

## **PARLIAMENTARY REMINDERS for DELEGATES and ALTERNATES to TFRW CONVENTION**

- Delegates are the Voting Body of the Convention, normally chosen for this convention only; and are representatives of their clubs. TFRW elected Officers, District Directors, and past Presidents of TFRW are delegates-at-large. No Proxy provision.
- Alternates are registered at the Convention to replace a Delegate. They are assigned in the designated order they were elected. A withdrawal of a Delegate MUST be permanent before the Alternate can replace the Delegate. TFRW Standing Rules give the procedure for method of replacement.
- Delegates Duties:
  - ✘ To be present at the business meetings
  - ✘ To vote, make motions and debate
  - ✘ To present a Convention report to your Club upon returning
  - ✘ Is free to vote as you see fit on questions at the Convention; except as a constituent Club has instructed you to in particular matters scheduled for consideration
  - ✘ Should listen to the proceedings, pay attention, and not harass the Chair or other speakers
  - ✘ Attend your Senate District Caucus to vote on a District Director
- Delegates should be familiar with the Convention Program. It contains, among other things, the Convention agenda and the Standing Rules for the Convention.
- In order for the Convention to transact business, a single voting body must be formed by the passage of the Reports of the Credentials Committee (Majority Vote), Standing Rules (2/3 vote) and the Program Committee (Majority Vote).
- Prior to the Convention please read pages 141-146 in your TFRW Handbook. This will give you information on making motions, amending motions, basic rules and Principles of Parliamentary Law.
- Be alert to the Chair when she says “Are You Ready for the Question”. This means are you ready to vote. If you are ready, do not say anything.
- Be prepared to hand write a motion or amendment if the one you intend to make is long and involved. It will aid the Chair in stating it properly to the voting body.
- Do not use your cell phone during business sessions at the Convention. This also includes beepers or any other means of communication that could create a distraction for those attending.

Lastly, one Rule to follow... KEEP YOUR SENSE OF HUMOR AND HAVE FUN!!!