



CONVENTION MANUAL

**League of Women Voters of Texas &
League of Women Voters of Texas Education Fund**

Revised Spring 2012

This manual is intended to be a guide for the Convention Planning Committee, the Local Host League and its Local Arrangements Committee, the State Office, State Board, and Services to Local Leagues Committee.

Circumstances may require adjustment to the procedures and guidelines outlined in this manual.

Recommendations for changes to procedures and guidelines may be submitted to the LWV-TX Convention Planning Committee at any time during the Convention planning process.

Specific Contact Information for 2012 Convention (as of January 2012)
[This page can be updated with specific contact names & dates for Convention 2014]

State Office (SO)

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Convention Planning Committee (CPC)

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 Members: Program VP: Janet Imhoff (972-547-4270 hm; 903-821-4682 cell)
 Auction: Susybelle Gosslee (214-349-0269 hm; 214-732-8610 cell)
 Floor Committee: Edie Jones
 Public Relations VP: Linda Kreffing (806-793-6136 hm; 806-790-3062 cell)
 Organization VP: Dee Brock (SLL) (903-565-6655 hm; 903-565-6653 cell)

Local Host League (LHL)

LWV-San Antonio (Phyllis Ingram, president)---- pingram1@sctx.rr.com; 210-764-1557
 Contact: Elaine Talarski, member---- etalarski@earthlink.net; 210-573-0476 (cell)

Local Arrangements Committee (LAC)

Thursday Evening Supper for LWV-TX Board: Nancy Price
 Friday Night Event: Elaine Talarski
 Volunteers: Elaine Talarski
 Registration Desk: Phyllis Ingram
 Local PR/Publicity: no one designated
 Sponsorships (3 hallway breaks, Auction Room hospitality): Phyllis Ingram

Important Deadlines for Convention (required in Bylaws/Policies & Procedures)		
Days Before 2012 Convention	Action(s)	Actual 2011-2012 Dates
180	Start preparing convention budget	Friday, Oct. 7, 2011
120	1 st call to convention (may advance or postpone date by not more than 14 days)	Monday, Dec. 12, 2011
90	Recommendations for program and concurrences from LLs to State Board (3 months ahead)	Friday, Jan. 13, 2012
42	Final call to convention with specific information 42 days before first session of convention	Friday, March 2, 2012
42	LLs that want to propose concurrence at Convention send notice to other LL presidents, MAL Unit chairs, and State Board	Friday, March 2, 2012
30	Nominating Committee report to LLs, MAL unit chairs	Tuesday, March 13, 2012
30	Recommended and non-recommended program sent to LLs and MAL unit chairs	Tuesday, March 13, 2012
30	Proposed budget sent to LLs and MAL unit chairs	Tuesday, March 13, 2012

TABLE OF CONTENTS

Preface.....	Page 5
Purpose of State Convention	
Who’s Who in the Convention Planning Process	
Convention Planning Responsibilities at a Glance	
Selection of Convention Site, Date, and Facility	Page 6
Criteria for Hosting a State Convention	Page 7
Typical Convention Schedule and Overview	Page 8
Planning Timetable	Pages 9-13
Theme and Logo	Page 13
Parliamentarian	Page 13
Specific Areas Addressed	Pages 13-24
A. Friday Evening Special Event	Page 14
Responsibilities of the State Office and CPC	
Responsibilities of the Local Arrangements Committee	
B. Transportation	Page 14
C. Registration	Page 15
Responsibilities of the State Office and CPC	
Responsibilities of the Local Arrangements Committee	
D. Credentials Committee	Page 16
E. Convention Office	Page 17
Responsibilities of the State Office	
Responsibilities of the Local Arrangements Committee	
F. Publications/Wares/Equipment.....	Page 18
Responsibilities of Local Arrangements Committee	
Responsibilities of the State Office/CPC/Auction Chair	
G. Volunteers/Personnel.....	Page 18
Responsibilities of CPC	
Responsibilities of Local Arrangements Committee	

(Continued on next page)

TABLE OF CONTENTS (continued)

H. Floor Committee	Page 19
Responsibilities of the State Office	
Responsibilities of the Floor Committee (aka Policy/Bylaws/Rules Committee)	
Volunteers Comprising the Floor Committee.....	Pages 20-22
Doorkeepers	
Timekeeper	
Tellers	
Attendant to Presiding Officer	
Microphone Attendants/Pages	
Projectionist and Media Assistant	
I. Workshops	Page 222
Responsibilities of the State Office	
Responsibilities of Local Arrangements Committee	
J. Public Relations	Page 23
Responsibilities of the State League PR Vice President/SO	
Responsibilities of Local PR Chair	
K. Saturday Luncheon and/or Banquet Plans	Page 24
Responsibilities of CPC and State Office	
Responsibilities of Local Arrangements Committee	
L. Auction Room	Page 25
Responsibilities of Convention Planning Committee	
Responsibilities of Auction Chair	
Responsibilities of the Local Arrangements Committee	
Financial Instructions for Convention	Page 26
Generic Checklist of Supplies/Equipment	Page 27
Needed for All League Meetings	

PREFACE

Purpose of State Convention

State Convention is the most important meeting of the League of Women Voters of Texas. It requires careful planning and involvement by the state board, the state office, the local League host and other chairmen who might be involved by virtue of a special program or awards ceremony.

Convention emphasizes the grassroots nature of the League by providing an opportunity for local Leagues to determine the future of the organization. It provides an opportunity to promote membership and reach out to students and young adults who are issue-oriented. It is typically a three-day meeting held in April of even-numbered years. The number of delegates from each local League is determined by Article VII, Section 2 of the bylaws of the League of Women Voters of Texas.

Convention delegates consider and adopt a program; elect officers, directors, and a chair plus two members of the nominating committee; adopt bylaws changes, a two-year budget, and per-member-payment (PMP) for the biennium; and transact such business that may be presented. General workshops are part of Convention and a special luncheon or dinner program is usually planned. The state board members usually arrive about noon on the day before the Convention to accomplish several tasks, including final review of convention plans; training of Plenary volunteers; and final review of hotel and convention arrangements.

This manual has been prepared to give guidance to those responsible for seeing that the state Convention is a success. Included is a delineation of the responsibilities of the state board, state office staff, and local host League.

Who's Who in the Convention Planning Process for 2012

SO = State Office of the LWV-Texas

SB = State Board

CPC = Convention Planning Committee

LHL = Local Host League

LAC = Local Arrangements Committee

SLL = Services to Local Leagues

D&M = Development and Marketing (specifically involved if luncheon/banquet are "fund raisers")

Convention Planning Responsibilities At a Glance

Specific duties to ensure a successful State Convention have been assigned as follows:

- The **SO** works closely with the CPC to coordinate Convention and provide continuity from convention to convention.
- The **SB** is the final arbiter of decisions involving Convention and is also responsible for identifying a host League, keynote speakers, and the Parliamentarian (who has travel and lodging expenses underwritten)
- The **CPC**, with direction from the State Board, provides general oversight of Convention planning and works directly with those involved in programming components; reports regularly to the Board.
- The **LHL**, in partnership with **LAC**, coordinates local arrangements for a special event on Friday evening; identifies at least three local business sponsors for convention breaks; provides adequate number of volunteers for convention; mans registration desk; arranges for a simple meal (at a personal residence or restaurant) for the State Board members on the Thursday evening preceding Convention; and assists CPC as requested.

Fundraising responsibilities are divided between CPC and D&M as follows:

CPC has responsibility for arranging/deciding/recommending to the Board:

- Silent auction
- Live Auction and auctioneer (with input from D&M)
- Registration fee
- Luncheon/banquet price(s) for convention attendees

D&M has responsibility for arranging/deciding/recommending to the Board:

- Sponsorships for convention, luncheon, and banquet (beyond those needed for convention breaks)
- Identifying and ordering LWV merchandise to sell during convention
- Fund-a-Need, if utilized at Saturday banquet
- Pricing of LWV merchandise to be sold during convention

Work on these begins at least by Fall before Convention if luncheon and/or banquet during convention are to be fundraisers; invitations and sponsorship fees for those outside LWV; fundraising beyond the specific responsibilities of the CPC/LAC (i.e., mail solicitation if honoring one of our own or holding a raffle).

SELECTION OF CONVENTION SITE, DATES, AND FACILITY

Local Leagues interested in hosting Convention should extend an invitation at the prior Convention. The State Board selects and officially confirms the host League at the first state board meeting after Convention. The State Board also determines possible April dates for Convention after consulting with LHL regarding local availability in the designated city. The LHL should be aware of community events in its city during the convention month of April and also national holidays or observances that could impact dates identified for the Convention.

LHL takes the lead in identifying two or three possible hotel sites and works with the **CPC** to review possible convention sites and recommend a facility that offers appropriate accommodations, meeting spaces, and parking at reasonable costs. The **CPC** considers the recommendation and then makes a final recommendation to the State Board. The State Board makes the final decision whether or not to accept the recommended facility.

The contract with the Convention hotel should be signed by the Winter Board meeting (approximately 15 months ahead of the Convention date) and involves the Convention chair, **SO**, and **LWV-TX** President.

The **SO**, in cooperation with the **CPC**, works with the proposed hotel to write a contract that locks in the convention dates selected and specifically identifies rooms/spaces needed for the convention. The contract is signed by the **SO** executive director and/or the Board president, and any advance payment needed is handled by the **SO**. The **CPC** maintains contact with the designated hotel staff throughout the planning process, with assistance by the **LHC**.

CRITERIA FOR HOSTING A STATE CONVENTION

- 1. Volunteer strength:** Approximately 15-20 members of the Local Host League
- 2. Facility requirements:**
 - a. Sleeping rooms-At least 90 to120 rooms (can sleep 2-4 to a room) at a reasonable price
 - b. Large meeting room for plenary meeting →classroom style facing front with tables and chairs for 150-plus; dais facing audience with seating for 8-10 people; extra seating for observers not seated with their LWV delegations.
 - c. Four to six small meeting “breakout” rooms for workshops, caucuses, Q&A sessions, etc., with each room seating approximately 30-50 people .
 - d. Ballroom(s) (separate from plenary meeting room)-seating at round tables for 90-180 for luncheon or banquet
 - e. Room for silent auction display and recordkeeping table
 - f. Meeting room for state board meeting, seating from 15-20 (U-shape or conference style)
 - g. Registration space in a lobby area, with tables
- 3. Required Services (must be readily available to convention planners)**
 - a. Copier and other business services
 - b. Restaurants in hotel and within walking distance
 - c. Public, taxi, or locally arranged transportation to airport and local attractions
 - d. AV vendor with equipment for Plenary and workshop rooms
 - e. Wireless internet connection in hotel lobby, all meeting rooms, and in sleeping rooms
- 4. Accessibility**
 - a. Convention site should be served by an airport with major airlines
 - b. Facility/rooms must be special needs-accessible
- 5. Affordability**
 - a. Hotel room rates should be negotiated to make prices affordable to all delegates. Hotel contract should allow for maximum number of rooms anticipated, with two or more beds as possible per room
 - b. Minimal/no charge for meeting rooms
 - c. Affordable registration fee/special event fee assessed by state board
- 6. Community Support**
 - a. Legitimate “potential” by Local Host League to help secure underwriting for coffee breaks and an evening social function if needed, etc.
 - b. Local Convention and Visitors Bureau may donate “goodie” bags for delegates

TYPICAL SCHEDULE AND OVERVIEW OF CONVENTION

(may be modified to fit purpose/goals)

Thursday:

- 10:30 a.m. Training for Floor Committee and Volunteers
- 1:30 p.m. Board Meeting
- 5:30 p.m. Informal dinner for State Board, hosted by Local Host League

Friday:

- 11 a.m.-7 p.m. Registration; Auction Room open for bidding; League merchandise available for purchase; lunch on own for delegates
- 1:30 - 5 p.m. Workshops
- 6 p.m. Special Event by Local Host League
- 9:30 p.m. Caucus and Q&A Sessions as planned

Saturday:

- 7-8:30 a.m. Breakfast on own for delegates
- 8 a.m.-Noon Registration continues; Auction Room open all day except during Plenary
- 8:30 -Noon Plenary
- Noon Luncheon or special meeting as scheduled by LWV-Texas
- 2 -5:30 p.m. Plenary continues
- 6:30 p.m. Special event or banquet as planned by LWV-Texas
- 9 p.m. Resolutions Committee, Budget/Q&A and/or Caucus meetings as scheduled
- 10 p.m. Auction Room closes; bidding concludes; items picked up by winners

Sunday:

- 7 -8:30 a.m. Breakfast on own for delegates
- 8 a.m. Recommended Resolutions posted in Auction Room
- 8:30 -1 p.m. Final Plenary; Adjournment of convention
- 1-1:30 p.m. Final auction items picked up; all Convention materials gathered for return to SO
- 1:30-2:30 p.m. Board Meeting/Luncheon for Newly Elected Board

Hotel Accommodations Needed for State Board and Invited Guests;

The Executive Director of LWV-Texas is authorized to reserve sleeping rooms at the host hotel for all State Board members as well as the Parliamentarian and the chairs of Nominating and Budget. As always, Board members and chairs are assigned two per sleeping room and have lodging provided for Thursday, Friday, and Saturday nights. At the direction of the state president, other complimentary rooms may be provided for invited guests (i.e., keynote speaker, LWVUS guests).

Details about State Board Registration, Other Expenses

Members of the State Board receive complimentary registration for convention but do pay the designated costs for any special ticketed meals and/special events which they plan to attend. Board members remit that payment directly to the State Office when they register for convention.

T I M E T A B L E

In Advance:

2 Years ahead of Convention date:

At previous Convention, **SB** encourages local Leagues to consider hosting Convention, giving possible dates, accommodations needed, and guidelines.

LWV Texas president appoints **CPC**. The chair, in consultation with the **SB**, is responsible for the Convention program and will advise/work closely with the host League.

The **LHL** is named and asked to appoint its **LAC**. The **CPC** confers with the **SO** and the previous Convention chair regarding arrangements, planning, and recommendations.

CPC and **LHL** visit possible Convention facilities and recommend one or more sites to the **SB**. **CPC** assesses the proposed sites to assure adequate space and availability.

1 ½-2 Years

With input from **LHL**, **CPC** recommends to **SB** a Convention site and dates available; the Board approves the site and dates.

CPC confirms the hotel arrangements, including the room rate, and finalizes a contract with the hotel. The hotel sends the contract and pertinent correspondence to the **SO** for appropriate approval signature(s).

12-16 Months (July-October Before Convention)

Outside speakers--The **State Board** discusses whom to ask as outside speakers and when speakers should be scheduled. The state president invites key speakers and the parliamentarian and the **CPC** is responsible for seeing that invitations are sent to other speakers (with the exception of local government officials, who are invited by the **LHL**). The **State Board** may solicit names of potential speakers from the **LHL**.

CPC, through the **SO**, sends a copy of the immediate past Convention manual (with suggested changes), past Convention evaluations, suggestions from the **LHL** and any other instructions to the newly named chair.

At its Summer Board meeting, the **SB** discusses possible Convention fundraising opportunities and directs **D&M** for follow-through. The Board decides whether or not merchandise should be made available at Convention and whether or not a Silent and/or Live Auction will be staged. **LHL** may begin soliciting local items of interest for the auction, working closely with the designated Auction chair.

July-October

CPC selects a theme and logo with input from **LHL** and others. See Page 13 for information on Theme and Logo.

D&M, with assistance from **SO** and the Board, identifies sponsors/donors to defray Convention-related expenses. **CPC** and **LHL** begin identifying possible sponsors for coffee breaks and luncheon/banquet events. **LHL** can provide leads from its local business community that might be corporate funders.

Auction Chair notifies Leagues and League members about Silent Auction and requests items for the auction.

The **LHL** appoints and convenes **LAC** to handle local arrangements as defined by the State Board and may use its discretion in assigning responsibilities. It is recommended that the following functions be assigned chairs and committees:

Local Arrangements Committee Chairs

- Special events (Thursday board dinner, Friday night event for Convention delegates)
- Volunteers/personnel needed for Convention registration, designated events/tasks
- Public relations/publicity
- Fundraising/underwriting of morning/afternoon breaks during Convention

The **LHL** will send a list of the **LAC** names, addresses, fax numbers, phone numbers, and e-mail addresses to the **CPC** and **SO** to facilitate communications.

CPC begins work on the budget and registration fee to be approved at the Fall State Board meeting before Convention. The budget should include all Convention expense and income figures from previous convention, including anticipated costs for outside speakers and for off-board attendees/special guests.

Prior To/At the Fall LWV-TX Board Meeting before Convention

CPC, in cooperation with **State Board** and **D&M**, makes decisions about Convention agenda, special events/banquet/luncheon, meeting and workshop timelines; works with the Treasurer to prepare and approve a proposed budget.

CPC requests a preliminary report from the **LAC** regarding arrangements for the board dinner on the Thursday evening before Convention begins. **LAC** may be invited to attend the Fall meeting to provide update.

LHL extends invitation to Mayor or other elected official to bring greetings at the opening Saturday morning Plenary and confirms date. This is very important and should be done by the host League at least six months before the event, with update to the CPC.

CPC visits the host hotel to finalize room assignments and assess the layout for Plenary, registration/information desk, luncheon and banquet, Auction room, and workshop spaces.

CPC obtains menus and meal prices for approval by Board and determines banquet charges for those not registered at the hotel. These charges must be approved before Convention registration forms are printed.

CPC and State Board establish guidelines for meal guarantees, refunds and designated deadlines, prepayment for all meals, etc. Information will be clearly communicated to Local Leagues and League members in early December and in other communications.

LWV-TX Vice Presidents begin to plan workshops and invite workshop speakers. Equipment, meal, nametags, and other needs for speakers are communicated to the State Board and CPC.

CPC and SO begin to design Convention registration forms to be included in mailings to local Leagues and League members as well as in the *Voter* and on the website. Auction chair sends request for items to all Leagues and previous donors.

At the Fall Board Meeting, **LHL** brings report to State Board about special Friday night event, recruitment of volunteers, and possible convention break sponsors.

December before Convention

CPC, in cooperation with **State Board** and **SO**, meets the early December deadline (120 days ahead of convention) of “First Call” to Convention mailing to Local Leagues--basic information, tentative agenda, hotel reservation, registration fee, room cost, special events.

CPC and State Board President, in consultation with **SO**, plan and coordinate preparation and distribution of the following materials for the Call to Convention notification (electronic email, website, and physical mailing) to Local Leagues and League members:

1. call to Convention
2. registration forms for delegates/visitors/observers
3. hotel reservation information
4. descriptions of special events and workshops
5. promotional information on host city; appropriate maps and travel instructions from major highways
6. Invitation flyer from **LHL** to Friday night event, with registration form and instructions for payment
6. local League publication sales/exhibit space
7. Silent Auction/Live Auction

Prior To/At the Winter LWV-TX Board Meeting

State Board approves the Convention budget at the Winter board meeting, if not already done at Fall Board Meeting.

LAC representatives attend the Winter Board meeting to report on the status of Convention and to receive information from **CPC** on specific volunteer responsibilities.

The **Policy/Bylaws/Rules Committee** recommends and the Board approves the Standing Rules for Convention.

SLL and **Board President** identify materials to be included in the Delegate Packet for distribution at Convention.

D&M decides on merchandise to order for sale at convention and recommends to the State Board.

SLL works with **LHL** and **CPC** to determine what maps and instructions to Local Leagues should be prepared for Convention publicity and Delegate Packet.

State Board, CPC, and SO prepare materials for the Convention Delegate Workbook distributed at registration table.

Convention Delegate Workbook:

- a. **Agenda**→**President**
- b. proposed **Convention rules**→**Bylaws, Policies & Procedure Chair**
- c. tips on **parliamentary procedure** *
- d. tips to **delegates** *
- e. proposed slate of **officers and director**→**Nominating Committee**
- f. current **program**→**CE VP**
- g. proposed **program**→**CE VP**
- h. not-recommended **program**→**CE VP**
- i. **PMP** summary sheet→**Treasurer**
- j. proposed amendments to the **bylaws**→**Bylaws, Policies & Procedure Chair**
- k. proposed 2-year **budget**→**Treasurer**
- l. **annual reports** from **Board committees**→**VP**
does the one for his/her committee; also Website chair provides report for workbook
- m. **directions** to the hotel/hotel information→**CPC**
- n. **LRP** report →**LRP** committee chair

* *Carried over from previous convention workbooks*

Board President confirms Convention attendance with Board members.

Late January/Early February Before Convention

LHL confirms name of Mayor or other local elected official who will welcome delegates on the Saturday morning of Convention and notifies **CPC** for inclusion of name in the Delegate Workbook and Plenary order of business.

Delegate Workbook information is due to State President from **committee chairs, LHL, and CPC**; compilation and editing begins and production and printing timeline is established (usually early March)

CPC, Board, and SO confirm information on all aspects of Convention business, including final call materials, delegate count, and mailing to Local Leagues and League members.

SO orders merchandise to be sold at convention, as recommended by **D&M**.

Mid-February/Early March Before Convention

Auction Chair initiates preparation of materials for the silent auction including bidding forms, master record, room decorations, etc; continues to solicit items not only from Board members but Local Leagues.

SO finalizes merchandise to be sold, pricing, money boxes, and petty cash needed for Convention.

Board and **CPC** confirm early March deadline (“Final Call” to Local Leagues is 42 days before convention) to prepare Convention mailing and gather appropriate materials for the Texas VOTER and the website.

Silent auction chair prepares materials describing auction items for inclusion in all publicity sent to Leagues and League members.

LHL prepares and gives to **CPC** the final Friday night event notice for inclusion in the Convention mailing and for placement on the website.

CPC and **State Board** make final plans for training of volunteers and remind **LAC** to notify volunteers.

CPC gathers materials for Convention Delegate Packet including the following:

From SO, items for the Convention Delegate Packet (items in folder)

- final agenda
- list of delegates
- list of *Who's Who at Convention*
- Convention/workshop sevaluation form
- auction catalog and final call for items

From LHL

list of volunteers & cell phone contact info
information regarding local attractions
map of city and travel instructions
Friday evening event information, regarding
travel plans, attire, etc.

March

SO establishes electronic system for recording registrations, meal reservations, and special event/workshop reservations. An Excel or Access database has been used in the past.

“Final call” to Convention is directed to Leagues and League members, with information on hotel reservation, registration, etc. **SO** monitors website registration.

SLL contacts local Leagues not registered for Convention to invite them to attend if preliminary registration shows no response.

CPC and **SO** confirm special equipment needed for all workshop sessions and **CPC** confirms equipment needs with hotel or that **LAC** can help secure.

CPC keeps track of meals and other materials needed by workshop speakers and shares information with **SO**.

The host hotel prepares detailed Banquet Event Orders (BEOs) for each event at Convention, specifying meeting rooms, equipment needs, catering needs, seating, etc. The BEOs are reviewed carefully by **CPC** with the hotel management, and during convention, the convention chair reviews BEOs as they are presented by hotel staff.

LAC and **CPC** confirm final volunteer requirements.

PR Vice President contacts the **LAC PR** volunteer regarding local publicity for the Convention.

SO and **CPC** coordinate plans to see that all supplies are available or on order, including pocket folders, numbered three-part motion forms, name badges that will distinguish delegates from observers, ribbons to identify various League leaders, meal lists, signs identifying each local League and state board member, etc. (See generic list of supplies at end of this convention manual.)

Late March/Early April before Convention

PR Vice President writes news release about convention and works with **SO** to distribute news release to all state and local media as well as to Local Leagues.

State Board President recruits members to be appointed to the committee to review the Convention minutes, the Credentials Committee, the Action Motions Committee, the Resolutions Committee, and the committee to oversee an election, if one is held.

State Board President decides seating arrangements for the Plenary dais and head tables (if needed) at special events and makes sure that the information is conveyed to the **CPC** and **LAC**.

CPC begins preparation of a scripted agenda for convention and confirms all details with **State President**.

SLL and **State President** finalize materials to be included in the Delegate Packet, and **SO** prepares the materials.

State President prepares Pre-Board for Board meeting that precedes Convention and the Plenary order of business.

In consultation with **State President** and **LHL**, **CPC** determines timeline, quantity, and who will assemble Delegate Packets prior to start of Convention; completed Delegate Packets must be ready at the host hotel by late afternoon Thursday before Convention starts.

CPC confirms all materials are ready and available for the Convention Delegate Workbook and packet.

2 Weeks prior to Convention

CPC works with **SO** to prepare Reminder email to League members with all pertinent information.

SO will send **CPC** all **forms and instructions** for Plenary session volunteers prior to training session.

CPC confirms volunteer training and trainers and sends reminder to **LAC** and **State Board** members.

State Vice Presidents confirm speakers and workshop presenters and report to **CPC**.

1 week Prior to Convention

As per stated deadlines, **CPC** and **SO** notify the hotel regarding final meal counts for luncheon and/or banquet events; number of Convention attendees; and confirms needed equipment/final setup with hotel.

CPC finalizes plan for Delegate Packet/Workbook assembly and confirms details for training session for LAC volunteers.

Convention delegate workbook is emailed by **SO** to all registrants and other guests, as needed.

April CONVENTION

State Board members and **SO** arrive on Thursday and meet in Board meeting to review final convention details with hotel staff, **LAC**, and **LHL**.

CPC coordinates training session for volunteers working registration, Floor Committee, etc.

The **SO** and **CPC** set up the Plenary room with League signage; make sure merchandise, Auction items, registration desk, and other designated spaces are set up and ready.

The **State President** gives specific assignments to board members to greet Convention speakers and outside workshop leaders, etc.

As the Convention gets underway, **CPC** and **LAC** volunteers are visible and available to answer questions.

After Convention:

SO and **Board** dismantle the Plenary room, Convention office, Auction Room, etc. and pack up any remaining materials to be returned to the state office.

SO returns all funds to the state office for deposit.

CPC, Board president, and LAC determine how thank you letters will be prepared for Convention speakers, workshop leaders, guests, donors, the host League, and volunteers.

The **state PR Vice President** provides a sample news release to Local Leagues announcing new state board members and convention highlights with space for the list of local delegates to all local Leagues included.

CPC, with help from SLL, compiles the delegate evaluation forms and requests evaluations and recommendations from the local Convention chair and committee.

LAC and LHL prepare a detailed written evaluation of Convention, with regard to lessons learned, suggestions for next Convention, changes needed, etc., and send the evaluation to the State Board president, who shares it with **CPC**.

CPC reviews delegate evaluations and recommendations, adds its own recommendations, and submits a final report to the **SO** for distribution to the state board and LAC.

CPC furnishes a notebook with all Convention materials, Delegate Workbook, Convention Manual, and other items to the State President to share with the newly named Convention Chair for next Convention

THEME AND LOGO

CPC will consult with **LHL** on the theme and logo of the convention and will jointly make a decision prior to the LWV-Texas Fall Board Meeting. The theme and logo will be used in promotional materials and on the cover of the Delegate Workbook. Examples of past themes include Making Democracy Work, Taking Texas Leagues to New Horizons, Exercising Your Rights, and It's Your Government...Take Charge!

PARLIAMENTARIAN

Prior to the Fall Board Meeting before Convention, **CPC** works with **SB** to identify and confirm an individual to serve as Parliamentarian during Plenary sessions at the convention. LWV-Texas can pay travel, provide lodging if needed, and/or pay a daily stipend of \$100 for two days, or can approve a contract.

For 2012, the Parliamentarian was Mrs. Ella Clerkson, San Antonio, TX, who prepared a contract for LWV-Texas.

A. FRIDAY EVENING SPECIAL EVENT

Traditionally, **LHL** sponsors an off-site special event as a fundraiser for its League on the Friday evening of Convention. Past events have included dinners, shows, and sightseeing trips to local museums or historic spots such as the Fort Worth Stockyards. The Friday event is an opportunity for the host League to showcase its hometown. **LHL** is responsible for arranging the special event, providing written information to **CPC** on registration fees, etc., and for letting delegates know about other sightseeing opportunities in the vicinity of the Convention site.

RESPONSIBILITIES OF THE STATE OFFICE

1. **SO** will distribute the Friday evening event information prior to convention to all Leagues and League members, utilizing the flyer/promotional information provided by **LHL**, and will include the information in convention materials distributed at registration.

RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. In the summer and fall before Convention, **LHL/LAC** should make the **CPC** aware of special events and sites that might be of particular interest to delegates. **LAC** will research possibilities and obtain cost estimates, then recommend specific events/activities in writing to **CPC**, which will then make a recommendation to the State Board. The State Board will make the final decision as to the events/activities to be offered.

2. **LAC** will plan the **Friday night event**, reserve the site(s), arrange transportation, select a caterer or determine meal plans, arrange for supplies or event materials as needed, and arrange for local volunteer assistance as needed. All contracts and vendor payments will be handled by the local League, and all registration proceeds will benefit the local host league.

3. **LAC** will prepare events/activities information for the **LWV-TX** and *The VOTER*. An enthusiastic description, as well as registration fee and transportation information, should be included.

4. **LAC** may wish to contact the local visitors bureau/chamber of commerce for tourist information to include in pre-Convention information and in the Delegate packet. Information about other restaurants in the area, walking tour information, or additional tourist brochures can also be included in the packet.

B. TRANSPORTATION

1. **CPC** will work with **LAC** as needed to provide accurate maps and directions to the hotel from local airports and major highways, plus airport and hotel shuttle service information. This information should be included in pre-convention and registration information.

2. **LAC** is responsible for securing commercial transportation and/or determining alternate transportation plans for the Friday night event (which may include use of personal vehicles). Specific transportation costs can be included in the cost assessed each participating delegate by the local League.

C. REGISTRATION

SO and CPC are responsible for handling pre-registration of convention attendees. **LAC** and registration volunteers are responsible for registration at Convention and for cooperating with the Credentials Committee to furnish needed information about delegate count, etc. **LAC** should designate a registration chair to oversee registration volunteers.

SO will receive pre-registrations directly and will establish a system to track incoming registrations. **SO** will keep running totals of registrations for each event and coordinate with **CPC** to ensure adequate meeting facilities for each event. **SO** will prepare a list of delegates and registrants as registrations are received and will prepare a final listing of names, contact information, and name of local League for inclusion in the Delegate packet.

Name tags must be prepared based on advance registrations. The name tag should include each person's name, local League, and office. A number of extra name tags should be kept at the registration table for late registrants and correction of misspelled names. A colored name tag, sticker, or border must be used to distinguish delegates from nondelegates. A system of colored dots or stickers can be placed on the name tags to identify which events have been paid for by each attendee (otherwise tickets must be prepared and collected for each event).

LAC will be responsible for staffing the registration table throughout Convention as per the hours noted on the final agenda. More volunteers should be scheduled for Friday and Saturday morning shifts in anticipation of the arrival of the majority of registrants. At registration, each delegate should be given a packet and name tag.

CPC is responsible for providing a list of all guests and speakers to the registration committee and to the **SO** so that they are included in the registration database as per meals, etc.

RESPONSIBILITIES OF THE STATE OFFICE AND CPC

1. **CPC and SO** will work with the hotel staff to determine which area of the hotel will be used for the registration information desk.
2. **SO** will bring the following materials for the registration/information desk: a large sign for the registration information desk; signs for registration by alphabetic division (if needed); extra copies of the Convention Workbook; a cash box and petty cash; miscellaneous supplies; name tag ribbons to designate state board members, local League presidents; and Delegate packets.
3. **CPC** will be responsible for meeting with the local League volunteers to set up the registration/information desk the first morning of the Convention and for briefing the registration volunteers regarding procedures.
4. **SO** will take possession of the cash box each night, will return the cash box the following morning, and will assume responsibility for bringing receipts to the **SO** for deposit.
5. Throughout Convention, **SO and CPC** will be available to deal with questions and problems. A method for the registration/information desk to contact **SO** and **CPC** representatives quickly at the hotel will be devised in advance of the Convention.
6. League requests for caucuses must be made one month prior to the Convention. Caucuses will be given space on a first-come, first-serve basis in meeting areas approved by the hotel.

7. The delegate list prepared by the SO will list delegates alphabetically by local League. Delegates from MALs, members of the state board, visitors, guests, and observers will all be listed separately. To facilitate registration, delegates will register by section of the alphabet by either the delegates' last name and League name.

RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. Delegates and visitors will register at the registration desk as they arrive. In order to vote, a delegate must be registered.

3. The plastic name badges for delegates, visitors, observers, state board members, and volunteers will be color-coded, and some may have special ribbons attached. All badges will be picked up upon registration. Extra badges, to be used if needed, will also be provided by the SO.

4. Throughout the Convention, the registration/information desk volunteers serve as a continuing resource for Convention delegates with questions concerning workshops, transportation, locations of meeting room, agenda issues, and services, etc. Lost and found items are kept at the registration/information desk until claimed. After most attendees arrive, registration may be moved to the Convention office.

5. The hotel will be asked to promote Convention information on available electronic message boards/TV screens. At the beginning of the Convention, a list of events and hours for the registration/information desk, hospitality room, Convention office, and publications room may be displayed. Notices regarding locations and times for caucus meetings, workshops and special events will also be publicized through available venues. An easel near the registration area may be available for personal messages. The registration committee will clear the easel as needed.

6. All money collected at the registration/information desk must be recorded on the official registration database list. Each income entry should be recorded as to date of receipt, from whom received, amount of payment, and reason (e.g., registration, banquet). Checks should be made payable to LWV-TX. Refunds for registration or banquet tickets will not be made after the published cancellation date.

7. The registration chair shall train and oversee all shifts of volunteers staffing the registration/information desk. A listing of volunteer names should be maintained by the LHL and furnished to LWV Texas so that they can be thanked for their service.

8. **LAC** will recruit local League members to staff the registration/information desk, which will be manned at designated times during the Convention. Registration is scheduled to begin at least one hour before the Friday workshops begin and continue through 7 p.m.; registration will continue on Saturday. Hours will vary depending on the Convention agenda. Two volunteers are usually needed for each time slot on Friday, and two volunteers are needed for each time slot on Saturday. One volunteer is needed on Sunday morning prior to the beginning of the Plenary session for any late arrivals. Because most delegates are expected to arrive Friday or Saturday morning, registration may be combined with the Convention office after the majority of delegates have arrived.

D. CREDENTIALS COMMITTEE

The **LAC** chair and one other member of the registration committee usually serve as the Credentials Committee, which reports the number of registered delegates so that a quorum can be declared. The State President will confirm on the first day of convention the number of local Leagues in the state who are eligible to attend. At least half of the local Leagues in the state must be represented at the Convention in order to declare a quorum. In case

of concerns in this regard, the president may ask state board members to represent their local Leagues, if there are no delegates from those Leagues already registered. If someone leaves and is not planning to return to the Convention, the count should not be lowered. If someone new comes to replace an already registered delegate, the count should not be increased.

The State President will formally appoint the Credentials Committee at the beginning of the first plenary session. The Credentials Committee will be asked to make a report (a sample script will be provided) using the nearest floor microphone. The State President will then declare whether a quorum is present. At the beginning of each subsequent plenary session, the Credentials Committee again makes a report, but the declaration of a quorum is only done at the first session. The written report should be given to the LWV-TX secretary, who will be seated at a table at the front.

The Credentials Committee should ask the Registration volunteers for a list of delegates who have checked in.

E. CONVENTION OFFICE

The Convention office provides computer and printing equipment for use by state board members, state League staff, delegates, workshop leaders, and local Convention committee members. The **CPC** and the **SO** are responsible for obtaining equipment for the Convention office and for coordinating assistance as needed by League members. For convenience and accessibility, the Convention office should be located in close proximity to the combined Publications/Wares and Auction Room.

RESPONSIBILITIES OF THE STATE OFFICE

1. **SO** will furnish office supplies, such as copy paper, state League letterhead, and standard office supplies, including pens, pencils, spiral notebook, receipt book, a cash box, and petty cash. A list of standard office supplies to be available at Convention is found on the last page of this convention manual.
2. The Convention office will be set up the Thursday evening before the first day of Convention and **CPC** will brief assigned volunteers regarding its use and their responsibilities. One volunteer will be needed in the Convention office throughout the convention, unless otherwise notified.
3. **SO** will take possession of the cash box each night, will return it to the Convention office each morning, and will assume responsibility for taking receipts to the state office for deposit.

RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. **LAC** may be asked by **CPC** to help make arrangements to rent or borrow equipment for Convention usage and **LAC** should be aware of alternative sources for equipment should a breakdown occur.
2. **LAC** should assure that the Convention office is staffed by at least one volunteer per designated shift to provide assistance to state board members, state office staff, local Convention committee chairs, and delegates who need assistance in preparing for workshops, caucuses, program adoption, speeches, etc. The office volunteer may also be called upon to assist local Leagues in setting up sales areas or exhibits in spaces that they have reserved ahead of time. However, local Leagues are responsible for staffing their own sales areas.
3. **LAC** is responsible for making sure Convention office volunteers are recruited.

F. PUBLICATIONS AND WARES

State League publications and products are available in the Auction Room for delegates to purchase during Convention (hours to be announced in advance). Local League publication sales and exhibits are also located in the Auction Room, but local Leagues are responsible for staffing their own sales areas and for providing their own petty cash and receipt procedures. The State Office should be notified at least three weeks before Convention by local Leagues if they need space in the publications and wares room to sell their merchandise. Local Leagues will be notified through appropriate information channels in advance that they may offer publications or merchandise for sale. A space reservation form will be provided and should be returned as documentation from the League that they will utilize space in the publications/wares area.

RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. **LAC** will furnish one volunteer during each of the shifts identified during Convention to man the LWV-Texas publications and wares table in the Auction Room. Volunteers will familiarize themselves with the merchandise for sale and will be encouraged to promote sales to delegates entering the room.

RESPONSIBILITIES OF THE STATE OFFICE/CPC/AUCTION CHAIR

1. **CPC**, in cooperation with the hotel staff, will identify the room to be used for silent auction and publications/wares sales activities. To promote delegate traffic through the publications and silent auction room, it should be located as close to the plenary session room and registration area as possible. A secure room is needed, as materials will be kept there overnight.

2. **CPC and Auction Chair** will make arrangements for the Auction and Publications/Wares spaces, including appropriate number of tables, table cloths and skirts, and chairs, plus security.

3. **CPC** is responsible for pre-Convention publicity regarding League publications and merchandise for sale and will seek information in advance from local Leagues regarding merchandise they wish to sell.

4. **SO** will take possession of the cash box each night, will return it to the publications/wares/Auction Room each morning, and will assume responsibility for taking receipts to the state office for deposit.

G. VOLUNTEERS/PERSONNEL

The convention is staffed primarily by volunteers recruited by the **LHL**, in consultation with **CPC** and the chairs of the various Convention committees. The volunteers should be able to complete the duties listed in this manual in addition to duties that may arise unexpectedly.

RESPONSIBILITIES OF THE CPC

1. **CPC** will be available to assist volunteers with any problems that arise.

RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. **LAC** recruits and assigns a volunteer chair to recruit, schedule, and help train volunteers, working closely with **CPC**.

2. The volunteer chair should prepare sign up notices and forms for the local League *Voter*. Sign-up sheets should also be provided at each general or unit meeting in the months leading up to Convention.
3. The volunteer chair and/or LAC should plan to attend local League meetings to describe Convention and recruit volunteers. It may be helpful to enlist several volunteers willing to step in as alternates or last-minute helpers. LAC may contact other local Leagues in the area as a source of additional volunteers.
5. The volunteer chair assigns volunteers for every position, in every time slot, as identified by CPC, beginning two months ahead of the Convention schedule. The SO, CPC, and LAC should all have a final volunteer schedule that identifies the volunteer's name and contact telephone (cell) number.
6. The volunteer chair prepares a volunteer packet to mail to each volunteer 10 days ahead of Convention. This should confirm in writing the exact tasks and times for which a commitment has been made. It should also include a reservation form for Convention meals, a complete Convention agenda, and a map of the hotel, plus information about the required training at the hotel on Thursday afternoon before Convention. Volunteers should be advised that if they are not "on duty," they can attend and/or observe plenary sessions and workshops, unless they are registered delegates, in which case they should attend the entire plenary sessions.
7. The volunteer chair should be present throughout Convention to be sure that there are no volunteer staffing concerns.
8. The volunteer chair is responsible for thanking all volunteers in written or email format following Convention.

H. FLOOR COMMITTEE ---

It is vital that the Convention plenary sessions run smoothly, and to this end, volunteers on the Floor Committee play a primary and vital role in making that happen. The Floor Committee chair and members will be asked to attend training (about one hour) the day before Convention opens to receive training. It is helpful, but not required, if Floor Committee members have attended a previous LWV state convention and are already familiar with procedure of a plenary session.

The Floor Committee should be aware that beginning at the 2012 Convention, League observers who are not official voting delegates of their League **are invited to sit with** their League delegates at their assigned seats, unless they prefer to sit in the visitors' section at the back of the room.

The Floor Committee is comprised of the following: Doorkeepers, timekeepers, tellers, microphone attendants, microphone assistants, and a projectionist or media helper (to provide assistance to the SO as needed) during the plenary sessions.

RESPONSIBILITIES OF THE STATE OFFICE

1. The SO should assure that all equipment, signage, and supplies needed for the plenary session are available. Equipment includes a computer with projection capabilities and monitor, projection screen, and microphones. **Signage should include local League names, state board members names and positions, pro and con cards and others needed for microphones, red cards, visitors section sign, and time cards.** Supplies include numbered four-ply motion slips (NCR paper), stop watch, bell, podium signage, backdrop banner, paper ballots, and water and glasses at the platform table. Arrangements must be made early to audiotape the entire plenary session. Tapes should be given to the secretary for recording minutes.

2. At least one hour prior to the beginning of each plenary session, SO should bring needed supplies to the plenary session room and make sure that they are in their proper places and that equipment is working properly.
3. During the plenary sessions, SO should be available to assist the State Board members as needed and may be asked to contact hotel personnel to assist with problems such as room temperature, lighting, microphones, etc.

RESPONSIBILITIES OF THE FLOOR COMMITTEE aka Policy/Bylaws/Rules Committee

1. The Floor Committee chair should be familiar with the duties of Floor Committee volunteers, as described below, and should also be familiar with parliamentary procedure.
2. The Floor Committee chair should arrive at each plenary session approximately one hour before it is scheduled to begin. Equipment and supplies should be checked to see that they are in place and working properly.
3. The Floor Committee chair and volunteers will receive cross-training at the Thursday training session before Convention begins. State board members will be available to assist with training volunteers.
4. Following the Convention, the Floor Committee chair should make sure that all volunteers are thanked.

VOLUNTEERS COMPRISING THE FLOOR COMMITTEE

Approximately 11 volunteers are needed for each plenary session:

- two doorkeepers
- one timekeeper
- three tellers (plus additional tellers if needed)
- two microphone attendants
- one attendant for the president/presiding officer (the president can identify attendant if desired)
- one projectionist (usually SO staff), and
- one media assistant to help the SO staff.

Hours will vary depending on the Convention agenda. Volunteers will have been trained in advance but should plan to report to the plenary meeting room approximately 45 minutes before the start of the session to receive additional instructions as needed. The local volunteer chair will recruit volunteers to fill these positions and is responsible for seeing that all positions are filled.

1. DOORKEEPERS

1. The doorkeepers monitor the doors into the plenary session room during the plenary sessions, admitting only persons showing Convention badges--delegates, observers, visitors, state League staff, local Convention committee volunteers, and members of the news media. Anyone without a badge should be asked to obtain one at the registration/information table.
2. The doorkeepers distribute handouts prior to the beginning of the plenary session.
3. During a vote, the doorkeepers close the doors, permitting no one to enter or exit while the vote is being taken.

2. TIMEKEEPER

1. The timekeeper sits on the dais in view of both the presiding officer and speakers at the microphones. The State Office will supply a stopwatch, a colored time-card, plenary agenda, and a bell. The card is used to indicate 30 seconds remaining, and the bell signals the end of the time.
2. The timekeeper times the speakers according to the rules adopted. The presiding officer will supply directions regarding the length of the debate and the time allotted to each speaker. The timekeeper must follow the plenary agenda closely and stay focused on the business at hand.

3. TELLERS

1. The number of tellers depends upon the seating arrangements for the delegates. Each teller will be assigned to a specific area of the room and will have responsibility for that assigned section.
2. Tellers are responsible for seeing that persons are seated in the proper areas of the room--delegates and League observers in the front section and visitors not related to a League in the back. Sections will be marked by table tents/signs.
3. Tellers will distribute printed materials to each seat as requested by the State Board.
4. Tellers are responsible for countoff voting when a motion requires one. Each section of the room is counted separately. The procedure is as follows. **Those voting “yes” are requested to stand.** Beginning at one end of the first row, the first delegate who is standing counts “one” out loud and then sits down; the next standing delegate counts “two” and so on. The teller standing at the end of that row makes sure that the first person standing in the second row starts with the next consecutive number. Therefore, the vote count travels right to left in one row and left to right in the next. State board members, including those on the dais, may vote. The tellers confirm the final numbers and add the yes votes for all sections. The same procedure is used for the “no” votes. One teller takes a written report of the vote count to the presiding officer.
5. Tellers may also serve as doorkeeper assistants or microphone attendants/pages as needed.

4. MICROPHONE ATTENDANTS AND PAGES

1. Microphone attendants are on the floor to monitor the two microphones used by the delegates and to deliver written motions to the appropriate people. Generally there are two microphones on the floor; pro and con signs may be attached to the microphones by the attendants. A page attends each of these, assisted by a teller if needed. The page sits in front of the microphone facing each potential speaker and adjusts the microphone height as needed.
2. The microphone attendant reminds speakers to give their name and League before speaking. She/he should carry a clipboard with appropriate paperwork to capture the names of those signing in to speak.
3. The page at each microphone has a red card which delegates can request to make a non-debatable point (point of order, point of information, parliamentary inquiry, or question of privilege). These cards can be waved by a delegate anytime during debate to interrupt it. Red cards and examples of **non-debatable** points will be provided by the State Office.

4. All motions should be written on motion slips prior to being moved. A delegate wishing to make a motion should obtain a motion slip from the microphone assistant. (Three-part motion slips are provided by the State Office.) The microphone assistant should remind delegates to press hard as they write or print the motion wording so that all three copies are legible.

The microphone assistant is responsible for delivering the first **two** copies of the motion to the Secretary and the projectionist; the last copy is retained by the delegate making the motion.

5. If there is an election challenge, paper ballots will be distributed by the tellers or pages to those eligible to vote (delegates and members of the State Board).

5. ATTENDANT TO THE PRESIDING OFFICER

1. One page is assigned to the presiding officer and is available throughout the plenary session for any tasks requested. Prior to the plenary session, he/she introduces herself to the presiding officer and sits in front of the platform.

6. PROJECTIONIST/MEDIA ASSISTANT

1. The projectionist often prepares and then operates the prepared Powerpoint presentation(s) on the laptop computer attached to an LCD projector. The projectionist will follow the agenda and change slides accordingly. The projectionist also receives motion slips from the microphone attendants, types them into the computer, and displays them on the screen. It is vital that the projectionist be familiar with the equipment prior to the beginning of the plenary session.

2. The media assistant sits with the projectionist (usually the LWV-Texas Executive Director) and helps as needed. He/she may also serve as projectionist.

I. WORKSHOPS

On the Friday of Convention, delegates and visitors have the opportunity to attend three of several workshops that might be offered. Workshops are carefully chosen and developed, and they may be repeated if there is a great deal of interest. Workshops will be listed on the convention registration form so that registrants can sign up for specific workshops. Workshop presenters are responsible for their own materials that will be distributed.

RESPONSIBILITIES OF THE STATE OFFICE

1. **CPC** considers recommendations for workshops from LWV-TX board members and League members and also reviews evaluations of the last convention and the last two years of Leadership Institutes and/or regional meetings to consider member interest for workshops. Workshops may be facilitated by the appropriate LWV-TX vice president or another League member. Workshop presenters are responsible for making or duplicating their own handouts

2. The **SO and CPC** will work with the hotel to ensure adequate space and set-up for all workshops/break-out sessions. Any AV or “props” needed must be communicated in advance by the State Board Vice Presidents to the CPC and SO, including the title of the workshop, speakers’ names, moderator/facilitator, room set-up, and AV or props needed.) to the administrator and Convention planning chair. Costs associated with AV and other props must be approved by the CPC.

3. It is the responsibility of the **vice president** organizing a workshop to invite and follow up with speakers or special guests.

RESPONSIBILITIES OF LOCAL ARRANGEMENTS COMMITTEE

1. Local arrangements committee may recommend topics and speakers for workshops

J. PUBLIC RELATIONS

Public relations/publicity for the Convention will be handled by the LWV-Texas Public Relations Vice President, in cooperation with the SO and the LHL's public relations committee chair. Guidelines for the local chair will be furnished in advance from the State Board Vice-president. Good lead time should be allowed for development of plans between the local chair and the State PR Vice President so that media contacts can be made in a timely manner and in advance of Convention.

RESPONSIBILITIES OF THE STATE LEAGUE PR VICE-PRESIDENT AND THE STATE OFFICE

1. The LWV-Texas PR Vice President should contact the LHL chair at least three months prior to Convention. At that time agreement should be reached regarding the relative responsibilities of each. Typically the local chair handles local media contacts, and the State League handles statewide publicity.
2. The SO will maintain and provide on request an up-to-date statewide media list.
3. The PR Vice President may prepare a news release, including a summary of the Convention schedule, to be distributed statewide at least one month prior to the Convention. A copy should be sent to the local PR chair.
4. Information about the League, League program and activities, and Convention, including an agenda, should be available on the LWV-Texas website as well as in the state office, so that any interested reporters may have immediate access to pertinent information. This information should be made available to the local PR chair well in advance of Convention.
5. The LWV-Texas PR Vice President will prepare a sample news release for Convention delegates to take home to give to their local media with delegate names and highlights of convention. The sample news release will be included in the Convention packet, if possible.
6. The LWV-Texas PR Vice President or the State President should be prepared to be interviewed or to provide a sound bite or quote to any reporter or camera man seeking such information.
7. The PR Vice President and the SO are responsible for all post-Convention publicity, including contacts with the local media in the hometowns of newly elected state board members. Whenever possible, photos should be obtained prior to the Convention so that releases announcing the election results can be transmitted in a timely fashion.

RESPONSIBILITIES OF THE LOCAL HOST LEAGUE PUBLIC RELATIONS CHAIR

1. The local PR chair is responsible for compiling or obtaining a current news media list for the host city.

2. Approximately 30 days ahead of Convention, the local PR chair should prepare--and submit to LWV-Texas for approval--a draft news release about the Convention program and agenda; workshop titles; special convention events; and the names of local League members serving on the Local Arrangements Committee. All local statements and press releases should be written on State League letterhead and should include the name and phone number of the local PR director as contact person. Letterhead and envelopes can be furnished by the State Office.

K. SATURDAY LUNCHEON AND/OR BANQUET

The Convention banquet is usually held on Saturday evening but a special Luncheon could also be held on Friday or Saturday. The State Board and D&M are responsible for deciding whether either or both events will be fundraisers, and if so, what additional audience will be invited to attend, who the keynote speaker will be, etc. CPC may request suggestions for prospective local speakers from the LHL.

CPC will determine if centerpieces for the tables are needed, will establish seating arrangements as needed, and will provide place cards for all reserved tables.

The speaker, State President, LHL president, and others selected by the LWV-Texas president should sit at a "reserved" table. Seating for all others is by individual choice; however, State Board members and LAC members will be asked to sit at different tables throughout the room to greet League members.

If either or both the luncheon and banquet are planned as fund raisers for LWV-Texas, D&M will be involved and will determine outside sponsorships needed to ensure a successful program.

RESPONSIBILITIES OF CPC AND STATE OFFICE

1. CPC will arrange the luncheon and/or banquet menu with the hotel and will be responsible for setting the meal guarantee.
2. SO will receive payments for all luncheon/banquet reservations and will determine how delegates' registration information confirms their attendance/participation.
3. CPC will work directly with the registration desk volunteers to determine a final count of delegates and their meal plans; if additional tickets have been requested at the door, CPC will determine whether seating is available.
4. If news media is expected, CPC will make arrangements for a press table to be located at the rear of the dining room. The local host PR chair and one or more State Board members will be assigned to greet members of the news media who attend. If a keynote speaker for either Saturday luncheon or banquet is secured, a news media packet with event information, biography, photo, etc. may be prepared and distributed prior to the event.
5. Securing sign language translation may be investigated by CPC if deemed necessary.
6. CPC will handle needs that arise for a microphone and podium, the League banner, a registration table, and any AV equipment needed for speakers or entertainment to be placed in the banquet room. If the event utilizes an emcee or auctioneer, CPC will work with the State President and LHL to identify that individual.
6. The SO and PR Vice President will handle all live auction or other banquet fundraising details.

RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. If requested by CPC, LAC will help decorate the banquet room(s), using hotel centerpieces, etc., as available. If fresh flowers are utilized, it may be possible for one arrangement to be used for more than one meal event.
2. LAC also may be asked to recommend a local auctioneer, if a live auction is planned during Convention, and to make the initial contact, but would not be responsible for contract fees; LAC also may be asked to secure photographic/videography services for the luncheon or banquet but will not be responsible for underwriting the expense.

L. AUCTION ROOM

GENERAL GUIDELINES WILL BE INSERTED HERE--JUNE 2012, AS PREPARED BY AUCTION CHAIR FOR 2012 CONVENTION, SUSYBELLE GOSSLEE.

RESPONSIBILITIES OF THE CONVENTION PLANNING COMMITTEE

1. CPC confirms the space needed at the hotel for the Silent Auction and related merchandise areas.
2. CPC and Auction Chair work with SO to invite Local Leagues and their members to participate.

RESPONSIBILITIES OF THE AUCTION CHAIR

- 1.
- 2.

RESPONSIBILITIES OF THE LOCAL ARRANGEMENTS COMMITTEE

1. LAC identifies possible sponsors for Auction Room refreshments while the Silent Auction is in progress.
2. LAC provides volunteers in the Auction Room during designated hours; some volunteers will need to have skills to handle sales (cash, check, credit card).

FINANCIAL INSTRUCTIONS FOR CONVENTION

1. LWV-TX State Office will handle receipt of registration money and payment of all Convention invoices, except those for which the Local Host League are responsible (i.e., Friday evening event). The Fiscal Management & Administration Committee of LWV-TX may approve alternative methods of managing Convention receipts and disbursements.
2. LWV-TX shall reimburse members of the Local Host League for Convention-related expenses such as postage, parking, and copying. The State Office will send reimbursement request forms to the local Convention chair for distribution to members of the local committee. All requests for reimbursement should be supported by receipts and must reach the LWV-TX treasurer within 30 days after the final day of Convention.
3. The State Office works with CPC and handles contracts for all hotel and dining services. All other contracts for services (e.g., equipment rental, offsite catering) should be approved and signed by the SO executive director. Arrangements should be made for local vendors to bill the SO directly whenever possible. If a bill cannot be mailed to the SO, the LWV-Texas treasurer will write a check for the invoice at or immediately following Convention.
3. All money collected at the registration desk must be recorded. Each income entry should be recorded as to date of receipt, from whom received, amount of payment, and reason (e.g., registration, banquet). