

2026 Convention Delegates Handbook



Welcome to the 49th Biennial Convention! All clubs in good standing, which includes payment of the mandatory convention club fee, are entitled to one full convention registration for one delegate to participate in the business of the federation at convention. The convention delegate position 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.

In 2026 for the first time, convention delegates can engage as their club's representative in conducting federation business in one of two ways:

- As an in-person delegate at the INSPIRE Entertainment Resort convention site in Incheon, South Korea, where the delegate will have access to all the events and workshops of the convention, including the Business Meeting; or
- As a virtual delegate attending the Business Meeting and Delegates Briefing via electronic conferencing; other events and workshops will not be available to virtual delegates.

This handbook, along with all other important documents pertaining to the convention and the business to be conducted during the Business Meeting, can be found online: <https://www.soroptimist.org/events/call-to-convention.html>.

Delegate Responsibilities

- Have a working knowledge of the SIA Bylaws and Procedures, the federation strategic plan, and experience as a member of club committees or the club's board of directors.
- Prepare for engagement prior to convention. Review the tentative agenda and Call to Convention listing the business to be transacted, proposed amendments to SIA's bylaws and other general information.
- Request time at your club's business meeting to discuss topics on the agenda. In this way, the majority opinion expressed by the club will serve as your guide when you are asked to cast a vote.
- Be familiar with convention Standing Rules (pages 5-7 of this manual) and parliamentary procedure.
- Vote with your club's viewpoint in mind remembering you are representing the club. At convention, you may be provided with new information or perspectives from other delegates, so have an understanding from your club of its expectations on how you should respond to emerging information. The delegate and club should remember the vote at convention is not the final vote on the issue.
- The club will have a final opportunity to vote on the amendment that is recommended at convention during the October-December 2026 laws mail ballot.

Before Convention

Ensure that your club is in good standing, as only delegates from clubs in good standing may vote at convention. In order to be in good standing, a club must:

- Remain current in all financial obligations to the region and federation.
- Have submitted any required final reports from Soroptimist Club Grants for Education and Economic Empowerment.
- Paid the club convention fee of \$825.00, which was due on March 15, 2026, or have a payment plan to cover any balance due on file with SIA. Any delegates registered and whose clubs do not meet either of these requirements will have their registrations cancelled.

Prior to the opening of the convention registration in January 2026, club presidents and treasurers were emailed a code for their club's delegate to use when registering. Each delegate must officially register as the club's delegate online through the [SIA convention webpage](#). Delegates attending in person should have registered by Monday, April 6, at 11:59 p.m. ET, and those attending virtually have until June 5, 2026, at 11:59 p.m. KST to register. The club's convention fee covers the cost of the delegate's full registration. For in-person attendees, this fee includes all meal functions: the lunch with Keynote Speaker, the Volunteer Recognition Luncheon, the President's Ball, and the Fiesta en Blanco, as well as coffee breaks and multiple workshops. Tickets for the Past Governors Breakfast must be purchased for an additional fee for those individuals who served as a region governor.

Virtual delegates are required to attend a special training session Wednesday, July 8, 2026, at 8 p.m. EDT and will receive a link to this special training meeting after convention registration closes. Virtual delegates will receive training on accessing the virtual sessions during convention, including authenticating into the meeting, and how virtual delegates will interact with what is happening in the room as the Business Meeting takes place in Korea.

During Convention

- SIA will utilize a web-based polling platform, Mentimeter, to cast in-person and virtual delegate votes. Delegates must use a personal device (mobile phone, tablet, laptop) enabled to access the dedicated Mentimeter website through a QR code or web link to cast their votes. Please bring the device to the Delegate's Briefing and the Business Session, and ensure it is fully charged. All delegates will have access to a specific QR code/web link to enter into Mentimeter for the purpose of casting their votes. The QR code/web link cannot be shared with non-delegates.
- In-person delegates should register promptly at the registration counters in the Inspire Foyer at the INSPIRE Entertainment Resort. Registration is open on Wednesday, July 22 from 8 a.m. to 5 p.m., and Thursday, July 23 beginning at 8:00 am.

