

## CONVENTION RULES

(as adopted by the Governance Committee for July 2012)

### Accredited Delegate Information

#### GENERAL PROVISIONS

A. The Convention will be composed of accredited delegates.

B. A delegate is a member of an Optimist Club in good standing, who has registered at the convention and been certified by the Credentials Committee. "Good standing" means the delegate's Club is not in arrears in payment of dues or other financial obligation to Optimist International.

C. The adoption of the convention rules shall be by a majority of the votes cast by accredited delegates. Subsequently, the convention rules may be amended, suspended, or rescinded by two-thirds of the votes cast by accredited delegates.

D. Robert's Rules of Order shall govern in all cases not covered by the Optimist International Bylaws or these Convention rules.

#### RESPONSIBILITIES OF A DELEGATE

Accredited delegates have the privilege and honor of representing their Club at this Optimist International Convention. This voting privilege is also a solemn duty.

It is the responsibility of each accredited delegate to attend all business sessions of the convention; participate fully by listening, debating the issues within the framework of the convention rules and to vote on issues.

The direction of Optimist International for the coming years depends, in large, on the measures decided by the delegates to this convention. A failure to meet this responsibility is a failure to represent your constituency.

#### Parliamentary Pointers:

1. Subsidiary motions are motions that pertain to main motion while it is pending.

2. Most incidental motions arise out of another question that is pending and must be decided before the question out of which they arise is decided.

3. Before a motion is stated by the chair, it may be withdrawn or modified by the maker. After it is stated by the chair, it may be withdrawn by majority vote of the assembly and is frequently settled by unanimous consent.

4. Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side. It may be made only on the day the vote to be reconsidered was taken or the following calendar day.

5. To stop debate and force the vote, a delegate should obtain the floor and say, "I move the Previous Question". This requires a second and a two-thirds vote.

6. A tie vote on a motion means the motion fails. A tie vote on an appeal sustains the decision of the chair.

7. If in doubt about any item of business under discussion, a delegate may rise to a point of information or parliamentary inquiry. A delegate, without waiting for recognition, may rise and say, "Mr. Chairman, I rise for information" or "I rise to a parliamentary inquiry". The chair will ask the delegate to state his/her point.

8. If in doubt about the results of a voice vote as announced by the chair, a delegate may call for a demonstrated vote. Without waiting for recognition, a delegate may rise immediately after the vote is announced and say, "Mr. Chairman, I call for a division" or simply call out "Division!"

The chair will initiate a show of voting cards, the results of which can be verified by everyone in attendance. If the results are still in doubt, the chair will initiate a ballot vote.

## CONVENTION RULES

### 1. VOTING AND ACCREDITATION OF DELEGATES

A. Each Optimist Club in good standing with Optimist International shall be entitled to one vote for each 25 members or major fraction thereof based on the membership recorded in the International Office on April 30 immediately prior to the Convention. Clubs organized after this date and prior to the first day of Convention shall be entitled to one vote for each 25 or major fraction of 25 charter members recorded in the International Office.

B. To be eligible to vote at the convention, delegates must have been accredited. To be accredited, a delegate must have registered and paid the registration fee for this convention, represent a Club in good standing (i.e., all obligations to Optimist International and district paid) and have registered at the Credentials Desk prior to the business sessions.

C. The number of accredited delegates and votes cast may equal, but not exceed, the voting strength. Delegates will be accredited by the Credentials Committee.

D. The Credentials Committee shall report at the first convention session and at each session thereafter, and at such other times as directed by the chair. The Credentials Committee report will include only those Clubs with properly accredited delegates, and may be amended as necessary between business sessions.

E. An individual holding membership in more than one Optimist Club may be a delegate for each Club provided that individual has complied with the required registration procedure and paid the required registration fee for each Club.

F. A delegate who is unable to obtain delegates- credentials within the normal hours of registration specified in the official convention program may obtain such credentials within a one-hour period preceding the beginning of each business session. The Credentials Desk will be open from 7:30am to 6pm Thursday at the convention center in the foyer outside Ballroom A-C and one hour prior to each business session Friday and Saturday. Each individual delegate who wishes to participate in the voting must register with the Credentials Desk and obtain appropriate credentials. Credentials will not be available for distribution during a business session. In the event of loss, the Credentials Committee may issue duplicate credentials during the times specified.

### 2. MOTIONS AND DEBATE

A. At each Convention business session delegates shall be seated in a special, reserved section of the convention floor.

B. Any Convention registrant who is a member of an Optimist Club may speak on any question provided he/she addresses the Chair in the prescribed manner, is recognized by the Chair, and states his/her name and Club affiliation.

C. Only accredited delegates may make or second motions.

D. No motions will be entertained by the chair unless seconded, and no motion shall be debated until the Chair has restated it. A motion will be placed in writing when so directed by the Chair.

E. Debate on a given motion will be limited to two minutes per speaker with a limit of 10 speakers, five for each side of an issue. No one may speak a second time on a given motion, at the same sitting.

F. Debate may be limited, extended, or ended by a two-thirds vote.

G. The decision of the Chair is final on all procedural matters. A decision of the chair may be reversed only upon failure of a vote to sustain the ruling of the Chair.

### 3. VOTING

A. The vote on any question before the convention will be taken immediately following

completion of debate, except that votes on questions related to the Candidate Qualifications, Resolutions, and Governance Committees will be taken at the time specified in the official convention program.

B. Once commenced, voting will not be interrupted except for a restatement of the questions by the Chair.

C. At the discretion of the Chair, a question will be decided by a voice, hand, rising, roll call, or ballot vote. To facilitate voting, the chair may require the use of hand-held placards as a substitute for voice, hand, or rising votes.

D. A ballot vote may be ordered by a majority vote of the delegates.

For each ballot vote:

(1) The Chair will announce the composition and chairperson of a committee of tellers to count the ballots, and thereafter declare a recess for at least 15 minutes to permit Clubs to caucus and marking and depositing of ballots.

(2) Delegates will caucus as Clubs, decide on the distribution of votes to which the Club is entitled, and designate one delegate to mark the ballot reflecting the result of the caucus. Except as otherwise provided for voting in elections, a Club entitled to more than one vote may split its votes, except that only whole votes may be cast. Only one ballot per Club, reflecting all votes to which the Club is entitled, may be cast.

(3) At least four ballot boxes, with a teller assigned to each box, will be available in the business session meeting room for depositing of ballots.

(4) At the completion of balloting, the committee of tellers will remove the ballot boxes to a designated place, count the votes, and tabulate the results. The teller committee chairperson will report the results, in writing, to the Chair. All ballots will be destroyed immediately after the results of the balloting has been announced by the Chair.

(5) A ballot vote once cast may not be changed.

#### 4. RESOLUTIONS

A. Only resolutions presented by the Resolutions Committee will be considered by the convention. Resolutions declined by the Resolutions Committee and not presented to the convention are referred to the President-Elect and Executive Director for consideration.

B. Rules for debate on resolutions will be as directed by the Chair, generally following those prescribed for questions.

C. Resolutions will be adopted by majority vote. Resolutions approved by the convention delegates are referred to the International Board of Directors for consideration.

D. All actions taken on delegate approved resolutions will be communicated to the delegates at the following convention.

#### 5. ELECTIONS

##### A. General Provisions Specific to Elections

1. Except where there is only one nominee for an elected position, voting shall be by written ballot with each Club eligible to cast the number of votes allocated to their Club for the election of their Regional Vice President-Elect, President-Elect, and Board member

2. Each delegate chair shall receive as many written ballots as entitled to the Club (based on the Club's voting strength) upon registration with the Credentials Committee. There will be no replacement ballots if a delegate chair loses any Club ballot(s). Any challenge for the number of ballots received must be made prior to signing for the ballots at the credentials desk.

3. The order of elections shall be Board Directors at Large, Vice Presidents-Elect, and President-Elect.

4. In the event there are multiple candidates for any office, delegates will cast their clubs' votes for those offices at a "voting session" that may be held for two hours following the recess of a business session. Uncontested elections will be by acclamation. At the discretion of the chair of the convention, vote totals may be announced following each ballot.

#### B. President-Elect

1. The Candidate Qualifications Committee shall make its report of nominees and introduce them to the Convention during the first business session.

2. Election of President-Elect will take place at a session following the session at which the nominations are announced. If there are two or more candidates for the office of President-Elect, voting will take place at the "voting session" following the business session.

3. When the election for President-Elect is contested, campaign speeches will be allowed and, will be made immediately after the nominations of all candidates and prior to the elections. Each campaign speech will be strictly supervised and the time monitored by the chair in accordance with the following: President-Elect candidates will be allowed five minutes each. The candidate may split the time allocated with any designated speaker(s) to speak on his/her behalf and/or he/she may speak on their own behalf.

#### A. Vice Presidents-Elect

1. Nominees for the office of Vice President shall be introduced to his/her assigned Region at a meet and greet session prior to the first business session. A campaign speech by any individual wishing to be a nominee for that Region may be given at the meet and greet session. Each campaign speech will be strictly supervised and the time monitored by the Chair of this meeting (current Vice President for that Region).

2. The Candidate Qualifications Committee shall make its report of nominees and introduce them to the Convention during the first business session.

3. Election of Vice Presidents-Elect will take place at a session following the session at which the nominations are announced. At such session, delegates shall vote for the Vice President-Elect nominee by Region, with each delegate casting his vote for the Vice President-Elect nominee by Region in which the delegate's club is located. Voting shall continue until a candidate for each Region shall have received a majority of the votes cast in that Region. If there are two or more candidates for the office of Vice President-Elect, voting will take place at the "voting session" following the business session.

#### D. Board of Directors at Large

1. The Candidate Qualifications Committee shall make its report of nominees and introduce them to the convention during the first business session.

2. There shall be no nominations from the floor.

3. If there are more than two candidates, elections for the board of directors at large shall take place at the "voting session" following a business session. Additional balloting will take place at a subsequent voting session(s).

4. All candidates will be given the opportunity to speak to the delegates for two minutes. (pre-primary if there is a primary election)

5. A Club will receive one ballot for each vote it is entitled to. Clubs will vote for one candidate at a time. Any ballot marked for more than one candidate shall be disqualified. For example, if two board directors at large positions are to be elected, a ballot containing more than one name shall be disqualified.

#### 6. Procedure

A. If there are three (3) or fewer candidates running for Board Director At Large, all names will

appear on the ballot. Convention Delegates shall vote for one candidate at a time. The candidate receiving the largest number of votes will be elected. The remaining candidates will be voted on for the second position. The candidate receiving the largest number of votes will be elected.

B.If there are four (4) or more candidates running for Board Director At Large, there will be a primary election. The convention delegates will vote for one (1) candidate and the top three (3) names shall be the winners of the primary election. At this point will revert to 6A above.