
5. Contact all national officers and committee chairmen to make certain they send their reports to the National Office in plenty of time for arrangements to be made for duplicating them prior to the Convention.
6. As suggested resolutions are received from the various districts and societies, number each resolution. Multiple page resolutions should be marked as page # of # (ex. #3, page 1 of 3). Make copies and forward to each of the societies and districts. Before making copies of resolutions for the Convention itself, type the following information at the bottom of each resolution which will be completed by the Convention Co-Secretaries at the appropriate time:  
**RESOLUTION #** \_\_\_ **PASSED** \_\_\_\_\_ **REJECTED** \_\_\_\_\_ **AMENDED** \_\_\_\_\_  
**FEDERAL VOTE TOTALS**    **FOR** \_\_\_\_\_ **AGAINST** \_\_\_\_\_
- Make enough copies of the resolution(s) for each of the delegates serving on the committee to which the resolution is to be submitted. Use the convention mandates to determine how many copies of the resolution will be needed. Any committee may review these resolutions if they wish, however, only one committee takes action, and the committee to take action is designated by the National Secretary.
7. Contact the National President and work with him to prepare the agenda for the Convention. (A sample convention agenda is kept on file in the National Office.)
8. Send an original copy of the agenda, the resolutions, and the National Officer reports to the host society for use in preparing Part A of the Convention minute books.
9. Send the Host Society a small supply of the minutes of the previous Convention. Include a thumb drive containing the prior year convention reports and minutes (Part A & Part B) so additional copies can be printed if necessary.

## RESPONSIBILITIES OF THE NATIONAL (RECORDING) SECRETARY (Continued)

10. Send the Host Society a copy of a Federal vote tally sheet (sample attached) for use by tellers and also in the event of a vote on a statute change. Also send a copy of a ballot to be used by the District to submit to the tellers (sample attached). Ask the host society to make 20 copies of the Federal vote tally sheet and 100 copies of the ballot. Inform the Host Society that these ballots and Federal vote tally sheets should be given to the convention secretary for use during general sessions of the Convention.
11. When all mandates have been received from the districts, type up a preliminary list for the Credentials Committee, listing the names of delegates and alternates, first by district and then by committee. Be sure the local committee has this list by the Friday of the Convention. If all mandates are not received soon enough, prepare what you do have.
12. Twenty (20) copies of the preliminary Credentials Committee report should be placed in the committee folder for the Credentials Committee to work with at their meeting on Friday afternoon.
13. Prepare folders for each Convention committee. These folders should contain:
  - a. One copy of the minutes of the previous Convention.
  - b. Multiple copies of each resolution to be discussed by the committee and instructions as to which committee is to make a recommendation to the Convention.
  - c. Information to the effect that if a delegate or delegates disagree with their committee's action on a resolution, a written minority report must be submitted to the Convention or the subject may not be reopened on the Convention floor. This information must be read to the Committee by its chairman.
  - d. Instructions to the committee secretary (sample attached) as to preparation of his/her minutes, with a notation that he/she should include a list of delegates who attended the meeting. **The committee secretary is to begin writing up his/her minutes as soon as the committee meeting is adjourned. He/she may ask the assistance of the Convention Secretary to type the minutes. If a committee secretary prefers to type his/her own minutes, he/she may do so using the computers provided by the host society. The committee secretary should not leave the premises until he/she has completed the minutes and turned them over to the Convention secretary. The minutes must be signed by the committee's chairman and secretary.**
  - e. One copy of the Procedural Guide for Chairing Convention Committee Meetings with information to the effect that the secretary of the meeting should familiarize himself/herself with the guide.
14. In lieu of any monetary compensation or stipend, the National (Recording) Secretary will receive a maximum of 3 days of paid leave. All travel expenses will be paid for by American Turners. This agreement is subject to the National President's approval.

## **RESPONSIBILITIES OF CONVENTION OFFICERS**

### **Description of Convention Chairman**

The Convention Chairman shall open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order. The Chairman shall announce the business before the assembly in the order in which it is to be acted upon and to recognize members entitled to the floor. He shall state and put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings and announce the result of the vote. He shall protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them. He shall assist in the expediting of business in every way compatible with the rights of the members. He shall restrain the members when engaged in debate, within the rules of order and enforce on all occasions, the observance of order and decorum among the members deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly. He shall inform the assembly when necessary or when referred to for the purpose, on a point of order or practice pertinent to pending business. He shall authenticate by his signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands.

