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through programs leading to social
and economic empowerment.*

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

Convention Delegates Handbook

Through payment of the \$495 convention fee, all clubs in good standing are entitled to send one delegate to take part in the business of the federation at each convention. The job as convention delegate is a significant one. This handbook provides valuable information on your role as a delegate. Please review it carefully and bring it with you to convention.

At our 45th biennial convention in Yokohama Japan, a Governance Session will be held on Tuesday, July 31st, for delegates to provide the SIA Board with feedback on important governance issues the board will be discussing in the upcoming two years. The briefing paper on these issues is now available with the other convention materials online and can be found here: <https://www.soroptimist.org/members/meetings/meetings.html>

Delegate Responsibilities

- Have a working knowledge of Soroptimist bylaws and procedures, the federation strategic plan, and experience as a member of club committees or the club's board of directors.
- Prepare for involvement prior to convention. Study the governance briefing paper.
- Request time at your club's business meeting to discuss the topics in the paper. Please be prepared to share any comments or questions that your club members have.
- Be familiar with convention standing rules (pages 3-4 of this manual) and parliamentary procedure.

Before You Go

Ensure that your club is in good standing as only delegates from clubs in good standing will be able to participate in the governance discussion. In order to be in good standing a club must:

- Remain current in all financial obligations to the region and federation.
- Have submitted all required final reports from federation club grants.
- Paid the club convention fee of \$495.00, which was due on March 15, 2018.

You must register as a club delegate through the on-line platform. Only one member per club can register as the club delegate. The convention fee covers the cost of your registration. Meal tickets must be purchased for an additional fee. Registration is available on-line through the SIA convention webpage.

What to bring

- this handbook

- the governance background paper
- a list of club supplies to buy at the SIA store
- a smile

At Convention

- Register promptly at the registration counters in the Pacifico Entrance Lobby. Registration opens on Monday, July 30 from 12:00 – 19:00. If you are not pre-registered, go to the “On-site” registration counter. Before you leave the registration area, check your name badge, meal tickets (if purchased), and attach the delegate ribbon to your badge holder.
- You will be issued a voting card with your registration materials that you need to bring to all general sessions. Please print and sign your name on the voting card when you receive it. Voting cards are non-transferable.
- It is very important that delegates sit in the area reserved for them at the front of the room and wear their name badges to all sessions.
- Be on time for all sessions as the convention body will be required to adhere to a schedule.
- If a club delegate is unable to attend the convention, or has to leave the convention (either temporarily or permanently), the club's alternate delegate may take her place by changing status at the on-site registration desk. The delegate and the alternate may not switch places again.
- A credentials report confirming the number of delegates will be presented Tuesday in the opening general session.
- The official convention program is the order of business for the convention. At the beginning of the convention, delegates will be asked to adopt a motion to this effect, but giving authority to the SIA president to make changes that might be necessary for the orderly conduct of business.
- Delegates will also be asked to vote on adoption of convention standing rules. These are found on pages 3-4 of this handbook.
- Attend the Governance Discussion Session held on Tuesday, July 31 from 15:30 – 17:00 in Pacifico National Hall.
- Delegates may introduce new business, but only after approval of a motion to do so by a 3/4 vote of the delegates present and voting.
- Attend all meetings and keep notes for a report back to your club.

After the Convention

After the convention, you should prepare a report for presentation at your club's next meeting. Report on the following:

- Information from the discussion at the Governance Discussion Session
- Ideas for increasing club interest and support in attaining Soroptimist goals
- A report on the workshops you attended
- A synopsis of keynote addresses and speeches
- Awards—who won them and why
- Your personal evaluation of the convention proceedings

Mark your calendars and make plans to attend the 46th Biennial Convention, July 22 – July 25, 2020 at the Hyatt Regency Bellevue in Bellevue, Washington, USA.

Convention Standing Rules

1. Program

The official program shall be the order of business upon adoption by the convention body, except changes necessary for the orderly conduct of business or special consideration.

2. Voting Body

Soroptimist International of the Americas Bylaws, Article VII, Section 7.02 states: Each club in good standing shall be entitled to designate a delegate (and an alternate to serve in the absence or inability of the delegate to serve), who must be a member and who shall cast all votes by the club. A delegate may represent only the club in which membership is held. Each club through its delegate, each past President of the Federation, Region Governors, and each member of the Board of Directors of the Federation shall be entitled to cast one vote on each matter brought to a vote at a convention. Proxy votes shall not be allowed under any circumstance.

3. Credentials Report

A credentials report shall be given at the opening of each business session and any other time, as directed by the presiding officer.

4. Delegate Status

Delegates shall have special badges and represent clubs in good standing. They shall be seated in the section reserved for voting members. If an emergency requires that an alternate be certified as the delegate, she shall serve as the delegate for the remainder of the convention.

5. Non-Delegates, Guests, Interpreters

Non-delegates and guests will be seated in assigned areas. Interpreters will be seated in an assigned area, but if necessary, may be seated with a delegate if prior permission is granted.

6. Identification

Only those wearing official badges may be admitted to any convention meeting. Registration badges are to be worn at all times during the meetings. Both non-delegates and guests will be provided with badges to be worn during convention meetings. Badges are not needed for meal functions.

7. Attendance

All delegates have an obligation to be present for all meetings of the convention. Delegates are requested to be seated before the business meetings are called to order. During business meetings, members should refrain from speaking unless entitled to the floor, and suppress unnecessary noise in the corridors adjoining the assembly hall. Please turn off or silence all cellular phones.

8. Quorum

Soroptimist International of the Americas Bylaws, Article VII, Section 7.03 states: Delegates representing at least one-third of all the clubs in good standing shall constitute a quorum at any convention. The vote of a majority of those present and voting shall be the acts of the members. If delegates representing one-third of the clubs in good standing are not registered, the quorum, for the purpose of considering those matters notice of the general nature of which has been given prior to the convention, shall be a majority of the delegates who have been registered with the credentials committee as in attendance.

9. Obtaining the Floor

To obtain the floor, the speaker must go to a microphone, address the chair, and after being recognized, state clearly her name and club or federation position.

10. Motions

Only voting members may make motions and vote. All substantive motions shall be submitted in writing to the chair at the time they are made.

11. Delegate Debate

No delegate may speak more than twice on the same question, nor longer than two minutes at a time, except by permission of the convention body. Total debate for each proposal shall be limited to 10 minutes unless extended by the convention body. An official timekeeper will call time.

12. Non-Delegate Debate

A non-delegate may speak once on any question for one minute only, provided there is no delegate wishing to speak. An official timekeeper will call time.

13. Communications

All communications to the platform shall be delivered by an official page. Cellular phones and other electronic devices shall be on silent mode or turned off during meals and business sessions.

14. Suspension

These rules, except where based on Soroptimist Bylaws, may be suspended by a 2/3 vote of the convention body.