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A Pilot District Convention exemplifies the common bond among all Pilots …

*Friendship and Service …*

while offering an ideal setting for learning new strategies, conducting district business, and meeting other Pilots.

Those who attend a District Convention gain immeasurable benefits as Pilots from various communities gather together to share ideas and exchange success stories.

Those in charge of planning a district convention have a great responsibility. To ensure record breaking attendance, they must present an environment that attracts participation from members of the district and offers an inviting program.

To reach this goal, there are several important factors to consider. The first is time. How long will attendees be asked to attend the convention. Cost is another factor, every effort must be made to keep costs at a minimum. To hold the attendees interest, meetings must be fast-paced and interesting. Above all else, friendship should abound throughout the weekend!

When attendees leave the convention, you want them to feel they have learned something new, been well informed, inspired, and that they can’t wait to come back next year!

Realizing that Districts operate differently, this Manual is suggested as a guide to assist the Districts in planning a successful District Convention. Please refer to your District’s Standing Rules and/or Policies and Procedures, and allow this Manual to provide direction in your planning as needed.

Further, please take note that the suggestions in this manual may differ for those Districts operating outside of the United States of America.
GUIDELINES FOR HOSTING A DISTRICT CONVENTION

The District Convention must be held at least 45 days prior to the PI/PIF Annual Meeting and Convention. In addition, the convention must comply with each District’s Standing Rules and/or Policies and Procedures. District Standing Rules and/or Policies and Procedures take precedence over the suggestion(s) set forth herein. Once the date is set, a hotel confirmation must be secured, taking into consideration annual local celebrations and/or festivals, holidays or religious observances.

In the event there is "No Host Club"

1. The Governor requests suggestions from the clubs in their respective District concerning convention sites.

2. The selection of the convention hotel should be approved by the District Administrative Council and/or DEC upon recommendation of the Governor.

3. The Governor, with the approval of the District Administrative Council and/or DEC appoints the Convention Chair and Vice Chair. While the Convention Chair and Vice Chair shall assist with the arrangements of District Convention, the DAC/DEC shall approve all arrangements for said District Convention.

4. The Governor, with the approval of the DAC/DEC, shall select all Chairs for the Convention Committees.

Choosing A Host Club

Host clubs are chosen by one of the following methods:

1. Convention sites are rotated geographically in the district, and DAC assigns a club(s) near the convention site to host.

2. Host clubs are rotated alphabetically by club name, and club chooses the convention site that is convenient to them.

3. A club may submit a letter of application to the Governor requesting to host the upcoming District Convention. The letter of application shall indicate the following:

   a. That the Club President appointed a committee of at least three members who reviewed the District Convention Manual as well as the requirements for hosting a District Convention.
Choosing A Host Club (cont’d)

b. That said committee (referenced above) met with the Executive Board and presented their report to the Club. Further, the decision to submit a letter of application must be approved by vote of the club.

c. The letter of application shall be signed by the club president and secretary of the club, mailed to the Governor, at least 15 months in advance of the date of the District convention.

4. It is the responsibility of the DAC/DEC to:

a. Consider all letters of application.

b. Verify and check convention hotel facilities.

c. Verify that district convention requirements have been met.

In that the Convention Committees are appointed by the Governor, with DAC/DEC approval, the following are responsibilities that may be in addition to the appointment of convention committees for District Convention.

Responsibilities Of Host Club

1. The Host Club President shall serve as the liaison for the Club with the Governor, DAC/DEC, Convention Chair and Convention Vice Chair.

2. All members of the host club are expected to attend District Convention and pay the registration fee.

3. The Host Club shall review the District Convention Manual to understand the duties and responsibilities of all convention committees.

Responsibilities of Multiple Host Clubs

1. If Multiple Host Clubs, then the participating Presidents shall meet with the Governor to offer assistance with the appointment of convention committees

2. The Governor shall attempt to assign duties to all Clubs participating as Host Clubs for convention such that they will share hosting responsibilities, if applicable.
TIPS FOR PLANNING A SUCCESSFUL DISTRICT CONVENTION

1. **Location**: A city should be chosen that is easily accessible and has a hotel large enough to accommodate expected attendance.

2. **Committees**: Appoint qualified and dedicated Pilots to serve on the convention committees.

3. **Promotion**: Make sure all members in the district (including the district’s members-at-large) receive communication about the district convention. Include date, time, location and costs involved.

4. **Speakers**: A dynamic speaker can enhance your convention and boost attendance. Keep this in mind when preparing your budget. Also, look for speakers and entertainers within the district who are willing to donate their services. Don’t forget about talented Pilots!

5. **Workshops/Breakout Meetings**: Provide a “hearty menu” of topics from which the attendees can choose.

6. **Goals**: Discuss the goals of the district at some point during the convention.

7. **Anchors**: Involve Anchor members in your District Convention. Be sure to include them in Pilot workshops on Anchors. Give the Anchors a job to do during the convention.

8. **Sponsors**: Request a list of local companies from the city’s Chamber of Commerce. You can use this list to contact potential sponsors for convention speakers and meal functions. First, determine if their target market would include the demographics of your convention attendees. Then, be prepared to sell the idea of sponsorship.

9. **Streamline meetings/banquets**: Be sure to start and end meetings on time. Plan brief installation services with less ceremony, such as extravagant decorations, elaborate themes and skits. Consider eliminating march-ins and long headtables.

10. **Showcase Success**: Pilot Clubs are fulfilling the service needs of their communities in remarkable ways, however, some of the most successful projects continue to be well-kept secrets. The district convention is an excellent opportunity for clubs to showcase their projects and receive district awards. This is also a great source of ideas for other clubs.

11. **American With Disabilities Act (ADA)**: Be sure convention facility meets all ADA regulations. When planning meeting room setups and headtables, be sure to consider these regulations. Make sure hotel contract includes a statement that the hotel’s facilities will remain in compliance with ADA regulations.

12. **Music License fees**: If music (live or recorded) is used at the convention, be sure to comply with the music license regulations for BMI and ASCAP. You may contact the following for information and regulations: BMI, 10 Music Square East, P O Box 340014, Nashville, TN 37203-0014, Phone 877-264-2137; ASCAP, 2690 Cumberland Parkway, Suite 490, Atlanta, GA 30339; Phone 1-800-505-4052, FAX 770-805-3475.
13. **Insurance:** You may want to investigate the feasibility of purchasing convention cancellation insurance.

14. **Catalog Sales:** Show your Pilot pride throughout the convention by wearing clothing and accessories bearing the Pilot emblem. Order ahead from Pilot Headquarters Catalog Sales toll free number: 1-800-824-2872. You may want to consider ordering catalog items on consignment for sale at the convention.

15. **Printed Convention Program:** An interesting and informative convention program is an asset to the convention.

   The printed program should contain:
   · listing of International and District Officers
   · convention committee chairs and vice chairs
     (in order to save space, you may consider not printing committee members names)
   · district appointees
   · convention rules and election procedure
     (if printed in program will not have to be read to convention body)
   · copy of registration report and the meeting agenda.

   You may also want to include the Code of Ethics and list of past District Governors.

16. **Plan well,** but “go with the flow.” Flexibility will put you in charge, and will result in less stress for everyone. Always “expect the unexpected.” Smile and proceed!

17. **Fun and Fellowship:** One of Pilot’s founding principles, and one of the biggest reasons Pilots attend conventions is for the fellowship.

---

**A Smart Rule to Live By**

*Throughout the convention, work towards keeping things simple, focused and enjoyable.*
CHOOSING A CONVENTION SITE.....

In that hotels book events many years in advance, convention sites should be chosen at least two years prior to the actual date. Also, convention sites should be chosen if it has a hotel/motel that can accommodate the district convention and is accessible to all Pilots in the district. The convention site should also offer some type of “enticement” (i.e. good restaurants, shopping, museums, etc.)

Request a meeting planning kit from the hotel/motel. This will assist with your decision in determining if the facility meets the district’s requirements as outlined in the “District Convention Fact Sheet” (sample included in this manual). This planning kit should assist you with determining the meeting space available for the District Convention based upon your projected attendance. The convention site should also comply with the Americans Disabilities Act (ADA) regulations.

Prior to negotiating a contract, the convention site should be inspected. When scheduling a date to inspect the proposed convention site, set a time to visit with the appropriate person at the hotel who will be able to answer the questions and provide the information needed. Review the information provided by the hotel prior to your visit, as well as the Hotel/Site Selection form and Checklist for Site Negotiation (sample included in the manual).

If at all possible, familiarize yourself with the contracts from the last two District Conventions for your District. This should provide information as to what was negotiated previously.

.....NEGOTIATIONS

► Why negotiate???? To get more value for your $$$$$$. Your power as a negotiator quickly diminishes after you sign a contract, so don't be too eager to sign on the dotted line. Review the forms incorporated in this section to assist with your negotiations with the hotel. The best time to negotiate is on a site visit in that the sales staff are eager to "close the deal."

► If there are several people on the site inspection/visit, designate one spokesperson. Before executing a Hotel contract, excuse yourself from the meeting with the hotel representatives and discuss the offer before making a commitment.

► There are frequent personnel changes in the hotel/motel industry. Therefore, be sure the hotel contract confirms in writing all negotiations. Copies of the final contract should be provided to the Governor, Treasurer, Convention Chair and Convention Vice Chair.
► If your sales contact says they simply can’t do "x"... remember, they have the right to say NO, but you have the right to REFUSE no for an answer. Explain why you can’t accept their offer. Or stand firm and insist on your needs. Learn to be patient.

Helpful Hints . . .

► Ask the hotel representative how they plan to promote your meeting. Will they provide brochures advertising the hotel and city? Will they provide funds and giveaway items to use in promotions.

► During meetings will hotel advertise your convention name on the hotel marquee?

► Will complimentary refreshments be provided for the convention staff?

► Be sure to question hotel regarding their security measures. What is the hotel's proximity to medical facilities?

► Ask for letters of recommendation and names and phone numbers of groups who have used the facility recently. These people are your peers - they will be honest with you about their experience with the property.

► Request a list of local companies from the city's Chamber of Commerce. You can use this list to contact potential sponsors for convention speakers and meals. First, determine if the company's target market would include the demographics of your convention attendees. Then, be prepared to sell them on the idea of sponsorship. You never know until you ask!

*To ensure that the district convention runs smoothly, ask the right questions at the beginning of the planning process and pay attention to details!*

*The end result will be a SUCCESSFUL DISTRICT CONVENTION!*
(_______) DISTRICT CONVENTION FACT SHEET

Name of District

(To be sent to hotel/motel when requesting meeting planner's kit.)

1. Name of contact for the meeting. ____________________________________________
   May be reached at ____________________________________________________________
   _________________________________________________________________________

2. Purpose of meeting __________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3. Dates for the meeting ________________________________________________________
   Dates flexible? ________Yes ________No

4. Who attends meeting? Expected attendance

5. Spouses in attendance? ________Yes ________No

6. Attendees come in early? ________Yes ________No
   Stay overnight after meeting? ________Yes ________No

7. Percentage of double occupancy ___________________

8. Number of rooms "sold" last three years: __________
   __________
   __________

9. Number of food functions during meeting: __________
   Expected attendance at each: __________

10. Hotel rates for the last three years: __________
    __________
    __________

11. List information pertinent to your
    meeting. _________________________________________________________________
    _________________________________________________________________________
    _________________________________________________________________________
    _________________________________________________________________________
Nine Essential Hotel Contract Clauses
by Jonathan Howe

1. ADA Requirements
Contracts must specify who is responsible for meeting requirements of the Americans With Disabilities Act. Unless otherwise stated, both parties are mutually liable for the failure of the other to comply. The clause should hold the facility responsible for public areas, sleeping rooms, restrooms, etc. The meeting sponsor, meanwhile, should be held responsible for meeting room layouts, accommodating attendees' special needs (e.g., providing a sign language interpreter or materials in oversize print).

2. Cancellation
Many planners believe that if there is no cancellation clause in the contract, they are free to cancel. Nothing could be further from the truth. In today's market, you've got to address what happens if one of the parties cancels. Cancellation clauses should clearly set forth the obligations of the parties without the need to resort to litigation or arbitration. Some contracts let either the facility or the meeting sponsor out of the agreement upon the payment of a set amount of money or other terms. Others allow only the planner to cancel under certain circumstances, such as changes in ownership or management of the property, renovation or construction that may adversely affect the meeting, or deterioration of the facility.

3. Attrition
Attrition clauses impose a duty to meet room block requirements. Without an attrition clause, the planner's organization could be fully responsible for all rooms booked. And watch out for what I call the triple-whammy: paying for unused sleeping rooms, meeting space and lost food-and-beverage opportunities.

4. Mitigation
A mitigation clause requires either side to lessen potential damages. In other words, the hotel mitigation clause may not benefit either party if there is a sum certain - or set dollar amount for purposes of cancellation or attrition.

5. Condition of Premises
This requires the property to be in the same condition or better than it was at the time the contract was signed, and to maintain its current "star" or "diamond" rating by any specified rating service. For independent hotels belonging to organizations such as Leading Hotels of the World, Preferred Hotels or Associated Luxury Hotels, failure to maintain that status also may be grounds for terminating the contract without liability.

6. Dispute Resolution
If you want to use binding arbitration (which I recommend for offshore meetings) you need a clause that spells out not only the requirement of arbitration but the procedural rules, how to select an arbitrator and where the arbitration is to be held.
7. Attorney's Fees and Interest
This states that if any issue requires an attorney's involvement, the prevailing party recovers its attorney's fees. This clause should be rather detailed in stating what fees are recoverable and whether interest may be collected on the contested amount.

8. Liquor Liability
If alcoholic beverages are to be served, require the caterer to indemnify, defend and hold harmless the sponsor of the meeting in the event of any liquor liability claim. Also, require that servers be properly trained in alcohol awareness and intervention procedures, and also that they demand age verification at their discretion and refuse to serve alcohol beverages to anyone who appears to be intoxicated.

9. Hold Harmless
Both parties agree to indemnify and hold harmless one another in the event of any claim registered by a third party. For instance, if an attendee slips and falls at the property, and sues both the hotel and the planner, this says there will be no finger-pointing.
Checklist For Hotel Contracts
BY CHERYL-ANNE STURKEN

BASIC ELEMENTS
☐ Identify both contract parties, date of agreement, name and date of meeting event.
☐ Address insurance requirements (liquor liability, negligence, etc.).
☐ Include change of ownership/management notification requirement.
☐ Indemnification clause should state that hotel will pay legal fees and judgments against meeting group if the group is sued by another party for something that is the hotel's fault and vice versa.

DEPOSITS, TERMINATION & CANCELLATION
☐ Include termination clause that spells out the conditions beyond a group's control that may force cancellation of event (war, fire, labor strikes, acts of God such as hurricanes or earthquakes).
☐ Deposits: State amount and specify that if held over six months, the money should be placed in an interest-bearing escrow account and interest credited to group account.
☐ Cancellation penalty: Specify financial damages to be paid by group should event be cancelled (fixed dollar amount or sliding scale), less any revenue generated from the resale of cancelled rooms.

GUEST/SLEEPING ROOMS
☐ Specify number of singles, doubles and suites needed for each day of the meeting.
☐ Specify type of rooms (ADA accessible, oceanview, etc.) needed for each night.
☐ Show total room nights.
☐ Describe the hotel's procedures for guaranteeing reservations.
☐ Specify check-in and check-out times and spell out any restrictions or conditions.
   Cut-off dates: Identify how long before the meeting the hotel can sell off unreserved rooms in a room block.
☐ State how reservations will be handled. Ask the hotel to clarify policy for reservations received after cut-off date or exceeding available block.
☐ Require notification by hotel if room block is exceeded.
☐ Include a clause permitting reductions or additions to room block without penalty.
☐ Overbooking: State compensation for confirmed guests denied a room.
☐ Room rates: List current rates by type of room and determine formula and date for setting meeting rates (particularly if booking meetings more than one year out).
☐ Commission: Show amount and to whom commission is payable.
☐ Complimentary rooms: State formula for determining allotment and request credit to master account if not used.
□ List complimentary in-room amenities (phone, pay-TV, newspapers).
□ List complimentary VIP amenities (golf, tennis, parking, health club, etc.). Whenever possible, state recipients.

MEETING/FUNCTION SPACE REQUIREMENTS
□ Identify meeting rooms by name.
□ Specify types of groups (for instance, a corporate competitor) that should not meet at the hotel at the same time as your group.
□ List audiovisual requirements and rental rates.
□ Specify your group's ADA requirements.
□ Spell out signage requirements.

FOOD & BEVERAGE
□ Specify time and rates for each meal function.
□ List dates for final guarantee of each event and liability if attendance is lower than expected or meal is cancelled.
□ Specify gratuity policy (voluntary vs. mandatory).
□ Confirm compliance with state liquor laws.

Notes:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Hotel/Site Selection
*When doing site inspections, leave no stone unturned*

**The Elevator**
- Are control panels low enough to be accessible by wheelchair users? Are floor numbers in braille?
- How wide is the door? Must be at least 32 inches wide. How big is the elevator cab? Must be a minimum of 48 inches deep and 22 feet square to permit the wheelchair user to turn around and face the door.
- Are all floors accessible by elevator?

**Bell Staff**
- Is bell service available 24 hours?
- Is bell staff attentive?
- Does bell staff point out fire exits?
- Does bell staff put luggage on stand in room, hang garment bags?
- Does bell staff know how to act toward people with disabilities -- just as courteously as they would toward any guest?

**The Sleeping Room Bathroom**
- Does the door to the bathroom open out? If not, does it block access to the outside door?
- Could a guest in a wheelchair roll up to the sink?
- Is there a space for a wheelchair to maneuver alongside the bathtub?
- Is tub equipped with grab bars, ideally with both vertical and horizontal bars low to the tub? Are they well anchored?
- Are towels within reach of someone in a wheelchair?
- Are toilets no more than 29 inches off the floor? Are there grab bars next to the toilet?
- What’s the condition of the bathroom? Are fixtures, wallpaper, tiles, pipes, etc. clean and in good condition?
- Does the shower curtain need replacement?
- Is the ceiling over the shower spotted or peeling?
- Are the counters worn or spotted?
- Is access to the restaurant/lounge a flat surface? Are there stairs or a ramp?
- Is there adequate space between tables for a wheelchair? There should be 4 to 5 feet between round tables.
- What are the table heights? Should be 30 inches high to accommodate standard-sized wheelchairs (30 inches by 48 inches).
- Is there wheelchair access to the dance floor?
- Where are the restrooms? Are they accessible? Public restrooms should have at least one stall three feet wide; urinals no higher than 17 inches.
- Is upper edge of the drinking fountain no higher than 36 inches from the floor?
- Are restaurant personnel efficient, prompt, and pleasant?
- Are non-smoking sections available?
- Is wait staff knowledgeable of items and preparation?
- Can food be prepared to any specifications? Is there sensitivity to diet/religious restrictions?
- Is the bill presented promptly, and is it correct?

