

CONVENTION PROCEDURE FOR PACIFIC REGION OF NATIONAL GARDEN CLUBS, INC. (NGC)

ROTATION AMONG THE STATES IN PACIFIC REGION (PR)

Convention rotation shall be as follows when feasible:

2016	Nevada	2019	Arizona	2022	Idaho
2017	Washington	2020	Alaska	2023	Oregon
2018	Hawaii	2021	California		

Regional Director rotation shall be as follows when feasible

2015-17	Nevada	2021-23	Hawaii	2027-29	Alaska
2017-19	Oregon	2023-25	Washington	2029-31	Arizona
2019-21	California	2025-27	Idaho		

STEERING COMMITTEE

This committee should be appointed at least four (4) years in advance. Because members are from various states, it is helpful to meet at the PR Convention four (4) years in advance.

1. Committee members may consist of:
 - a. Sitting president of the state to hold the convention
 - b. Person most likely to be your state president during the convention
 - c. Sitting PR Director
 - d. Person most likely to be the PR Director during the convention.
2. Appointments
 - a. Appoint a convention chairman
 - b. Consult with the chairman to see if s/he wants to have a vice chairman.
3. The committee dissolves when the chairman and vice chairman are appointed. Chairman and vice chairman are approved by PR Board of Directors two years prior to the convention.

CONVENTION CHAIRMAN

LOCATION, DATES AND HOTEL SELECTION

1. Compare facilities and prices of more than one hotel. Set up appointments with potential hotels soon after the state knows it will be hosting the convention, preferably four (4) years ahead.
2. The location, date and hotel selection shall be made with the approval of the PR Director who will be in office during the convention. The director may prefer dates to include a Saturday night so that members coming by air may get the best possible air travel rates. Some hotels offer better room rates for weekend meetings.
3. Request the history of the previous three (3) or four (4) conventions on attendance, number of meals served, sleeping rooms rented, etc. from PR Convention Coordinator. This will provide guidance on convention needs. Select a hotel that will accommodate these needs. Prior convention information is also available on the PR website in the board only area.

4. Food prices are usually not set until approximately six (6) months before the convention, but ask for a list of breakfasts, lunches and dinners with current prices and the maximum percentage of increase per year.
5. In an odd-numbered year the convention must be held prior to the NGC Convention.

HOTEL CONTRACT

1. Obtain a proposed contract from the hotel. Every detail should be in writing with costs involved. See "Negotiating the Contract" following.
2. Ask hotel to provide copies of the proposed contract to the convention chairman (you), the sitting director and the PR Convention Coordinator for review.
3. The convention chairman is responsible for seeing the contract through to its final version. Revisions are often necessary. NGC recommends having the NGC Convention Coordinator review the contract prior to signing.
4. The sitting PR Director is responsible for signing the final contract even though a different person may be director during the convention being planned. Send copy of signed contract to NGC Headquarters within 5 business days of signing.
5. **If the hotel requires a deposit it is the responsibility of the host state. Contact your state treasurer. When registration money is received, the deposit amount is returned to the state treasurer by PR.**

NEGOTIATING THE CONTRACT

The convention chairman is responsible for negotiating the contract with the hotel. It is one of the most important jobs of a convention. You will be negotiating with a sales manager from the hotel. These persons frequently change jobs and you could be dealing with several different ones prior to your convention. The signed contract is your protection and assurance that you will get that for which you negotiate. Do not count on verbal agreements or assumptions - you will get only items as specified in the contract. For example, if you discuss a complimentary workroom with the sales manager, but it does not appear in the contract, you may end up paying for that room. You are the buyer and the hotel needs and wants your business. Drive a hard bargain! Know what you need and get as much as possible FREE and IN THE CONTRACT. Some adjustments may be made later - but don't count on it! NEGOTIATE. Remember, if you do not ask the hotel will not volunteer information.

