

## REGION MEETING PLANNING GUIDE

The Region Director is responsible for the Region Meeting, including agenda and program; guiding the Host Club in formulating all arrangements; and presiding at the Region Meeting. The following information is given as an outline and working arrangement between the Region Director and the Host Club. It is offered to facilitate all arrangements and responsibilities. There will be deviations and undoubtedly improvements, but basic plans are the same throughout the United States and Canada. The host club has been accepted by your Region to host the Region Meeting. Co-hosting a Region Meeting can divide duties and responsibilities, particularly in small clubs. It is suggested that a chairman and a vice-chairman or co-chairman be appointed for the Regional Planning Committee. The following are offered as basic requirements:

1. Set up Committees. Use as many members of the Host Club as possible.
  - a. Regional General Arrangements Chairman – Works with club, all club committees, and Region Director.
  - b. Recording Secretary – Records minutes at all sessions. Appointment of the Recording Secretary is the direct responsibility of the Region Director.
  - c. Treasurer/Finance Committee – **Prepare, with GAC, the proposed budget for the Region Director's approval.** Receives monies and writes checks or submits bills for approval, depending upon the rules governing your Regional Fund.
    - i. **According to the Association's financial advisor, all Region Meeting funds should be deposited and expenses paid through the Region Meeting Fund instead of a separate account set up by the host club.** This is the same arrangement that is in place at the Association level – all convention income and expenses are paid by ADO out of the Association's Convention accounts.
    - ii. If the host club sets up a separate Region Meeting account, remind them that the gross income amounts must be added to their club's gross income for filing the club's TAXE1 form the following year. Should the total amount go over \$50,000, the club will be required to file Form 990 with the IRS.
  - d. House Committee – Sends out room reservation cards provided by hotel. Works with hotel on room assignments, meeting space, required audio/visual equipment, room set ups for business meetings and meal functions.
  - e. Registration Committee – Host Club Registration Chair must handle all registrations.
  - f. Hospitality Committee – May greet and meet arriving members. Set up and maintains the Hospitality Room, should one be offered.
  - g. Program Committee – If requested, assist Region Director in acquiring speakers for official functions. Welcome by Mayor's office, etc. is Host Club responsibility.
  - h. Publicity Committee – Submits information to Region Director for approval and/or suggestions. Give same information to the ADDC Public Relations Representative in Region.
  - i. Entertainment Committee – Entertainment at banquet or luncheon or after hours.

- j. Printing Committee – Arrange the printing of all required signs and official program. The content of official program is responsibility of the Region Director.
  - k. Other committees, such as seminar, field trip, door prizes, tote bags, decorations, etc., may be established as needed.
2. Prepare preliminary letter early in year, setting forth dates, location, prices, etc. Brochures from hotels, plus tourist attractions, may also be sent at this time. Copies of all material to be mailed to the clubs should be sent to Region Director for approval. After approval of the Region Director, send to all clubs in the Region and to the ADDC Board members.
    - a. The Region is under no obligation to either provide funds for Association Officers who might attend the meeting or include them on the program. You may choose to honor Association Officers by seating them at the head table when possible. An exception would be: if they are part of the program as speakers and/or seminar presenters, then consideration should be given in helping with their expenses.
  3. Send Registration Forms for Region Meeting. The Registration fee must cover the cost of all official functions, printing, cost of reproduction of minutes, name tags, holders, decorations, registration fee and expenses for Region Director, speaker's costs, if any, and speakers' and guests' meals. Keep fee as low as possible.
  4. Regional Planning Committee shall submit a realistic budget to Region Director for approval. It is suggested that additional items – field trips, seminars, etc. – be itemized separately and charged separately. These costs should be based on a minimum attendance, so they can be canceled if necessary. **THE REGION MEETING SHOULD BE SELF-SUPPORTING.**
  5. Meet with Region Director to formulate plans early in year. If this is impossible, plans can be formulated and approved via email, fax, or letter.
  6. Ascertain early if deposits will be required and, if so, request the same from the Regional Fund if available. If not, the Host club may make the necessary advances to cover the costs. These advances will be reimbursed.

The foregoing is a preliminary plan and it should be followed carefully. The following relates to the Region Meeting itself and the items listed will aid the Region Director and the Host Club in determining their respective responsibilities. Again, these are suggestions only. There may be items in your particular Region that are not covered, so include them by all means. This Guide is for your use - add to it as necessary.