**Public Areas/Staff**
- Is there at least one house phone and pay phone not over 40 inches above the floor, with coin slots that are no more than 54 inches above the floor?
- Do telephone operating instructions have raised lettering, or are they in Braille?
- Is a phone equipped with hearing amplification in the handset? A phone equipped with TDD (Telecommunications Device for the Deaf)?
- How accessible is the hotel staff? What is their level of flexibility and accommodation to group requests? Are they creative?
- Can meeting rooms be configured in a variety of setups? Again, how creative and flexible is the staff?
How many groups will be meeting at the same time as yours? How will this number affect the attention directed to your guests?

Will the hotel inform you of who else will be meeting at the site? How will this group’s presence affect, if at all, your group?

Which unions have contracts with the hotel, and what regulations might affect your meeting?

Do public spaces provide a relaxed setting and seating in which attendees may unwind?

Will your attendees feel safe and comfortable at the site?

Meeting Facilities
Are meeting facilities accessible to attendees in wheelchairs?
Are aisles at least 32 inches wide? Because at least 4 feet are required for a person in a wheelchair and a walking person to pass each other, and at least 5 feet for two people in wheelchairs to pass, all aisles should ideally be 4 to 5 feet wide.
If you are using a riser, does it have a ramp with a slope of no more than one inch vertical to every 12 inches horizontal?

Meeting Room layout and capacity
What is the capacity of the room for different types of room setups?
Are there pillars or other obstructions?
Will doors be in the rear of your meeting setup?
Is there a foyer?
What is the distance from the meeting room to:
- nearest elevators?
- freight elevators?
- nearest escalators?
- checkroom facilities?
- nearest public phone?
- restrooms?

Lighting and electrical hook-ups
Will light interfere with movie or slide projections?
Do window curtains darken the room sufficiently?
Will chandeliers reflect light into people’s eyes?
What is the capacity of electrical outlets?

Other factors
Can beverages be served in a nearby area or in the same room?
Can food be served in the meeting room?
How quiet is the heating/cooling system?
What sort of lighting is used in meeting rooms? Chandelier lighting is hard on the eyes, as is fluorescent lighting.
What is the quality of the sound system?
Are meeting room doors wide enough (36 inches) to allow wheelchair access? Are they very heavy to open? Can they be propped open, if noise, air conditioning, or privacy concerns do not dictate that they remain closed?
Are there smaller rooms for breakout sessions?
What kind of business services does the hotel provide for sending and receiving faxes, making copies, and computer-generated images? What are the charges for these services?
What audiovisual, computer, or other technological equipment does the hotel actually own? What is the condition and dependability of each piece of equipment?
Does the hotel recommend outside suppliers?
Is the person in charge of hotel equipment a repairperson, too?
Is the hotel equipped for tele- or videoconferencing? Focus groups?
Can the hotel provide multilingual staff? What about translation/interpretation equipment and staff?
What are the charges for any technical or technological equipment?
If your meeting has recreation time built into it, are recreation facilities (pool, locker rooms, sundeck, etc.) wheelchair accessible?
Is express check-out available? What about late check-out?
Is the billing process courteous and prompt? Is the bill correct?
Checklist for Site Negotiations

Once you have selected your preferred site, go over the following details with the facility’s management.

**Function rooms**
- □ How many will be needed? When?
- □ Are they in one area? On several floors?
- □ What is the charge for room use?
- □ Are any rooms free of charge?
- □ Is a meeting headquarters available?
- □ Is there a locked supply or storage room available?
- □ How much of the facility will be occupied by other groups? Will site notify you as to additional bookings made?

**Sleeping rooms**
- □ How many will be needed?
- □ Will the site print reservation cards? When will they be available? Who will mail them?
- □ How long will the block of rooms be held?
- □ What is the checkout time?
- □ Is there a late checkout policy?
- □ Will there be complimentary sleeping rooms or suite?

**Equipment**
- □ Is there closed circuit TV?
- □ What equipment is available free?
- □ What equipment is available for a fee? What is the charge?
- □ Is registration equipment available?
- □ Are there phone jacks, computer outlets, and phones available for registration and in function rooms?

**Food and beverages**
- □ What dining rooms are available?
- □ What is the price range for meals?
- □ Are there state or local liquor regulations?
- □ What is the policy or procedure on tipping?
- □ Who will arrange for meals, breaks, and parties?
- □ What are the hours for room service?

**Personnel**
Who is assigned to handle all arrangements: before the event?
- during the event?
- in the evenings?
- □ Are there union regulations to consider?
- □ How may you contact the individual - beeper, phone, etc.

**Safety and security**
- □ What security arrangements are available?
- □ What are the fire regulations?

**Financial arrangements**
- □ Does the site require an advance?
- □ What arrangements will be made for receipt and payment of bills?
- □ What credit cards will be accepted?

**Other services**
- □ Is a photocopy service available?
- □ Is there limousine or bus service to airports and other terminals?
- □ Is free parking readily available, or is there a fee? Is valet parking available?
- □ Are there any scheduled renovations during the year in which you are planning your convention? Be sure it won’t be taking place while you’re there.
By getting all the facts about the proposed meeting together, you can easily give your specs to your prospective meeting hotels.

Name of Meeting: ________________________________
Contact: ______________________________________________________________________________________

Facility Type:  □ Downtown  □ Resort  □ Airport  □ Suburban  □ Conf. Center  □ Other

Geographic Desirability:  □ E  □ NE  □ SE  □ SC  □ NC  □ W  □ NW  □ SW

**Function Space**

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<tr>
<th>Date</th>
<th>Time</th>
<th>*Setup</th>
<th>No. of People</th>
<th>**A/V equipment</th>
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**Breakout Rooms**

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<th>No. of People</th>
<th>**A/V equipment</th>
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<tr>
<td>Thursday</td>
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<td>Friday</td>
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<tr>
<td>Saturday</td>
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<td></td>
</tr>
</tbody>
</table>

**Meal Function – Time Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Reception</th>
<th>Dinner</th>
<th>Hospitality</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
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<td></td>
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<tr>
<td>Tuesday</td>
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<td></td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Thursday</td>
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<td>Friday</td>
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<tr>
<td>Saturday</td>
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</tr>
</tbody>
</table>

**Billing Procedure:**

- □ Company pays all charges  □ Company pays room
- □ Individuals pay all charges  □ Individuals pay incidentals

**Transportation:**

- □ Air  □ Ground

**Room Equipment:**

- □ SR/Classroom  □ TH/Theater  □ CS/Conference  □ HS/Hollow Square  □ U/"U"-shape  □ R/Rounds
- □ SCR/Screen  □ OH/Overhead  □ FC/Flipchart  □ CB/Chalkboard  □ Laptop Computer  □ LCD Projector
Here is an outline to use when developing a spec sheet. Use a separate spec sheet for each function, each room and include each and every detail you want the hotel to take care of (a list of the types of items you might include is on the next page).

Be sure to send a cover letter on your group’s letterhead with your spec sheets. The letter should spell out the billing arrangements, check-in requirements, guarantees for late arrivals and other details you’ve worked out with the hotel.

<table>
<thead>
<tr>
<th>COMPANY:</th>
<th>YOUR COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT:</td>
<td>YOUR NAME OR MEETING MANAGER ON SITE</td>
</tr>
<tr>
<td>DATE:</td>
<td>DAY AND DATE OF THIS FUNCTION</td>
</tr>
<tr>
<td>EVENT:</td>
<td>NAME OF FUNCTION (BREAKFAST/BOARD MEETING, ETC.)</td>
</tr>
<tr>
<td>POST AS:</td>
<td>HOW YOU WANT THE MEETING IDENTIFIED ON THE READER BOARD OR TV MONITORS</td>
</tr>
<tr>
<td>ROOM/TIME:</td>
<td>NAME OF ROOM – BEGINNING AND ENDING TIME INCLUDING REHEARSAL TIME</td>
</tr>
<tr>
<td>*SETUP:</td>
<td>HOW YOU WANT THE ROOM SET, AND ANY SPECIFIC INSTRUCTIONS FOR SETUP CREW, EG., “ASHTRAYS ON THE LEFT SIDE OF ROOM ONLY”</td>
</tr>
<tr>
<td>*A/V:</td>
<td>ALL AUDIO/VISUAL NEEDS, INSLUDING EXACT TIME WHEN TECHNICIAN IS NEEDED TO RUN ANY PROJECTORS</td>
</tr>
<tr>
<td>*F&amp;B:</td>
<td>TIME AND SERVICE OF COFFEE BREAKS, COMPLETE MENUS IF YOU WISH; ANY INSTRUCTIONS</td>
</tr>
<tr>
<td>*OTHER:</td>
<td>ITEMS THAT DO NOT FALL INTO ABOVE CATEGORIES, SUCH AS “WASTEBASKET”, “EASEL OUTSIDE ROOM FOR SIGN”, “HOUSE TELEPHONE”, ETC.</td>
</tr>
</tbody>
</table>

Date: _______________       Page: ___ of: _______
(date of preparation of spec sheet)        (Page numbers)

*Please see the following page for examples
### Examples of Requirements

<table>
<thead>
<tr>
<th>Setups</th>
<th>Theater</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schoolroom</td>
</tr>
<tr>
<td></td>
<td>Conference with 2 persons at head</td>
</tr>
<tr>
<td></td>
<td>Hollow Square allowing 3’ per person elbow room</td>
</tr>
<tr>
<td></td>
<td>Rounds of 8</td>
</tr>
<tr>
<td></td>
<td>Stage with head table for 4</td>
</tr>
<tr>
<td></td>
<td>Pads, pencils, water glasses (<em>This should be included on all setup requirements</em>)</td>
</tr>
<tr>
<td></td>
<td>Table for handout Materials in rear of room</td>
</tr>
<tr>
<td></td>
<td>Room temperature at 68°</td>
</tr>
<tr>
<td></td>
<td>PA system turned off</td>
</tr>
<tr>
<td></td>
<td>Spotlight on speaker position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A/V</th>
<th>Rear Screen Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Overhead projector w/acetate sheets and markers</td>
</tr>
<tr>
<td></td>
<td>2 flipcharts at head table w/read/black markers</td>
</tr>
<tr>
<td></td>
<td>Technician needed from 8:00 a.m. to 10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Audio/video equipment to record president’s speech</td>
</tr>
<tr>
<td></td>
<td>Lectern microphone</td>
</tr>
<tr>
<td></td>
<td>Lapel microphone at lectern</td>
</tr>
<tr>
<td></td>
<td>2 standing microphones at head table</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F &amp; B</th>
<th>At 8:30 a.m.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Freshly squeezed orange and grapefruit juice</td>
</tr>
<tr>
<td></td>
<td>Croissants</td>
</tr>
<tr>
<td></td>
<td>Blueberry muffins</td>
</tr>
<tr>
<td></td>
<td>Coffee, tea, brewed decaf</td>
</tr>
</tbody>
</table>

|                  | Waiters to cease serving when speaker begins |
|                  | Refresh coffee at 10:30 a.m. |

| Other            | Hotel personnel to assist in monitoring |
|------------------| elevators when group breaks for lunch |
|                  | Easel placed outside room at 7:00 a.m. |
Key Meeting Contacts

You may wish to keep business cards together in a plastic holder in your meeting file or make up your own contact sheet of providers that you’ll speak with on a regular basis. Here is a list of key contacts.

<table>
<thead>
<tr>
<th>Key Contact</th>
<th>Name</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Sales</td>
<td></td>
<td></td>
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<tr>
<td>Sales Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convention Service Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convention Service Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reservations Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Visual Technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banquet &amp; Catering Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food &amp; Beverage Director</td>
<td></td>
<td></td>
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<tr>
<td>Front Office Manager</td>
<td></td>
<td></td>
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<tr>
<td>Executive Housekeeper</td>
<td></td>
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<tr>
<td>Accounting Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Houseman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concierge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground Transportation Co.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tour Operator</td>
<td></td>
<td></td>
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<tr>
<td>Special Events Coordinator</td>
<td></td>
<td></td>
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<tr>
<td>Florist</td>
<td></td>
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</tbody>
</table>
Meeting Schedule

The meeting schedule is a chronological listing of each and every event scheduled for your meeting. This list should be available to your staff, meeting participants and facility representatives as well as anyone else involved in the meeting. Prepare a schedule for each day and be sure to include meal functions, refreshment breaks, and social and recreational events in addition to the meeting itself.

<table>
<thead>
<tr>
<th>Day &amp; Date</th>
<th>Time</th>
<th>Function/Speaker</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Final Details

Here’s a quick checklist to remind you of important items as your meeting gets underway. It is important to keep it simple for quick reference.

### Day Before Meeting
- All guests pre-registered
- VIPs established
- Pre-shipped conference material located
- Review meeting room setup with hotel
- Review menus with catering
- Confirm break locations/one station per 50
- Registration desk/telephone
- Reconfirm registration staff schedule
- Pre-conference meeting

### Day of Meeting (cont’d)
- No-smoking signs placed
- Handout materials at table(s)
- Signs outside doors of all meeting rooms
- Name tents at head table
- ________________________________
- ________________________________
- ________________________________

### Day of Meeting (for each meeting room)
- Check accuracy of facility monitor/director
- Cooling/heating system operating
- Location of lighting controls
- Check room setups (count chairs)
- Water, pads, pencils
- Check lectern microphone/light
- Test all A/V equipment
- A/V Materials at projector(s)

### Day of Meeting (cont’d)
- No-smoking signs placed
- Handout materials at table(s)
- Signs outside doors of all meeting rooms
- Name tents at head table
- ________________________________
- ________________________________

### Last Day of Meeting
- Checkouts extended for VIPs, others
- Luggage hold area roped off/sign
- Shuttle confirmed for airport transfers
- Evaluations collected
- ________________________________
- ________________________________

### After the Meeting
- Billing completed
- Room cleared of company materials
- Material packaged – ready for transport
- ________________________________
- ________________________________
- Gratuities where necessary
- Critique of meeting with hotel
- Thanks you notes sent
- ________________________________
- ________________________________
Meeting Planner’s Evaluation

Your evaluation of the meeting, the facility, and other aspects of the event is just as important as your attendees’. Use this worksheet to note your thoughts, point out problems, highlight changes that should be made in the future, and offer positive comments.

Meeting ______________________ Hotel/City ________________________ Dates ______________

That is your overall feeling about the meeting. Was it successful or not and why?

______________________________________________________________

**Registration:** Goal of attendance met/Peak and valleys of mail-in-registration/Percentage to total of on-site registration/No-show factor/Registration Fee sufficient to cover costs (if applicable)

___________________________________________________________________________________

**Announcements of Program:** Timely/Informative/Clearly written

___________________________________________________________________________________

**Meeting Space** Sufficient/Setup/Appearance

___________________________________________________________________________________

**Sleeping rooms:** Sufficient rooms reserved/early arrivals-late departures covered/Appearance of rooms

___________________________________________________________________________________

**Administration:** Sufficient support staff/Division of duties

___________________________________________________________________________________

**Other Comments:**

___________________________________________________________________________________
**Attendee’s Evaluation**

Using an evaluation questionnaire is a good way to find out your attendees’ needs as well as what they thought of your meeting. Try to be specific in your questions for better feedback. The following is a generic questionnaire giving examples of how questions can be geared to your own meeting so you can learn from the response.

Design a questionnaire that’s simple to complete and tabulate. Ask attendees to leave evaluations at your registration desk on the last day.

<table>
<thead>
<tr>
<th>The Program</th>
<th>Excellent</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Opening Session</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Guest speaker (list separately if more than 1)</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Audio/Visual materials</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Workshops (list separately)</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Question and answer session</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Handout materials</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
</tbody>
</table>

Comments __________________________________________________________________________
___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Social Program</th>
<th>Excellent</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Receptions (list separately if more than 1)</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Entertainment (list separately)</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Banquets (list separately)</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Refreshment breaks</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Recreational activities</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
</tbody>
</table>

Comments __________________________________________________________________________
___________________________________________________________________________________
## Attendee’s Evaluation (cont’d)

### The Meeting Site

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Guest Rooms</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Hotel Services</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>5 4 3 2 1</td>
<td></td>
</tr>
</tbody>
</table>

Overall, how would you rate the (name of meeting)?  

- [ ] Excellent
- [ ] Good
- [ ] Fair

Why? ___________________________________________________________________________________________________________________________________________  

Are you able to apply insights of the keynote speaker to your own organization?  

- [ ] Yes
- [ ] No

Why? ___________________________________________________________________________________________________________________________________________  

How valuable were the discussion groups to your particular needs?  

- [ ] Very valuable
- [ ] Somewhat valuable
- [ ] Not at all valuable

Why? ___________________________________________________________________________________________________________________________________________  

Do you plan to attend a future (name of meeting)?  

- [ ] Yes
- [ ] No

Suggestions for improving meeting  

_________________________________________________________________________________________________________________________________________  

Additional comments  

_________________________________________________________________________________________________________________________________________  

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The District Administrative Council (DAC)/ District Executive Council (DEC) is comprised of the Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary.

**Responsibilities**

1. Members of the DAC/DEC are charged to further Pilot International’s objectives, study and teach its principles, ideals and ethics. As representatives of Pilot, they are expected to act all times in a manner conducive to the prestige of Pilot. They should familiarize themselves with the bylaws, policies and principles of PI and give special emphasis to Pilot’s ongoing service focus – brain-related disorders and disabilities.

2. The DAC/DEC may propose amendments to the district standing rules.

3. The DAC/DEC may make recommendations for consideration by the voting body at district convention.

4. **Convention Sites**
   
   a. Unless otherwise set forth in your District Standing Rules and/or Policies and Procedures, the DAC/DEC shall consider all future convention sites, check convention facilities, and verify that the district convention requirements can be met.

   b. At the DAC/DEC mid-year meeting or pre-convention meeting they shall select the convention site for the next available year such that this information can be announced at the preceding District Convention. If at all possible, the DAC/DEC shall select the convention site and/or secure the hotel for at least two years.