1. The name on the contract must be "Pacific Region of National Garden Clubs, Inc."
2. During the convention, only the convention chairman can make changes such as ordering tables, committee meeting rooms, microphones, etc. This must be stated in the contract.
3. Parking. Negotiate for free parking.
4. Sleeping rooms. Negotiate for lowest possible room rate. Make sure it is cheaper than rates available online, AAA, AARP, etc.
5. Complimentary sleeping rooms. Room credits based on the number of sleeping rooms rented determine the number of complimentary rooms. One room (one night) credit for each 50 rooms occupied is customary. A suite may require two credits.

6. The hotel will usually offer one complimentary room or suite. Try to negotiate for an additional complimentary room or suite.

Priority for complimentary rooms

1. PR Director and/or NGC President If not complimentary, paid from convention acct.
 2. Convention chairman If not complimentary, paid from convention acct.
7. Meeting rooms (See "Scheduling the Meeting Rooms" page 5.)
 - a. Ask for a layout of the hotel showing all meeting and banquet rooms with capacity figures. This will help in planning function space.
 - b. Negotiate for all meeting rooms free of charge. Hotels provide free meeting and function rooms based on the number of sleeping rooms rented and meals/beverage cost.
 - c. The hotel may charge a set-up fee. If so, negotiate for a one-time set-up fee.
 8. Special rooms (reception, exhibits, workshops, workroom etc.) and properties
 - a. Consider needs for workshops or activity requested by the person who will be the PR Director at time of convention.
 - b. Arrange for a flag for opening ceremony.
 - c. Have water with glasses provided for all meetings.
 - d. Arrange for a second microphone with floor lectern and light for reports during business meetings. A mixer is required if more than one microphone is used and there may be an additional cost.
 - e. Coordinate with audio/visual and program chairmen.
 - Assure there is adequate lighting for design programs. If not, have lights brought in.
 - Arrange for audio or visual equipment if needed for programs.
 9. Head table
 - a. Arrange for a skirted raised head table for approximately eight (8) for each business meeting and 10 for each meal. Consult with PR Director on the numbers.
 - b. If the same room is to be used (although not advisable) for business meetings and meals, the head table should stay in place throughout convention.
 - c. A lectern with microphone and light should be on the head table for all meals and meetings.
 - d. If a program requires exhibit space, have the program set up at the side or other end of the room away from the head table to avoid moving people seated at the head table.
 10. Master account
Specify that the master account shall be paid by PR check (not personal funds and not a personal credit card). Bills will be paid by the PR treasurer.
 11. Menus and meal prices
 - a. The catering manager may suggest that you meet approximately 3 - 6 months before the event to select menus because of possible price changes. Do not let the hotel confine you to a prescribed menu. Catering can help you in selecting food and maintaining a reasonable cost. Get every meal detailed - even the salad dressings! Do it early to get prices locked in and to have entree choices (if any) available for registration form.
 - b. At this meeting establish how hotel bills will be paid, exact cost of each meal and who will sign the bill following each meal. The convention chairman is usually the one to sign the bill after each meal. This should be confirmed, in writing, in advance of the convention.

- c. Select menus and add gratuity and tax. For the registration form, adjust prices to an even figure. Registration fees are used for expenses, not overage on meal prices.
 - d. Buffets are time consuming, sometimes short on food, frequently more costly and are **not recommended**.
12. Other
- a. Ask the hotel about their display signs outside and inside of the hotel.
 - b. Place posters and welcome signs in strategic places, such as lobby, entrance to the exhibit room, etc.
 - c. Decide if floral designs are to be displayed in public areas.
 - d. Include airport transportation schedules in the CALL. Ask the hotel for recommendations. Include a small map and directions indicating access from highways to the hotel.
 - e. Request hotel brochures to distribute at the convention one year prior.
 - f. Advise the hotel and the coffee shop manager of the time and approximate number if there are "meals on your own" so that adequate space and service is available.