### **Description of Convention Parliamentarian**

The Convention parliamentarian is an expert in rules of order and the proper procedures for the conduct of conventions. The parliamentarian shall assist in the interpretation of bylaws and rules of order specific to American Turners and may be asked to assist in the drafting and interpretation of bylaws and rules of order and the conduct of the Convention. When asked proper procedure to accomplish particular objectives during the convention, the parliamentarian will review the American Turners' governing documents and provide an opinion as to how to proceed within the rules. The parliamentarian is to be a resource to the chair and shall assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

### **Description of Convention Sargent at Arms**

The Sargent at Arms must have the ability to keep a pleasant demeanor in all situations and under the direction of the presiding officers, maintains law and order and decorum among the members and all persons present at the Convention. He must enforce the rules and regulations regarding the conducting of business in the Convention's meetings. This will include dealing with any physical or verbal infraction and he may even expel persons from the meeting. He has the responsibility of ensuring that voting procedures are fair and free from manipulation. He shall distribute and collect ballots.

He may act as doorkeeper and is responsible for admitting only eligible persons. He acts as usher or directs the ushers and is generally responsible for the comfort and convenience of the assembly. The Sargent at Arms may also greet guests and ensure they are provided with adequate provisions such as paperwork and refreshments. The Sargent at Arms may also help to provide paperwork for delegates and to assist and support the decision of the National President and undertake any duties as prescribed by the President. The Sargent at Arms may have a staff of assistant sergeant at arms and may be a permanent official.

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## AMERICAN TURNERS NATIONAL CONVENTION OFFICIAL BALLOT FORM

|                     |  |
|---------------------|--|
| IN FAVOR OF-----YES |  |
|---------------------|--|

|                   |  |
|-------------------|--|
| OPPOSED TO-----NO |  |
|-------------------|--|

|                      |  |
|----------------------|--|
| -----CANDIDATES----- |  |
|                      |  |
|                      |  |
|                      |  |
|                      |  |
| TOTAL VOTES CAST     |  |

Signature \_\_\_\_\_  
Delegation Chairperson

\_\_\_\_\_  
District

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## AMERICAN TURNERS NATIONAL CONVENTION FEDERAL VOTE TALLY SHEET

DATE \_\_\_\_\_

SUBJECT OF VOTE: \_\_\_\_\_

|                      |                                 | -----CANDIDATES-----  |             |                                 |  |                                      |                       |                       |
|----------------------|---------------------------------|-----------------------|-------------|---------------------------------|--|--------------------------------------|-----------------------|-----------------------|
|                      | F<br>E<br>D<br>E<br>R<br>A<br>L | V<br>O<br>T<br>E<br>S | F<br>O<br>R | A<br>G<br>A<br>I<br>N<br>S<br>T |  | D<br>I<br>S<br>T<br>R<br>I<br>C<br>T | V<br>O<br>T<br>E<br>S | C<br>O<br>U<br>N<br>T |
| Central States       |                                 |                       |             |                                 |  |                                      |                       |                       |
| Illinois             |                                 |                       |             |                                 |  |                                      |                       |                       |
| Lake Erie            |                                 |                       |             |                                 |  |                                      |                       |                       |
| Middle Atlantic      |                                 |                       |             |                                 |  |                                      |                       |                       |
| Minnesota            |                                 |                       |             |                                 |  |                                      |                       |                       |
| New England          |                                 |                       |             |                                 |  |                                      |                       |                       |
| New Jersey           |                                 |                       |             |                                 |  |                                      |                       |                       |
| New York             |                                 |                       |             |                                 |  |                                      |                       |                       |
| St. Louis            |                                 |                       |             |                                 |  |                                      |                       |                       |
| Upper Mississippi    |                                 |                       |             |                                 |  |                                      |                       |                       |
| Western Pennsylvania |                                 |                       |             |                                 |  |                                      |                       |                       |
| Western U.S.         |                                 |                       |             |                                 |  |                                      |                       |                       |
| Wisconsin            |                                 |                       |             |                                 |  |                                      |                       |                       |
| Delegate at Large    |                                 |                       |             |                                 |  |                                      |                       |                       |
| Totals               |                                 |                       |             |                                 |  |                                      |                       |                       |

Tellers Signature & District:

Approved \_\_\_\_\_  
Convention Chairman

Approved: \_\_\_\_\_  
Convention Secretary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AMERICAN TURNERS

1127 E. Kentucky St., P.O. Box 4216 Louisville, KY 40204 502-636-2395 Fax 502-636-1935 Email: nationaloffice@amturners.org

## SAMPLE COMMITTEE LETTER

\_\_\_\_\_  
(Date)

To: The Secretary of the Credentials Committee of the  
American Turners National Convention

From: \_\_\_\_\_, National Secretary

Dear Committee Secretary,

The first order of business for this committee is to choose a permanent chairman and secretary for this meeting. **Please Note:** Guests are not entitled to a voice, to make a motion, to vote, or to chair a meeting. Refer to your credentials committee report and make sure that motions are made only by seated convention delegates. National Council member(s) that may have been appointed by the National President to attend this meeting may have a voice to give information concerning items of business that may be discussed at this meeting.

