

AMERICAN TURNERS



PROCEDURAL GUIDE
FOR AN
AMERICAN TURNERS
NATIONAL CONVENTION

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Last revised: 2026

Congratulations on being awarded the next National Convention of the American Turners!
This document has been prepared to assist you in your preparations for that important event.

Good luck and may your Convention be the best ever!

RESPONSIBILITIES OF HOST SOCIETY

It is expected that the Convention itself will be held in the manner prescribed by the Executive Committee. The dates for the Convention are set by the National Council after conferring with the host society, but starting times, locations of meetings and other details may be determined by the local committee, with the approval of the National President.

As soon as the National Council and host society have set the dates for the Convention, the host society shall form the National Convention Support Team. The National Convention Support Team Chairperson is appointed by the National President and shall act as the single point of contact to work with the National Office and National Convention Support Team.

The National Convention Support Team Chairperson is responsible for forming sub-committees. Each sub-committee shall elect a chairperson, if needed. The National Convention Support Team shall consist of one member from each sub-committee.

Sub-Committees and their responsibilities:

1) Publicity:

- a. An article containing convention information shall be published in the Turner Topics at least two times prior to the convention. Articles shall be approved by the National President.
- b. Articles must include specific instructions, including address of Turner Hall; address, telephone number and cost for hotel(s); and any other designated locations as arranged by the host society. Also include information regarding location and time for registration, location of banquet and what meals will be available, with price range, for the weekend. State the time and location of the Credentials Committee meeting (no later than 3:00pm) and the Nominating Committee meeting (approximately 4:00pm), so delegates on those committees can plan their arrival accordingly.
- c. Contact National Office for publication deadlines and to also post articles on the American Turner website. nationaloffice@amturners.org or phone 630-389-7087.
- d. Have a photographer at the convention to take photos for publication in the Turner Topics.
- e. The Publicity Chairperson is responsible for an article, including photos, to be submitted to the Turner Topics at the conclusion of the National Convention.

2) Facilities:

- a. Ensure that the Turner Hall facilities are adequate to host the National Convention.
- b. 2 separate rooms are needed on Friday afternoon for the Credentials and Nominating committees. At least 4 separate meeting areas are needed for committee meetings on Saturday.
- c. A main hall for opening ceremonies of the Convention and both general sessions of the convention (approx. 100 people). Ensure there are enough tables and chairs to accommodate all delegates, officers, guests and dignitaries.
- d. Ensure an American Flag and the American Turners Flag are prominently displayed during the convention. Check with National Cultural Chairperson to display the National Quilt Banner.

- e. Provide office space to accommodate minimally 7 office staff, 3 laptops and printers. The computers and printers used to create the Committee and Convention minutes should be located in the same place as the Convention Secretary's office space. The office used by the Convention Secretaries and the space containing the computers, printers, and copy machine must be kept open and available until work has been completed each day.
- f. Locations for the committee meetings should be planned ahead of time and marked. There are at least six (6) committees: Credentials, Nominating, Finance, By-Laws, NHPEC, Cultural, and any others deemed by the Executive Committee
- g. Signs should be prepared to show the location of each committee meeting. Signs should also be created to be placed on the tables for each district for the Friday and Saturday sessions.

3) **Hotels:**

- a. Research hotel pricing and contract requirements at a few hotels near the Turner Hall. Provide the National Administrative Assistant with the information acquired.
- b. Arrange for hotel block(s) of rooms at one or two good hotels, but not necessarily the most expensive
- c. Estimate the number of rooms needed in a block based off the previous convention
- d. Provide this information to the Publicity committee to be included in their article.

4) **Program booklets & Souvenirs:**

- a. It is at the discretion of the host society to provide program booklets and/or souvenirs
- b. A list of past National Convention sites is to be published in the program book. Or in the alternative, the list should be included in the delegate's portfolio case. The list can be obtained from the National Office.
- c. Welcome bags are usually given to each delegate, but that is a decision made by the host society.
- d. The Welcome bags would contain any souvenirs the host society chooses to provide and be inserted into the portfolio cases that are supplied by the National Office.
- e. This committee is responsible for getting portfolio cases ready to distribute to the delegates at registration. The National Secretary will provide convention documents to be included in the portfolio cases.

5) **Convention Office Staff:**

- a. The Convention Secretary, who was appointed by the National President, is responsible for determining the Office Staff. The National Administrative Assistant shall guide and oversee the work of the Office Staff. The Staff needs to be available all-day Friday and from start to finish on Saturday until the Convention ends (but be prepared to be available on Sunday if the need for a Sunday session arises) and Part C of the booklets are completed. The staff members do not have to be delegates to the National Convention but preferably Turner Members.
- b. Make sure that an announcement is made at the Friday evening Convention session that includes statements to the effect that:

1. The committee secretary is to begin typing his/her minutes as soon as the committee meeting is adjourned, using computers supplied by the host society. The Office Staff is available for assistance in typing the minutes if needed.