WORKING WITH THE PERSON WHO IS TO BE PR DIRECTOR DURING THE CONVENTION

The convention chairman must work closely with the director from the beginning, consulting with the director for input and approval on important issues including:

- a. Theme selection
- b. Convention treasurer and registrar appointments
- c. Programs, speakers, receptions and tours suggestions
- d. Schedule and timing of events
- e. Printed program format and content

PROGRAM BOOK

1. Send convention rules to the PR Parliamentarian for approval. After approval include the convention rules in the program book. (See Appendix A.)
2. Coordinate the program book with the printing chairman.
3. **Send final draft of program book to the director for approval before printing.**

PLANNING

1. With the treasurer, prepare a proposed budget for approval of the PR Board of Directors at the convention one year prior. **Submit budget to the NGC Finance Committee and NGC accountant for approval by August 1.**
2. Decide who will be responsible for the necessary jobs. The following pages suggest the various local chairmanships. It may be practical for one person to serve in more than one capacity.
3. Appoint chairmen. See page 9, "Local Chairmen".
4. Head tables. See "Negotiating the Contract", page 3, #9.
5. Have a copy of the hotel contract and catering contract with you at all times during the convention.

WACONIAH AND PROMOTION

The call and convention information is published in the *WACONIAH*. There is no separate mailing. See "Publicity Chairman", page 10.

SCHEDULING THE MEETING ROOMS

1. Budget approval and executive committee meetings may be in the same room and prior to convention (annual) meeting
 - a. Budget approval. Allow one hour. Approximately five (5) people.
 - b. Executive committee. Allow one hour. Approximately 18 people. Suggestion: schedule one hour immediately following the budget meeting.
 - c. Board of directors meeting, opening ceremony and convention meetings – in same room. Seating for 100.
 - b. Board of directors. Allow one hour. Suggestion: schedule immediately preceding the opening ceremony. This eliminates the need for a separate room. The board of directors ratify certain issues before they are brought to the convention.
 - c. Opening ceremony. Allow one-half hour. Suggestion: schedule immediately following the board of directors meeting.
 - d. Convention (annual) meeting. Allow three hours. Suggestion: schedule on two days. This gives flexibility in arranging workshops, tours, etc.
2. Incoming board of directors meeting [odd-numbered years only]. Allow one-half hour. Approximately 50 people. Consult with incoming PR Director on scheduling this meeting during the convention. Purpose of this meeting is to plan the new administration – handouts, stationery, Policy & Procedure Books, etc.

CONVENTION RECORDS – CHAIRMAN'S REPORT

Final report due to NGC Finance Committee and NGC accountant by August 1.

Compile three (3) sets of convention records no later than four (4) months after the convention. Send one (1) copy to the PR Director. Send two (2) copies to the PR Convention Coordinator who will forward one copy to the chairman of the next convention. Each copy should contain:

- proposed budget
- financial report, including itemized income and expenses
- reports on registration, meal counts, tour, hotel room use. (See Appendix B.)
- two program books
- registration form
- your report listing problems, successes, suggestions, etc.
- copy of hotel bill
- audit report

PR Convention Coordinator will insert history information for the four (4) most recent conventions.

PACIFIC REGION DIRECTOR

EARLY DUTIES

1. Serve on the steering committee
2. Upon election, issue an invitation to the person expected to be the NGC President during your term, giving a choice of one of the two conventions during your term.
3. Each year during your administration, request the \$250 program allowance from NGC. \$200 is for the PR Convention. (\$50 is for the PR breakfast/lunch program at the NGC Convention.)
4. Assure that the following are presented for approval at PR conventions
 - a. At convention 2 years prior to an up-coming convention - name of chairman and vice chairman (if any)
 - b. At convention 1 year prior to an upcoming convention - convention budget

CONTRACT

Sign the final hotel contract after the final review. The convention chairman does not sign, but sends contract to the current PR Director for signature, even though a different person may be director during the convention being planned.

WACONIAH AND PROMOTION

1. At least six (6) months prior to convention, coordinate with the publicity chairman to assure that the registration form, hotel information and promotional material has been sent to *WACONIAH* and to the eight state presidents and state newsletter editors in PR.
2. Assure that the name on all contracts (with hotels, speakers, etc.) is “Pacific Region of National Garden Clubs, Inc.” This is a regional, not a state convention.

BEFORE THE CONVENTION

1. Consult with convention chairman for approval of the programs, speakers, receptions and tours.
2. Select members of the executive committee (including state presidents), former PR Directors and NGC Chairmen to preside at meal functions, give invocations, introductions and benedictions, lead pledge of allegiance to the flag, etc. Inform the convention chairman of those accepting for inclusion in the program book.
3. Appoint timekeeper, tellers, the committee to approve the minutes and others as needed.
4. Provide PR Protocol Chairman with list of those to be seated at head and honor tables. If possible, send several weeks before convention.
5. Provide PR Credentials Chairman with alphabetical list of current members of PR Board of Directors.
6. Inform the convention chairman of the PR Financial Review Chairman’s name and address.
7. In odd-numbered year, consult with the incoming PR Director regarding preferences in installation ceremonies and receptions as appropriate.
8. Keep the PR Alternate Director informed with copies of correspondence as appropriate.
9. At the second convention in your term, introduce the incoming PR Director and new state presidents if they are in attendance.

DURING THE CONVENTION. Plan a board of directors meeting during the convention at which you are installed to organize your administration. This meeting may be held in the afternoon before the installation banquet if time is available.

FINANCES – TREASURER

1. Regional meetings will use the region's checking account set up with NGC's Federal Tax ID number.
2. A budget for the meeting shall be submitted to the NGC Finance Committee and NGC accountant by the Chairman for approval by August 1.
3. The final financial report is due to the NGC Finance Committee and NGC accountant by August 1.

From NGC Timeline September 2014

CONVENTION TREASURER

DUTIES

1. Assist the chairman and vice chairman in the preparation of a budget that must be submitted to the PR Board of Directors at the PR Convention one year prior to your convention. It must also be submitted to the NGC Finance committee at the Fall Board meeting prior to the convention.

Income items include:

- registration fees
- \$200.00 from NGC for Program. PR Director sends request to NGC.
- fund raisers (white elephant sales, etc.)
- corporate donations or state donations, if any are expected
- tour fees from registrants

Expense items include:

- lodging and meals for the PR Director and the NGC President (if attending).
 - gifts for PR Director and NGC President, if attending, and flowers for state presidents' rooms
 - meals, honoraria and lodging (when needed) for speakers
 - staging (centerpieces, favors, etc.)
 - printing of program, badges, signs, tickets, registration forms, acknowledgment cards, lists of attendees, postage, etc.
 - reception
 - audio/visual equipment
 - tour busses
 - security guards if needed
2. Record all income. Make deposits using deposit slips provided by PR treasurer. Send deposit receipts to PR treasurer. (Or send checks to PR Treasurer)
 3. Prepare vouchers and make copies for all who request reimbursement of expenses. Obtain Chairman's signature. Send to PR Treasurer for payment.
 4. Prepare final financial report. Submit to Convention Chairman, PR treasurer, Director and Financial Review Chairman.

PACIFIC REGION TREASURER

DUTIES

1. Receives all income from Convention Treasurer/Registrar.
2. Pay all bills only with a voucher signed by the Convention Chairman.
3. Issue **no refunds** after the deadline unless there is a surplus and the reason is exceptional.
4. Prepare final financial report for NGC Finance committee and NGC accountant by August 1.

PAYING THE HOTEL BILL

The master account is to be paid by PR check (not personal funds and not a personal credit card). Bills will be paid by the PR treasurer.

FINAL DISTRIBUTION OF REVENUE

1. Twenty (20) percent of the net proceeds of the convention shall be sent to the host state. The balance of eighty (80) percent shall be retained by Pacific Region
2. In case of a deficit, the host state shall be responsible for the first ten (10) percent with the remainder the responsibility of the Pacific Region.

REGISTRAR

1. The use of a computer with a program suitable for registration is required.
2. Decide if you will make the badges from your computer program. See "Badges Chairman" for requirements.
3. Prepare the registration form for *WACONIAH*. Use the PR logo.
4. Prepare registration acknowledgments. May be acknowledged by email.
5. Consult with the printing chairman on who will prepare all meal and tour tickets. At the convention, verify with registrants that tickets are as ordered.
6. Provide the following lists
 - a. Alphabetical list of registered board of director members and delegates for the credentials chairman
 - b. All registrants with names listed alphabetically under each state for PR Director, the PR Protocol Chairman and all attendees. Each attendee is entitled to a copy to prove they were in attendance. Provide 100 copies.
 - c. List of late attendees and deletions (no-show) attendees. Provide 100 copies.
7. No refunds for cancellations after deadline should be made unless there is a surplus and the reason is exceptional.
8. Registration form
 - a. Registration fee shall not be less than \$20.00 for one day and \$35 for persons attending two days.
 - b. A package plan may be offered, but part time registration must be available to all attendees. A package plan offers no discount on included meals, registration, tours, etc. but is merely a convenience.
 - c. Offer reduced registration fee for spouses, guests and host state workers who are not members of PR Board of Directors. Suggestion: \$5 per meal.
 - d. Charge no registration fee for host state workers who do not attend a meal or a function.
 - e. Checks made payable to **NGC - Pacific Region**.
9. If required, make deposits using deposit slips provided by PR treasurer. Send deposit receipts to PR treasurer. (Or send checks to PR Treasurer)

LOCAL CHAIRMEN

AUDIO/VISUAL CHAIRMAN

Coordinate audio/visual equipment with the convention chairman and program chairman. This might include microphones, mixer, projector, screen, etc. Familiarize yourself with lighting on and off switches in case lights need to be dimmed for a program.

BADGES CHAIRMAN

1. Design the badges using the Pacific Region logo and/or the convention theme.
2. Name (at least first name) should be in a size readable from across an eight (8) foot table.
3. Print attendee's name and state. Also print the elected or appointed position, or if none, then print garden club member, spouse or guest.
4. Have badges available for inclusion in registration packets.
5. Have extra badges and badge materials available at registration desk for late arrivals and badge corrections.

EXHIBITS/SALES CHAIRMAN

1. Consult with convention chairman on space available.
2. Submit an article to *WACONIAH* six (6) months prior to convention to inquire if a PR chairman or a state needs exhibit space.
3. Pacific Region fundraiser.
 - a. Inquire if PR Ways & Means Chairman needs space and how much space is needed.
 - b. Proceeds from fund-raising at a convention that is organized by the PR Ways and Means Chairman go directly to the PR Treasury and are not included in the convention fund.
4. Convention fundraiser
 - a. If organized by the host state, revenue and disbursements associated with fund raising are included in convention funds
 - b. State presidents may request space for sales from their state or from individuals and are required to pay the vendor fees to the convention.
 - c. Advise vendors, states and/or individuals of a reservation charge for space, credit to go toward the 15% of sales required.
 - d. Send contract to vendors (if any) and states and/or individuals (if sales space is requested). Obtain signed contracts and send copies to the convention chairman and the treasurer.
 - e. Collect fees from vendors at the convention and give to the convention chairman or convention treasurer.

HOSPITALITY CHAIRMAN

1. The hospitality chairman may:
 - a. Be responsible for VIP transportation
 - b. Arrange for gifts for PR Director and/or NGC President.
 - c. Arrange for floral designs in rooms of PR Director, NGC President and state presidents.

