



Duties of Club Delegates and Alternates

The delegates to a convention are chosen by the club and are authorized to represent them in the consideration of business. The delegates sit as a single body, acting on behalf of the entire membership. The bylaws also provide for the election of alternates, who should be prepared with the same information given to delegates.

Duties of Delegates

- The first duty of a delegate is to attend the convention. Following the prescribed procedure, members must present their credentials at the registration desk and in turn will receive the official delegate's identification (sticker) and Candidate Booklet. At any time before the convention, if a delegate realizes that he or she will not be able to attend, it is his or her responsibility to inform the appropriate authority immediately so an alternate can be alerted. If a delegate has to withdraw during convention, the head of the delegation and the Credentials Committee are to be notified immediately. The delegate's ribbon and convention materials must be returned before an alternate can be seated.
- Delegates should attend and participate in all business meetings. Therefore, they must be prepared by being informed on such areas as the issues that will be discussed (resolutions), proposed changes to the Bylaws, and the qualifications of nominees for office.
- Though it is a right of membership not to vote, as a delegate, this right should be used sparingly, if at all.
- Since the issues to be debated will affect all clubs, the members have a right to expect that all their delegates will vote on all issues.
- Divisional caucuses are meetings of a delegation from a certain area to discuss the election of the candidates. Candidates will be invited to speak and answer questions. Delegates should attend caucus.
- Hazing is defined as action or situation created, whether intentional or unintentional, which produces physical or mental discomfort, embarrassment, harassment or ridicule. Delegates are not permitted to ask any question that does not pertain to the candidate's credibility as a prospective district officer.
- Occasionally, the delegation will be instructed to vote in a certain way on a specific item, though the usual instruction is to vote according to their own judgment after careful consideration of the facts.

Duties of Alternates

- An alternate is a member who is qualified to replace, at the time of convention, a delegate who is unable to attend or who withdraws from registered status.
- Alternate delegates are expected to be ready to take the place of a delegate at any time. They are expected to attend the convention.
- An alternate may not substitute on a temporary basis for a delegate who remains registered.
- An alternate is expected to prepare for the convention as if he or she will be a delegate. They should be as familiar with the issues as the delegates. Alternates should attend the divisional caucuses.
- If an alternate is called to serve, s/he must re-register at the credentials desk to obtain the delegate materials. Before this can occur, the Credentials Committee must have received evidence that the original delegate has withdrawn officially and permanently.
- When an alternate replaces a delegate, s/he assumes all the duties and privileges as if originally so elected.



Parliamentary Procedure At-A-Glance

Parliamentary procedure is used to serve an organization during its meetings and should not be used to hinder the process of the meeting.

PUTTING A MOTION ON THE FLOOR

To make a motion or an amendment to a motion, a club delegate must go to the microphone, be recognized by the presiding officer (Governor), state his/her name and club, then state the motion (or amendment to the motion). The motion (or amendment) is seconded from the floor. The presiding officer then places the motion before the House for discussion. The club delegate may speak to the motion (or amendment) first. (Note: Once a motion is placed before the House by the presiding officer, it is under the control of the House and does not belong to the delegate making the motion. For example, it cannot be withdrawn later without permission of the House.)

SECOND TO A MOTION

It is not necessary to agree with a motion to second it. A second only implies there is more than one person who wishes to discuss the motion.

AMENDMENTS TO A MOTION

A motion that is on the floor may have two amendments pending at one time. However, the first amendment must relate to the main motion, and the second amendment must relate to the first amendment to the motion.

REFER OR POSTPONE

A motion to postpone or refer to committee can be made while a motion or an amendment to a motion is pending.

CLOSE DEBATE OR CALL THE QUESTION

A delegate must go to a microphone and move to close debate or call the question. The motion needs a second, there is no discussion, and it takes a two-thirds (2/3) vote of the delegates present and voting to pass. After the motion to close debate or call the question is approved, there will be an immediate vote on the pending motion.

TABLE A MOTION

A motion to table is not used to "kill" the motion on the floor and is not used to postpone consideration of the motion. If a delegate is opposed to the motion, he or she should vote against it instead. If a delegate wishes to discuss the motion at another time, he or she can move to postpone or to refer the motion to a committee (see above.) There is no motion such as "table until xxxx time." Instead, the correct motion would be "postpone until xxxx time." A motion to table is used only in an emergency.

POINT OF ORDER

If a delegate believes there was a breach of parliamentary procedure, she or she may rise to a point of order. If the point of order refers to an action made by someone other than the presiding officer, the delegate should give the presiding officer time to correct the problem before interrupting with the point of order.



Standing Rules for the House of Delegates

1. The official language of this convention shall be English.
2. No one shall be admitted to the House of Delegates other than certified delegates, the parliamentarian, the District Administrator, and candidates for district office.
3. A designated area will be sectioned off for guests wishing to watch the proceedings. At no time may a guest be permitted to speak in regards to any point of business that comes before the House.
4. Delegates and guests are asked to not leave the House of Delegates except when the Chair calls a break.
5. No one will be admitted as a delegate without an official delegate sticker. Stickers will not be reissued.
6. The House of Delegates shall not be closed.
7. Under no circumstances will delegates be permitted to leave the session immediately prior to, or during, the execution of any written balloting.
8. Any amendment shall be written in English, signed by the maker and seconder, and presented to the District Secretary before it is moved.
9. The maker of a motion shall be entitled to speak first in support of the motion or may yield the floor.
10. Debate shall alternate between those speaking for and those speaking against a motion.
11. No delegate may speak more than five minutes at a time unless allowed to do so by a majority vote.
12. No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
13. A delegate shall not speak for or against a motion and move to close debate on the same recognition.
14. Debate on any proposed resolution or amendment to the District Bylaws, shall be limited to thirty minutes.
15. A motion to move the previous question will not be in order until fifteen minutes of debate has taken place or the microphone is clear.
16. A candidate may be nominated by any delegate when the chair declares nominations for that office to be open. No delegate may nominate more than one candidate for a single office. A candidate nominated from the floor during the House of Delegates will be allowed to run for office. However, if elected, their candidacy is not valid until all proper certification and necessary forms have been completed.
17. Candidates for governor shall be allowed three minutes each to address the House or may yield their time to questions.
18. All other district officer candidates shall be allowed two minutes to address the House or may yield their time to questions.
19. The Laws, Regulations, and Resolutions Committee shall report to the delegates all resolutions referred to it. The resolutions committee may offer its recommendation on any resolution it reports.
20. These rules shall be adopted by a majority vote of the House of Delegates. Once adopted, these rules may be suspended or changed by a majority vote of those delegates.
21. Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Circle K International, Bylaws of the Pennsylvania District of Circle K International, Pennsylvania District Policy Code, and these standing rules.
22. Minutes of the meeting of the House of Delegates will be reviewed and approved by the Pennsylvania Circle K District Board at their next board meeting.