5. Unless otherwise set forth in your District Standing Rules and/or Policies and Procedures the DAC/DEC shall approve the appointment of the Convention Chair and Vice Chair.

6. **Convention Activities**: The Convention Activities listed below will be planned by the Governor and approved by the DAC/DEC.

   a. **Preconvention Meetings**

      ≈ Considers and reviews all items included on the business agenda such as amendments to standing rules, future convention sites and dates, recommendations, resolutions, budget, etc.

      ≈ Determines whether the District Treasurer's books will be audited by a committee composed of Pilots (other than DAC), or by a non-Pilot auditor. If a committee is appointed, approves the Chair. If the services of an auditor are secured, selects the auditor. Whatever action is taken, it should be approved by the DAC and reported to the convention body.
6. **Convention Activities:** (cont’d)

- **Convention Committee/ECR**
- Governor, Governor Elect, Secretary, Parliamentarian and ECR meet to review Governor’s personal/business agenda and official program
- **Nominating Committee/ECR**
- **Election/Election Tellers Committee/ECR/Parliamentarian**
- **Governor Elect/District Divisions/ECR**
- **Governor Elect/Room Arrangements Committee**
- Chairs/Vice Chairs of all convention committees appointed by the Governor and person designated by Governor to instruct and supervise the committees
- each convention committee appointed by the Governor
- Registration Committee, ECR, Governor, and Treasurer
- Governor Elect/District Divisions/ECR (*This meeting is optional due to timing and/or travel of division coordinators.)

**NOTE:** Those involved with above activities should be notified as soon as possible regarding the time and place of meetings. Also the Governor or the chair of the respective committee should forward a copy of the committee’s duties to the members.

b. **Election of officers** – The election may be held on Saturday morning so that meetings of the Incoming DAC/DEC can be held.

c. **Training of Club Officers** – Districts are requested to hold training session for incoming Club Presidents and other club officers. This training shall take place at District Convention if it has not been handled previous to District Convention.

d. **ECR/PIF Reports** – These reports are presented during business meetings.

e. **Installation of District Officers** – The installation of officers may be at the Saturday banquet or Sunday business meeting. The Governor Elect shall be responsible for planning the installation of officers.
6. **Convention Activities**: (continued)

f. **Meetings of Incoming Officers/appointees**: –

1) As soon as possible following the election of district officers, there shall be a meeting comprising of incoming DAC/DEC officers, Incoming Club Presidents and Club President Elects, all Incoming District Appointees (District Division Coordinators, District Growth Team, Chaplain, Parliamentarian, PIF Representative, Editor of District Publication, Awards Jury, etc.), and the ECR. The incoming Governor shall be the presiding officer for said meeting. This meeting may be scheduled Saturday afternoon or Sunday morning. The outgoing Governor may attend this meeting as a non-voting participant if so desired.

2) The meeting of the incoming DAC/DEC with the ECR may be held Saturday afternoon, Sunday morning, or post convention. However, if this meeting is scheduled post convention, all nominees and the ECR must be notified in advance such that the travel plans of all attendees for this meeting can be taken into consideration. The outgoing Governor may attend this meeting as a non-voting participant if so desired.

7. Mails and/or e-mails the Convention minutes to the DAC/DEC for a polled vote of approval. Results of vote should be recorded in the next DAC minutes.
GOVERNOR

Responsibilities

1. Serves as a member of the Convention Committee.

2. Reviews the District Convention Manual with the DAC/DEC and the other members of the Convention Committee, and Host Club, if applicable.

3. Develops agenda and program for District Convention unless otherwise set forth in District Standing Rules and/or Policies and Procedures.

4. Encourages convention attendance throughout the year via bulletins, official visits and correspondence to clubs.

5. Unless otherwise set forth in District Standing Rules and/or Policies and Procedures, appoints the Convention Chair.

6. When a club is hosting the convention and there is no Convention Chair appointed pursuant to your District Standing Rules and/or Policies and Procedures then the Governor shall appoint the following:

   a) The Convention Chair

   b) All convention committee chairs

   The above appointments should be approved by the DAC/DEC, as well as requesting input from the DAC/DEC for those individuals to serve on said Committee(s). Further, a club president or Executive Committee member cannot serve as Convention Chair or Convention Vice Chair.

7. If financially feasible, schedules official visit to the club hosting the District Convention, in the summer or early fall, to formulate plans for the convention. At that time, the Governor meets with the:

   a) Club hosting the convention to encourage suggestions and discuss convention plans.

   b) President of host club, Convention Chair, Convention Vice Chair, Convention Committee.

These meetings are not necessary if your District Standing Rules and/or Policies and Procedures addresses the appointment of a Convention Committee and/or procedures for District Convention planning.
Responsibilities (continued)

8. Assists in the preparation of the Convention Budget.

9. Unless otherwise set forth in your District Standing Rules and/or Policies and Procedures, appoints convention committees as deemed necessary for successful operation of the convention. (Refer to Committee section of this manual for convention committees and their respective duties.)

10. Appoints a Timekeeper

11. If so desired, appoints a Personal Assistant.

12. Issues the official call to district convention to all clubs within the district. Said official call shall be forwarded sixty (60) days prior to the convention.

13. Notifies clubs regarding:
   a. date and place of the convention
   b. hotel arrival and departure times for guests
   c. type of activities planned
   d. time guest will appear on the program, subject and allotted time for presentation
   e. time guest will participate in public relations activities, such as radio, television, etc. (Notify well in advance of arrival.)
   f. deadlines for nomination for District offices.

14. Appoints the Audit Committee and announces members to convention body. (DAC approves chair.)

15. Writes a personal invitation to international officers or other guests who are to appear on the program, giving the following detailed information:
   a. date and place of the convention
   b. hotel arrival and departure times for guests
   c. type of activities planned
   d. time guest will appear on the program, subject and allotted time for presentation
   e. time guest will participate in public relations activities, such as radio, television, etc. (Notify well in advance of arrival.)
Responsibilities (continued)

16. Prepares Agenda for Pre-convention meetings, and District Convention, except as otherwise set forth herein.

17. Meets with the Governor Elect and Convention Chair to determine the required room arrangements. If possible, this meeting should be handled at the DAC/DEC mid-year meeting or pre-convention meeting.

18. Drafts copy for Convention Program
   a. Determines size and format of program and cover.
   b. Sends copy of preliminary program to ECR and all members of the Convention Committee no later than three weeks prior to the convention.
   c. Designates time in program for these suggested meetings with ECR
      1. DAC/DEC (Thursday or Friday)
      2. Convention Committee (Thursday night or Friday)
      3. Governor Elect (Friday)
      4. Governor, Governor Elect, Lt. Governors (if applicable) Secretary, Parliamentarian to review Governor's personal/business agenda and official program. (Friday)
      5. Governor Elect and incoming Division Coordinators regarding presentation of division activities at District Convention and planning for ensuing year. (Saturday)
      6. Nominating Committee (Friday - Chair presides)
      7. Election/Election Tellers Committee (Friday-Chair presides)
      8. Registration Committee (Friday)
      9. Current Governor Elect, Incoming DAC/DEC, Incoming Club Presidents and President Elects, District Division Coordinators, District Growth Team, Appointees, w/ECR (Preferably Saturday, Sunday)
      10. Incoming DAC/DEC with ECR (Sunday)

19. As a non-voting participant, attends meetings of the Incoming DAC/DEC at the convention site, if so desired.

20. Designates time for the installation of officers. Coordinates with Governor Elect time for the installation of officers.
Responsibilities (continued)

21. Coordinates with Governor Elect presentation of the “Charge” by the ECR for the PI/PIF Convention (preferably should be presented during installation).

22. Schedules a pre-convention meeting with the Governor Elect, Secretary, Parliamentarian and ECR to review personal/business agenda and official program.

23. Presides at:
   a. Pre-convention meetings unless otherwise set forth in the District Standing Rules and/or Policies and Procedures, or as set forth in this manual.
   b. Business meeting
   c. Official meal activities (Unless otherwise directed in the District Standing Rules and/or Policies and Procedures, a program coordinator, may be appointed if so desired by the Governor).

24. Meets with Convention Committee immediately following the adjournment of the convention to pay all bills in accordance with the approved Convention Budget.

25. Contacts the presidents of clubs which failed to send a delegate to the convention and reminds them to write a letter to the District Administrative Council (c/o the Governor) explaining why the club was not represented at the convention, and requests that the absence be excused by the District Administrative Council.

26. Responsible for assuming the Secretary’s duties within ninety (90) days following the adjournment of the convention if the Secretary fails to transcribe, print and distribute the convention minutes within thirty (30) days following the adjournment of the convention.

27. Approves edited convention minutes with the incoming Governor Elect and mails or e-mails, if appropriate, a copy to outgoing DAC/DEC for a polled vote of approval recorded in the next DAC/DEC minutes.

28. Includes in the post-convention bulletin, business transacted at the convention affecting the operational and financial status of the district.

29. Sends copies of all official correspondence to the ECR through June 30.
With DAC/DEC Approval

1. Prepares agenda for the business meetings and meal activities.

2. Schedules convention committee meetings, confirming that meetings involving the ECR and district officers do not conflict.

3. Unless otherwise set forth in the District Standing Rules and/or Policies and Procedures, the Governor can authorize the Governor Elect, or a Lt. Governor, to coordinate the training session for Club officers.

4. Schedules time for the ECR’s presentation (preferably during the Saturday morning session).

Responsibilities Regarding ECR

1. Immediately following assignment of the ECR by the Pilot International President, the Governor sends a letter to the ECR welcoming them, and forwards the following:
   a. Date and site of convention
   b. Date first pre-convention meeting or activity is scheduled, and estimated time the convention and/or post-convention meeting with the DAC/DEC will be completed. This will allow the ECR to make travel arrangements.
   c. Type of activities planned

2. As soon as possible, send the following to the ECR:
   a. Copies of the PRECEDING year's -
      - Final Audited Treasurer's Report
      - District Convention Statement of Income and Expenses
   b. Copies of the CURRENT year's -
      - District Budget
      - District Standing Rules
      - Fall Council Minutes or resume of District Workshops
      - DAC Minutes (as they occur)
      - Governor's Bulletins and district publications
      - Quarterly Treasurer's Reports
      - District Goals and Objectives

*NOTE:* Any available material may be presented to the ECR at the International Convention as soon as the assignment is made.
Responsibilities Regarding ECR (continued)

3. As soon as the following items are available, send to the ECR:
   a. preliminary convention program
   b. proposed amendments to District Standing Rules
   c. business and meal activities agenda
   d. proposed District Budget including District Convention Budget
   e. Governor's personal/business agenda for the convention
   f. Outline agenda for preconvention DAC/DEC meeting

4. Adds the ECR's name to the mailing list to receive all bulletins concerning the district convention -- including those issued by the Convention Publicity Committee -- and copies of all official correspondence through June 30.

5. Sends the ECR details regarding television, radio, or newspaper interviews so proper preparation can be made. If requested, the Communications Director at Pilot Headquarters will send the Governor a glossy picture and biographical information about the ECR for the Convention Publicity Chair.

6. When a Personal Assistant is desired by the ECR, the Governor shall appoint said Personal Assistant with input from the Convention Chair or Host Club President, if applicable
GOVERNOR ELECT

Responsibilities

1. Serves as a member of the Convention Committee.

2. Reviews the District Convention Manual

3. Encourages convention attendance throughout the year via official visits and correspondence to clubs.

4. Unless otherwise set forth in District Standing Rules and/or Policies and Procedures, appoints the Convention Vice Chair.

5. Appoints a Personal Assistant, if desired, and advises the Governor by the DAC/DEC mid-year meeting, or as soon as reasonably known to Governor Elect.

6. If financially feasible, attends the convention planning meeting with the Governor. (As stated in responsibilities of Governor, this meeting may not be necessary if your District Standing Rules and/or Policies and Procedures addresses the appointment of a Convention Committee and/or procedures for District Convention planning.)

7. Assists in the preparation of the Convention Budget.

8. Unless otherwise specifically set forth in your District Standing Rules and/or Policies and/or Procedures, the Governor Elect shall conduct any portion of the Convention program, or other duties assigned by the Governor, including but not limited to:
   a. Training session for Incoming Club Presidents and Presidents Elect
   b. Instructs and/or supervises the Room Arrangements Committee
   c. Program coordinator (luncheon/breakfast)

9. Attends pre-convention meeting to review Governor’s agenda and official program.

10. Presents the incoming Secretary, stating qualifications, when incoming elected officers are presented by the Governor to the convention body.

11. Plans the installation of officers.
Responsibilities (continued)

12. Makes purchase and presentation to outgoing Governor as dictated by District Budget and/or as decided by DAC/DEC.

13. Plans required meetings as follows:
   a. Reviews Division presentations and formulates plans for the new Pilot year, if applicable. (*Friday night)
   b. Meets with Room Arrangement Committee (*Friday night)
   c. Installation Rehearsal (*Friday night or Saturday)
   d. Meeting with Incoming Club Presidents, Presidents Elect, and all Division Appointees, DAC and ECR (*Saturday or Sunday)
   e. Meeting with incoming DAC/DEC and ECR (*Saturday or Sunday)

(*Suggested days)

14. May attend meeting with Governor, Treasurer, Convention Chair and Convention Vice Chair to finalize and pay all bills. (if Governor Elect is available)

15. Sends copies of ALL OFFICIAL correspondence to the ECR through June 30.

16. Reviews convention minutes with the Governor. Minutes are mailed to DAC/DEC for a polled vote of approval and results of vote are recorded in the next DAC/DEC minutes.
LIEUTENANT GOVERNOR(S)

It is important that the District Convention Manual be studied in its entirety.

Responsibilities

1. If requested by the Governor, serves as a member of the Convention Committee.

2. Review the District Convention Manual

3. Encourages convention attendance throughout the year via official visits and correspondence to clubs.


5. Unless otherwise specifically set forth in your District Standing Rules and/or Policies and/or Procedures shall assist with any portion of the Convention program, or other duties assigned by the Governor.

6. Reviews for approval convention minutes upon receipt of same.
SECRETARY

Responsibilities

1. If requested by the Governor, serves as a member of the Convention Committee.


3. Encourages convention attendance throughout the year via correspondence to clubs as directed.

4. Appoints a Personal Assistant, if desired, and advises the Governor by the DAC/DEC mid-year meeting, or as soon as reasonably known.

5. Assists in the preparation of the Convention Budget.

6. Attends pre-convention meeting to review Governor’s agenda and official Program.

7. At the banquet the outgoing Secretary may read messages, letters of congratulations received pertaining to the outgoing Governor. The incoming Secretary shall read messages, letters of congratulations pertaining to the incoming Governor (Governor Elect).

8. Destroys the ballots following the adjournment.

9. Forwards to the Executive Director and International Secretary, resolutions and/or proposed amendments to Pilot Club International Bylaws voted by the district for action at the International Convention. This must be postmarked no later than 60 days prior to the opening of the international convention.
Responsibilities (cont’d)

10. Is responsible for convention minutes:

a. includes date, officers present and action taken. Official convention material, such as: convention budget, proposed budget, ECR/PIF reports, etc. may be included in a convention file.

b. sends minutes to the DAC for a polled vote of approval. Result of vote is recorded in the next DAC minutes.

c. distributes approved minutes within 60 days following the adjournment of the convention as follows:

≅ Current and Incoming DAC
≅ ECR
≅ Pilot Headquarters

Minutes are a legal document which may be subpoenaed by a court of law. Therefore, they should only contain action taken, and not discussion or opinions of the group or specific individuals. Minutes are never to be destroyed.
TREASURER

Responsibilities

1. Serves as a member of the Convention Committee.


3. Encourages convention attendance throughout the year.

4. Serves as a member of the Registration Committee unless otherwise set forth in your District Standing Rules and/or Policies and Procedures.

5. Submits at the DAC/DEC meeting prior to the convention/convention planning meeting, a draft of the proposed district budget for approval – based on the previous records of income and expenses.

6. Assists in the preparation of the Convention Budget from which the registration fee is determined.

7. Receives all funds collected for district convention (including registration fee) and makes disbursement in accordance with the convention budget or as set forth in your District Budget.

8. Responsible for collection of funds if it is the policy of the district to present a gift to the retiring Governor, Governor Elect and/or Lt. Governor(s).

9. Orders Past Governor's bar or pin from Catalog Sales Department at Pilot Headquarters: Phone: 1-800-824-2872, FAX: 478-477-6978, E-Mail: ruby@pilotheq.org or cynthia@pilotheq.org

10. Appoints a Personal Assistant, if desired, and advises the Governor by the Convention Planning Meeting. (Refer to PERSONAL ASSISTANTS)
**Responsibilities** (continued)

11. Prepares/presents a year-to-date financial statement.

12. Provides copies of the following to **ALL** convention attendees and Pilot Headquarters:
   
   a. Proposed District Budget including the Convention Budget. (The Proposed District Budget need not be read in its entirety when presented. However, invite questions and respond. When no further clarification is requested, the Treasurer should move that the Proposed District Budget be accepted as presented/amended.)
   
   b. Year-to-date financial statement

13. Meets with the Governor and Convention Committee immediately following the adjournment of the convention to pay all bills in accordance with the approved Convention Budget.

14. Reimburses clubs and/or club members for **approved** registration cancellations.

15. Prepares and distributes an itemized statement of convention receipts and disbursements (including registration refunds and names) to:

   ≡ Current and Incoming DAC/DEC
   ≡ District Clubs
   ≡ ECR
   ≡ Pilot Headquarters

   Any funds remaining after all authorized expenses have been paid revert to the district treasury, or as dictated by your District Standing Rules and/or Policies and Procedures.

16. Delivers the district books to the audit committee or independent auditor by July 31.
EXECUTIVE COMMITTEE REPRESENTATIVE
TO DISTRICT CONVENTION

Appointment

At the Executive Committee meeting held at the Pilot International Convention, the incoming International President assigns members of the Executive Committee to districts as the official Executive Committee Representatives for the term July 1 through June 30.