- You must provide a government-issued photo ID at registration. To receive your event badge (your access pass to SIA's 49th Biennial Convention), delegate's ribbon, and voting card, your club must not have a balance* for the mandatory convention club fee.
**Delegates from clubs with a remaining balance for the mandatory convention club fee and a written payment agreement with SIA on file will receive their event badge, delegate's ribbon, and voting card.*
- Before you leave the registration area, check your name badge and attach the delegate ribbon to your badge holder. Be sure to wear your name badge to all sessions and events.
- You will be issued a voting card in your registration materials that you will 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 and will be used to signify your vote during the Business Meeting in the event of technological disruptions.
- *All in-person delegates must register at convention **no later than 8:30 a.m. KST on Thursday, July 23** to ensure the credentials report is correct.*
- Virtual Delegates must verify their delegate credentials to access the virtual delegate room of the Business Meeting. You will be able to log-in and verify your credentials beginning 30 minutes prior to the start of the morning (and if needed afternoon) session. You should have readily available all the materials sent to you as a virtual delegate, including the Delegate's Handbook, the QR code/web link to enter the Mentimeter voting platform, and the Proposed Amendments to SIA Bylaws.
- All delegates must attend the following sessions:
 - Delegate's Briefing on Wednesday, July 22 from 11:30 am to 1 p.m. KST in the Inspire Ballroom of the INSPIRE Entertainment Resort.
 - In-person delegates will need to register before attending the Delegate's Briefing.
 - Virtual delegates will receive the login information prior to the meeting.
 - Business Meeting on Thursday, July 23 from 9 a.m. to 12 p.m. KST and a continuation and wrap up session (if necessary) from 3-4 p.m. KST.
 - The in-person session will take place in the Inspire Ballroom at the INSPIRE Entertainment Resort. Delegates must sit in the area reserved for them at the front of the room.
 - Virtual delegates will receive the login information before the meeting.
- Please be on time for all sessions as the convention body will be required to adhere to a schedule.
- A credentials report confirming the number of delegates will be presented Thursday at the morning Business Meeting.
- Each club must have a delegate registered prior to the registration deadlines of April 6, 2026, at 11:59 p.m. ET (in-person delegates) or June 5, 2026, at 11:59 p.m. KST (virtual delegates) in order to seat a delegate at convention as an in-person or virtual delegate. In-person attendees who do not register as a delegate prior to the registration deadlines will not be able to change their registration status to be their club delegate at convention. We are unable to accommodate any changes from general attendee to delegate in-person status (or vice versa) **after April 15.**

- At the beginning of the Business Meeting, delegates will be asked to adopt the convention's Standing Rules. By adopting the Standing Rules, the delegates will adopt the Business Meeting program, giving authority to the SIA president to make changes to the order of the program that might be necessary for the orderly conduct of business. The Standing Rules are found on pages 5-7 of this handbook.
- Proposed amendments to the SIA Bylaws that will be discussed at the convention are available [here](#). Delegates may make amendments to these proposals.
- 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, provided the quorum is met.
- Attend all meetings and keep notes for a report back to your club. Your notes will provide information to the club when it discusses the mail ballot sent to clubs. This ballot is the final vote on the proposals as they have been acted upon by the delegates. The mail ballot will contain both the original proposal and if amended by the delegates the amended proposal, as well as the consensus recommendation of the convention delegates for action by the clubs in the mail ballot. The ballot question will be on the version approved by the delegates. None of the proposals go into effect until adopted by a 2/3 vote of the clubs voting on that issue by mail ballot.

After Convention

After the convention, the delegate should prepare a report for presentation at your club's next meeting. The following outline may be helpful:

- Action taken by convention voting body, including a summary of proposals that were presented and the consensus of the delegates.
- Ideas for increasing your club's support for our 2021-2031 Big Goal.
- A report on the workshops you attended.
- A synopsis of keynote addresses and speeches.
- Your personal evaluation of the convention proceedings.
- Make sure your club participates in the mail ballot on the proposed amendments to the SIA Bylaws, which will be conducted from early October to early December 2026.

Bring to the Business Meeting

Convention Standing Rules

1. Program

The scheduled Business Meeting shall be conducted as a hybrid meeting. All other events on the official program shall be conducted in-person only.

2. Voting Body

In accordance with Soroptimist International of the Americas Bylaws, Section 7.02, the voting body shall include: each past President of the Federation, Region Governors, each member of the Board of Directors of the Federation, and one delegate from each club in good standing. The delegate from a club must be a member of that club.

Club delegates may participate as in-person or virtual delegates, based on their registration.

3. Delegate Status

All delegates, in-person and virtual, shall be registered by April 6, 2026, at 11:59 p.m. ET (in-person delegates) or June 5, 2026, at 11:59 p.m. KST (virtual delegates). In-person delegates shall have special badges and be seated in the section reserved for voting members. Virtual delegates will have access to a special login link and will be admitted to the meeting upon check-in by the virtual meeting hosts. If an emergency requires that a registered delegate cannot attend the entirety of the convention at the last minute, an alternate member of the club already registered to attend the convention may be certified as the delegate.

4. Non-Delegates, Guests, Interpreters

Non-delegates and guests will be seated in assigned areas. SIA interpreters will be seated in an assigned area. Personal assistants may be seated with a delegate if prior permission is granted.

5. Voting

Votes shall be taken by an external electronic voting service. Only the voting body shall have access to the login information to access that service and cast a vote.

