

Daughters of Penelope



District Convention Guidelines
Preparation, Planning & Samples

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I. Preliminary Preparation

Meeting – All four orders (if Applicable)

1. Host (District /Chapter)
2. Chairmen (one from each order if possible)
3. Location (City)
4. Accommodations (Guest rooms * Meeting Rooms)

HOTEL

5. Research a few hotels
6. Visit each facility and ask to take a tour
7. Negotiate reasonable guest room rates
8. Carefully read through and ask questions before signing any contracts
9. Choose facility for presentation at convention prior to yours
10. Choose facility with accessibility to activities, shopping, culture, etc.

Note: Location should be announced at convention prior to yours so delegates can report back to chapters as to the location for the following year.

II. Planning

1. Arrangements with Hotel

- a) Be sure to speak to the hotel contact person frequently - Ask questions !!!!
- b) Request detailed break down of all expenses **IMPORTANT!!!**
- c) Request the number of rooms you must guarantee to get the best rate
- d) Know what hotel will allow you to bring in and what must be purchased from them (i.e., hospitality room sweets, snacks, banquet desserts, etc.)
- e) Be sure to ask for meeting rooms to be setup properly to allow delegates to partake in the business sessions in a beneficial manner (Round or rectangular tables)
- f) Request microphones and any other audio -visual equipment needed for presentations
- g) Request all additional fees for services rendered
- h) Request a map/ layout of the hotel for distribution

2. Arrangements for Activities

- a) Choose activities and events so that all four orders can participate
- b) Some Suggestions: Greek Night * Recognition Luncheon * Awards Luncheon * Silent Auction * Breakfast * Brunch

3. Arrangements with Church (Optional)

- a) Contact the priest of the parish by phone initially
- b) Send a letter stating the details
- c) Request Artoklasia in honor of District Convention

III. Time to Take Action

A. Correspondence/Communication

- District Governors should include dates in all bulletins and visitations
- February: Information should be sent to all chapters
 - First wave of album ad contracts
- March: Letters requesting letter for album sent to all national presidents, liaisons, clergy, and political dignitaries
- April/May: Packages sent to delegates
 - Confirm dates with Priest
 - Second wave of album ad contracts

B. Business Sessions

1. Registration Packets

- Blank paper * Pens * Folder * Agenda * Some treats *
- Name Badges (Name*Chapter* Chapter Location)
- Tickets for events
- Interesting facts and brochures about city if sight- seeing is an option

2. Credentials desk

- District Secretary and a Past District Governor at the desk
- Should have attendance and sign in sheet
- Binder with credential forms separated by chapter

3. Essentials for business sessions

- District Banner (If available)
- Flags
- Dais with podium in the center with Microphone
- Bible
- Copies of current constitution
- Copies of Roberts Rules

C. Events/Activities

Prepare Dais and Table Seating according to proper protocol for AHEPA family events – See protocol manual

1. Name cards on dais
2. Table & dais decorations
3. Prepare programs
 - **Proofread** names and order of speakers
 - Let all speakers know **time limits**
 - Break up program to make it more interesting and allow all to keep interest

IV. Sample Forms

1. REGISTRATION
2. CREDENTIALS
3. COMMITTEE REPORTS (ONE MASTER COPY)
 - i. GRIEVANCE
 - ii. BUDGET & FINANCE
 - iii. SCHOLARSHIP
 - iv. PROJECTS
 - v. PENELOPE OF THE YEAR
 - vi. MAIDS OF ATHENA
 - vii. GROWTH & EXPANSION
 - viii. LEGISLATION
 - ix. AHEPA/DOP RELATIONS (IF APPLICABLE)
 - x. CONVENTION CITY (JOINT WITH AHEPA)
4. ATTENDANCE
5. AGENDA

DISTRICT CONVENTION TIMELINE

INITIAL:

- Outline three-day agenda, identifying events and space required for each.
- Check hotel space and negotiate deal, sign contract, place deposit.
- Identify requirements in terms of setup, A/V, F&B, timing of all events.
- Choose menus for all food events, and determine bar requirements.
- For evening events, determine dress code.
- For evening events, determine entertainment required.
- Negotiate entertainment, sign contracts, place deposit.
- Determine off-site events, if any.
- Check event locations, negotiate terms and contract with deposit.
- Determine financial requirements for Convention weekend and write Budget, to include ticket pricing of events.