Purpose Of ECR's Visit To District Convention:

# Present report from the Executive Committee of Pilot International
# Provide information and inspiration
# Assist district officers and convention committee(s) as required
# Serve as the liaison between the members of the district and Pilot International

The ECR should arrive in the convention city as early as possible as requested by the Governor, and shall remain until her duties are fulfilled on Sunday or the close of the District Convention, whichever is feasible. (Information in this regard should be provided to the ECR in a timely manner, such that travel plans can be made accordingly.)

Official Capacity As A Representative Of The Executive Committee:

1. The primary function of the ECR is to strengthen all areas of the work of Pilot International, the district and the clubs.

2. Interpret the relationship between the governing bodies and Headquarters to the clubs. Emphasize that Pilot policies are made by the governing bodies, and it is the responsibility of the Headquarters staff to administer these policies.

3. The ECR works with the following as requested or required:
   a. DAC/ECR
   b. Incoming DAC/DEC
   c. Incoming District Division Coordinators
**Official Capacity As A Representative Of The Executive Committee:** (continued)

d. Convention Committee  
e. Registration Committee  
f. District Nominating Committee  
g. Election/Election Tellers Committees  
h. Any club officer, division or individual member  
i. Parliamentarian, Timekeeper, members of special committees, etc.

4. Responsibilities of the ECR include:

a. To attend meetings of the District Officers (current and incoming) and the Convention Committee as requested.

b. To attend meetings of convention committees as requested.

c. To participate in the district convention program as requested.

d. To present to the convention body a report from the Executive Committee of Pilot International.

e. To report immediately to Pilot Headquarters the names of the newly elected District Officers.

f. To report on all activities of the convention to Pilot Headquarters.

g. Prepare Leadership Checklist of District Officers.

h. Prepare District Annual Report.

**Expenses Of Executive Committee Representative:**

1. Pilot International pays (in accordance with policies) for transportation and meals en route for attendance at the district convention to which the ECR is assigned (as approved in the PI annual budget).

2. The district pays for registration, hotel (if not complimented), and meals not included in the registration fee.
CONVENTION COMMITTEE

The Convention Committee will be composed of the following:

Governor
Convention Chair*
Convention Vice Chair*
Host Club President (s) (if applicable)*
District Administrative Council (as applicable)*

(*The following individuals would be appointed as referenced previously in this Manual or pursuant to your District Standings Rules and/or Policies and Procedures. Convention Chair or Vice Chair does not serve as delegate to prevent any conflicts in responsibilities.)

Responsibilities of the Convention Committee

1. All members of this Committee should review the District Convention Manual.

2. Shall assist the Governor in developing plans for the convention.

3. If applicable, shall assist the Governor in the preparation of the convention budget for DAC/DEC approval.

4. Shall meet in the summer or early fall to develop plans for the upcoming convention if feasible, or unless otherwise set forth in your District Standing rules and/or Policies and Procedures.

5. Inspects hotel convention facilities as needed or directed by the Governor and/or DAC/DEC.

6. Following adjournment of the convention, the Convention Chair, (outgoing) Governor and Treasurer makes sure all bills are paid in accordance with approved convention budget and hotel contract. The Convention Vice Chair may also attend.

7. Convention Committee Plans The Following:
   a. Duties of the Convention Committee, host club(s) and all committees.
   b. Meeting Room Facilities
      1. Business Meetings
      2. Meal functions and receptions
      3. Entertainment
      4. Co-Pilot activities
      5. Anchor activities/meetings
      6. Silent Auction room
      7. Workshops/Training
      8. Committee meetings
      9. Registration
      10. Marketplace
Responsibilities (continued)

7. Convention Committee Plans The Following (cont’d)

c. Schedule of events: The Governor and other DAC/DEC members are responsible for the business agenda and official activities included on the convention program.

1. Time of business meetings and other official activities
2. Breakfast(s)
3. Luncheon(s) - type of program
4. Banquet

Program

Presiding Officer - The Governor presides.

Speakers

Guests – Unless set forth in the convention budget and/or District Budget, dinner fees for special guests are the responsibility of the individual who invited the guest.

d. Menu for each convention meal/reception/break

e. Meeting room assignments and arrangements

f. Program participants and guests - The Convention Committee determines who participates in the program.

g. Signs - The following signs are suggestions for sign displays:

1. Welcome - for display in the hotel lobby which may also indicate location of Registration Desk

2. Registration Desk

3. Delegates - At the business meetings, a section for delegates should be reserved.

4. Alternates And Other Pilots - At the business meetings, a section for alternates and other Pilots should be reserved.

5. Workshops/Training

6. Pre-convention meetings (if applicable)

7. Silent Auction

8. Marketplace
Responsibilities (continued)

7. Convention Committee Plans The Following: (continued)

h. Convention Programs

1. Determines the size and format of program and cover.

2. The Governor prepares the copy for the program and submits a copy for review to the Convention Chair, Executive Committee Representative and Parliamentarian at least three weeks before printing. After review, the Governor obtains the proof of the convention program for printing purposes. Governor may review the final copy with the Convention Chair if desired.

i. Determines deadline date for registration cancellations and refunds as set forth in your District Standing Rules and/or Policies and Procedures, verifying that said dates and/or information is included on Registration form and Hotel contract.

j. Decides if the services of a professional photographer are needed for all convention activities. If so, hire a reputable photographer and request a contract. Notifies Chair of the Convention Publicity Committee to make the necessary arrangements for the photographer.
CONVENTION CHAIR

The Governor shall appoint the Convention Chair unless otherwise set forth in your District Standing Rules and/or Policies and Procedures. The Convention Chair shall serve as a member of the Convention Committee. The Convention Chair shall attend the convention, and if applicable, pay the required registration fee. Prior to the convention, the Chair attends the Convention Committee meeting called by the Governor to confirm arrangements with the hotel. (Convention Chair does not serve as delegate to prevent any conflicts in responsibilities.)

Responsibilities

Prior To Convention Committee Meeting:

1. **Coordinates** with the Governor, members of the DAC/DEC, and *Host Club President (*if applicable), including but not limited to the following:

   a. Sixty to ninety days prior to the opening of convention, copies of the “Convention Registration Form” and the hotel’s official reservation form should be mailed to each club unless otherwise set forth in your District Standing Rules and/or Policies and Procedures. (The completed Convention Registration Form and check for registration fees {made payable to the District} should be sent to the District Treasurer. Copies of registration form may also be sent to the Governor and Chair of the Registration Committee.)

   b. Pre-registering District Administrative Council/District Executive Council and Executive Committee Representative, and obtaining their convention materials for personal distribution. (This can be assigned to the Convention Vice Chair);

   c. Furnishing the Governor a list of all Host Club Committees and other local information to be included in the convention program;

   d. Keeping the Convention Committee informed regarding convention developments;

   e. Making arrangements for special entertainment as decided by the Governor, and/or if requested by Governor and/or DAC/DEC;

   f. Following through to ensure that all responsibilities of the Host Club and committees are carried out;

   g. Assigning special duties and responsibilities to the Convention Vice Chair;

   h. Proofing the convention program before final printing (Governor also furnishes proof copy to the Parliamentarian and Executive Committee Representative);
Responsibilities (continued)

i. Coordinating with the hotel convention and/or catering manager:
   . menus for meals, refreshments and receptions
   . room setup for all meetings
   . guarantee for all meals (Confirm with the Registration Committee Chair the number of convention registrations and tickets sold for each function. Deduct percentage allowed by hotel from number of tickets sold and present that figure as a guarantee.)

j. Reporting to the Governor/presiding officer absences of any dais guests as reported by the Chair of the Registration Committee;

k. Making daily announcements to convention body (may be assigned to Convention Vice Chair);

l. Obtaining from Chair of Information Committee any "lost/found" items for proper dissemination.

2. With Governor

   a. Coordinates all required arrangements with the hotel, including meeting room assignments.

   b. Prepares a schedule of events and detailed instructions for the hotel. Copies of the schedule should be furnished to the hotel, Convention Committee, Room Arrangements Committee, and Executive Committee representative.

   c. Develops plans for special guests which include:
      . welcome
      . hotel accommodations
      . hospitality, such as meal functions, receptions, etc.
      . obtaining material required for convention program and presiding officer's personal agenda
      . distribution of tickets to special guests for convention functions
      . a host committee

   d. Decides on placement of microphones

   NOTE: The Governor is responsible for preparing seating charts for all meal functions and business meetings. The preparation of seating charts for Division activities and/or Workshops are the responsibility of those individuals presenting the activity and/or workshop.
3. **To The Convention Committees**

   a. **Convention Publicity**: Furnishes the Chair with information and photographs of the DAC/DEC, Convention Chair, Vice Chair, and *Host Club President(s), (if applicable) to be used in convention news coverage.

   b. **Registration**: The Chair of this committee reports to the Governor, Treasurer and Convention Chair the number of persons registered for the convention, and total tickets sold for each event. These numbers enable the Convention Chair to furnish the hotel with guarantees for meals, refreshments, etc.

      Convention Chair is informed by the Registration Chair of any absent dais guests prior to each function.

      The Governor or Convention Chair furnishes the Chair of this committee information regarding the convention (i.e. convention date, advance registration information, hotel headquarters, room rates, information for making hotel reservations, etc.) This information is mailed to the clubs.

4. Appoints a Personal Assistant, if desired, and advises Governor by time Convention Planning Meeting is held. (Refer to PERSONAL ASSISTANTS)

5. The Convention Chair should obtain samples and prices of badges. Have this information available for the Convention Committee to make the final selection. One color should be used for delegates and another color for all others attending. Badges for district officers, district divisions and Executive Committee Representative should specify the title and home club. Convention badge ribbons, delegates signs, and reserved seat signs should also be obtained by the Convention Chair.

   **NOTE:** Some convention bureaus will furnish inserts and badge holders free. The badge holders and inserts should be given to the Registration Chair as soon as possible.
CONVENTION VICE CHAIR

The Governor shall appoint the Convention Vice Chair unless otherwise set forth in your District Standing Rules and/or Policies and Procedures. The Convention Vice Chair shall serve as a member of the Convention Committee. The Convention Vice Chair shall attend the convention, and if applicable, pay the required registration fee. Prior to the convention, the Vice Chair attends the Convention Committee meeting called by the Governor to confirm arrangements with the hotel. (Convention Vice Chair does not serve as delegate to prevent conflicts in responsibilities.)

Responsibilities

1. Attends a meeting of the Convention Committee called by the Governor to confirm arrangements with the hotel.

2. Assists the Chair in pre-registering the DAC/DEC/ECR.

3. Assumes duties assigned by the Convention Chair, i.e.
   - Handles announcements made to convention body
   - Follows up on room and meal arrangements
   - Assists the Chair of the Room Arrangements Committee

4. Appoints a Personal Assistant, if so desired, and advises the Governor as soon as possible.
HOST CLUB PRESIDENT

Responsibilities

1. Serves as a member of the Convention Committee (refer to CONVENTION COMMITTEE).

2. Appoints a Personal Assistant, if desired, and advises the Governor before the Convention Planning Meeting (refer to PERSONAL ASSISTANTS).

3. Assures that the Host Club budgets for the usual registration fees and convention expenses for its respective delegates.

4. Reminds the club that complimentary rooms are not usually furnished to the Host Club by the hotel. The Host Club may prefer to include in the budget an amount to pay for a room that may be shared by its Club President, Convention Chair and Convention Vice Chair.

With Convention Chair

1. Recommends to the Governor for approval
   
a. Chair (a member of the Host Club), one of the Vice Chairs, and a member from the club that will be hosting the next convention for the Registration Committee

   b. Chair for Convention Publicity Committee

   c. Personal Assistant for Executive Committee Representative

2. Early in the summer, calls a meeting of the entire club to discuss the club's responsibilities and suggestions for the convention.

   (The Host Club MUST have an understanding of its responsibilities, and have a committee organization plan so that each member of the club will be assigned specific responsibilities.)

3. Prior to convention, attends a meeting of the Convention Committee, called by the Governor, to confirm arrangements with the hotel.

With Convention Chair And Vice Chair

1. Appoints Chair, Vice Chair and members for the convention committees

2. Recommends, with the Governor's approval, an advance to the Host Club to be used toward approved district convention expenses. (Refer to TREASURER.)
**DECORATIONS COMMITTEE**

The number of members to serve on this Committee, shall be determined by the Convention Chair, Vice Chair, and *Host Club(s) Presidents (*if applicable). The Chair of this Committee shall call on the Convention Chair if a problem arises.

1. The Decorations Committee shall be advised of the budgeted amount that is allocated for decorations throughout the convention.

2. The Decorations Committee is responsible for the decorations of all functions of the convention, and not to exceed an amount as allocated in the convention budget.

3. If the Decorations Committee is required to prepare place cards for certain meal activities, the Room Arrangements Committee is responsible for placing them according to seating chart and special instructions.

4. This committee shall work with the Room Arrangements Committee and the Chairs of other special functions.
DOORKEEPERS COMMITTEE

The Doorkeepers Committee is appointed by the Governor. The Governor designates the Chair and Vice Chair. If a problem arises, the Chair of the Doorkeepers Committee calls on the person the Governor designates to instruct and supervise the committees.

Responsibilities Of Chair

1. Contacts committee members at least (2) two weeks prior to the convention informing them of the date and time of the committee meeting at the convention site. Also encloses a copy of these instructions for their information.

2. Attends, with the Vice Chair, the meeting called by the person who will instruct and supervise the committees.

3. Calls a meeting of the Doorkeepers Committee to assign and discuss duties. (Refer to WORK ASSIGNMENT CHART.)

4. The Chair of this committee shall call on the Convention Chair if a problem arises.

Responsibilities Of Members

1. Attends meetings called by the Doorkeepers Chair.

2. Reports for duty twenty (20) minutes before the opening of each meeting.

3. Admits no one other than program participants to a business meeting without a badge, unless prior approval is obtained from the Convention Chair, Convention Vice Chair or Governor.

4. Directs an alternate who needs to become a certified delegate to the Registration Committee Chair or the Convention Chair.

5. May need to secure doors during elections/voting, inspirational service or as instructed by Convention Chair or Governor.

6. Assist in the collection of tickets for entry to specific meetings as instructed by Convention Chair or Governor.
ELECTION COMMITTEE
District Convention

The Election Committee shall consist of at least seven members and is appointed by the Governor. For larger districts, additional members should be appointed. Executive Committee members, delegates and nominees for district office are not eligible to serve on this committee.

The Governor designates the Chair and Vice Chair.

The Election Committee and the Election Tellers Committee may be combined, and those appointed would serve as members of both committees.

Responsibilities of Chair

1. Sends a letter to committee members, Parliamentarian and the Executive Committee Representative at least two weeks prior to the convention informing them of the day, time and location of the committee meeting at the convention. A copy of these instructions should be included with the letter.

2. Attends, with the Vice Chair, the meeting called by the person appointed to instruct and supervise the committees.

3. Provides the Vice Chair with copies of all correspondence, instructions, forms and reports to be used in fulfilling the responsibilities of this committee. The Vice Chair must be prepared to assume responsibilities of the committee should the Chair be unable to serve.

4. Makes assignments and instructs members in their duties at the committee meeting called by the Chair at the District Convention.

5. Prepares sufficient number of BALLOTS for elections, including possible run-offs.

6. Prepares and provides necessary forms as specified and required.

Responsibilities of Members

1. Committee members should attend the committee meeting called by the Chair at the District Convention, bringing with them these instructions for the ELECTION COMMITTEE. The duties and responsibilities of this committee are specific and important. Attendance at this meeting is crucial. At this meeting individual assignments and specific instructions applicable to your district will be discussed.
Responsibilities of Members (continued)

2. If members find they are unable to serve prior to the convention, the Chair should be notified immediately. If a committee member is unable to fulfill the responsibilities at any time during the convention, the Chair should be notified at once and a substitute suggested, if possible.

3. Members of the committee are required to be present at all business sessions when elections are scheduled.

Preparation of Ballots

1. The District Secretary furnishes the slate of nominees to the Chair of the Election Committee, who is responsible for preparing the ballots.

2. The Chair prepares ballots equal to the maximum number of possible delegates (including DAC/DEC) in the district. If there is the possibility of a run-off election, the number of ballots printed should allow for that possibility. The first ballot could be duplicated, with the added notation "Run-Off Election" on that set of ballots. In the event of a run-off election, the names of the candidates who have been eliminated would be blacked out on the run-off election ballot.

3. Any office with only one nominee is not listed on the ballots.

4. List the office, then the nominees alphabetically. (Refer to sample BALLOT.)

Preparations Prior To Elections

1. The Chair provides the appropriate ELECTION COMMITTEE REPORT (Refer to sample report) to the Registration Committee Chair. The form indicates the number of registered delegates and is signed by the Registration Chair. The Report is returned to the Election Committee Chair at least 30 minutes prior to the election.

2. The Chair provides District Election Form 1 or Regional District Election Form 2 to the Parliamentarian prior to the business session at which elections are scheduled.

3. Various forms are distributed as required in their instructions.

4. The committee members prepare to carry out election requirements as outlined in the appropriate document, District Election Procedures or Regional District Election Procedures.


**During The Elections**

1. **The Chair and Vice Chair will be available to answer any questions during the balloting.**

2. The Chair or Vice Chair calls on the Parliamentarian if a problem arises. During the election, only the Parliamentarian may assist the committee to facilitate voting.

**At The Conclusion Of The Elections**

1. The Chair completes the **ELECTION COMMITTEE REPORT**, previously signed by the Registration Chair, verifying that the number of delegates voting does not exceed the number registered.

2. The Chair instructs all members of the Election Committee to be in the convention hall when the report of the Election Tellers Committee is presented. If a run-off election is necessary, the Governor will announce the time of the election.

3. The Chair and Vice Chair deliver the **sealed BALLOT BOXES** and the Election Committee Report to the Chair of the Election Tellers Committee.

4. If a Run-Off Election is necessary, the same election procedures are followed.

**NOTE:** If the Election Committee is combined with the Election Tellers Committee, refer to ELECTION TELLERS COMMITTEE instructions.
PARLIAMENTARIAN'S INSTRUCTIONS FOR VOTING
AT DISTRICT CONVENTION

Instructions To Delegates

1. Delegates will be seated in designated Delegates' Section.

2. In Regional Districts, Delegates should be seated by Regions.

3. Election will be held in the main convention hall or as otherwise directed.

4. Ballots will be distributed to Delegates in their designated sections by members of the Election Committee.

5. Delegates may mark their ballots at the table where they are seated or move to another part of the room or as otherwise directed.