As soon as your committee's meeting has adjourned, begin writing or typing your minutes using computers provided by the host society. Include a list of the delegates who attended the meeting. Do not leave the premises until you have completed your minutes and turned them over to the Convention Secretary. The minutes must be signed by the committee's chairman and secretary.

If any delegate(s) should disagree with their committee's action(s), a written minority report must be submitted to the Convention or the subject may not be reopened on the Convention floor. This information must be read to the committee by its chairman.

The \_\_\_\_\_ Turners of the \_\_\_\_\_ District is the only society who is in arrears in 20\_\_\_\_per capita tax. This society has not paid any 20\_\_\_\_per capita tax and the balance due is \$\_\_\_\_\_ and/or cards. Paragraph 24 of the American Turners Principles and Statutes reads as follows:

"Districts in arrears with their per capita tax for the fiscal year preceding the National Convention shall be admitted to seat and vote only by resolution at the Convention."

Enclosed is a preliminary list of delegates and alternates by district and a list of delegates by committee. As of this writing, mandates have not been received from the \_\_\_\_\_ districts.

District Council Representative \_\_\_\_\_, sends his regrets that he will be unable to attend the Convention and that there will be no representatives at the Convention from the \_\_\_\_\_ District.

\_\_\_\_\_  
National Secretary

**SAMPLE RESOLUTION AFFECTING A CHANGE IN PRINCIPLES & STATUTES  
FOR RECORDING CONVENTION VOTE RESULTS IN THE MINUTES OF PART B**

**RESOLUTION #6**

TO: 69th National Convention of the American Turners  
Principles and Statutes Committee

FROM: The St. Louis District

SUBJECT: Casting of Federal Votes

WHEREAS: Attendance at National Conventions has been declining,

WHEREAS: Only one delegate from a district need be present to cast all of the Federal votes allowed to that district.

WHEREAS: The number of delegates a district may have at a Convention is equal to its number of Federal votes,

THEREFORE BE IT RESOLVED: That section 20 of the Principles and Statutes of the American Turners, which currently reads as follows:

“Districts are entitled to the following number of federal votes: For 75 members or less, one vote; for every additional 75 members or more than one-half of this number, one additional vote. Each society having a membership of 75 or more may elect from among its members one national delegate. The remaining delegates are to be elected by the District convention. One delegate may represent all the votes of his District. The number of Delegates elected by any District shall not exceed the number of federal votes to which a District is entitled. Computation of the votes to which a District is entitled shall be based on the number of membership cards issued and paid to the National council for the year preceding the Convention and such additional members as are exempted from paying per capita taxes.”

Be changed to read as follows:

“Districts are entitled to the following number of federal votes: For 75 members or less, one vote; for every additional 75 members or more than one-half of this number, one additional vote. Each society having a membership of 75 or more may elect from among its members one national delegate. The remaining delegates are to be elected by the District convention. Each delegate may represent only one Federal vote of his District. The number of Delegates elected by any District shall not exceed the number of federal votes to which a District is entitled. Computation of the votes to which a District is entitled shall be based on the number of membership cards issued and paid to the National council for the year preceding the Convention and such additional members as are exempted from paying per capita taxes.”

RESPECTFULLY SUBMITTED:

ST. LOUIS DISTRICT

Attest: \_\_\_\_\_  
Charles A. Wiethop, Secretary

\_\_\_\_\_   
Theodore J. Wiethop, President

=====

**RESOLUTION #6    PASSED   X      REJECTED \_\_\_\_\_    AMENDED \_\_\_\_\_**

**FEDERAL VOTE TOTALS    FOR   188      AGAINST   15**

**SAMPLE RESOLUTION**  
**FOR RECORDING CONVENTION VOTE RESULTS IN THE MINUTES OF PART B**

**RESOLUTION #7**

TO: 69th National Convention of the American Turners  
Cultural Committee and Health & Physical Education Committee

FROM: The St. Louis District

WHEREAS: An inequity exists in the qualification of the four-festival award for attendance in that participants in physical and athletic events, officials, judges, and committee members must be physically present at the Festival site in order to qualify as attending for this award, and that those in entrants of the Cultural Exhibit competition must only have their entries present and not personally attend the Festival,

THEREFORE BE IT RESOLVED: That under Article 6, heading 2 SPECIAL HONOR AWARDS, paragraph (a), a sentence be added as follows:

“A participant, regardless of which category, must be physically present at the National Festival in order to receive credit towards this award.”

RESPECTFULLY SUBMITTED:  
ST. LOUIS DISTRICT

Attest: \_\_\_\_\_  
Charles A. Wiethop, Secretary

\_\_\_\_\_   
Theodore J. Wiethop, President

=====

**RESOLUTION #7    PASSED   X      REJECTED \_\_\_\_\_    AMENDED \_\_\_\_\_**  
**FEDERAL VOTE TOTALS    FOR  188     AGAINST  15**