SIX MONTHS OUT:

- Set up database of possible attendees and create mailing list.
- Design letterhead for event.
- Draft 'Hold the Date' letter and do mail-out.
- Draft Announcement letter, Registration form and Acknowledgement letters.
- Draft Invitation letter for Dais guests.
- Draft Invitation letter to any off-site events.
- Begin solicitation for program book ads, source a printer and determine price for printing and collating book.
- Identify source of Registration bags and contract.
- Write letters to various companies soliciting small gifts for registration bags.
- Draft list of items to include in registration bags.
- Design print material required for all meetings.

TWO MONTHS OUT:

- Send Announcement letter together with Registration form and mail out.
- Mail Invitation letter to Dais guests.
- Feed database of attendees as responses come in, mailing acknowledgement letter to responders.
- Mail Invitation letter for off-site event.
- Set up database for responses to off-site event.
- Invite singer to sing American National Anthem at banquet.
- Invite singer to sing Greek National Anthem at banquet.
- Obtain Greek flag for Friday luncheon and Saturday banquet.
- Design and print attendee name badges.
- Design and print tickets for all events.
- Design and print menus for all lunches and banquets, as required.
- Begin editing program book.
- Begin packing registration bags.
- Nominate hosts and hostesses where events require.
- Designate Toastmaster for Saturday banquet.
- Designate Toastmaster for PDB lunch.
- Develop rota for Registration Desk volunteers.
- Design and print ballots of any possible issue voting.
- Print and collate material required for all meeting.

ONE MONTH OUT:

- Determine décor for F&B event tables and Registration table.
- Determine transportation need for off-site event(s).
- Complete packing of registration bags.
- Purchase any food/beverage required for Hospitality or Greek Night events.

MEETING WEEKEND:

Planning committee to hotel early morning.

Deliver food/beverage for Hospitality and Greek Night events.

Deliver all print material/bags/brochures/menus, etc. to one location.

Oversee setup and stocking of Registration table.

Event Chairman to liaise with Catering Service Manager for all events, ensuring smooth and timely flow.

Assistants to provide backup where needed.

Off-Site Activity Chairman to take full responsibility for all off-site activities, to include transportation, F&B, etc.

COMMEMORATIVE ALBUM Committee Guidelines

Chairman _____

The **COMMEMORATIVE ALBUM** is a **MAJOR SOURCE OF REVENUE** while serving as memento of the conference. It will add to the financial success of your conference. The program committee is responsible for compiling, printing, and distributing this book. Helpful suggestions for producing this book are:

- ❑ Contact members who have previously worked with local printers for pricing.
- ❑ The album coordinator or an assistant should be computer literate in order to produce camera-ready material.
- ❑ Give ad contracts to all chapter members so that they can solicit ads. A Friend's (\$15 name listing) Coffee can be sponsored the host chapter in the spring for your community and also an ad can be placed in the monthly bulletin. Contact all parishioners who own businesses.
- ❑ Ad prices are usually set by the host chapter. A sample album ad contract found on the disc accompanying this manual.
- ❑ Write letters to Parish Council, Philoptochos, AHEPA/DOP to buy major ads. Get as many outside businesses to buy ads. Send out mailing to your church vendors.
- ❑ By March request letters from the Metropolitan or his office, the governor of your state, and/or the mayor of your town. Contacting the Archbishop's office is optional.
- ❑ Items to include in the program book: Schedule of Events, Scholarship donors, Scholarship recipients, and letter as above. Chapter member photographs as available.
- ❑ Distribute the program book with a cover letter of gratitude from the host chapter and the District Governors to all advertisers and donors.

DAUGHTERS OF PENELOPE

Sample Agenda

Friday

- Registration – 10:00 A.M. – 5:00 P.M. (Each district is different)
- Joint Opening Ceremony – 1:00 P.M. (Most 5 or 6 pm)
- Daughters Business Sessions – 6 pm
 1. Presentation of Grand Liaison
 2. Prayer
 3. National Anthems
 4. Introductions: District Lodge Officers * Past District Governors * Past Grand Lodge * Past District Penelope of the Year
- Roll Call of Delegates
 1. Acknowledge alternates
 2. Voting Strength
- Appointment of Sentinels & Tellers
- Election of Convention Officers: Chairman* Vice-Chairman* Secretary *
- Installation of Convention Officers
- Recess for the day
- AHEPA Family Event – 7:00 P.M.