6. Technological Requirements, Malfunction

Delegates attending virtually are responsible for their audio/video and Internet connections. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

7. Identification

Only those wearing official badges may be admitted to any of the in-person convention meetings or other events. 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.

For the Business Meeting, virtual delegates must change their Zoom name to the following format in English: First Name, SI (insert club name, no abbreviations).

8. Attendance

All delegates have an obligation to be present for all meetings of the convention. In-person delegates are required to be seated before the Business Meeting(s) are called to order.

The virtual meeting shall open thirty (30) minutes prior to the scheduled start time; delegates should login no less than 15 minutes prior to the meeting scheduled start. Virtual delegates will be checked in by the meeting hosts. Virtual delegates who do not identify themselves or do not change their Zoom name as noted within a reasonable grace period may be moved to a waiting room.

During the Business Meeting, in-person attendees should refrain from speaking unless entitled to the floor and suppress unnecessary noise in the corridors adjoining the assembly hall. Virtual delegates who do not mute themselves or upon request may find themselves muted by the host. In that event, the chat feature is the appropriate method to request to be unmuted.

9. Quorum

In accordance with Soroptimist International of the Americas Bylaws, delegates representing one-third of the clubs as of July 1 shall constitute a quorum. Should a quorum not be present, business is limited to those matters noticed in the Call to Convention and the quorum will be a majority of the delegates registered as in attendance.

The presence of a quorum for the purposes of the Business Meeting shall be determined by adding the number of virtual club delegates in the online video conference to the number of in-person club delegates, and shall be established and announced by the chair or tech team who can observe the in-person attendees and the ability to see the online list of participating members. Thereafter, the continued presence of a quorum shall be presumed unless the tech team notifies the chair of the lack of a quorum.

10. Obtaining the Floor

To obtain the floor, in-person speakers must go to a microphone and indicate to the microphone attendant whether they are speaking for (pro) or against (con) the business currently under consideration. Virtual delegates must use the chat feature to note they wish to speak, and if they are speaking for (pro) or against (con) the measure.

Once recognized by the chair, virtual speakers should unmute, and all speakers should state clearly their full name and club or federation position, and whether they are speaking for or against the business under consideration. The chair will make every effort to monitor both the Zoom window and the room to ensure virtual participants are not missed, and to alternate as much as is practicable between those speaking for or against the motion under consideration.

11. 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, either on motion sheets by in-person voting members, or for virtual delegates by submitting the motion in writing to (Jotform/to be announced).

12. 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, exclusive of time spent on interpretation of delegate remarks, unless extended by the convention body. An official timekeeper appointed by the chair will call time.

13. 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.

14. Interrupting motions

Delegates wishing to make the interrupting motions Point of Order and Appeal from the Decision of the Chair shall go directly to a microphone monitor if they are an in-person delegate; virtual delegates must use the “raise hand” feature in the Zoom ribbon at the bottom of the screen. No other motions will be allowed to interrupt. Microphone monitors and the virtual meeting tech team will assist the chair to ensure interrupting motions are promptly addressed.

15. Communications

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

16. Technical and Conforming Changes

The SIA Secretary/Treasurer and staff shall be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the delegates in connection with any amendments to governing documents adopted by the clubs after approval at the SIA business meeting.

17. Suspension

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

18. Minutes

Minutes of the convention will be referred to the 2026-2027 Board of Directors for approval.

Helpful Motions

Prepared by Connie Deford, Professional Registered Parliamentarian

What do I want to do?	What motion do I use?	What words do I use?	What else do I need to know?
Change or modify a resolution or bylaw article before it is adopted	Amend	<i>I move to amend by: inserting or adding, OR by striking out, OR by striking out and inserting...</i>	Second/Amendable/Debatable Majority vote
Postpone making a decision	Postpone to a certain time	<i>I move to postpone until... (later in the same meeting or next meeting)</i>	Second/Amendable/Debatable Majority vote
Change rules of debate	Extend limits of debate	<i>I move to extend debate for __ minutes</i>	Second/Amendable/No Debate Two-thirds vote
Stop debate	Previous Question	<i>I move the previous question.</i>	Second/Not amendable/No Debate Two-thirds vote
Follow the agenda	Call for the orders of the day	<i>I call for the orders of the day.</i>	No second/No debate Chair explains what action is to be taken
Protest about noise, heating, ventilation, etc.	Question of Privilege	<i>I rise to a question of privilege: Example: May the doors be closed?</i>	No second/No debate Chair decides what action, if any, is to be taken
Ask a question about parliamentary procedure	Parliamentary Inquiry	<i>Parliamentary Inquiry. Would it be in order to...?</i>	No second/No debate Chair responds to the question
Ask a question about facts	Request for Information	<i>I have a request for information... (Ask a question</i>	No second/No debate

		<i>about facts helpful to the delegates)</i>	Chair responds or directs the question to another for response
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