2. The committee secretary should not leave the office until the minutes are completed, signed by the chairperson and secretary of the committee meeting and given to the Convention Secretary.

- c. 7 people should be available as Office Staff/secretaries on Friday and Saturday to perform the following duties:
- i. Prepare cover sheets for Part A and Part B of the convention booklets that are to be printed for those without emails. Part A should be labeled “PART A - Reports”, Part B should be labeled “PART B - Committee Minutes” and Part C should be labeled “PART C – Convention Minutes”. The National Administrative Assistant shall provide the cover sheets to the host society.
 - ii. The host office staff is responsible for providing e-copies of Part A, Part B and Part C to all societies, districts and to delegates who have provided their email address. It is the responsibility of the District Representatives to the National Council to provide a copy of Part A to their respective societies.
 - iii. Part B shall be emailed to all delegates prior to the start of the 2nd session. Paper copies will be distributed prior to the start of the 2nd session to those delegates that requested a paper copy at registration. Paper copies of Part C shall also be available at the end of the convention for those delegates without emails.
 - iv. The National Office will supply the host office staff with a computer list of delegates and alternates by district and by committees. These lists will be updated following the Credentials Committee meeting and will become part of the Credentials Committee minutes. The updated delegate lists and credentials committee minutes are to become part of Part B of the Convention minutes. They are not to be copied and distributed to the delegates again. The Convention Secretary will make the corrections in the Credentials Committee minutes and delegate lists so they'll be ready for printing in Part B of the Convention minutes. This information must be published in Part B of the convention minutes.
 - v. The Convention Secretary is responsible for the minutes of both general sessions of the convention.
 - vi. After Friday evening's Convention session closes and the minutes from that session are completed, the Office Staff can help get sufficient copies of the minutes ready for distribution, via email or paper copies, to all delegates at the Second Session on Saturday.
 - vii. On Saturday, as soon as the committee meetings start to adjourn, typing of the committee minutes will begin. Be prepared to assist the committee secretaries and/or to type their minutes if needed. Make sure the committee secretaries do not leave the office until the minutes are proofread and signed by both the chairperson and secretary of the meeting. You must complete all the committee minutes, insert into part B and have sufficient copies for distribution to all delegates in time for Saturday's general session.
 - viii. The host office staff should prepare Part B of the Convention booklets, making copies for those people who requested a paper copy at registration. All others with e-mail addresses will receive it via email. Be sure that the pages of Part B are numbered and made up of the following information:
 1. Minutes of each of the committee meetings, consisting of Credentials, Nominating, Finance, By-Laws, NHPEC, Cultural, and any other committees determined by the Executive Committee. The committee minutes should be placed in Part B in the same order as they were presented on the Convention floor.
 2. A copy of each resolution.
 - ix. Upon adjournment of the Convention, the Convention Secretary will type up the minutes and will copy each resolution and type directly on the resolution whether it passed or failed (see the attached sample).

- x. For resolutions affecting a change in the By-laws, it will have to be typed directly on the resolution, the number of votes that were received for and against. The resolutions must be included in Part B. When the minutes are completed, the Convention Chairperson must be asked to review them. After the Chairperson's approval, the Convention Chairperson and the Convention Secretary must sign the completed minutes. Retain all ballot forms and tally sheets used during the General Session and make sure they are given to the Administrative Assistant to be kept on file until the National Council votes to destroy them.
- xi. Within a few days after the Convention, the following documents should be sent to the National Office:
 - 1. All original minutes from the Convention general sessions and the committee meetings
 - 2. All original ballot forms and tally sheets
- d. Registration
 - i. Registration for district delegates should be set up in a place with clearly marked signs. At least 2 office staff need to be present at the club to register the delegates and guests. Registration should begin no later than noon on Friday and continue until after the opening of the First Session.
 - ii. Registration should also be open on Saturday morning for people arriving on that day. Each delegate must wear a nametag. Guests also should wear nametags, noted on the name tag that they are a guest.
 - iii. The National Office will supply the Registration Committee with a computer list of delegates and alternates by district and by committees. The Registration Committee can use this list to prepare name tags in advance of opening day of the Convention. Nametags may also be completed during registration.
 - iv. The registration of all delegates and National Officers is required. As delegates register, providing their first name, last name, address, & society affiliation, ask each one to verify their email address. Every delegate shall receive a portfolio case, which shall include a copy of the "Guide for Convention Committee Meetings".
 - v. At the end of registration, submit the email addresses to the office staff to send electronic copies of Part B of the minutes by email to delegates. Create a list of all delegates who prefer a printed copy of "Part B – Minutes" and provide that list to the office staff as well.
 - vi. The cost of lunch and Banquet on Saturday should be collected from the delegates at registration. This should help to prevent a loss on food expenses for the society. Provide receipts to those delegates who need one to be reimbursed by their district. There is no other registration fee for delegates and National Officers.
 - vii. The cost of meals should be collected from all National Officers in the same manner as for delegates. Provide a receipt to the National Officers (including National President, National Vice President, National Treasurer, National Corporate Secretary, Administrative Assistant, and National Chairpersons of Culture and Health & Physical Education Committees) that can be used as proof of purchase for their meals.
 - viii. Meal ticket(s) should be given to the delegates at registration upon payment.
- e. Office equipment and supplies:
 - i. 1 laptop at registration and at least 3 laptops for typing committee minutes and reports. The Nat. Administrative Assistant will bring the American Turner laptop. Convention secretaries may bring their personal laptops if the host society does not have enough.

- ii. It is the host society's responsibility to have a reliable printer(s) so that any copying can be done that is needed prior to the Convention and during the Convention, including Parts A & B.
 - iii. Thumb drives to transfer minutes/reports, if laptops are not networked to the printer.
 - iv. 1 case of paper; staples and stapler with capacity of stapling 50 pages together, standard staples for smaller documents, ink cartridges, ink pens, paper clips, rubber bands, post-it notes, legal pads and small scratch pads or use in counting ballots, etc.
- f. Financial responsibilities:
 - i. Costs to be paid by the Host Society include postage, etc., for publicity; any expenses connected with a banquet; any expense connected with the Program booklet and souvenirs.
 - ii. Costs to be Paid by the National Office include portfolio cases, pencils, and paper (if not donated); delegate name tags; cost of thumb drives as needed (to transfer minutes between computers), ink cartridges, and any other office supplies necessary. All supplies for Part A, Part B and Part C of the Convention minutes, including paper and covers.
 - iii. The National Office shall contact the host society to determine if any equipment is needed, such as additional printers.

6) **Meals/Banquet:**

- a. Determine what menu will be available for Friday evening meal. Not all delegates will be dining at the Turner Hall on Friday.
- b. Continental breakfast should be provided for the delegates Saturday morning, without charge. A bill may be submitted to the National Office for reimbursement of this meal.
- c. Determine what food will be available for Saturday lunch. It should be simple, as there is limited time between sessions.
- d. Determine what meal shall be served for the banquet Saturday evening.
- e. Provide meal information with pricing to the Publicity committee to be included in their articles.
- f. Try to keep pricing in line with the National reimbursement expense rules.

RESPONSIBILITIES OF NATIONAL PRESIDENT

Make certain, early in the preparations, that the local committee is thoroughly cognizant of its responsibility in preparing for a successful Convention.

The National President will appoint a National Convention Support Team Chairperson with consultation from the host society President. This person will work directly with the National President, Administrative Assistant and the Office Staff in the preparation and execution of producing Part B of the National Convention Minutes. He or she may have to travel to the host Society prior to the Convention, in which case all travel expenses will be paid for by the National Office.

Keep lines of communication open with the National Convention Support Team Chairperson and Administrative Assistant at all times. Check frequently with the National Convention Support Team Chairperson and Administrative Assistant to be sure arrangements have been made, meeting the timeframes and schedules that were agreed upon.

The National Convention Support Team and the National President will appoint the Temporary National Convention Chairperson, Temporary Convention Secretary, Temporary Parliamentarian and the two (2) Temporary Sergeant at Arms.

Work with the Administrative Assistant as to the contents of the Convention Agenda.

After the mandates have been received in the National Office, check with the Administrative Assistant to appoint someone you feel is reliable as a chairperson for each convention committee meeting, except for the NHPE and Cultural committee meetings. Those two committee meetings shall be chaired by the National Health and Physical Education Chairperson and the National Cultural Chairperson. If possible, schedule a meeting of these chairpersons sometime prior to the Opening Session and have them pick up their individual committee packets and briefly review the Guide for Convention Committee Meetings, a copy of which is placed in each committee packet. If a separate meeting cannot be scheduled, address the entire convention about this issue while the Convention is still in session on Friday evening. This would ensure that everyone at the Convention knows the procedure for committee minutes and getting them to the Convention Secretary in a timely manner.

Appoint a National Council member to attend each committee meeting so that he/she can inform the delegates on National matters that may be discussed at that particular meeting.

Other than the above, the National President has no specific duties to perform at the Convention except to circulate among the delegates and make sure things are running smoothly, to open the Convention and give his/her report. However, it is his/her responsibility to have a successful Convention. He/she should be in touch frequently with everyone involved to make certain that everyone is up to schedule with the various items listed in this document.

RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT

As soon as a Convention has been awarded by the previous Convention, send copies of this document to the Host Society. Inquire as to any equipment host society might need.

Send a copy of the Guide for Convention Committee Meetings to the Convention Chairperson and Convention Secretary.

Calculate the allowed delegate count, using the prior year membership totals for each district. The following calculations will be used to determine the delegate count for each district:

75 = 1 delegate
150 = 2 delegates
225 = 3 delegates
300 = 4 delegates, etc.

Send mandates to each district three months prior to the Convention with instructions to return to the National Office one month prior to the Convention. Upon receipt of the mandates from the districts, the National Administrative Assistant shall compile an email list of all delegates and officers attending the convention.

Make hotel reservations as needed for the National Officers, NHPE Chair, Cultural Chair and any other dignitary that may have been invited.

Order portfolio cases and have them shipped directly to the host society.

Contact all national officers, committee chairs and district presidents to make certain they send their reports to the National Office at least one month prior to the start of the convention, to compile them into Part A and distribute them prior to the Convention.

As suggested resolutions are received from the various districts and societies, number each resolution. Multiple page resolutions should be marked as page # of # (ex. #3, page 1 of 3). Make copies and forward to each of the societies and districts. Before making copies of resolutions for the Convention itself, type the following information at the bottom of each resolution which will be completed by the Convention Secretary at the appropriate time:

RESOLUTION # _____ PASSED _____ REJECTED _____ AMENDED _____

FEDERAL VOTE TOTALS FOR _____ AGAINST _____

Make enough copies of the resolution(s) for each of the delegates serving on the committee to which the resolution is to be submitted. Use the convention mandates to determine how many copies of the resolution will be needed. Any committee may review these resolutions if they wish, however, only one committee takes action, and the committee to take action is designated by the Administrative Assistant.

Contact the National President and work with him/her to prepare the agenda for the Convention. (A sample convention agenda is kept on file in the National Office.)

Send an original copy of the agenda, the resolutions and all reports, including but not limited to the National Officers, NHPE and Cultural Chairs, and District reports, to the host society so they will be available for the host Office Staff to prepare Part A of the Convention for those delegates without emails. Include an email distribution list to provide documents to delegates via email. Also include the "Guide for Convention Committee Meetings" to be inserted in the delegate's portfolio cases.

Send the Host Society a copy of the Federal vote tally sheet (sample attached) for use by tellers and also in the event of a vote on a By-Law change. Also send a copy of a ballot to be used by the District to submit to the tellers (sample attached). Ask the host office staff to make 5 copies of the Federal vote tally sheet and 20 copies of the ballot. Inform the Host Society that these ballots and Federal vote tally sheets should be given to the convention secretary for use during general sessions of the Convention.

When all mandates have been received from the districts, type up two (2) preliminary lists for the Credentials Committee. One list should contain the names of delegates and alternates by district. The second list should contain the names of delegates by committee. This committee list shall have the assigned Chairperson as the first name on the list, and the assigned Temporary Secretary on the second line. Be sure the Host Society has these two lists by the Thursday before the Convention. If all mandates are not received soon enough, prepare what you do have.

Twelve (12) copies of the preliminary Credentials Committee report should be placed in the committee folder for the Credentials Committee to work with at their meeting on Friday afternoon.

Prepare folders for each Convention committee: Credentials, Nominating, Finance, By-Laws, NHPEC, Cultural and any other committees as determined by the Executive Committee. These folders should contain:

- a. One copy of the minutes of the previous Convention.

- b. Multiple copies of each resolution to be discussed by the committee and instructions as to which committee is to make a recommendation to the Convention.
- c. Instructions to the committee secretary (sample letter attached) as to preparation of his/her minutes, with a notation that he/she should include a list of delegates who attended the meeting.
- d. One copy of the Guide for Convention Committee Meetings with information to the effect that the secretary of the meeting should familiarize himself/herself with the guide.
- e. One copy of the agenda for that committee.

Audit expense reports of National Officers and forward to the National President for approval. Once approved, prepare reimbursement checks and send them to the Officers for reimbursement, per the American Turners Expense Voucher.

In lieu of any monetary compensation or stipend, the Administrative Assistant will receive a maximum of 3 days of paid leave. All travel expenses will be paid for by American Turners. This agreement is subject to the National Executive Committee's approval.

RESPONSIBILITIES OF CONVENTION OFFICERS

Description of Convention Chairperson

The Convention Chairperson shall open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order. The Chairperson shall announce the business before the assembly in the order in which it is to be acted upon and to recognize members entitled to the floor. He/she shall state and put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings and announce the result of the vote. He/she shall protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them. He/she shall assist in the expediting of business in every way compatible with the rights of the members. He/she shall restrain the members when engaged in debate, within the rules of order and enforce on all occasions, the observance of order and decorum among the members deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly. He/she shall inform the assembly when necessary or when referred to for the purpose, on a point of order or practice pertinent to pending business. He/she shall authenticate by his signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and, in all things, obeying its commands.

Description of Convention Secretary to be updated once the convention has concluded.

Description of Convention Parliamentarian

The Convention Parliamentarian is an expert in rules of order and the proper procedures for the conduct of conventions. The Parliamentarian shall assist in the interpretation of bylaws and rules of order specific to American Turners and may be asked to assist in the drafting and interpretation of bylaws and rules of order and the conduct of the Convention. When asked proper procedure to accomplish particular objectives during the convention, the Parliamentarian will review the American Turners' governing documents and provide an opinion as to how to proceed within the rules. The Parliamentarian is to be a resource to the chair and shall assist the chair in the conduct of the meeting. The Parliamentarian sits adjacent to the chair and unobtrusively gives the chair help,

guidance and support during the meeting. The chair can and should consult with the Parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

Description of Convention Sergeant at Arms

The Sergeant at Arms must have the ability to keep a pleasant demeanor in all situations and under the direction of the presiding officers, maintain law and order and decorum among the members and all persons present at the Convention. He/she must enforce the rules and regulations regarding the conducting of business in the Convention's meetings. This will include dealing with any physical or verbal infraction and may even expel persons from the meeting. He/she has the responsibility of ensuring that voting procedures are fair and free from manipulation. He/she shall distribute and collect ballots. He/she may act as doorkeeper and is responsible for admitting only eligible persons. He/she acts as usher or directs the ushers and is generally responsible for the comfort and convenience of the assembly. The Sergeant at Arms may also greet guests and ensure they are provided with adequate provisions such as paperwork and refreshments. The Sergeant at Arms may also help to provide paperwork for delegates and to assist and support the decision of the National President and undertake any duties as prescribed by the National President. The Sergeant at Arms may have a staff of assistant sergeant at arms and may be a permanent official.

AMERICAN TURNERS



AMERICAN TURNERS NATIONAL CONVENTION OFFICIAL BALLOT FORM

OPPOSED TO	NO
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Signature_____

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**“Sound Mind
in a
Sound Body”**

AMERICAN TURNERS



National Office
161 S Lincolnway, Suite 204
North Aurora, IL 60542
Phone: (630) 389-7087
Web: <https://americanturners.org>
Email: nationaloffice@amturners.org

AMERICAN TURNERS NATIONAL CONVENTION FEDERAL VOTE TALLY SHEET

DATE _____

SUBJECT OF VOTE: _____

----- CANDIDATES -----

	F E D E R A L	V O T E S	F O R	A G A I N S T						D I S T R I C T	V O T E S
Central States											
Illinois											
Lake Erie											
Middle Atlantic											
New England											
New York											
St. Louis											
Upper Midwest											
Upper Mississippi											
Western Pennsylvania											
Western U.S.											
Delegate at Large											
Totals											

Tellers Signature & District:

Approved _____
Convention Chairperson

Approved: _____
Convention Secretary

AMERICAN TURNERS

**"Sound Mind in a
Sound Body"**



National Office

161 S. Lincolnway, Suite 204
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Email: nationaloffice@amturners.org

(Date)

SAMPLE COMMITTEE LETTER

To: The Secretary of the Credentials Committee of the
American Turners National Convention

From: National Administrative Assistant

Dear Committee Secretary,

The first order of business for this committee is to choose a secretary for this meeting. (The committee chairperson has been pre-appointed by the National President.) **Please Note:** Guests are not entitled to a voice, to make a motion, to vote, or to chair a meeting. Refer to your credentials committee report and make sure that motions are made only by seated convention delegates. National Council member(s) that may have been appointed by the National President to attend this meeting may have a voice to give information concerning items of business that may be discussed at this meeting.

As soon as your committee's meeting has adjourned, begin writing or typing your minutes using computers provided by the host society. Include a list of the delegates who attended the meeting. Do not leave the premises until you have completed your minutes and turned them over to the Convention Secretary. The minutes must be signed by the committee's chairperson and secretary.

If any delegate(s) should disagree with their committee's action(s), a written minority report must be submitted to the committee and read by the committee chair. Immediately following the committee report being read on the convention floor, the minority report must be read to the Convention or the subject may not be reopened on the Convention floor. This information must be read to the committee by its chairperson.

The _____ Turners of the _____ District is the only society who is in arrears in 20__ National Membership dues. This society has not paid any 20__ National Membership dues and the balance due is \$_____ and/or cards. *Article 4, Administration; Section 4: Duties; E: Additional Duties: c. It is each Society's responsibility to pay their accumulated National Membership Dues to their District and to the National Office. Failure to comply will result in members being unable to participate in national events and District exclusion from the electoral privilege at the National Convention.*

Enclosed is a preliminary list of delegates and alternates by district and a list of delegates by committee. As of this writing, mandates have not been received from the _____ districts.

District Council Representative _____, sends his/her regrets that he/she will be unable to attend the Convention and that there will be no representatives at the Convention from the _____ District.

National Administrative Assistant

**SAMPLE: RESOLUTION AFFECTING A CHANGE IN BYLAWS FOR
RECORDING CONVENTION VOTE RESULTS IN THE MINUTES OF PARTB
RESOLUTION #6**

TO: 69th National Convention of the American
Turners Bylaws Committee

FROM: St. Louis District

SUBJECT: Casting of

WHEREAS: Attendance at National Conventions has been declining,

WHEREAS: Only one delegate from a district need be present to cast all of the Federal votes
allowed to that district.

WHEREAS: The number of delegates a district may have at a Convention is equal to its number of
Federal votes,

THEREFORE BE IT RESOLVED: That section 20 of the Principles and Statutes (n/k/a Bylaws) of the
American Turners, which currently reads as follows:

“Districts are entitled to the following number of federal votes: For 75 members or less, one vote;
for every additional 75 members or more than one-half of this number, one additional vote. Each society
having a membership of 75 or more may elect from among its members one national delegate. The remaining
delegates are to be elected by the District convention. One delegate may represent all the votes of his District.
The number of Delegates elected by any District shall not exceed the number of federal votes to which a
District is entitled. Computation of the votes to which a District is entitled shall be based on the number of
membership cards issued and paid to the National council for the year preceding the Convention and such
additional members as are exempted from paying per capita taxes (n/k/a National Membership Dues).”

Be changed to read as follows:

“Districts are entitled to the following number of federal votes: For 75 members or less, one vote;
for every additional 75 members or more than one-half of this number, one additional vote. Each society
having a membership of 75 or more may elect from among its members one national delegate. The remaining
delegates are to be elected by the District convention. Each delegate may represent only one Federal vote of
his District The number of Delegates elected by any District shall net exceed the number of federal votes to
which a District is entitled.
Computation of the votes to which a District is entitled shall be based on the number of membership cards
issued and paid to the National council for the year preceding the Convention and such additional members
as are exempted from paying per capita taxes (n/k/a National Membership Dues).”

RESPECTFULLY SUBMITTED:

ST. LOUIS DISTRICT

Attest: _____
Charles A. Wiethop, Secretary
President

Theodore J. Wiethop,

=====

RESOLUTION #6 PASSED X REJECTED AMENDED

FEDERAL VOTE TOTALS FOR 188 AGAINST 15

SAMPLE: RESOLUTION
FOR RECORDING CONVENTION VOTE RESULTS IN THE MINUTES OF PART B
RESOLUTION #7

TO: 69th National Convention of the American Turners
Cultural Committee and/or
Health & Physical Education Committee

FROM: The St. Louis District

WHEREAS: An inequity exists in the qualification of the four-festival award for attendance in that participants in physical and athletic events, officials, judges, and committee members must be physically present at the Festival site in order to qualify as attending for this award, and that those in entrants of the Cultural Exhibit competition must only have their entries present and not personally attend the Festival,

THEREFORE BE IT RESOLVED: That under Article 6, heading 2 SPECIAL HONOR AWARDS, paragraph (a), a sentence be added as follows:

“A participant, regardless of which category, must be physically present at the National Festival in order to receive credit towards this award.”

RESPECTFULLY SUBMITTED:
ST. LOUIS DISTRICT

Attest: _____
Charles A. Wiethop, Secretary
Wiethop, President

Theodore J.

=====

RESOLUTION #7 PASSED X REJECTED AMENDED

FEDERAL VOTE TOTALS FOR 188 AGAINST 15



NATIONAL CONVENTIONS OF THE AMERICAN TURNERS

GUIDE FOR CONVENTION COMMITTEE MEETINGS

INTRODUCTION

Convention committees are a vital part of any convention and in general do the major part of the work to be accomplished by that convention. Primarily, the work is divided into areas of specialty and then assigned to an appropriate committee. Each committee then investigates, debates and votes on the issues assigned and reports its findings to the entire delegation for approval or rejection.

PURPOSE

The purpose of this procedure is to provide committee chairperson and committee members with a uniform method of conducting convention committee meetings, so as to assure the assignments given are completed in an efficient and expeditious manner. This committee is to debate any resolutions presented to it from the Convention and to prepare a recommendation to the Convention, discuss other issues pertinent to the committee, and draft additional resolutions that might become necessary as a result of the discussion.

MEETING AGENDA

1. COMMITTEE CHAIR AND TEMPORARY SECRETARY

The National President elects the permanent chair of this committee. That name shall be listed first on the credentials committee report. The very next delegate shall be temporary secretary. (If the person listed is absent, then the next delegate listed shall assume the duty.)

2. OPEN THE MEETING

The chairperson calls meeting to order and shall request the temporary secretary to call the roll of delegates as listed in the Credentials Committee report. The temporary secretary shall record in the minutes the names of the delegates present. Any delegates arriving late will be added to the list. Guests will identify themselves and districts they represent. The secretary shall record their presence at the meeting. On approval of the chair, guests may take part in debate and offer reference information but may not vote in any election or on any issue before the committee.

3. ELECT PERMANENT COMMITTEE SECRETARY AND SERGEANT AT ARMS

The chairperson opens the floor to nominations for election of a permanent committee secretary. Only members of the committee may serve as officers of the committee and may vote. Delegates nominated must be present and indicate their willingness to serve. If only one name is offered in nomination, nominations automatically close after the third time the chairperson asks, "Are there any further nominations?". Should two or more names be entered in nomination, then a motion from the floor to close nominations is acceptable. A vote by the committee delegates to approve closing the nominations is necessary. Election of sergeant of arms will proceed in the same manner. At the conclusion of elections, the duties of the temporary secretary ends, and the permanent officers proceed with the meeting.

4. READING OF COMMITTEE RULES

The chairperson shall thank the temporary secretary for his/her service and proceed with a reading of the committee rules (located at the end of this guide). At conclusion of the reading, the

chairperson will ask the floor “Are there any questions?” Rules may be discussed or clarified; they may not be changed.

5. DEBATE RESOLUTIONS TO BE CONSIDERED BY THE COMMITTEE

Each resolution shall be read aloud in its entirety. Resolutions should be submitted in the accepted format (sample attached). After discussion, a motion should be made to:

- recommend the resolution be adopted or rejected,
- recommend a substitute resolution,
- recommend that the referred resolution be postponed definitely or indefinitely,
- recommend it be amended by the change of only a few words.

A motion to postpone should include a time or conditions under which it would be considered again.

A motion to pass requires affirmative (yes) votes of greater than 50% of the votes cast. Any abstentions are considered negative (no) votes.

6. MINORITY REPORT

A minority report may be written and signed by at least one committee member voting against the majority on an issue. When the minority of a committee wishes to make a formal presentation of its views, it is customary, unless the assembly refuses permission, to receive that report immediately after the committee report. When the minority report is presented, it is for information, and it cannot be acted upon except by a motion to substitute it for the report of the committee.

A minority report in writing may begin: “The undersigned, a minority of the committee appointed to . . . not agreeing with the majority, desire to express their views in the case ...”

If the committee report concludes with a proposed resolution, the minority can recommend rejection of the resolution, recommend amendment of it, or recommend adoption of some other suitable motion designed to dispose of the resolution appropriately.

7. DISCUSSION OF OTHER ISSUES RELATING TO THE COMMITTEE

Any motion by the committee must be reported to the convention in the form of a new resolution. New resolutions developed by the committee require independent approval of the full convention, not by mere acceptance of the committee report. Resolutions developed in committee must, therefore, be clearly identified and presented in the form of a motion by that committee. The committee chairperson or secretary is to have the convention secretary assign an identification number to each resolution/motion being reported to the convention.

8. COMMITTEE REVIEW OF ACTIONS TAKEN

After all resolutions and issues have been properly disposed of, the secretary will summarize aloud the committee actions to be reported to the convention floor. At this point all discrepancies should be cleared up. Once read on the convention floor, the minutes stand as written.

9. COMMITTEE RECESS WHILE REPORT IS BEING PREPARED

Upon completion of review, the chairperson will declare a recess so that committee report may be written. **It is up to the committee to decide if they want to reconvene to review the report and make sure it is written as intended.** If the committee does choose to reconvene, the chairperson should set a time, taking into consideration the estimated length of the report and other convention activities. If the committee chooses not to reconvene, they forfeit the ability to challenge the report. The committee chairperson and the secretary have responsibility for the committee report (sample attached). It is the responsibility of the chairperson to see that the report is given to the convention secretary for publication prior to reconvening the convention.

The report should be a summary of those resolutions and issues approved by the committee. It may include a brief explanation as to why the committee approved each issue. It is not a copy of the committee minutes.

10. RECONVENING THE COMMITTEE

The report should be read as written. Only corrections in wording or improper meaning can be made. Under no circumstances can any action taken by the committee on any of the issues be reversed. If the report is correct or has been corrected, the chairperson entertains a motion to adjourn the committee. The report is to be signed by the committee chairperson and committee secretary. A copy of the minutes are to be given to the National Secretary for record only.

11. REPORT TO THE CONVENTION

The report is read to the convention by the chairperson or committee member. If a minority report is submitted, the reporter should say so at the time of the reading. Any committee resolutions and motions are to be referred to New Business, where they are to be voted on in the chronological order of the numbers assigned by the Convention Secretary.