Saturday

- Registration & Business Sessions – 9:00 A.M.
- Roll Call of Delegates and Voting Strength
- Memorial Service
- Acceptance of previous convention minutes
- District Lodge Officers Reports & Recommendations
- District Convention Committees – “ Groups Sessions”
 - * Budget & Finance * Grievance* Legislation* Maids of Athena *
 - * Penelope of the Year * Scholarship* Projects * etc.
- Ahepa Family Luncheon – 12 Noon-2:00 P.M.
(Awards /Scholarship/ Recognition)
- Afternoon Business Sessions – 2:00 P.M. – 5:00 P.M.
- Roll Call of Delegates and Voting Strength
- Report of District Governor – Maids of Athena
- District Convention Reports (ALL)
- Chapter Reports
- Election of District Lodge Officers
- Voting Strength
- Address of Grand Lodge Officer
- Good of the Order
- Announcements
- Adjournment of Convention
- AHEPA Family Grand Banquet – 7:00 P.M.

Note: Many districts have joint installation of officers held either the following morning or at the Grand Banquet



DAUGHTERS OF PENELOPE

District # _____ Convention

CREDENTIAL FOR DELEGATE

This is to certify that at a meeting held by _____ Chapter, # _____

of _____, on the _____ day of _____, 2011

Sister _____ was duly elected as:

DELEGATE _____

(Check One)

ALTERNATE _____

to represent her Chapter at the _____ District Convention of the
Daughters of Penelope, to be held at (location) from (date), .

(Signed) _____, President

(Signed) _____, Secretary

Dated: _____

Elections of Delegates to the District Convention should take place in March or April, and the Chapter Secretary will mail one copy of this form immediately to the following persons:

- District Secretary
- Retain one copy for Chapter files
- Delegate to present form with membership card at Registration Desk at Convention

_____ District Lodge Officer
_____ District Secretary
_____ Chapter Files

Credential for Past District Governor Officer

This is to certify that Past District Governor, _____.
(Name)

is a member in good standing with _____.
(Chapter Name & Number)

She has attended at least four (4) business meetings of this Chapter during the prior year and is entitled to be recognized as a Past District Governor, to the **District #__ Convention** of the Daughters of Penelope to be held at:

_____ on _____
(City) (Dates and Year)

Dated: _____ Signed: _____
(President)

Signed: _____
(Secretary)

In order for this Credential to be valid, both the President and the Secretary must sign.

Note: Upon arriving at Convention Headquarters, the Past District Governor must present this credential form to the Credentials Committee at the Registration Desk. She should show her current membership card.



_____ District Lodge Officer
_____ District Secretary
_____ Chapter Files

Credential for District Lodge Officer

This is to certify that District Lodge Officer, _____
(Name)

_____, is a member in good standing with _____
(Office Held) (Chapter Name & Number)

She has attended at least four (4) business meetings of this Chapter during the prior year and is entitled to be recognized as a Delegate to the **District #__ Convention** of the Daughters of Penelope to be held at:

_____ on _____
(City) (Dates and Year)

Dated: _____ Signed: _____
(President)

Signed: _____
(Secretary)

In order for this Credential to be valid, both the President and the Secretary must sign.

Note: Upon arriving at Convention Headquarters, the District Lodge Officer must present this credential form to the Credentials Committee at the Registration Desk. She should show her current membership card.



District Convention Delegate/Alternate Reporting Form



Chapter No. _____

Chapter Name _____

This is to certify that at a regular meeting of our Chapter, the following members in good standing were elected as Delegates/Alternates to represent our Chapter at the District #__ Convention of the Daughters of Penelope to be held in _____ on _____

DELEGATE

(Elect six if chapter members number 15 or more, otherwise elect only two)

NAME	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	

ALTERNATE

(Elect six if chapter members number 15 or more, otherwise elect only two)

NAME	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	

*** This is to certify that our Chapter is NOT sending Delegates/Alternates to the District Convention

Attested By:

Chapter President _____

Chapter Secretary _____

Date _____

District Convention Past District Governors/Current District Lodge Officers Reporting Form



Chapter No. _____

Chapter Name _____

Please list and certify Past District Governors and Current District Lodge Officers who are members of your Chapter as members of the Daughters of Penelope in Good Standing and able to register and vote at the District #__ Convention of the Daughters of Penelope to be held in _____ on _____.

PAST DISTRICT GOVERNORS

NAME	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

CURRENT DISTRICT LODGE OFFICERS

NAME	ADDRESS
1.	
2.	
3.	
4.	
5.	

Attested By:

Chapter President _____

Chapter Secretary _____

Date _____



DAUGHTERS OF PENELOPE

District # _____ Convention

Committee: _____

Chairman: _____

Committee Members:

Daughters of Penelope

District Convention Business Session

(date and location)

AGENDA

SATURDAY (Day 1)

1. **Call to Order** Time: _____.