1. Program - Region Director's responsibility:
  - a. Speaker for official functions – If the meeting is in a large city or in an area where many industry speakers are available, the Host Club and General Arrangements Committee can make suggestions for Region Director's approval.
  - b. Welcome by Mayor's office, etc. – Host Club responsibility.
  - c. Invocations – Region Director's responsibility.
  - d. Official function (other than speaker) including decorations, etc. – Host Club responsibility, with Region Director's approval.

- e. Head Table seating arrangements at all sessions and official functions – Region Director's responsibility. Region Director should notify the Host Club so place cards (table tents), seating, and necessary equipment can be provided.
  - f. Coffee Breaks, field trips, seminars, etc. – Host Club responsibility, with Region Director's approval.
  - g. Prepare Program for printing – Layout by Region Director, printing responsibility of Host Club.
2. Recording Secretary at all business sessions – Region Director's responsibility. Region Director is responsible for arranging to record minutes and distributing the same to all clubs in the Region.
  3. Timekeeper and Tally Committee – Region Director's responsibility.
  4. Send a copy of Rules of Region Meeting (Exhibit B) to all Club Presidents. Region Director's responsibility.
  5. The Host Club Finance Committee Chairman shall be responsible for making all registration deposits, paying all bills and making a final financial accounting to the Region Director and the clubs within the Region.
  6. The Host Club and/or the Region Director is responsible for "Thank You" letters and acknowledgments.
  7. The Host Club keeps the Region Director informed of progress at all times through regular reports. A GAC secretary is recommended to record minutes of all planning sessions.
  8. After the Region Meeting, the Host Club forwards files to the next Host Club.

These ideas and suggestions are for your use in handling a Region Meeting with ease. **The Region Meeting is the responsibility of the Region Director.** It can only be successful with complete understanding and cooperation between the Director and the Host Club. A Region Meeting is work intensive, but most rewarding. Ask any club that has had one!

## **EXHIBIT A**

Region Director

### **REGION MEETING**

TO: Region\_\_\_\_\_Club Presidents:

We are starting a new year. Region Meeting plans and Convention plans are in the making.

The Region Meeting will be held (give dates and place if available), but what about next year? Have you hosted a Region Meeting? It is a wonderful and rewarding experience for Desk and Derrick members.

Give it thought and discuss it with your Board and your membership.

If you would like to bid for the Region Meeting next year, here are a few items to include in your presentation:

1. Complete approval of your membership. Discuss it and let them know what is involved so a few will not end up doing all the work.
2. Information about hotels, including room rates, and meeting facilities to handle the expected attendance.

It is recommended that two hotels be included when possible in the bidding process. You are encouraged to use discretion in costs involved. Consider total cost of hotel, travel, and registration combined instead of just registration fee.

3. Information regarding things to do or see.
4. Tentative dates.
5. Present invitation in an interesting and enthusiastic manner at the Region Meeting.

If I can be of assistance, please let me know.

Sincerely,

Region Director

## **EXHIBIT B**

Region Director

### **SUGGESTED RULES FOR REGION MEETING**

The following rules are suggested for your Region Meeting, but they may be revised to fit the needs of your Region. It is suggested that the Rules of Region Meeting be furnished to the Clubs at least forty-five (45) days in advance of the meeting.

1. The existing Bylaws and Standing Rules of the Association of Desk and Derrick Clubs (ADDC) shall govern the affairs of the Regional Meeting, with the latest edition of *Robert's Rules of Order Newly Revised* being the parliamentary authority for all rules not covered by the Association Bylaws and Standing Rules or rules of this meeting.
2. All meal functions, business, plenary sessions, workshops and seminars shall be non-smoking. Members in attendance at the above functions shall turn off all cell phones and pagers.
3. Members shall be in their seats five (5) minutes before the opening of each session, and shall only leave the meeting room in case of emergency, and then in a quiet manner.
4. The voting body of the Regional Meeting shall consist of one (1) delegate/president from each club eligible to vote and present at the meeting. A quorum shall consist of a majority of the clubs in the region.
5. A section shall be reserved in the front of the meeting room for club delegates and alternates. Should it become necessary for the delegate or alternate to leave during a business meeting, each shall report to a representative of the Registrar Committee on leaving and returning.
6. Bids for Regional Meeting shall be limited to ten (10) minutes and vote shall be by ballot if more than one bid is presented. Plurality shall determine. In the event of a tie, lots shall be drawn by the Regional Director. If there is only one bid for the Regional Meeting, and there is no objection from a delegate, the bid can be approved by general consent.
7. Rules of Debate:

Members wishing to speak on a question shall obtain recognition from the presiding officer, stating name and club.

- a. A delegate may speak only two (2) minutes, and not more than twice on the same question, except by permission of the other delegates.
- b. Should a member, who is not a delegate, wish to speak on a question, he/she shall obtain recognition from the presiding officer and receive permission from a majority of the delegates. The member may then speak once for no more than two (2) minutes.
- c. A timekeeper, appointed by the Region Director, will indicate when a member's allotted time to speak has expired.

8. All main motions and amendments shall be in writing and submitted to the presiding officer.
9. A Registrar Committee and Parliamentarian for the meeting shall be appointed by the Region Director.

**IF YOUR REGION HAS A REGION FUND, ADD THE FOLLOWING AS A RULE 10:**

10. Unless stipulated otherwise in the Regional Fund document (resolution), rules governing the use of the Regional Fund may be voted on by the delegates at this meeting, if a sixty (60) day written notice has been furnished to all Clubs.
11. According to the precedent of the Region, the Regional Director for the upcoming year shall be elected at this meeting, provided thirty (30) days advance notice has been furnished to the Clubs.
  - A. At the first business session of the Regional Meeting, a report of the Regional Nominating Committee shall be given and the candidate(s) introduced.
  - B. Additional nominations may be made from the floor by any delegate, provided the delegate presents:
    - (i) Written consent of the nominee.
    - (ii) Statement signed by the Club President or Vice-President and one other club officer certifying that the nomination has been approved by the Nominee's club.
  - C. The Regional Director Qualification Form (NOMN3) distributed by the Regional Nominating Committee shall be the only material released on the candidates for Regional Director.
  - D. An individual nominated for Regional Director from the floor shall be allowed to distribute only his/her Regional Director Qualification Form (NOMN3) during the Regional Meeting.
  - E. There shall be no other form of campaigning either prior to or during the Regional Meeting.
  - F. Regional Director candidates shall be presented at the Regional Meeting on an equal basis.
  - G. Names of the candidates shall appear in alphabetical order on the official ballot.
  - H. Election shall be by preferential ballot. (Refer to item J of these rules if there is only one candidate.)
    - (i) Procedure for preferential voting. Delegates shall indicate the order of preference for all candidates by placing the numeral "1" for the first preference, the numeral "2" for the second preference, and so forth for every possible choice desired. The vote for an office shall become illegal at that point in the distribution when a number is duplicated. When a ballot becomes illegal or blank/non-transferable, it will no longer be considered for redistribution.
    - (ii) Counting. Ballots are sorted in piles, one for each candidate receiving a first preference. These piles remain identified with the name of the same candidates throughout the counting procedure so long as the candidates remain in the contest for election. If there is no majority on the first count, the candidate whose name has been marked as first choice by the fewest number

of voters is eliminated and these ballots are redistributed into other piles according to the names marked as second choice on these ballots.

If there is no majority on the second count, the candidate with the fewest number of votes is eliminated and these ballots are redistributed according to the names on these ballots. However, if the name eliminated in the preceding distribution is marked as second choice on this ballot, the ballot is placed according to its third choice. The process is continued by dropping the candidate with the least number of votes by redistributing the ballots each time according to the second or most preferred choice among those not yet eliminated, until **one candidate receives a majority**, or until the possibilities are eliminated.

If there is a tie in the winning position, the candidate receiving the largest number of first choices (numeral "1") shall be declared the winner.

If at any point, two candidates tie for the lowest number of votes cast, both candidates shall be eliminated and their ballots redistributed in one step.

- I. If no nominee is presented by the Regional Nominating Committee, but there are nominations from the floor, an election shall take place. The nominee from the floor must provide written approval by the nominee's club, which has been signed by the club president or vice president and one other officer of the club. (See item 12.B above for procedures concerning nominations from the floor.)
  - J. As stipulated in Article IX, Section 3, (h) of the ADDC Bylaws, if there is only one candidate for regional director and there is no objection from a delegate, the presiding officer can declare that the nominee has been elected (election by acclamation). If a delegate objects, the election will be handled by preferential ballot as set out in item H above.
  - K. The Regional Director shall announce the vote to the assembly and declare the result of the election. If ballots are used, the Regional Director shall then retain the ballots for the next twenty four (24) hours, and they shall then be destroyed.
  - L. If there were no nominations for Regional Director by the conclusion of the Region Meeting, the Association President shall appoint, within sixty (60) days, a Region Director-Elect. This appointment shall be subject to the approval of a majority of the clubs in that Region.
  - M. Within seven (7) days of the election the Regional Director shall mail the results of the election to the clubs of the region and to the Association Board of Directors.
13. Copies of all reports shall be given to the Recording Secretary and the Regional Director.
  14. No Regional Meeting discussion or action shall be released to the news media except through the Regional Meeting Public Relations Committee with approval of the Regional Director.

## **GENERAL INFORMATION**

1. ADDC Committee Representatives shall sit near the front of the room during the Saturday morning business session for easy access to the microphone. Please be in your seat ten (10) minutes prior to the beginning of the session.
2. Only registered members are allowed in the business sessions. Pre-registered guests may attend outside activities.
3. Lost and found will be located in the Hospitality Room.
4. Name badges should be worn at all functions with the exception of the Saturday night Banquet.

***The General Information Section can be changed as needed for your regional meeting with the exception of item 2 above.***



## REGION MEETING HELPFUL HINTS

There will be many personalities involved in planning and actually (finally) having a Region Meeting: yours, the Host Club, chairmen, and members, and most importantly, the members in your Region. The final decision in all matters regarding the Region Meeting is **YOURS**, and you are responsible for the meeting. You are responsible to the members in your Region and to the Association, but the meeting is FOR the members in your Region.

To avoid any confusion, appoint your own secretary (if possible) in addition to the secretary for the Host Club. He/she should be able to attend your meetings with the Host Club, take notes, make lists for you of what you are to do and what the Host Club is responsible for, remind you to do your list and check that the Host Club is doing theirs.

As the responsible party, you sign all binding agreements for entertainment, transportation, etc. If this is impossible, you must receive copies prior to signature by others and the copies must be initialed by you to reflect your approval. You should be fully conversant with all aspects of all contracts. It is helpful to receive monthly reports not only from the General Arrangements Chairman, but also from each Region Meeting Committee Chairman, even if it only says "NO ACTIVITY".

Be willing to "roll with the punches!" There will be glitches, differences of opinions, etc. You are the elected Region Director and you have the authority, poise, confidence, and knowledge to handle the situations as they arise, or you know who can handle it and when to consult with them.

**While information on your Region Meeting CANNOT and WILL NOT be sent from ADO**, it is customary that invitations be sent to the following people: Current ADDC Board Members, All Past Association Presidents, and your Region's Past Region Directors. These addresses can be obtained from ADO for your use. Remember, however, that this is customary and should be done IF POSSIBLE. If your Region Meeting budget cannot absorb this expense, you make the decision of whom to cut. It is expected, however, that, at the very least, an invitation will be extended to all current ADDC Board members. A PDF file of your Region Meeting registration forms can be posted to the Association's Website in your Region's section. You can provide ADO with Word, Excel, or PDF files for posting.

If you wish an ADDC Board member to take part in your Region Meeting, ask them as soon as possible. Remember that members of the ADDC Board are available to assist you at any time in the planning process either via e-mail or telephone or as active participants in your Region Meeting program. The reason for an early invitation is simple - the Board member must set aside the time. If your Region Meeting Fund can cover any or all of the participating Board member's expenses, please budget for this and let them know when you invite them or as soon as possible thereafter. If an ADDC Board member attends your Region Meeting at his/her own choice, ADDC would not include that expense in their budget. They would absorb the costs personally.

All expenses of the Region Meeting should be covered in your registration fee, seminar fees, field trip fees, etc. If they are not, your Region must absorb them, either through your Regional Fund, or from the Clubs themselves. Association Funds are not available for Region Meeting expenses.

Get a Personal Assistant and use him/her. You will be amazed at the number of things that will come to your attention at the Region Meeting that have absolutely nothing to do with your responsibilities, such as complaints about rooms, requests for tickets to functions, gripes about table arrangements, etc. You will be nervous when the weekend finally arrives; you will be trying to finalize details of the program (and making last minute changes to it), and will not have the time to deal with these details. Ask someone who is close to you to screen your calls, answer requests, run errands - in other words, act as your Personal Assistant. This is the best present you can give yourself! Start thinking about who will be the right person to fill this position and ask them right away!

Regional Director – Business Meeting – Exhibit D is a generic podium book designed for the business meeting. It is always advisable to preside from this type of document. It contains the agenda items as well as procedures for handling the business. As a presiding officer, you may be nervous and the podium book will give you more confidence and help the meeting run smoothly.

**Do as much as you can as early as you can; PLAN on all of it changing at least ONCE!**

**MOST OF ALL - HAVE A GOOD TIME!**