PAGES CHAIRMAN

1. Pages are appointed by the convention chairman to serve the following:
 - a. Pacific Region Director
 - b. NGC President (or representative)
 - c. Convention chairman
 - d. Attendees at business meetings
2. If there are not enough local persons to serve as pages, a member of the board of directors could be asked to serve.
3. Inform the pages of their duties:
 - a. Wear identifying symbol when serving as page.
 - b. Alert designated VIP of room locations.
 - c. Greet designated VIP before each function regarding materials needing transportation to function site.
 - d. Approach designated VIP immediately following each function to transport (or arrange with hotel staff to transport) any articles to next function or to person's room.
 - e. Be seated in view of the designated VIP during meals or other functions.
 - f. Be available to assist person that you are serving at all times relating to the convention.
 - g. Be attentive and be prepared to run errands, fetch items, etc.

PRINTING CHAIRMAN

1. You may be asked to supervise the printing of the program book.
2. Printing the badges. See "Badges Chairman" for requirements. Confer with the registrar and/or badges chairman to see who will make the badges.
3. Have signs made in collaboration with staging chairman.
4. Arrange for meal and tour ticket printing if this task is assigned to you.

PROGRAM CHAIRMAN

1. Consult with convention chairman on programs.
2. Contact speakers for resumes for introductions and publicity and arrange for a gracious presentation of payment and thank you notes.
3. Send each speaker a Speaker's Contract.
4. Meet each speaker when they arrive.

PUBLICITY CHAIRMAN

1. Obtain publication deadlines of *WACONIAH* and the 8 state publications.
2. Provide promotional material and registration form for each editor before each deadline. Coordinate with the convention chairman to meet these deadlines, approximately six (6) months prior to the convention
3. Use Pacific Region name and logo on all correspondence and promotional material. This is a regional, not a state convention.

SEATING CHAIRMAN

1. Numbers may be drawn for seating at lunches and dinners. Prepare slips of paper with numbers corresponding to table numbers for each dinner according to the number needed other than those at head or honor tables (list available from Pacific Region Protocol Chairman).
2. Prepare a special basket with table numbers for couples (work with registrar on this).
3. Arrange for a host state member to serve as host at each meal. Assign a table to each host. The host asks those at the table to introduce themselves.

STAGING CHAIRMAN

1. Supervise the overall look of the convention. You may be asked to help design the program book.
2. Coordinate table centerpiece designs (and favors, optional) with table coverings, napkins, and the theme of the meal.
3. Be in charge of lobby and/or invitational designs, corsages (optional), awards and installation ceremony, identifying symbols for pages, receptions, music, etc.

TOTE BAG CHAIRMAN

Tote bags are optional. Consult with the convention committee about giving tote bags.

1. If used, request promotional items from city, county, state departments of commerce, ecology, environment, etc.
2. Arrange for a committee to stuff the tote bags.
3. Deliver to registration desk for distribution.

TOUR CHAIRMAN

1. Tours are optional.
2. Consult with the PR Director on tours.
3. If desired, use a tour company.
4. Coordinate tour information with printing chairman for program and tickets.

PACIFIC REGION CHAIRMEN

The following are appointed by the PR Director and are listed here for information only. The convention chairman is not responsible for these chairmanships.

CREDENTIALS

1. Give two reports during the convention. First at the opening, second at final banquet.
2. Check that the credentials of each delegate and alternate has been verified by the signature of each state president.
3. Request from the PR Director an alphabetical list of current members of the PR Board of Directors.
4. Request from the registrar
 - a. alphabetical list of registered board of director members and delegates
 - b. list of all registrants with names listed alphabetically under each state
 - c. list of late attendees and deletions (no-shows).
5. Know that guests may attend all events, but may not vote.
6. Voting eligibility
 - a. The voting strength of each state is based on its paid membership to NGC (See NGC Bylaws Article XII, Section 2). (See Appendix A.)
 - b. A person who is a member of PR Board of Directors and/or NGC Board of Directors who resides in Pacific Region is entitled to one vote only.

COURTESY RESOLUTION

The report is presented at the close of the convention. The courtesy resolution chairman moves for the adoption of the courtesy resolution after the reading. The courtesy resolution chairman sends a copy to the PR Director, hotel and convention chairman.

PROTOCOL

1. Receive lists of those to be seated at head table or honor tables from the PR Director.
2. Prepare seating charts. Give a copy to the presiding officer at each meal.
3. Set out place cards with the assistance of the convention committee.

WAYS AND MEANS

1. Responsibilities are: plan activities with the PR Director; execute ways and means projects with states and PR Convention Chairman; and collect money and deposit with PR Treasurer as required.
2. Proceeds from fund-raising at a convention that is organized by the PR Ways and Means chairman go directly to the PR Treasury and are not included in the convention fund.

Pacific Region Convention Rules

General Information

1. Convention badges must be worn to all meetings, meals, workshops and tours.
2. All must rise when the Region Director and NGC President are introduced.
3. All electronic devices shall be muted during all convention functions.
4. Remain seated during invocations/blessings/inspirations unless directed otherwise.

Business Sessions

5. Business meetings may be recorded to assist the Recording Secretary in the preparation of the minutes.
6. The voting membership shall consist of members of the board of directors and delegates (or their alternates) from each state to whom voting cards (which are to be brought to all meetings) will be issued by the Credentials Chairman after attendees register at convention.
7. Delegates and alternates shall be appointed by each state president or elected by each state garden club. The credentials of each delegate and alternate must be submitted by the state president. In addition to member(s) serving on the board of directors, each state garden club shall be entitled to delegates and alternates based on state membership in NGC as of June 1 of the previous year.

State Membership

500 or less 2 delegates and 2 alternates
501 – 1000 3 delegates and 3 alternates
1001 – 1500 4 delegates and 4 alternates
1501 – 2000 5 delegates and 5 alternates
2001 – 3000 6 delegates and 6 alternates

State Membership

3001 – 4000 7 delegates and 7 alternates
4001 – 5000 8 delegates and 8 alternates
5001 – 6000 9 delegates and 9 alternates
6001 – 8000 10 delegates and 10 alternates
8001 – 12000 11 delegates and 11 alternates
12001 and above 12 delegates and 12 alternates

The maximum number of delegates of any state garden club is twelve.

8. A delegate shall represent one state only.
9. A quorum for the transaction of business shall be majority of the voting members as set forth in Number 6 above, who are registered at the convention with a minimum of six (6) states being represented.
10. If so directed by the chair, voting members must sit in a designated area during business sessions.
11. Non-voting members and guests may be present during business sessions, but must not sit in the area designated for voting members.
12. Votes must be cast in person by use of voting cards.
13. Each voting member may cast one vote only, regardless of the number of offices and/or positions held.
14. When addressing the chair, delegates must give name, chairmanship, and/or state membership.
15. All but the simplest of motions shall be in writing and sent to the director, the recording secretary and the parliamentarian before placing the motion on the floor. No issue shall be debated without first being placed on the floor by a motion which has been seconded.
16. The Pacific Region Policy and Procedures Guidelines, NGC Bylaws and Standing Rules, Pacific Region Convention Procedure and *Robert's Rules of Order, Newly Revised*, shall govern all proceedings of the Pacific Region Convention.

Report Form for Convention Chairman

Convention Hotel _____ **City** _____

Chairman _____ **Convention Dates** _____

This information will be used in planning future Conventions. Thank you for your response. Please complete this form and send to the PR Convention Coordinator along with you chairman's report. Attach a copy of the hotel bill.

Convention Registration

Board members _____
Delegates _____
 Total voting _____
Spouses _____
Guests _____
Host state members (non-board members) _____
 Total non-voting _____

TOTAL REGISTRATION _____

Number of hotel rooms used

Pre-convention _____
Day 1 _____
Day 2 _____
Day 3 _____
Post-convention _____

Total Rooms _____

Meals served

Day 1 _____
Day 2 _____
 Breakfast _____
 Lunch _____
 Dinner _____
Day 3 _____
 Breakfast _____
 Lunch _____
 Dinner _____

Tours – number attending _____