(District Governor, as the Chairperson of the meeting, officially declares the D.O.P. Business Sessions open. The District Governor remains the Chairperson of the Business Sessions until the Convention Officers are elected and sworn in. Jewels are worn during this session. A gavel and Bible are needed for the session.)

District Governor:

“Sisters, the meeting of the Daughters of Penelope, (District Name and No.) District Convention will please come to Order.” (1 rap)

“District Marshal please escort our Worthy _____(title), into our meeting room.” (3 raps, all rise).

District Marshall:

“Worthy District Governor, it is with pleasure that I present to you, Sister _____(name and title).”

District Governor:

“District Marshall please escort our distinguished guest to my station.”

“Sisters, please join me in extending a welcome to our Sister (name and title) _____.”

“District Marshal attend the altar and ask the blessing of Almighty God upon the Order.”

2. **Opening Prayer** by _____(District Marshal).

District Marshal:

“O God, our Heavenly Father, we humbly beseech Thee, to bless the Officers and Delegates gathered here on this day of our Convention. Guide us in our deliberations, and give us courage and inspiration to continue our work in our great Order, the Daughters of Penelope, and lead us to greater and nobler deeds, that we may better serve our Country and our fellow man, now and forever. Amen.”

District Governor:

“I now declare this convention meeting officially open.” (Welcome delegates)

3. Memorial Service

Generally conducted by the District Governor. She reads deceased Sisters names and chapters. Then it would be appropriate to read the poem, “Near A Shady Wall” from our Ritual Book.

4. Appointment of Tellers and Sentinels

District Governor:

“We shall now have the appointment of Tellers and Sentinels. I would like to appoint:

Tellers (1)_____ (name)

(2)_____ (name)

Sentinels: (1)_____ (name)

(2)_____ (name)

5. Roll Call of Delegates by District Secretary

District Governor:

“Worthy District Secretary, we shall now have the Roll Call of District Lodge Officers and Delegates.”

Grand Lodge Officers:

(name)_____ (title)_____

(name)_____ (title)_____

District Lodge Officers:

District Governor _____

District Lt. Governor _____

District Secretary _____

District Treasurer _____

District Marshal _____

**District Advisor to the
Maids of Athena** _____

Total number of District Lodge Officer Votes: _____

See attached for Chapter Delegate and Alternate roll call sheets.

6. Report of Voting Strength

(As acting Credentials Chairperson, the District Secretary reports the total number of Votes: District Lodge Officers + Chapter Votes = Voting Strength.)

(Note: Once a Convention Chairperson is elected, she does not have a vote **except** in the case of a tie. Please refer to Robert’s Rules of Order for further details.)

District Secretary:

“Total number of Voting Delegates and Alternates, including the District Lodge Officers is _____.

7. Election of Convention Officers

District Governor:

“We shall now have the election of the Convention Officers.”

Nominations for Convention Chairperson:

“The floor is open for the Nomination of the position of the Convention Chairman.”

Sister:_____ Nominated by:_____

“Are there any other nominations for Convention Chairperson”.

Elected:_____

Nominations for Convention Vice-Chairperson:

“The floor is open for the Nomination of the position of the Convention Vice Chairperson.”

Sister:_____ Nominated by:_____

“Are there any other nominations for Convention Vice Chairperson”, repeat three times.

Elected:_____

Nominations for Convention Secretary

“The floor is open for the nomination of the position of the Convention Secretary.”

Sister:_____ Nominated by:_____

“Are there any other nominations for Convention Secretary”, repeat three times.

Elected:_____

8. Oath given to Convention Officers by District Governor or Liaison Officer from the Grand Lodge.

“Convention Officers would you please advance to the Altar to take the Oath of your Office.”

“Please raise your right hand and place your left hand upon the Bible. Repeat after me:

“I hereby do solemnly affirm *
that I shall do my best * to carry out the duties of my office, *
faithfully *
impartially *
and with unfaltering devotion, *
so help me God.”

9. Newly Elected Convention Officers

The Convention Officers now assume their positions at the Head Table in order to conduct the subsequent Convention business.

10. Minutes of the previous District Convention

Minutes of the previous District Convention are presented by the Convention Secretary, The Convention Chairperson will ask for a motion from the floor for the minutes to be approved.

Convention Chairperson:

“We shall now have the reading of the minutes from the previous District Convention.”
(The Convention Secretary will read the minutes.)

