



# Standing Rules & Procedures

## SOROPTIMIST INTERNATIONAL OF THE AMERICAS CENTRAL EAST COAST REGION

### REGION PROCEDURES

#### R-12

- D. The voting members of Conference shall be the members of the Region Board and the accredited delegates of each club in good standing.
- E. A club shall be deemed in good standing if all requirements of the Federation Bylaws and Procedures as well as all procedures established by the Region Conference and Region Board have been met at the time its delegates register.
- F. Delegates:
  - (1) The delegates of each club shall be the President and two (2) active members.
  - (2) A delegate may represent only the club in which the delegate's membership is held.

#### **STANDING RULES FOR REGION CONFERENCE**

1. All voting delegates shall be seated together in front seats promptly at the beginning of each session.
2. The Agenda, as adopted, shall be the order of the day.
3. Changes in the Agenda may be made only by majority vote of the Conference.
4. After addressing the Chair and being recognized each delegate shall clearly state her name and name of her club.
5. A voting member may speak twice upon a subject and only for two minutes. Other members may speak once upon a subject for two minutes only.
6. Both delegates and non-voting members shall be allowed the privilege of the floor but precedence shall be accorded delegates.
7. No conference discussion may be released for publicity unless first approved by the Public Relations Committee.
8. All motions of any length must be submitted in writing to the Secretary at the time they are made. Forms are available.
9. All reports shall be in writing and a copy handed to the Region Secretary at the time the report is given to the Conference.



# Information for Delegates

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The elected delegates should have a working knowledge of Soroptimist Laws, Region Procedures, the objectives and ideals of the organization, and experience as a member of club committees or of the board. Understanding parliamentary procedure, ability to work with others, and a spirit of good will and understanding will help the delegate, the club, and the Conference Body.

### **The Club President, who is a delegate and who serves as the leader of the club's delegation should:**

- Allocate time at a business meeting to discuss topics in the agenda, so that a majority opinion expressed by the club will serve as a guide to delegates.
- Arrange with other delegates for dividing topics of the report on Conference to be given to the club.
- Schedule time at a post-Conference club meeting, as soon as possible after Conference, for delegates to present their reports.

### **RESPONSIBILITIES OF CLUB DELEGATES**

Before Conference, each delegate should:

- Study the Call
- Be sure all reservations are sent in promptly
- Clarify financial responsibilities, according to club procedures
- Collect materials, etc. to take to Conference, including Soroptimist pin

During Conference, each delegate should:

- Register promptly
- Be on time to all sessions
- Attend all sessions
- Be prepared to write down important business proceedings and background information to report to the club
- Be familiar with and observe the Conference Standing Rules
- Participate in discussion and debate
- Vote with the club viewpoint in mind. If instructed by the club to vote a certain way, vote that way. If not instructed, use your best judgment, considering the best interests of your club and of the all clubs in the Region.
- Be willing to accept an assignment from the Governor if asked.

After Conference, each delegate should prepare a report. Use the following outline to write your report:

- Action by Conference approving proposed changes in laws, the budget, or other matters presented to the voting body, and the reason for each action.
- Ideas for increasing club interest and support in attaining Soroptimist Goals.
- Summary of the workshops and committee presentations.
- The gist of speeches.
- A summary of proposals not approved by the Conference, and the reason for disapproval.
- Awards: who won them and why, hints for helping your club win next year.
- Your personal evaluation of the Conference.