6. Mark the ballot, deposit it in the ballot box, and leave the room immediately. A ballot may be folded once.

7. Delegates are not to talk during the voting procedure.

8. Questions are directed to the Election Chair or Vice Chair.

9. You will receive only one ballot. If you ruin the ballot, do not destroy or remove it from the voting room -- give it to the Election Chair or Vice Chair.

Illegal Ballots
What Constitutes An Illegal Ballot?

1. More than the specified number has been marked.

2. Any mark other than an "X" or a "✓" (check) has been used.

3. A ballot is considered defaced, and therefore illegal, if it contains:
   * a remark
   * an erasure
   * a signature
   * the name of any nominee lined through **

4. Two completed ballots are folded together.
** In the event of a run-off election the Election Committee Chair will have marked through names of nominee(s), on previously prepared ballots, who have been eliminated or are not in the run-off. This does not constitute an illegal ballot.

---

**DISTRICT CONVENTION ELECTION SCHEDULE**

1. The **Nominating Committee** meets prior to the first business meeting at a time designated by the DAC/DEC.

2. The **report of the Nominating Committee** is given at the first business meeting.

3. The election is held at the close of the first business meeting in the main convention hall.

4. Run-off elections will be held as soon as possible.
The election will be held in the main convention hall. Non-delegates will be dismissed prior to the voting.

The Parliamentarian will supervise the voting procedure.

1. The Parliamentarian announces the total number of delegates registered as reported in the registration report.

2. The Election Committee Chair will verify that the number of delegates plus the DAC does not exceed the number reported by the Registration Committee.

3. The Election Committee Chair and Vice Chair will count out the same number of ballots as the number of delegates registered.

4. Ballots will be distributed to delegates in the delegate section and to the DAC by the members of the Election Committee under the supervision of the Chair and Vice Chair.

5. No one should be in the room except Delegates, District Administrative Council Officers, Parliamentarian, the Election Committee and the Executive Committee Representative.

6. Each delegate marks the ballot, places it in a Ballot Box, and leaves the voting room. (Ballots may be folded once.)

7. The Chair and Vice Chair of the Election Committee will be available to answer any questions during the balloting.

8. Delegates are not to talk during the voting process.
DISTRICT GOVERNOR'S AGENDA FOR ELECTION PROCEDURE

1. **Counting Voting Strength and Ascertaining Majority Vote**
   The Chair instructs the Parliamentarian to verify the voting strength of the convention body and ascertain the majority vote. The voting strength is secured from the report of the Registration Committee and announced by the Chair. All members of the DAC/DEC vote as delegates except for the office of Regional Lt. Governor. Club delegates from a Region elect the Regional Lt. Governor.

2. **Reading of Election Rules in Pilot Bylaws**
   The Chair instructs the Parliamentarian to read the section of the Bylaws pertaining to election of district officers. (PI Bylaws, ARTICLE XVIII, Section 2.) Or, the election rules may be printed in the Convention Program, and not read to the convention body.

3. **Report of Nominating Committee**
   The Chair calls for the report of the Nominating Committee. The Chair of the committee reads the report, which is the proposed slate for district officers. All qualified nominees' names will appear on the ballot with the exception of any office having only one nominee. There will be no nominations from the floor.

4. **Introduction of Nominees**
   The Chair introduces the nominees for each office. The nominees will read, verbatim, their approved 250 word narrative statement. If there is only one candidate for an office, the Chair declares the nominee elected by acclamation.

5. **Report of Election Tellers Committee**
   The Chair calls for the report of the Election Tellers Committee. The Chair reads the report in its entirety and then hands the written report to the Chair, with a copy to the Secretary.

6. **Result of Vote Declared by Chair**
   The Chair reads the complete report and announces the result of the vote.

It takes a **majority of all votes cast** (whether legal or illegal) to elect an officer. When there are more than two candidates for an office and one candidate does not receive more votes than the total number of votes received by the other candidates, it will be necessary to hold a run-off election between the two receiving the highest number of votes. If a run-off election is necessary, it is held as soon as possible. The Election Committee is responsible for preparing the ballot, and the run-off election follows the same procedure.

A motion to destroy the ballots should follow the final vote and acceptance of the report. However, a motion to destroy the ballots **Is Not Necessary** if the Convention Rules state "Official ballots and
tally sheets will be sealed and given to the Convention Secretary to be preserved until the close of the convention at which time the ballots and tally sheets will be destroyed by the District Secretary."

SUGGESTIONS FOR PREPARING BALLOTS FOR REGIONAL DISTRICTS

Regional District elections require special provisions.

A separate ballot must be prepared for the DAC/DEC. These delegates vote ONLY for Governor Elect and Treasurer.

Ballots must be prepared for EACH REGION if there is more than one nominee for Lt. Governor of the Region.

Regions will vote on the same slate of candidates for Governor Elect and Treasurer. Therefore that part of the ballot for each region would be the same.

Following that portion of the ballot, the Election Committee Chair will list the candidates for Regional Lt. Governor. If there is only one candidate for Regional Lt. Governor, the name would not appear on the ballot.

Should there be more than two candidates for Lt. Governor (or any other office) the Chair should be prepared with sufficient ballots for possible run-off election(s). (See instructions for Election Committee.)

If possible, it is suggested that different colors be used for each of the Region's ballots. This will be helpful in distributing and counting the ballots.

The Election Committee Chair might suggest the possibility of the Delegates for each Region having their badges color coded. The ballots could then be matched to the badges. This would expedite the distribution of ballots to the delegates.

If that is not feasible, another possibility would be to have the table signs identifying the regions to be of the same color as the ballots for that Region.
OFFICIAL BALLOT

Instructions:
Vote for ONE candidate for each office by marking an “X” or a “✓” (check) on the line following the name.

GOVERNOR ELECT:

(Name)

(Name)

LT. GOVERNOR:

(Name)

(Name)

(Name)

TREASURER:

(Name)

(Name)
Note: List nominees for each office alphabetically by last name.

ELECTION COMMITTEE REPORT
District Convention

Pilot International

District

Date

Place

Delegates Registered*

Delegates Voting*

Delegates Not Voting*

*District Officers (DAC/DEC) are included as Delegates

Signed:
Chair, Registration Committee

Signed:
Chair, Election Committee

Instructions:

1. Prior to the business session at which an election is scheduled, the Election Committee Chair presents this form to the Registration Committee Chair, who provides the number of REGISTERED DELEGATES and signs the Report. No later than 30 minutes prior to the election, the form is returned to the Chair of the Election Committee.

2. At the conclusion of the election, the Election Committee Chair completes this form, signs where indicated, and presents the form to the Chair of the Election Tellers Committee when the sealed Ballot Boxes are delivered.
Non-Regional District Election
Form 1

Pilot International
District _________________
Date _________________

Numbers reported by Registration Committee Chair:
District Administrative Officers
Club Delegates

TOTAL VOTING STRENGTH

Total Number of Clubs in District
X3 + DAC = Possible Delegates

Total Club Delegates Registered
Total DAC Officers Registered
Total Eligible Voters
Total Ballots Distributed

_________________________________  _______________________________________
Election Committee Chair               Election Committee Vice Chair

Instruction for District Election Form 1:

1. Chair:
   a. Prepares form for distribution.
   b. Provides two copies of form to District Parliamentarian prior to election.
   c. Provides copy of form to Vice Chair.
   d. Records numbers on form when Registration Report is given.
2. The total number of eligible voters registered and the number of ballots distributed is
recorded and verified by the Chair and Vice Chair of the Election Committee.
3. An alphabetical list of clubs in the District and number of registered delegates from each club should accompany this form.
4. If a run-off election is possible, additional copies of form should be prepared and provided. In space provided for "Date" add "Run-off"

Regional District Election
Form 2

(Check One)
First Election _________ Run-Off Election ______________

Total Number of Clubs _________ Total Number of Regions _____________
____ X 3 = _________

DAC + Regional Lt. Governors _________

Total Possible Eligible Voters _________

REGISTRATION COMMITTEE REPORT

NUMBER REGISTERED

District Officers (DAC/DEC) __________
Regions:
1. ______________
2. ______________
3. ______________
4. ______________
5. ______________
6. ______________
7. ______________

TOTAL POSSIBLE VOTING STRENGTH ______

ROLL ALL NUMBERS (Total number of eligible voters present)

<table>
<thead>
<tr>
<th>District Officers (DAC/DEC)</th>
<th>NUMBER OF VOTERS SEATED</th>
<th>BALLOTS DISTRIBUTED</th>
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<tr>
<td>Regions:</td>
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TOTALS ____________  ____________
<table>
<thead>
<tr>
<th>Election Committee Chair</th>
<th>Election Committee Vice Chair</th>
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**Instructions:**
1. Election Committee Chair prepares enough forms for distribution.
2. Provide two copies of form for Parliamentarian prior to election session.
3. Provide copy of form for Vice Chair.
ELECTION TELLERS COMMITTEE

The Election Tellers Committee shall consist of at least seven members and is appointed by the Governor. For larger districts, additional members should be appointed. Delegates and nominees for district office are not eligible to serve on this committee.

The Governor designates the Chair and Vice Chair.

The Election Tellers Committee and the Election Committee may be combined and those appointed would serve as members of both committees.

All functions of this committee, including the election results, are CONFIDENTIAL until the official report is presented to the convention body.

Responsibilities of Chair
1. Sends a letter to committee members, Parliamentarian and the Executive Committee Representative at least two weeks prior to the convention informing them of the day, time and location of the committee meeting at the convention. A copy of these instructions should be included with the letter.

2. Attends, with the Vice Chair, the meeting called by the person appointed to instruct and supervise the committees.

3. Provides the Vice Chair with copies of all correspondence, instructions, forms and reports to be used in fulfilling the responsibilities of this committee. The Vice Chair must be prepared to assume responsibilities of the committee should the Chair be unable to serve.

4. Makes assignments and instructs members in their duties at the committee meeting called by the Chair at the District Convention.

5. Checks with the Parliamentarian regarding what constitutes an illegal ballot.

6. Supervises setting up room where votes will be tallied; prepares tally sheets for members of the committee to record votes as they are counted and a master tally sheet. Has necessary equipment on hand, pencils, paper and a calculator. (See suggested Tally Sheets/Master Tally Sheet in this section)

7. Obtains the sealed ballot box and Election Committee Report from the Chair/Vice Chair of the Election Committee.

8. With the Vice Chair, counts out the ballots in stacks of ten (10) or twenty (20) immediately on receipt of the ballot boxes and the Election Committee Report. This count must agree with the Election Committee Report.

9. With the Vice Chair, supervises the counting of the votes and tabulates the votes cast for each nominee.
Responsibilities (continued)

10. Prepares a final ELECTION TELLERS REPORT. (See Forms this section)

11. Informs the Governor, immediately following the preparation of the Election Tellers Report, that the report is complete and whether a run-off election will be required. This is the only information reported to the Governor at this time. DOES NOT REPORT to the Governor the results of the election or present a copy of the report.

12. When called upon by the Governor, the Chair reads the report to the convention body, hands the report to the Governor, with a copy to the Secretary.

13. The Chair DOES NOT ANNOUNCE WHO IS ELECTED. The presiding officer repeats the report and declares the officers elected an/or announces if a run-off election is necessary.

14. If there is a run-off election, it is the responsibility of the Chair of the Election Committee to have ballots prepared.

15. After the declaration of the officers elected by the presiding officer, the Chair of the Election Tellers Committee delivers the ballots and tally sheets to the District Secretary to be destroyed at the close of the convention.

Responsibilities Of Members

1. All members of this committee should attend the meeting called by the committee chair. The purpose of the meeting is to instruct members with the procedures to be followed in counting the votes cast.

2. Members should arrive promptly for duty at the time and place specified by the Chair.

3. CONFIDENTIALITY MUST BE MAINTAINED.

Counting The Votes

After the polls close, the Election Committee Chair delivers the sealed Ballot Boxes to the Chair of the Election Tellers Committee at the location designated by the Governor. The doors remain closed throughout the vote counting and only members of the committee, the Executive Committee Representative and the Parliamentarian (if needed for answering questions) are permitted in the room during the tally of votes.

The room should be set up with one table reserved for the Chair and Vice Chair, and depending on the size of the district, other tables set up with chairs for three members assigned to each table.
Counting The Votes (continued)

After the Chair and Vice Chair have counted the ballots into stacks of 10 or 20 to verify the Election Committee Report, they will deliver a stack of ballots to each table, keeping a count of ballots distributed and picked up.

The procedure for counting at each table:
   1st person calls vote
   2nd person records vote
   3rd person checks recorded vote and checks final total for each candidate.

When the vote count from each stack of ballots has been completed, the count will be credited to each candidate on the table's individual tally sheets. When all votes have been counted, the total votes recorded at each table will be tabulated on the Master Tally Sheet by the Chair and Vice Chair.

After all votes are counted and totaled, each committee member assigned to a table should sign that table's tally sheet which is then given to the Chair for attaching to the final report prepared by the Chair. The report is signed by the Chair, the Vice Chair and all members of the committee.

All members of the election tellers committee remain in the room until the report is checked and signed.
ELECTION TELLERS COMMITTEE
CREDITING VOTES

Every ballot must be accounted for. On occasion, there are illegal ballots. The number of illegal and legal ballots must equal the number of ballots distributed.

When a ballot contains nominees for several offices, the validity of the ballot is not affected if a vote is not cast for each office.

Sometimes delegates do not vote for candidates for all offices on the ballot, therefore, the number of votes cast for one office may be more than those for another office. It is necessary to state the number of votes cast and the number necessary to elect for EACH OFFICE.

1. If two completed ballots are folded together, both of them are illegal. These are reported as illegal ballots and included in the total number of votes cast.

2. A blank ballot folded in with one properly filled out is not counted. The properly completed ballot with which it is folded is counted as one vote.

3. Majority vote means more than half of the votes cast. (The Election Committee issues ballots only to those eligible to vote, therefore, there should be no problem in district elections.)

4. Ballots containing illegal votes should be kept separate so they can be examined if deemed necessary.

5. If an election is not challenged before final adjournment of the convention, it is too late to challenge. The election stands and is legal.

6. Under each office on the Election Tellers report, the nominee receiving the highest number of votes is listed first, then the next highest, etc.

7. Election Tellers must report to the convention body the total number of votes each nominee received even though a person may have received only one vote.

8. Ballots are marked with an "X" or a "✓" (check). Any other mark constitutes an illegal ballot. A ballot is defaced if it contains a remark, is signed, contains an erasure or if the name or names have been lined through.

9. Results of elections must be kept in strict confidence until the official report is presented to the convention body.

10. Ballots and tally sheets should be sealed and delivered to the district secretary or person designated to destroy them at the close of the convention.
REPORT OF ELECTION TELLERS COMMITTEE

________________________ District, Pilot International

Date:

Place:

Number of votes cast for each candidate:

GOVERNOR ELECT

Number of votes cast

Necessary for election

Nominees:

_________________________________

_________________________________

Illegal ballots:

LT. GOVERNOR

Number of votes cast

Necessary for election

Nominees:

_________________________________

_________________________________

Illegal ballots:
TREASURER

Number of votes cast

Necessary for election

Nominees:

_________________________

_________________________

Illegal ballots:

____________________________________

SIGNATURE OF COMMITTEE MEMBERS:

_________________________  __________________________
Chair         Vice Chair

_________________________

_________________________

_________________________

_________________________

NOTE: Nominees should be listed in order of votes received beginning with highest.
TALLY SHEET

TABLE ____

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<td>Votes Cast</td>
<td>Illegal Ballots</td>
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LT. GOVERNOR:

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<tr>
<td>Votes Cast</td>
<td>Illegal Ballots</td>
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</table>

Committee Members Signatures:

(Adapt this form to your District's slate of candidates. Prepare enough sheets for the number of tables you will be using.)
GOVERNOR ELECT: Total Votes Cast

Nominee:
_________________________________________ (Total)

Nominee:
_________________________________________ (Total)

LT. GOVERNOR: Total Votes Cast

Nominee:
_________________________________________ (Total)

Nominee:
_________________________________________ (Total)

Nominee:
_________________________________________ (Total)

TREASURER: Total Votes Cast

Nominee:
_________________________________________ (Total)

Nominee:
_________________________________________ (Total)

Chair, Election Tellers Committee    Vice Chair, Election Tellers Committee

(Prepare this form in duplicate - one for Chair, one for Vice Chair)
The Floor Tellers Committee is appointed by the Governor. The Governor designates the Chair and Vice Chair, and sends a copy of committee instructions. If a problem arises, the Chair of the Floor Tellers Committee calls on the person the Governor designates to instruct and supervise the committee. District officers and/or delegates should not serve on this committee.

**Responsibilities Of Chair**

1. Contacts committee members at least two (2) weeks prior to the convention informing them of the date and time of the committee meeting at the convention site. Also encloses a copy of committee instructions.

2. Attends, with the Vice Chair, the meeting called by the person who will instruct and supervise the committees.

3. Calls a meeting of the committee to assign and discuss duties (refer to WORK ASSIGNMENT CHART). Be certain an adequate number of Floor Tellers is scheduled for each business meeting.

4. Arrives in the convention hall at least twenty (20) minutes prior to each business meeting to ensure the designated Floor Tellers report for duty and understand their assignment.

5. Asks the Convention Chair, if necessary, to prepare Floor Tellers' badges and/or reserved seat signs. (Aisle seats in the non-delegates section should be reserved for Floor Tellers.)

6. Supervises when an accurate count of votes is required. Request the delegates to either stand, call out loudly their number, and be seated immediately; or assigns two (2) tellers to count each section or row or division of delegates.

**Responsibilities Of Members**

1. Attends meeting called by the Committee Chair.

2. Reports to the Chair in the convention hall twenty (20) minutes before each business meeting when scheduled for duty.

3. Assists when an accurate count of votes is required. (The Chair requests the delegates to either stand, call out loudly their number and be seated immediately; or two (2) tellers should count each section or row or division of delegates.)

4. Reports the number of votes to the Chair who, with the assistance of the Vice Chair, tabulates the total number of votes and reports the results to the presiding officer.
HOSPITALITY AND INFORMATION COMMITTEE

The number of members to serve on the Hospitality and Information Committee, its Chair and Vice Chair, are determined by the Governor, Convention Chair and *Host Club President(s) (if applicable). The Chair of this committee calls on either the Convention Chair or Governor if a problem arises.