“Are there any corrections to the minutes.”

“Hearing none, the minutes stand approved as read.” (OR “as corrected”)
(The Secretary will make the necessary corrections.)

Approved by: _____ Seconded by: _____

11. Appointment of Committees

Growth and Expansion

Duties: Propose ways to enlarge our membership.

Ways and Means

Duties: Determine how money can be made for the District and also for the Chapters (will work with Finance Committee).

Budget and Finance

Duties: Primarily to set up a budget for the District for the following year (work with the Ways and Means Committee).

Grievance

Duties: Primarily to bring up any grievance in the Chapter, the District or National level.

District Scholarship

Duties: The Committee will select the winner for the District Scholarship by following the *Point System*.

Penelope of the Year

Duties: The Committee will select the District Penelope of the Year by following the *Point System* (Chapters who have a candidate do not serve on the Committee or each chapter shall have only one representative on this Committee.)

Legislation and Resolutions

Duties: The Committee works on changes of the Constitution or Ritual (recommendations to be presented at the Supreme Convention.)

Chapter(s) of the Year

Duties: The Committee (which is formed by Grand or District Lodge Officers) will select the Best Chapter(s) of the District (following the *Point System*.

12. District Lodge Officers Reports

Convention Chairperson:

“We shall now have the Reports of the District Lodge Officers.”

District Governor	_____
District Lt. Governor	_____
District Secretary	_____
District Treasurer	_____
District Marshal	_____
District Advisor to the Maids of Athena	_____

13. Acceptance of Reports

Motion to accept the Reports of the District Lodge Officers with any recommendation directed to the proper Committee.

Moved by: _____ Seconded by: _____

14. Chapter’s Reports

Chapter No. _____	City _____	Report read by: _____
Chapter No. _____	City _____	Report read by: _____
Chapter No. _____	City _____	Report read by: _____
Chapter No. _____	City _____	Report read by: _____
Chapter No. _____	City _____	Report read by: _____

Chapter No. _____ City _____ Report read by: _____
Chapter No. _____ City _____ Report read by: _____
Chapter No. _____ City _____ Report read by: _____
Chapter No. _____ City _____ Report read by: _____
Chapter No. _____ City _____ Report read by: _____
Chapter No. _____ City _____ Report read by: _____

15: LUNCH

(If possible delegates should start working on their different committee duties, since there never seems to be enough time to cover everything.)

16. Committee Meetings

17. Reports from Committees

Growth and Expansion: Chairperson _____

Ways and Means: Chairperson _____

Budget and Finance: Chairperson _____

Grievance: Chairperson _____

Legislation and Resolutions: Chairperson _____

(NOTE: The winners for the District Scholarship, the Penelope of the Year and the Chapter(s) of the Year will be announced at the Grand Banquet.)

18. Report from the Maids of Athena

Advisors: _____

Presenter: _____

19. New Business:

Convention Chairperson:

“The next order of business is “New Business”

A. _____

B. _____

C. _____

20. Review of Voting Strength

Convention Chairperson:

“Convention Secretary, what is our present voting strength?”

21. NOMINATION & ELECTION OF District Lodge Officers

Convention Chairperson:

“The floor is open for nomination for the position of District Governor”

“Are there any other nominations?” (Repeat 3 times)

“Nominations now closed, please vote.”

DISTRICT GOVERNOR

1. _____ Nominated by: _____ Votes _____

2. _____ Nominated by: _____ Votes _____

3. _____ Nominated by: _____ Votes _____

Elected _____

DISTRICT LT. GOVERNOR

1. _____ Nominated by: _____ Votes _____

2. _____ Nominated by: _____ Votes _____

3. _____ Nominated by: _____ Votes _____

Elected _____

DISTRICT SECRETARY

1. _____ Nominated by: _____ Votes _____

2. _____ Nominated by: _____ Votes _____

3. _____ Nominated by: _____ Votes _____

Elected _____

DISTRICT TREASURER

1. _____ Nominated by: _____ Votes _____

2. _____ Nominated by: _____ Votes _____

3. _____ Nominated by: _____ Votes _____

Elected _____

DISTRICT MARSHAL

1. _____ Nominated by: _____ Votes _____

2. _____ Nominated by: _____ Votes _____

3. _____ Nominated by: _____ Votes _____

Elected _____

DISTRICT ADVISOR to the MAIDS OF ATHENA

1. _____ Nominated by: _____ Votes _____

2. _____ Nominated by: _____ Votes _____

3. _____ Nominated by: _____ Votes _____

Elected _____

22. Oath administered to newly elected District Lodge Officers

Convention Chairperson:

“Newly elected District Lodge officers advance to the altar to take the oath”. (If a Grand Lodge officer is in attendance, she will give the oath. If there is not a Grand Lodge officer present, the Past District Governor, failing that the District Governor will administer the oath.)

