Greetings Convention Delegate:

Welcome to SIA’s 44th Biennial Convention. As we gather at this important time for our federation, your 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 Orlando, as it will enhance your experience.

If this is your first federation convention as a delegate, an extra special welcome to you. Your first convention as a delegate is a memorable one as you will see by the enthusiasm and dedication of the other voting delegates.

All delegates (first time and returning) are urged to attend a “Delegate’s Briefing” on Wednesday, July 20, 2016 from 3:00 p.m. – 4:00 p.m. in the Southern Hemisphere Ballroom of the Walt Disney World Dolphin Resort. Please plan to arrive in Orlando in time to attend this important meeting to prepare for your role as delegate. At this meeting we will review the proposed amendments to the bylaws and resolutions, and answer your questions or concerns. In addition, instructions on using the Audience Response System (ARS) keypads and voting cards and participating in the debate will be provided. Our goal is to ensure that you can effectively participate and engage in all deliberations on behalf of your club.

Thank you for your participation, and enjoy the convention!

Sincerely,

Susan “Sam” Buchenau
SIA President
Delegate Responsibilities

- Have a working knowledge of Soroptimist laws 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 call, which includes a tentative agenda listing the business to be transacted, proposed amendments to SIA’s bylaws and resolutions and other general information.
- Request time at your club’s business meeting to discuss topics on the agenda. In this way, a 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 3-4 of this manual) and parliamentary procedure.
- Vote with your club's viewpoint in mind.

Before You Go

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 all required final reports from federation club grants and disaster grants.
- Paid the club convention fee of $475.00, which was due on March 15, 2016.

You must register as a club delegate either on-line, via mail or fax. 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. If you do not have access to the internet, you may use the registration form that is included with the call.

What to bring

- this handbook
- the Call to Convention
- a list of club supplies to buy at the SIA store
- a smile

At Convention

- Register promptly at the registration counters in the Atlantic C Ballroom at the Walt Disney World Dolphin Resort. Registration opens on Wednesday, July 20 from 12:00 p.m. – 7:00 p.m. If you have already registered, go to the “pre-registration counter” with the header that shows the first letter of your last name. 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 keypad card in your registration materials that you will exchange for your keypad each day. Upon arrival in the General Session room you will pick-up a hand set to vote by ARS (Audience Response System). At the end of the session (or any time you need to leave the room) you will return the keypad and receive a keypad card. Instructions to use the keypads will be given during the Delegate’s Briefing.
- You will also be issued a voting card with your registration materials that you need to bring to the Delegate’s Briefing and all general sessions. Please print and sign your name on the voting card when you receive it. Voting cards are non-transferable. If the ARS system fails, voting cards will be used as a back-up. In this instance you will be asked place your vote by raising the voting card in the air.
- Attend the Delegate’s Briefing on Wednesday, July 20, 2016 from 3:00 p.m. – 4:00 p.m. in the Southern Hemisphere Ballroom of the Walt Disney World Dolphin Resort. (You will need to register before attending the Delegate’s Briefing.)
- 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.
• A credentials report confirming the number of delegates will be presented Thursday in the opening general session. 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.
• 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.
• Proposed amendments to SIA Bylaws and resolutions that will be discussed at convention are included in this mailing. Delegates may make amendments to these proposals. A mail ballot will be sent to clubs after convention asking clubs to vote on the proposals as they have been acted upon by the delegates. The mail ballot will contain both the original proposal and the consensus of the convention delegates. The ballot question will be on the version approved by the delegates and none of the proposals go into effect until approved by a 2/3 vote of the clubs voting on that issue by mail ballot.
• 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. The following outline may be helpful. Report on the following:

• Action taken by convention voting body, including a summary of proposals that were presented and the consensus of the delegates
• 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

Make sure your club participates in the mail ballot on the proposed amendments to the SIA bylaws and resolutions.

Mark your calendars and make plans to attend the 45th Biennial Convention Pacifico Yokohama, July 30-August 2, 2018 in Yokohama, Japan.
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.