The Hospitality and Information Committee desk should be located in the same vicinity as the Registration Committee desk, and should be staffed the same hours.

Responsibilities Of The Chair:

1. Contacts committee members at least two (2) weeks prior to the convention informing them of the day and time for a meeting of the committee at the convention site. Also, encloses a copy of these instructions for their information.

2. Attends, with the Vice Chair, the meeting called by the person who will instruct and supervise the committees.

3. Contacts the Convention Bureau, Chamber of Commerce, Hotel/Motel or local businesses to secure copies of the following:
   - maps
   - list of churches and synagogues
   - points of interest within walking distance
   - entertainment suggestions
   - hotel layout, especially meeting room locations
   - shopping
   - medical facilities
   - transportation
   - tours
   - other information which would be of interest

4. Prepares schedule of hours the Hospitality and Information desk will be open, and notifies members of their assigned times to work. (Refer to sample WORK ASSIGNMENT CHART)

5. Prepares a list of the room numbers where committee meetings and workshops are to be held, as well as meeting times. For security reasons, it is not recommended to give out room numbers of convention attendees.

6. Reports or gives immediately to the Convention Chair or Vice Chair all "lost/found" items.

7. Gives announcements to the Convention Chair or Vice Chair to present to the convention body.
Responsibilities Of A Committee Member:

1. Attends meeting called by the Committee Chair.

2. Reports to the Hospitality and Information desk 10 minutes before assigned time.

3. Welcomes Pilots, Co-Pilots and guests, and offers friendly assistance.

4. Immediately reports or gives all "lost/found" items to the Chair or Vice Chair of this committee.

5. Gives legible announcements to the Chair or Vice Chair of this committee to present to the convention body.

THE PURPOSE OF THIS COMMITTEE IS TO PROMOTE PILOT FRIENDSHIP AND SERVICE
PERSONAL ASSISTANTS

A Personal Assistant is directly under the supervision of the individual making the appointment.

Responsibilities

1. Studies the convention program events in which the assigned Convention Committee member is involved. Indicates on the program time, location, etc. for the member's schedule.

2. Checks each morning and evening to be certain the schedule has not changed.

3. Confers with the Convention Committee member regarding any special duties required.

4. Checks with the committee member before each meeting. Takes purse, notebook, etc. to the dais. (It is a courtesy not to permit someone to carry items to the dais.) If there is no march-in, but committee members are to be in a certain room at a specified time, be certain they are present and have whatever is required and in place on the dais.

5. Checks to assure that no personal belongings were left in the convention meeting room.

6. Be attentive to the needs of the convention committee member while on the dais. If needed, proceed to dais for a message.
RESPONSIBILITIES OF THE PERSONAL ASSISTANT
FOR THE
EXECUTIVE COMMITTEE REPRESENTATIVE

The Personal Assistant for the ECR is recommended for approval to the Governor by the Host Club President and Convention Chair.

Responsibilities:

1. Meets the ECR upon arrival at the convention city. The ECR is responsible for paying luggage tips as this expense is reimbursed by Pilot International or as approved in the annual budget.

2. Registers ECR in advance at the hotel, secures room key (if possible) and checks to see that the room is suitable and in order.

3. Registers the ECR with the Registration Committee if not pre-registered by Convention Chair or Convention Vice Chair.

4. Studies the convention program events in which the ECR is involved. For information, indicates on personal program the time, location, etc. for the ECR’s schedule.

5. Delivers to ECR as soon as possible all convention material, including programs, badge, necessary tickets, etc.

6. Checks with ECR on arrival to determine if breakfast, lunch or dinner is desired.

7. Confers with ECR regarding any special duties required.

8. Escorts ECR to the business meetings and social functions.

9. Checks with ECR before each meeting to take purse, notebook, etc. to the dais. It is a courtesy not to permit ECR to carry items to the dais. If there is no march-in, but ECR is to be in a certain room at a specified time, be sure ECR is present and has whatever is required at designated ECR place on the dais.

10. Is attentive to the needs of ECR while the officer is on the dais. When needed, proceed to the dais for a message.

11. Checks to assure the ECR did not leave my personal belongings in the convention meeting room.

12. Checks with ECR each morning and evening to be certain schedule has not changed.
13. Accompanies ECR to -- and pays for -- all meals not covered in the Registration Fee when required. If the ECR desires room service, it should be charged to the room. (The ECR should not be required to pay for extra meals, tips, etc.)

14. Consults the ECR if there is an interval between the close of the convention and the time of departure. Makes provisions for sightseeing during this period or ECR may prefer to rest.

15. Checks the ECR out of the hotel and escorts ECR to the airport, etc.

**Notes:** The ECR's transportation to and from the convention city is paid by Pilot International or as approved in the annual budget. Other expenses payable by the District are included in the District Convention Budget.

Barring unforeseen circumstances, the Personal Assistant should not room with the ECR.
The Convention Publicity Committee is appointed by the Governor. The Convention Chair and the *Host Club President(s) (if applicable), shall make recommendations for additional members to serve on this committee.

Responsibilities Of Committee

1. The Governor will furnish the Chair information and photographs of the district officers, Executive Committee Representative and other program participants to be used in convention news coverage. Convention Chair will furnish information and photographs of the Governor, DAC/DEC, Convention Chair, and Host Club President(s).

2. Prior to the convention, prepare news releases, etc. to submit to the Governor and Convention Chair for approval.

3. The Convention Committee decides if the services of a professional photographer are needed for convention activities. If so, the Convention Committee will notify the Chair of the Publicity Committee. It will be the Chair’s responsibility to hire a reputable photographer.

4. Coordinates radio, newspaper and television coverage and personal appearances during the convention.

5. Convention and Visitors Bureau, Chamber of Commerce, etc. may be able to assist in publicizing the convention. Request an information kit on the city and its attractions.

6. Prior to the adjournment of the convention, the Chair submits to the Governor an itemized statement for payment of any previously approved expenses incurred by the committee.
PUBLICITY TIPS

► Keep news releases brief (include who, what, when, where, and why). A one-page, typed, double spaced, news release is the preferred format. To increase opportunities for inclusion in the newspapers, a press release must have a title or lead-in.

Example:   PILOTS TO ADDRESS XYZ ISSUE AT CONVENTION.

► Always include a contact name and telephone number on your news release. News is not a 9-5 job, so you need to be accessible. Include both day and evening numbers, and the number at the convention hotel.

► Include a clarification statement that Pilot is a civic/service organization which has nothing whatsoever to do with aviation. Be sure to mention Pilot's focus on brain-related disorders.

► Send news releases to major newspapers in the convention city 1-2 weeks in advance. Request a media list from the Chamber of Commerce.

► A photograph of professional quality will enhance your image; and increase media attention to your event.

► Send a copy to the convention hotel's Public Relations department. They may assist in publicizing the convention on the hotel marquee, in-house schedule of events, etc.

► "A BIG NO-NO!" Never call or fax newspapers asking them if they received your release.

► You may send releases c/o Assignment Editor to local television and radio stations. A photograph should not be sent to broadcast media.

► You might want to schedule a date on a talk show in the convention city; however, since you, the Governor, and others involved with the convention will be extremely busy, designate an official convention spokesperson.
REGISTRATION COMMITTEE

Unless otherwise set forth in your District Standing Rules and/or Policies and Procedures, the Registration Committee Chair is appointed by the Governor. The District Treasurer shall also serve on this committee.

It is recommended that the members of this committee not be delegates (with the exception of the District Treasurer). The number of members on this committee will be determined by the requirements of the convention. It is recommended that four members, in addition to the Chair, be appointed from the Host Club, and additional members selected from other clubs.

If a problem arises, the Chair calls on the person the Governor designates to instruct and supervise the committees.

The Registration Committee is responsible for registering every person who attends the convention.

A majority of the work of this committee can be completed prior to the convention.

Responsibilities of Chair:

1. Sixty to ninety days prior to the opening of convention, copies of the "Convention Registration Form" and the hotel's official reservation form should be mailed to each club. Place applicable forms on District website.

2. Keep Governor and Convention Committee up-to-date on number of registrations.

3. Arranges meeting(s) with Host Club members and/or Registration Committee (which ever is applicable) to get as many of the details as possible confirmed prior to the convention, such as:
   . generating badges (badges should be two different colors - one for delegates and one for non-delegates)
   . assembling registration packets with program, tickets, badge, information sheet, etc.
   . alphabetizing registration packets

4. Contacts Committee members at least 2 weeks prior to convention informing them of day and time of meeting at convention site. Also, encloses a copy of the committee's instructions.

5. Confers with Convention Chair to arrange for equipment and supplies.

6. With the Vice Chairs, attends the meeting called by the person who instructs and supervises the committees.
Responsibilities of Chair (Continued)

7. Calls a Committee meeting to assign and discuss duties. Registration desk will be closed during business meetings so that Pilots serving on this committee may attend meetings.

8. Ensures that the registration desk is staffed by a minimum of three persons:
   - one person to check advance registrations lists
   - one person to handle money for on-site registrations
   - one person to hand out packets

9. Checks in at registration desk at least twenty (20) minutes prior to opening of Registration to be certain designated members we on duty and understand their assignments.

10. Reports to the Convention Chair the number of persons registered, and the total tickets sold for each event before the Convention Chair submits guarantee to the hotel for meals, refreshments, etc.

11. Notifies the Convention Chair of any dais or special guests who have not registered.

12. Furnishes the Election Committee Chair a copy of the Election Committee Form indicating the number of delegates registered.

13. Prepares the Registration Report to present personally at the business meeting.

Responsibilities of District Treasurer (as one of the Vice Chair)

1. Registration funds should be deposited to the regular district account.

2. Attends meeting called by the Committee Chair.

3. Assists at the Registration desk.

4. Attends meeting called by the Committee Chair.

5. Reimburses approved registration cancellations.
REGISTRATION COMMITTEE REPORT

_________________________ District, Pilot International

Date ____________________________
Time ____________________________

DAC/DEC Officers

Club Delegates

TOTAL VOTING STRENGTH

NON-VOTING ATTENDEES

Pilot International/
Pilot International Foundation
Officers

Pilots

Anchors

Partial Registrations

Co-Pilots

Non-Pilot Guests

TOTAL OF NON-VOTING ATTENDEES

TOTAL ATTENDING
This Registration Committee Report Form is to be used if Past Governors are not delegates.

REGISTRATION COMMITTEE REPORT

_________________________ District, Pilot International

Date ____________________________

Time ____________________________

DAC/DEC Officers

Past Governors (not serving as Club Delegates)

Club Delegates

TOTAL VOTING STRENGTH

NON-VOTING ATTENDEES

Pilot International/
Pilot International Foundation
Officers

Pilots

Anchors

Partial Registrations

Co-Pilots

Non-Pilot Guests

TOTAL OF NON-VOTING ATTENDEES

TOTAL ATTENDING
ROOM ARRANGEMENTS COMMITTEE

The number of members for the Room Arrangements Committee and its Chair are determined by the Governor, Convention Chair, and *Host Club President(s) (*if applicable). The Governor Elect is responsible for instructing and supervising the work of this Committee. The Chair calls on the Governor Elect if a problem or question arises.

Responsibilities Of The Chair

1. Contacts the Governor Elect at least one month prior to the convention to select a convenient time for a meeting of the committee at the convention site.

2. Contacts committee members at least two (2) weeks prior to the convention informing them of the day and time for a meeting of the committee at the convention site. Also encloses a copy of these instructions for their information.

3. Attends the scheduled meeting with the Governor Elect and Vice Chair to:
   a. explain the responsibilities of the committee
   b. assign members specific duties
   c. work out a time schedule for committee members. (Refer to WORK ASSIGNMENT CHART)

4. Receives from the Convention Chair the ROOM ARRANGEMENTS CHARTS and SEATING CHARTS and any special instructions for the hotel.

5. Makes special assignments to committee members.

6. Follows up on CHECKLIST FOR ROOM ARRANGEMENTS COMMITTEE. A checklist is completed for each business meeting/meal activity by the Chair or an assigned committee member.

Responsibilities Of Members

1. The committee is responsible for the room arrangements for all scheduled convention events, including meals and meetings for districts, division workshops, committees and authorized groups. A room chart or instructions for each event will be furnished. Particularly note audience seating, number on dais, and audio visual equipment.
Responsibilities Of Members (continued)

2. Responsible for:

- **District bell and gavel** - placed at the lectern at the beginning of each meeting and removed immediately following

- **Timekeeper's bell and stopwatch** - given to the timekeeper at the first meeting and following the last business meeting, secured and returned to the Governor

- **Banners** – placed and returned in accordance with instructions the Governor Elect gives to the Room Arrangements Chair

- **Signs for delegates, alternates and other reserved seating** - placed by committee members in accordance with the seating charts or other instructions.

(The above items usually are the property of the District and should be retained by the Governor or person designated, such as a member of the club that will be serving as Host Club for the next convention.)
CHECKLIST FOR ROOM ARRANGEMENTS COMMITTEE

The following have been checked according to the ROOM ARRANGEMENTS CHART:

☐ 1. Steps to dais in place
☐ 2. Wheelchair ramp to dais in place when needed
☐ 3. Number of places on dais according to chart
☐ 4. Place cards on dais
☐ 5. Lectern on dais
☐ 6. Microphones placed, functional and operable
☐ 7. Water and glasses on dais
☐ 8. Water and glasses for convention body
☐ 9. Reserved seats/tables with appropriate signs
☐ 10. Decorations
☐ 11. Piano
☐ 12. Flags
☐ 13. Special equipment set up and tested, if needed:
      ___ Easels
      ___ Chalkboards
      ___ Chalk/Erasers
      ___ Screen
      ___ Projector
      ___ Flip Chart
      ___ ___________________
      ___ ___________________

Day ____________________
Time ____________________
Meeting ____________________
Checked by ________________
Please Note: If a person cannot serve at any time during assigned hours, it will be the responsibility of that person to notify the chair so that a replacement may be secured.
Meeting Room Setup

Theatre or Auditorium Seating
Used for lecture sessions with limited note taking

Rear projection requires 20' behind the screen.

Allow space for stage-the larger the room, the larger the stage.

Stage

6' Allow 6' aisles. 6' Leave sufficient space for doorways.

Not drawn to scale

Schoolroom or Classroom Seating
Used for lecture sessions and for note taking

Box Podium

Distance from table front to next table 4' to 5' for maximum comfort.

Table: 6' or 8' long; 18'' or 24'' or 30'' wide. Allow 2' per person (or 3 people per 6' table), for more comfort and longer sessions. (Armchairs may require more space).

Not drawn to scale
**Meeting Room Setup**

**Conference Seating**

- **Hollow Square**
  - For idea exchange.
  - Accommodates about 40 people.

- **Conference Style**
  - For board meetings and idea exchange. Accommodates small groups of up to 24 people.

- **“U” or Horseshoe**
  - For board meetings and idea exchange. Best for A/V presentations. Accommodates up to 30 people.

Allow 2’ per person minimum elbow space, 3’ for more comfort and longer meetings. Use 24” or 36” wide tables.

**Banquet or Roundtable Discussion Seating (Rounds)**

Used mainly for dining, seminars and small discussion groups

- Use 60” tables to seat 8 people.
- Use 72” tables to seat 9 or 10 people.

Not drawn to scale.
MEETING TIPS FOR PRESIDING OFFICER

A presiding officer:

• Should be familiar with District Standing Rules and Parliamentary Procedure.

• Prepares a time schedule and adheres to it as nearly as possible. It is very important to begin and end meetings on time.

• Follows the agenda closely.

• Maintains rules of order, allows for questions, and provides opportunities for pro and con speakers to speak alternately.

• States each motion clearly before calling for discussion and before it is voted upon, and announces the result “Motion carried” or “Motion failed.”

• Calls for vote to be counted if vote is close / a two-thirds vote must be counted.

• Speaks distinctly.

• Avoids saying, “Vote by the usual sign.” The membership should be informed as to how the vote will be taken.

• Says, “The motion is not in order” NOT “You are out of order.”

(over)
Meeting Tips For A Presiding Officer (continued)

- Refers to self as “The Chair” and avoids the use of “I” when reporting or when speaking.

- Does not allow business meeting to drag, however, business should not be rushed, thus avoiding the appearance that the action is being railroaded.

- Knows that only when a report contains a recommendation should there be an adoption of the report by motion.

- Knows that a nomination is not a motion and need not be seconded.

- Knows that the person who opens the meeting closes it.

- Knows that, unless otherwise specified, a quorum is a majority of at least one more than half the membership of the assembly or committee.

- Does not allow minutes to be “dispensed with.” The reading may be postponed or acted upon as printed, distributed or mailed.

- Consults the parliamentarian on technical questions or problems. The parliamentarian explains or interprets for the members of the assembly at the request of the presiding officer.

- Is kind and firm when making decisions.

- Requires long motions or resolutions to be in writing and in the hands of the secretary before the meeting.
PROTOCOL FOR A HOSTESS/HOST

A. Guest Speakers and/or Program Participants

- Extend a written invitation to the guest speaker(s) and others participating in the program.

Inform the guest speaker as to:

♦ The date, the place, the hour and nature of the program.
♦ The time allotted the speaker.
♦ The size of the audience.
♦ The meal arrangements.
♦ The nature of the organization by providing brochures.
♦ Question and answer time period following the address.
♦ Honorarium

Invitations to Special Guest(s)

Extend an invitation giving:

- The time, place and date of program / meeting.

- Seating information.

Seating Arrangements and Introductions

Seating arrangements for officers and guests may vary depending upon the function. Refer to “Seating Arrangements” in this section.
SEATING ARRANGEMENTS

- The Governor is responsible for preparing seating arrangements for business meetings and meal functions (seating as few people as possible on the dais). The Governor shall work with the Governor Elect with regard to the seating for the Installation banquet and/or program. While march-ins of District officers are discouraged due to time restraints, it is the prerogative the Governor to proceed with the march-in of the District officers to signify a special event, if so desired.

- The **presiding officer** is always seated in the **center of** the head table or **first seat to right of lectern** (facing audience). The **guest of honor** (speaker) is always seated to the **right of the presiding officer and** takes precedence over any other dignitary. Other guests of honor may be seated to the right and left of the presiding officer according to rank; or all guests of honor may be seated to the right of the presiding officer. Other dignitaries or local officers may all be seated to the left of the presiding officer. If Executive Committee members are in attendance, they should be seated to the right of the Governor.

  **During business meetings**, the Parliamentarian should be seated next to the Governor (presiding officer), and the ECR is seated immediately to the right of the Parliamentarian. The District Secretary is **ALWAYS** seated immediately to the left of the lectern, with the Governor Elect **ALWAYS** being seated immediately to the left of the District Secretary.

  The Convention Chair is always seated at the right side end of the dais and the Convention Co-Chair is always seated at the left side end. If there are Convention Co-Chairs (or Vice-Chairs) then a decision will need to be made as to which Co-Chair will be seated on dais).

  Newly installed DAC/DEC officers should be seated on dais and/or head table on Sunday.

- When introducing dais guests, request that applause be held until all have been presented. If those on the dais are to rise for introduction, **begin at the extreme left and then when you reach the center, continue with the extreme right, ending at the lectern. The Chair never introduces himself/herself**, i.e. “And **I am** ....... Governor of the.....”.

  Introduction of guest speakers and/or International officers should be gracious but brief. Do not mention the speaker’s name until he or she is expected to rise.

  Only the International President takes precedence over the Governor of the home district.
<table>
<thead>
<tr>
<th><strong>Business Meetings</strong></th>
<th><strong>Banquets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention Vice Chair</td>
<td>Convention Vice Chair</td>
</tr>
<tr>
<td>District Treasurer</td>
<td>District Treasurer</td>
</tr>
<tr>
<td>Governor Elect</td>
<td>Governor Elect</td>
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<tr>
<td>District Secretary</td>
<td>District Secretary</td>
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<tr>
<td>Lectern</td>
<td>Lectern</td>
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<tr>
<td><strong>Audience</strong></td>
<td><strong>Audience</strong></td>
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<tr>
<td>Governor</td>
<td>Governor</td>
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<tr>
<td>Parliamentarian</td>
<td>Guest</td>
</tr>
<tr>
<td>ECR</td>
<td>ECR</td>
</tr>
<tr>
<td>Convention Chair</td>
<td>Convention Chair</td>
</tr>
</tbody>
</table>
SAMPLE MEETING SCHEDULE
FOR
DISTRICT CONVENTION

The following is a suggested sample meeting schedule and should only be used as a guideline. The meeting schedule setting forth days for specific functions and/or meetings and the times referenced with each may be modified to conform to your convention program.

Thursday

Arrival of District Administrative Council/District Executive Council and Executive Committee Representative.

Convention Chair or Vice Chair pre-registers DAC/DEC and ECR, and picks up their convention packet for distribution to those individuals.

The DAC/DEC with ECR meet after dinner if desired; otherwise the ECR may meet with the Convention Committee.

Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td>DAC/DEC Meeting with ECR attending ECR may meet with Convention Committee</td>
</tr>
<tr>
<td>Immediately Following Lunch</td>
<td>ECR meets informally with the Governor Elect</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>ECR meets with Registration Committee</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Governor, Governor Elect, Lt. Governor, Secretary and ECR meets with Parliamentarian to review Governor's personal/business agenda and official program.</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>9:00 p.m.</td>
<td>Welcome Party/Reception (Optional)</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Opening Convention Meeting (Optional)</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

The following meetings should be scheduled on Friday:

- Designated representative(s) (i.e. Governor, DAC/DEC, etc.) meet with appropriate Convention Committees
- Governor Elect with ECR meet with incoming Division Coordinators (*Optional, See Governor Elect duties for further reference)
SAMPLE MEETING SCHEDULE (cont’d)

Governor Elect and Room Arrangements Committee

Nominating Committee meets with ECR

Election/Election Tellers Committee meets with ECR and Parliamentarian

Saturday/Sunday Business Meeting

I. Call To Order by Convention Chair

The ________________ annual District Convention of the ____________________ District will please come to order.

[Tap Bell]

It is my pleasure to present to you our presiding officer, Governor___________________

II. Invocation

III. Presentation of Colors/Banners

IV. Greetings/Welcomes

   Presentation of dais guests and visitors

   Recognition of "First Timers"

   Recognition of Pilots who have been a member for the shortest and the longest times

   Recognition of Past Governors

V. First Report of registration Committee

   The first report of the Registration Committee will be given by the Chair, from the Pilot Club of_____________________, ____________________.

   Your Convention program has a copy of the registration report and a place to record the numbers on page ____.

   __________________________(name of Chair).

   [Report should be in the order it is printed in the program]

   Thank You, _________________ Delegates please remember to come forward and use the microphones. Please address the chair and state you name and the name of your club.
You have heard the report of the registration committee. What is your pleasure?

Motion made by ______________________, Club ______________________

Seconded by ______________________, Club ______________________

It has been moved and seconded to accept the report of the Registration Committee. Is there any discussion?

[Pause to see if discussion is coming from the floor.]

The question is on the motion to accept the report of the Registration Committee.

All in favor, please stand. You may be seated.

All opposed, please stand. You may be seated.

The motion carried and the report of the Registration Committee is accepted as presented.

The voting strength at this time is ____________________________.

Will all delegates please stand?

[Look at Parliamentarian - she verifies quorum is present.]

You may be seated.

The parliamentarian has verified that a quorum is present.

VI. Approval of the Convention Rules

DistrictParliamentarian, _____________________ from the Pilot Club of ____________, will present our Convention Rules ___________________________.[First name of the Parliamentarian]

[Parliamentarian states the page number that is printed in the Program and reads the Rules.]

You may use the option of having the Parliamentarian say: The Convention Rules are printed on page ___ of your program. Unless there is an objection, I will not read them.]

Thank you_________. You have heard the convention rules.

What is your pleasure?

Motion made by ______________________, Club ______________________

Seconded by ______________________, Club ______________________
It has been moved and seconded to adopt the Convention Rules. Is there my discussion?

[Pause to see if discussion is coming from the floor.

The question is on the motion to adopt the Convention Rules.

All in favor, please stand. You may be seated.

All opposed, please stand. You may be seated.

It is obvious there is a two-thirds vote, and the Convention Rules are adopted as presented.

VII. Presentation of Convention Program and Approval of Business Agenda

Convention Chair, will present a few changes which you need to make in your convention program.

[Convention Chair announces only those changes that are absolutely necessary. For example, a change in the location of a workshop.]

[Convention Chair stands to the side, while Governor says:]

The Convention Chair, ____________ will present the Convention Agenda. ____________.

[The Convention Chair says: The Convention Agenda consists of the Reports of the Registration Committee, the Convention Rides, the election of District Officers, the proposed Standing Rules changes, and the District Budget.]

[Note: You may have other items the delegates are voting on; if so, include them in the list. For example, a district project. If you do not have more than one person running for at least one office or Standing Rule changes to propose, delete these items.]

Thank You, You have heard the presentation of the Convention Agenda. What is your pleasure?

Motion made by ______________ Club __________________

Seconded by ______________ Club __________________

It has been moved and seconded to adopt the Convention Agenda. Is there discussion?

[Pause to see if discussion is coming from the floor.]
The question is on the motion to adopt the Convention Agenda.

All in favor, please stand. You may be seated.

All opposed, please stand. You may be seated.

It is obvious there is a two-thirds vote, and the Convention Agenda is adopted as presented.

With the acceptance of the first report of the Registration Committee, the adoption of the Convention Rules, and the adoption of the Convention Agenda, the District of Pilot International is officially organized to conduct business.

VIII. Report from the Executive Committee Representative
IX. Announcement of approval of Convention Minutes (Previous Year)
X. Announcement of Approval of Audit Committee Report
XI. Announcement of Appointment of Audit Committee
XII. Announcement of District Awards Jury
XIII. Presentation of Division Activities
XIV. Report of District Nominating Committee
XV. Introduction of nominees
XVI. Report of Registration Committee (If there has been a change)
XVII. Election of District Officers
XVIII Report of Election/Election Tellers Committee
XIX. Business - Standing Rules Proposal

We will now consider the proposed changes to our District Standing Rules.

Proposed changes to our District Standing Rules are pending motions since previous notice has been given. Pending motions do not require a motion or a second. participation is in the discussion and voting.
With your permission, District Secretary, _________________, will read only the proposed change and not the current reading or rationale. If you feel that the current reading and rationale should be read, you may do so.]

[Pause briefly to be sure that there is no objection.]  
(First name of Secretary)  
[Secretary reads proposed change.]  
The question is on the adoption of Standing Rule Number _________________ to read:  
________________________(repeat proposed reading).  
[You want to be sure everyone understands what they are voting on.] Is there discussion?  
[Discussion.]  
The question is on the adoption of Standing Rule Number- to read:  
(repeat proposed reading).  
[If it is a long standing rule and you are sure everyone is clear about what they we voting on, you may say: The question is on the adoption of Standing Rule Number _________.]

All in favor, please stand. You may be seated.  
All opposed, please stand. You may be seated.  
The motion passed, and the proposed change to Standing Rule Number ________ has been adopted. [Or - the motion failed and Standing Rule Number_______ will remain unchanged.]  

XX. Business - Proposed District Budget

We will now consider the Proposed District Budget for (Year).  
The Proposed District Budget is a pending motion since previous notice has been given. Pending motions do not require a motion or a second. Again, your participation is in the discussion and voting.  
District Treasurer,______________________________, will you please present the budget.
[Treasurer says: Each club received a copy of the Proposed District Budget for (Year) 30 days prior to the convention and (a copy is included in your convention packet). At this time I will be glad to answer any questions you may have.]

[Governors - this is a time for questions to be answered by the Treasurer. If they get into discussion, you need to go to the mike and ask them to hold that thought for the discussion time.]

Thank you,____________________________________

The question is on the Proposed District Budget for (Year).

Is there any discussion?

The question is on the Proposed District Budget for (Year).

All in favor, please stand. You may be seated.

All opposed, please stand. You may be seated.

The motion passed, and the Proposed District Budget for (Year) has been adopted.

XXI. Foundation Presentation

XXII. Training of Club's Presidents Elect

XXIII. Speakers, Workshops, Breakouts, Roundtable Discussions

XXIV. Adjournment

[The Convention Chair adjourns the meeting by saying: I now declare the Annual Convention of the District of Pilot International adjourned.]

[The Convention Chair taps the bell.]

**Meal function may be planned for Saturday evening.**
SAMPLE AGENDA
FIRST MEETING OF DAC/DEC AND ECR
(Incoming Governor Presiding)

Attendees: Incoming District Administrative Council/District Executive Council, Executive Committee Representative (Current Governor may attend as a non-voting participant if so desired).

I. CALL TO ORDER

A. Greetings.

Express pleasure in sharing the responsibility of the district leadership, citing joint responsibility of the DAC/DEC to the clubs, district and Pilot International.

B. Additions to the Agenda.

C. Approval of the Agenda.

D. Minutes

1. Request the Secretary to take minutes.
2. Instruct the Secretary to furnish a copy of the minutes to each person attending the meeting and Pilot Headquarters.

E. Incoming Governor's Comments

1. Point out the unique opportunity the DAC has in serving the District.
2. Encourage suggestions, pledge cooperation, emphasize working together.
3. Invite comments from other DAC/DEC and ECR.
4. Purpose of Meeting.

Discuss duties of the DAC/DEC as outlined in the policies of Pilot International and the district.

II. DISTRICT FINANCES

A. Review of Approved Budget.

B. Review of expenses reimbursed for District Officers as set forth by Pilot International Policies and bylaws and District Budget.
III. GOVERNOR'S REPORT

A. Provide copy of and review copy of District Standing Rules. Appoint committee to review and update if necessary.

B. Provide copy of and review District’s Strategic Plan. Appoint committee to review and update Plan if necessary.

C. Discuss possible District’s involvement with clubs to promote Brain-related service focus.

D. Provide list of District Appointees.

E. Club Membership/Recruitment:

   1. Identify clubs at risk.

   2. Identify potential for new clubs.

   Involve the District Growth Team to provide assistance if applicable.

F. PI/PIF Annual Convention.

   1. Promote attendance at upcoming meeting for District Officers.

   2. Determine times for district officers’ arrival at the convention site for attendance at Council of Leaders.

   3. Distribute Registration Form(s) to all District Officers for early registration. Discuss how registrations are to be handled.

   4. Discuss and review travel to convention for DAC/DEC.

G. Governor's Bulletins

   1. Announce schedule for mailing bulletin. (It is suggested that the Governor’s Bulletin be mailed by the 25th of the preceding month, unless otherwise set forth in your District Standing Rules and/or Policies and Procedures.)

   2. Provide date(s) within which to receive material for submission for Governor’s Bulletin.
III. GOVERNOR'S REPORT (continued)

H. Correspondence.

1. Emphasize importance of timely response to all correspondence.

2. Copies of official correspondence mailed to Pilot Headquarters, ECR, and *DAC/DEC (*if applicable.)

IV. UNFINISHED BUSINESS

Determine if there is unfinished business from the prior DAC meeting.

V. NEW BUSINESS

A. Review Official Visit Reports from previous Pilot year.


C. DAC Meeting Schedule.

D. Fall Council.

E. District Workshops and/or Officer Training.

F. Non-Pilot Meetings of District-wide interest.

G. District Convention Plans.

VI. ANNOUNCEMENTS

VII. ADJOURNMENT

Note: Three weeks prior to convention, provide a copy of this agenda to the current Governor, ECR, and other DAC/DEC members if known at that time. If not known, provide copies to those individuals at the meeting.
SAMPLE MEETING
JOINT MEETING OF DAC/DEC AND ECR
WITH
ALL DISTRICT APPOINTEES, CLUB PRESIDENTS, AND PRESIDENT ELECTS
(Incoming Governor Presiding)

Attendees: Incoming District Administrative Council/District Executive Council, Executive Committee Representative, All District Appointees including Division Coordinators), Club Presidents and President Elects. The Current Governor may attend as a non-voting participant if so desires.

I. CALL TO ORDER

II. INCOMING GOVERNOR'S COMMENTS

A. Minutes

1. Request the Secretary to take minutes
2. Instruct the Secretary to furnish a copy of the minutes to each person attending the meeting and Pilot Headquarters.

B. Greetings

1. Point out the unique opportunity the club and district officers will have in implementing the goals of the District and Pilot International.
2. Express pleasure in sharing the responsibility of the district, citing the joint responsibility of all to each other, to the District and to Pilot International.
3. Encourage suggestions, pledge cooperation, emphasize working together.
4. Invite comments from those in attendance.

III. PRESENTATION OF ATTENDEES (Those to be presented depends on time allotted.)

IV. ITINERARIES FOR OFFICIAL VISITS

The DAC/DEC will plan official visits to the club(s) as determined by the club and the respective DAC/DEC officer assigned to that club(s); and as set forth in Pilot International Bylaws and Policies and Procedures.
V. PILOT EXCELLENCE PROGRAM (PEP)

Encourage clubs to participate in the PEP program, a non-competitive awards program designed to recognize Pilot clubs, regardless of size, for excellent performance in activities, duties and responsibilities.

VI. CLUB MEETINGS

Point out that an Executive Board has the option of meeting monthly or quarterly. The club will hold at least one meeting each month which may include a program or business session, or both.

VII. CLUB BUDGET

VIII. SECRETARY'S & TREASURER'S REPORT

Communicate the importance of Club Secretaries promptly submitting the "Notification of Change in Membership Information" form to the proper officers and Pilot Headquarters. Reminder: Membership Information form for each new, transferred, or reinstated member with a check for dues, initiation and liability insurance must accompany the "Notification of Change" form.

Provide a reminder of dates the club treasurer should submit Pilot International and District dues.

Promote the current Membership Recognition program and encourage sending information to headquarters by required dates in order to receive recognition.

IX. DIVISION ACTIVITIES

Seek cooperation of club presidents to mail club schedules for division activities by the deadline: postmarked no later than July 31.

X. ANCHOR

Promote the Anchor program as the “future” of Pilot. There are approximately 278 Anchor clubs, and these members are young people who are committed to helping others. Encourage every Pilot club to sponsor one Anchor Club. (*Verify number with Pilot Headquarters prior to meeting)
XI. PILOT FOCUS ON BRAIN-RELATED DISORDERS

Encourage all clubs to have one or more service projects that benefit people with BRAIN-RELATED DISORDERS; and plan fund-raising activities that support Pilot's ongoing service focus. This money will be used to fund grants, scholarships, projects, education and research of brain-related disorders. Reminder: Brain disorders include: Traumatic Brain Injuries, Developmentally Disabled, Chemical Dependency, Dementia from Disease, Mental and Emotional Disorders, and Tumors. A listing of projects and agencies can be found in the Club and District Manuals. For more information contact PIF Headquarters or visit Pilot’s web site at [www.pilotinternational.org](http://www.pilotinternational.org).

Allow time to discuss Pilot’s signature project, BrainMinders™, a public service campaign designed to prevent brain injuries.

XII. MEMBERSHIP TEAM

Announce special Membership Team plans, workshops, etc. Ask club's to notify Membership Team of any area in the district where a new Pilot club may be organized. Ask clubs "at risk" to call on the Membership Team for assistance. Emphasize to the clubs that the Membership Team is available and willing to assist them. Promote the existing Membership Recognition program.

XIII. GOVERNOR'S BULLETIN

Announce the schedule for mailing the bulletins, either monthly or bimonthly. The bulletins will be mailed the 25th of the month so the clubs will have them at the next meeting. Announce the deadline for information to be included in the bulletins. (This information is provided only if your District Standing Rules and/or Policies and Procedures do not address the publication of the Governor’s Bulletin.)

XIX. CORRESPONDENCE

Emphasize importance of answering correspondence promptly. Copies of official correspondence only should be sent to Pilot Headquarters, DAC and ECR.

XX. INTERNATIONAL CONVENTION

Promote attendance at the upcoming PI/PIF Annual Meeting and Convention. Encourage everyone to participate in the international convention. (Details will be furnished in the January and March Club Mailings and on the PI web site www.pilotinternational.org.)

XXI. ANNOUNCEMENTS

XXII. ADJOURNMENT

Note: Three weeks prior to the convention, provide a copy of this agenda to the current Governor, ECR, and all other attendees/participants in the meeting.
CONDUCTING MEETINGS

A. **Advice to the Chair**

1. Follow the agenda closely and in a business like manner. (Review Agendas in this section.)
   a. *Everything* said should be *audible* to all in attendance.
   b. When both a business and program meeting are held in succession and on the same date, the first meeting is adjourned before the second meeting begins.
   c. The person who opens a meeting closes it.

2. Understand parliamentary procedure and utilize same for your meetings. (Review "Reference Notes on Motions" and "A chart of Parliamentary Motions" in this section.)
   a. State the action before it is discussed and again before it is voted on.
   b. Use "aye" instead of "yes."
   c. If vote is in doubt, use show of hands, actual teller count, etc.
   d. Vote when your vote would change the outcome or when voting is by ballot.
   e. Declare successful candidates "duly elected".
   f. Relinquish post before entering into discussion or if candidate for office while further nominations are being solicited.

3. Handle discussion in an orderly way so as to --
   a. give every member who wishes an opportunity to speak;
   b. keep all speakers to rules of order and to the question;
   c. give *pro* and *con* speakers alternating opportunities to speak;
   d. not allow anyone to speak a second time to a question until everyone who wishes has had the opportunity once.

4. Suggest motions but do not make them. Say, "A motion for (or that) ..is now in order."
Conducting Meetings (continued)

5. Refer to self as "The Chair"

6. Remain seated, if desirable, except:
   a. to call meeting to order;
   b. to put a question to vote;
   c. to give decisions;
   d. to recognize speakers (especially in a large assembly).

7. Use the gavel:
   a. to call meeting to order;
   b. to maintain order;
   c. to relinquish chair;
   d. to indicate completion of action on motion;
   e. to declare adjournment.

B. Basic Points

1. Minutes are the legal record and should be:
   a. acted upon as read, printed, distributed, etc.;
   b. retained for the life of the organization;
   c. a concise account of action taken, not what has been said;

2. Standing rules are the special regulations governing the individual club. They specify time and place of meetings, amount of dues, etc. and are never in conflict with the bylaws of the organization.

3. Unless otherwise specified, a quorum is a majority -- at least one more than half of the membership of an assembly or of a committee.

4. If ballots are used in an election or for a secret decision on any other matter, a motion is in order for their destruction following the announcement of the results of the voting.

5. If a REPORT contains recommendations, these should be put in the form of a motion and placed at the end of the report.

6. A convention program should be acted upon by motion.

7. It is improper for the Chair or any member to move to make a vote, or to make a vote unanimous.

8. The treasurer's report should not be accepted on motion, however, the audit report and the proposed budget receive such action.
9. A Governor is a member ex officio of all District committees and/or task forces except for the Nominating Committee and/or Election Tellers Committee.

10. Motions are:
   a. expressed in a clear concise statement containing only one main idea;
   b. seconded before discussion is called for and maker of the motion should start the discussion if explanation is needed;
   c. made in the correct language -- "I move that---" or "I move to."

11. A motion must be withdrawn before the Chair has restated it; otherwise, it would require a motion for withdrawal, or the use of the "general consent" technique.

12. The Chair does not need to obey the call, "Question", if in the judgment of the Chair, debate should continue. (Only the adoption of a motion to end debate could force the issue. This requires a 2/3 vote.) The Chair should use judgment concerning the adequacy of discussion, and should not wait for someone to call "Question." The call "Question" really means the motion or call for the "Previous Question" and this requires a 2/3 vote for adoption.

13. The effect of abstaining from voting is the same as if the vote or votes had been cast on the prevailing side.

14. Amendments are motions, and are seconded. They are open to discussion unless the main motions to which they are affixed have other regulations.

15. The report of the nominating committee should be submitted to the Chair. A copy of the report is given to the ECR and Secretary.

16. The Chair must be certain of the vote before he/she declares a motion passed or defeated.
REFERENCE NOTES ON MOTIONS

1. The thirteen ordinary motions (See I A, B, and C on chart) should be understood by all presiding officers.

2. The "business" of a meeting is processed via motions in the "unfinished business" and "new business" sections of the agenda.

3. The MAIN MOTION (See I A) is the proposal on the floor at any particular time. There are two kinds of MAIN MOTIONS - original and incidental. An original main motion is one which brings some new subject before the assembly. An incidental main motion is related to the present business of the assembly, or its past or future action.

4. The seven SUBSIDIARY MOTIONS (See I B) represent action to perfect the main motion. These motions have rank; therefore a complete understanding of their use is important.

5. All main and subsidiary motions must have seconds. Not all are debatable or amendable. All but those referring to the extent of debate require majority vote. The "debate" motions (I B-2 and B-3) require 2/3 vote. A speaker may not be interrupted in any of these motions.

6. PRIVILEGED MOTIONS have nothing to do with the business on the floor at the moment. They are not debatable.

   In two instances, the Chair decides the issue, and in these two cases, a speaker may be interrupted.

   "Question of Privilege" (see I C-4) concerns the comfort, safety, dignity, order of the assembly or of some individual in the assembly.

   "Orders of the Day" (see I C-5) is a call for the presiding officer to check the agenda for omission, reversal or irregularity of some kind.

7. INCIDENTAL MOTIONS (See II A) have no particular order, and may happen at any time to settle matters of immediate importance; they must be given priority.

   Only one (see II A-1) is debatable. Some do not require seconds, and some are not amendable. Three kinds of decisions are applicable: majority, 2/3 vote, and Chair decides. In some instances, the speaker may be interrupted.

8. RETURN MOTIONS (See II B) "undo" previous action. All require seconds. Other action varies. See Chart.
# Chart of Parliamentary Motions

## I. The Thirteen Ordinary Motions

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>Interrupted</th>
<th>Required</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote required</th>
<th>Speakers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. MAIN</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. SUBSIDIARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Lay on table</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. End debate</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>*Two-thirds</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Limit or extend debate</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>*Two-thirds</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Postpone to a definite time</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Refer to committee</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Amend</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Postpone indefinitely</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. PRIVILEGED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Set time to which to adjourn (other business pending)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Adjourn (time already set for next meeting)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Recess</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>*Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Raise question of privilege</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>*Chair decides</td>
<td>*Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Call for orders of the day</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>*Chair decides</td>
<td>*Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## II. Additional Motions

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>Interrupted</th>
<th>Required</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote required</th>
<th>Speakers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. INCIDENTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Appeal from decision of chair</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Division of assembly</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>*Chair decides</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Division of question</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Withdraw a motion</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Point of order</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>*Chair decides</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Suspend rules</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>*Two-thirds</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Object to consideration</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>*Two-thirds</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Parliamentary inquiry</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>*Chair decides</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Point of information</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>*Chair decides</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. To close nominations</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>*Two-thirds</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. To re-open nominations</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Seriatim or in toto consideration</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. RETURN MOTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Take from table</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Reconsider</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Rescind, repeal</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>*Two-thirds</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ratify</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*deviation from the usual ( Majority)
CONVENTION BUDGET

The Convention Budget is an integral part of the annual District Budget and should be approved with the District Budget each year. A successful convention depends on a planned budget reflecting anticipated income and proposed expenses.

Your Convention should be self-supporting. The District treasury should hold any funds remaining from the convention, or as set forth in your District Standing Rules and/or Policies and Procedures. In the event any approved items are overspent, these shortages will be paid by District funds, and are not the responsibility of any club and/or Pilot.

Anticipated attendance will be the basis for estimating income and expenses.

The budget should provide realistic costs for each function or activity. The total expenses should not exceed the total estimated income.

Compliance with the convention budget is mandatory.

Copies of the approved convention budget are distributed to:

All convention attendees
Pilot International Headquarters

The final statement of convention income and expenses, including registration refunds, and participant names, is mailed by the Treasurer to:

a. Current/Incoming DAC/DEC
b. District Clubs
c. ECR
d. Pilot International Headquarters

1. Convention Budget includes:

a. meals including gratuity and tax
b. social activities (coffee breaks, reception, etc.)
1. Convention Budget includes: (continued)

   c. program participants (NOT Pilots) –
      - registration fee, if attending entire convention
      - meals not included in registration fee
      - hotel, single room if not complimented
      - meals for guests for special occasions

   d. badges

   e. folios or envelopes

   f. printing of programs and tickets

   g. decorations - should include all decorations; however, costs should be kept to a minimum.

   h. postage, stationery, telephone, fax

2. Convention Budget includes the following ONLY if provided for in the District Standing Rules, with limiting amounts, established by the District for each approved item:

   a. paid entertainment

   b. favors

   c. paid speakers, honorariums

3. The Convention Budget DOES NOT include the following in the registration fee:

   a. expenses of personal guests or family members of DAC/DEC/ECR

   b. gifts for district officers and ECR

   c. registration fee for any member of the convention host club(s) (if used). (If a member of the host club is a district officer, that registration fee is to be included in the district budget.)

   d. local guests unless authorized and approved by the DAC/DEC, or as referenced in District Standing Rules and/or Policies and Procedures.
4. **District Budget re Convention Expenses:** District budget is presented for approval to the convention body by the Treasurer, and includes the following convention expenses:

a. Expenses for bulletins to clubs (not individual members) and duplicating convention minutes.

b. For District Governor, Governor Elect, Lt. Governor(s), Treasurer and Secretary:
   - registration fee and receipted meal expenses not to exceed approved daily allowance
   - hotel for 3 nights should be *complimentary; however, the district pays for hotel (one-half double convention rate) for a district officer not in complimentary room. If someone other than a district officer shares a complimentary room, that person reimburses the district the hotel rate for the space occupied.
   - Transportation to be reimbursed as dictated by Pilot International Bylaws and/or Pilot International Policies; or in the alternative as set forth in the District Standing Rules and/or Policies and Procedures. District will also reimburse for parking and tolls. If traveling by train, bus, or plane, use most economical fare available. If traveling by automobile, the mileage allowed will not exceed round trip coach air fare. Cancelled ticket, stub or receipt should be attached to expense report.

c. For Executive Committee Representative
   - registration fee and receipted meal expenses not to exceed approved daily allowance
   - hotel for 3 nights should be *complimentary; however, the district pays hotel charges if not in a complimentary room
   - Transportation expenses for ECR are paid by Pilot International.

**Note:** *Complimentary rooms may not be applicable to those Districts outside the United States of America.
SAMPLE DISTRICT BUDGET
Note: District Convention Items

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>EXPENSE</th>
<th>INCOME</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues (___ members @ $____x 12)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Interest Income</td>
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<td></td>
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</tr>
<tr>
<td>Fall Council/Workshop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| District Convention                                                     |         |        |       |
| Registration Fees                                                      |         |        |       |
| Saturday Luncheon (Partials)                                           |         |        |       |
| Saturday Banquet (Partials)                                            |         |        |       |
| Sunday Breakfast/Brunch                                                 |         |        |       |

**TOTAL REVENUE**

**ESTIMATED EXPENSES**

**DAC Meetings**

- Governor (Travel & Meals)                                              |       |
- Governor Elect (Travel & Meals)                                       |       |
- Lt. Governor(s) (Travel & Meals)                                     |       |
- Treasurer (Travel & Meals)                                            |       |
- Secretary (Travel & Meals)                                            |       |

Total DAC Meetings

**Fall Council**:

- Governor (Travel, Hotel & Meals)                                      |       |
- Governor Elect (Travel, Hotel & Meals)                                 |       |
- Lt. Governor(s) (Travel, Hotel & Meals)                               |       |
- Treasurer (Travel, Hotel & Meals)                                      |       |
- Secretary (Travel, Hotel & Meals)                                      |       |
- Minutes & Reports                                                      |       |

Total DAC Fall Council Expenses

- Decorations & Flowers                                                  |       |
- Registration Supplies                                                  |       |
- Entertainment for Banquet                                              |       |
- Room Rental                                                            |       |
- Postage                                                               |       |
- Telephone                                                             |       |
- Programs                                                              |       |
- Saturday Night Dinner                                                  |       |
- Sunday Breakfast/Brunch                                                |       |
- Miscellaneous (Speakers, Honorariums, Presentations, etc.)             |       |

Total Remaining Fall Council Cost

117
<table>
<thead>
<tr>
<th>District Convention</th>
<th>EXPENSE</th>
<th>INCOME</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governor &amp; Governor Elect</td>
<td>(Hotel comp, Meal Fees, Travel &amp; Other Meals)</td>
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<td></td>
</tr>
<tr>
<td>Lt. Governor(s)</td>
<td>(Hotel, Meal Fees, travel &amp; Other Meals)</td>
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<tr>
<td>Treasurer</td>
<td>(Hotel, Meal Fees, Travel &amp; Other Meals)</td>
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<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>(Hotel, Meal Fees, Travel &amp; Other Meals)</td>
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</tr>
<tr>
<td>ECR</td>
<td>(Hotel, Meal Fees)</td>
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<tr>
<td><strong>Total DAC &amp; ECR Expenses for District Conv.</strong></td>
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<tr>
<td>Decorations &amp; Arrangements</td>
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<tr>
<td>Programs</td>
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<tr>
<td>Room rental</td>
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<tr>
<td>Registration Supplies</td>
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<tr>
<td>Banquet Entertainment</td>
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<td>Memorial Service</td>
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<td>Telephone &amp; Postage</td>
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<td>DAC Reception</td>
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<td>Installation</td>
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<td>Saturday Luncheon</td>
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<td>Saturday Banquet</td>
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<td></td>
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<tr>
<td>Sunday Breakfast/Brunch</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td><strong>Total Remaining Cost of District Convention</strong></td>
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<tr>
<td><strong>International Convention</strong></td>
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<tr>
<td>Incoming Governor – PI pays authorized exp.</td>
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<tr>
<td>Incoming Governor Elect, Lt. Governor(s)</td>
<td>(Travel, Hotel, Registration Fee, &amp; Other Meals)</td>
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<td></td>
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<tr>
<td>Secretary &amp; Treasurer</td>
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<td></td>
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<tr>
<td><strong>District Convention Or</strong></td>
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<td></td>
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</tr>
<tr>
<td><strong>District Wide Anchor Meeting</strong></td>
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<tr>
<td>Governor &amp;/or District Youth Coordinator</td>
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<tr>
<td><strong>Other Expenses</strong></td>
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<tr>
<td>District Officers Postage &amp; Supplies</td>
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<tr>
<td>Governor’s Bulletins (Printing &amp; Postage)</td>
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<tr>
<td>Bond for District Treasurer</td>
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<tr>
<td>Telephone expense</td>
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<td>District Audit Expense</td>
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<td>Division Coordinators (Postage, Supplies, Prt)</td>
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<tr>
<td>District Roster (Printing)</td>
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<td>District Growth Team</td>
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<td>PIF Rep. (Printing, Postage, etc.)</td>
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<td>Nominating Committee</td>
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<tr>
<td>Awards Jury (Postage, Telephone, etc.)</td>
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<td>Chaplain’s Expense (Cards, Postage, etc.)</td>
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<td>Past Governor’s Pin</td>
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<tr>
<td>Gifts or Honorariums</td>
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<td>Miscellaneous</td>
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<td><strong>Total Other Expenses</strong></td>
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<td><strong>TOTAL ESTIMATED EXPENSES</strong> (Should not exceed revenues)</td>
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</table>
**Budget Planner**

Your meeting budget is an estimate of anticipated income and expense for your meeting and provides financial control and accountability. It’s important to document how and why you arrived at all figures, so keep track of calculations used to arrive at each budgeted item. Allow contingencies for the unexpected. Reviewing last year’s budget will give you a good basis for preparing this year’s. And analyzing the difference between budgeted and actual costs will get you closer to actual expenses the next time.

Below are some expense and revenue items. Remember to add room tax, sales tax and gratuities where appropriate as this can add up to a sizeable amount. You may wish to assign a series of account numbers to various expense and revenue categories to help keep similar items grouped together.

<table>
<thead>
<tr>
<th>Acct.#</th>
<th>Expense Item</th>
<th>Projected</th>
<th>Actual</th>
<th>Variance</th>
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<tbody>
<tr>
<td>100</td>
<td>Sleeping Rooms</td>
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<tr>
<td>200</td>
<td>Transportation</td>
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<tr>
<td>201</td>
<td>Air transportation</td>
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<tr>
<td>202</td>
<td>Ground transportation</td>
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<tr>
<td>300</td>
<td>Food &amp; Beverages (include tax &amp; grat.)</td>
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<tr>
<td>301</td>
<td>Breakfast</td>
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<td>302</td>
<td>Lunch</td>
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<tr>
<td>303</td>
<td>Breaks – AM and PM</td>
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<tr>
<td>304</td>
<td>Dinner</td>
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<td>305</td>
<td>Receptions (include bartenders)</td>
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<tr>
<td>306</td>
<td>Hospitality (include bartenders)</td>
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<td>Audio/Visual</td>
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<td>401</td>
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<td>402</td>
<td>Labor</td>
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<td>403</td>
<td>Material production (slides, video, etc.)</td>
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<td>500</td>
<td>Printed materials</td>
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<td>Name badges</td>
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<td>502</td>
<td>Programs</td>
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<tr>
<td>505</td>
<td>Flyers</td>
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### Budget Planner

<table>
<thead>
<tr>
<th>Acct.#</th>
<th>Expense Item</th>
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<th>Actual</th>
<th>Variance</th>
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</thead>
<tbody>
<tr>
<td>600</td>
<td>Administration</td>
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<td>601</td>
<td>Telephone</td>
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<td>602</td>
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<tr>
<td>603</td>
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<td>604</td>
<td>Postage</td>
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<td>605</td>
<td>Extra gratuities</td>
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<td>606</td>
<td>Meeting room charges</td>
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<td>700</td>
<td>Recreation</td>
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<tr>
<td>701</td>
<td>Tours</td>
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<tr>
<td>702</td>
<td>Guides and admission fees</td>
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<td>703</td>
<td>Cancellation Insurance</td>
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<td>800</td>
<td>Speaker fees and expenses</td>
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<tr>
<td>900</td>
<td>Miscellaneous</td>
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**Total expenses**

<table>
<thead>
<tr>
<th>Acct.#</th>
<th>Revenue Item</th>
<th>Projected</th>
<th>Actual</th>
<th>Variance</th>
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<tr>
<td>0100</td>
<td>Registration Fees</td>
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<td>Partial registration</td>
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<td>Student registration</td>
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<td>Exhibitor fees</td>
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<td>Regular fee</td>
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<td>0203</td>
<td>Sponsorships</td>
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</tbody>
</table>

**Total revenues**

**Less total expense**

**Total anticipated profit**