Administered by:

“I hereby do solemnly affirm ** that I shall do my best ** to carry out the duties of my office ** faithfully, ** impartially, ** and with unfaltering devotion, ** so help me God.”

23. Messages from Grand Lodge Officers and/or other Guests

by:_____

by:_____

by:_____

by:_____

24. Good of the Order and Announcements

by:_____

by:_____

by:_____

by:_____

25. Presentations

26. Closing Prayer

Convention Chairperson:

“District Marshal proceed to the altar to offer the closing prayer.”

Given by: _____ (See Ritual)

“God, our Father and Lord of the Universe, we thank Thee for whatever has been accomplished, and as we are preparing to depart, we beseech Thee to continue to guide us, that we may always be a credit to the Daughters of Penelope and to the Order of AHEPA.

Help us to remain true to our obligations, faithful to our ideals, and steadfast in our purpose. And we also beseech Thee to bless all of the Officers and Members of this Christian Association and keep them in health and in peace for greater accomplishments in Thy Name, Amen.”

27. Motion to adjourn the District Convention

By: _____ Seconded by: _____

Time: _____

Date: _____

Place: _____

Convention Chairperson: _____

Convention Secretary: _____

CHAPTER No. _____ **(City)** _____ **Chapter**
Delegates: _____ **Alternates:** _____ **Votes**

CHAPTER No. _____ **(City)** _____ **Chapter**
Delegates: _____ **Alternates:** _____ **Votes**

CHAPTER No. _____ **(City)** _____ **Chapter**
Delegates: _____ **Alternates:** _____ **Votes**

CHAPTER No. _____ **(City)** _____ **Chapter**
Delegates: _____ **Alternates:** _____ **Votes**

Checklist for Pre Convention Mailing from the District Governor

To be sent to all Chapter Presidents:

- ❖ Secretary Letter
- ❖ Chapter Report
- ❖ End of the Year Governors Report
- ❖ Chapter Election Report
- ❖ Delegate/Alternate Reporting Form
- ❖ Credential for Delegate
- ❖ Past District Governors/District Lodge Reporting Form
- ❖ Credential for PDG/Lodge Officers
- ❖ In Memory form

To be sent to PDG:

Letter of Invitation to Convention from District Governor
Any information for the Convention from Host Chapter

Certificates to be Presented by the District Governor

Accomplishments

- ❖ Penelope of the Year
- ❖ Chapter of the Year (1st and 2nd)
- ❖ Album of the Year
- ❖ Most Initiates
- ❖ Best Communications

Appreciation

- ❖ Presidents
- ❖ Convention Chairman
- ❖ Convention Vice Chairman
- ❖ Convention Secretary
- ❖ Budget Chairman
- ❖ Scholarship Chairman
- ❖ Penelope of the Year Chairman

District Convention Procedure for Delegates

- Delegates must register at the Registration Desk and receive their credentials.
- Delegates are required to check in with Credentials Committee at every business meeting, for roll call purposes.
- Convention business will begin at 9:00 am on Friday morning and 9:00 am on Saturday morning.
- All delegates must register for committee work.
- All District Committee reports shall be prepared in triplicate.
- Delegates wishing to be acknowledged must stand to be recognized. When recognized by the Chair, the delegate must address the presiding Officer, state her name, Chapter name and number, and then speak on the issue or subject currently on the floor.
- Parliamentary procedure based on 'Roberts Rules of Order' will be adhered to at all meetings, with Parliamentarian interpreting questionable items.
- A majority vote must be obtained in order to duly elect a candidate to her prospective office. In the event that more than two candidates are nominated for an office and a majority vote is not obtained by anyone on the first or second ballot, a third ballot shall be taken on only the two candidates having the highest number of votes on the second ballot.
- If discussion on a motion becomes too lengthy and losses its meaning, a motion to limit debate is in order. This motion requires a second.

Parliamentary procedure has as its purpose the legal transaction of the assembly's business; it is also to ensure the correct conduct of its members. Its use prevents friction and furthers the interests of the organization.

Thomas Jefferson stated that Parliamentary procedure was "...to attain accuracy in business, of time, order, uniformity and impartiality."