ABBREVIATED PROCEDURE FOR CONVENTION COMMITTEES

- Chairperson assumes duty and opens committee meeting
- Roll call of committee delegates by temporary secretary
- Registration of guest and non-committee members
- Election of permanent committee secretary
- Election of permanent sergeant at arms
- Debate resolution sent by the convention to be considered by the committee
- Discussion of other issues relating to the committee
- Review of committee's actions
- Committee recess
- Writing of committee report
- Reconvening of committee
- Review of report
- Adjournment of committee

COMMITTEE MEETING CONVENTION REPORT

Date _____

Report of _____ Committee
_____th Convention
American Turners

_____ Chairperson

_____ Secretary

Committee Members _____

Committee Guests _____

The following resolutions were debated and voted on with the resulting recommendations of this committee to be approved under New Business of this convention.

Resolution # _____
(subject of resolution)

was recommended to be (adopted, rejected, amended with the following changes) on a
motion by _____ (district) and seconded by _____ (district).

Resolution # _____
(subject of resolution)

was recommended to be (adopted, rejected, amended with the following changes) on a
motion by _____ (district) and seconded by _____ (district).

Following are actions taken by the committee:

Respectfully submitted,

Chairperson

Secretary

COMMITTEE MEETING RESOLUTION

Date _____

TO: Convention Delegates
_____th Convention of American Turners

FROM: _____ (Committee submitting resolution)

SUBJECT: _____ (Resolution)

WHEREAS: _____

(give first reason)

AND WHEREAS: _____

(give second reason)

THEREFORE: _____

(give the resolution)

Note: If the resolution changes the wording of an existing document, identify the document, chapter, page, and paragraph and/or line, how the item reads now, what changes are to be made, how the item will be read when adopted.

RESOLUTION# _____ PASSED _____ REJECTED _____ AMENDED _____

FEDERAL VOTE TOTALS FOR _____ AGAINST _____

RULES OF THE COMMITTEE

1. The committee chairperson shall preside over the committee and shall issue a report to the convention.
2. The committee secretary shall record the minutes of the committee meeting and assist the chairperson in preparation of the report.
3. The sergeant at arms shall be responsible for the security of the committee room and shall maintain order in that committee room as directed by the committee chairperson. He or she shall, as directed, locate and escort to and from the podium, all dignitaries, officers or guests who have been requested to speak before that committee.
4. Delegates are responsible for electing a permanent committee secretary and sergeant at arms; they are to take part in debate and to vote on the issues presented.
5. Guests or bystanders may, with the approval of the chairperson, take part in debate, offer reference information, guidance, etc., but may not vote on election of committee officers or on the issues being discussed.
6. All delegates will follow for debate, the Roberts Rules of Order.
7. Except for resolutions developed in committee, only resolutions or issues assigned to the committee are to be discussed, acted on and reported to the convention. New resolutions developed by the committee require independent approval of the full convention, not by mere acceptance of the committee report. Resolutions developed in committee must therefore be clearly identified and presented in the form of a motion by that committee. The committee chairperson or secretary is to have the convention secretary assign an identification number to each resolution /motion being reported to the convention.
8. The committee shall, but is not limited to, confine its actions to issues within its jurisdiction or area of expertise. Resolutions contained in committee reports which were assigned to other committees are technically out of order and cannot be accepted. For self-interest, other issues may be discussed after all other committee functions have been completed, but shall not be included in the committee report.
9. Negative actions require a minority report written by a committee member who opposes and voted against the majority.

_____ Meeting of the _____th National Convention
Concordia Turners, August _____

Agenda

Call to Order

Roll Call of Delegates and Guests

Election of Secretary for this meeting

Election of Sergeant at Arms

Read Committee Rules

Present any Resolutions submitted

Discussion and old Business

New Business

Good & Welfare

**Cultural Meeting of the ____th National Convention
Concordia Turners, August _____**

Agenda

Call to Order

Roll Call of Delegates and Guests

Election of Secretary for this meeting

Election of Sergeant at Arms

Read Committee Rules

Present any Resolutions submitted

Cultural report

Discussion of Cultural report and Old Business

2019 Festival - July 24-27, 2019 – hosted by Ft. Wayne Turners
Review changes in Red Book

New Business

Good & Welfare

Nomination of National Cultural Chairperson

NHPEC Meeting of the ____th National Convention
Concordia Turners, August _____

Agenda

Call to Order

Roll Call of Delegates and Guests

Election of Secretary for this meeting

Election of Sergeant at Arms

Read Committee Rules

Present any Resolutions submitted

Reports of 2018 National Championships:

Volleyball – (state location)

Gymnastics –

Softball -

Golf –

USAG report

NHPEC report

Discussion of NHPEC report and Old Business

2019 Festival - July 24-27, 2019 – hosted by Ft. Wayne Turners

Review changes in Rulebook and Supplemental Book

Tentative Festival Schedule

Transportation fund for this Festival from Jahn Fund

New Business

Good & Welfare

Nomination of National Health & Phys. Ed. Chairperson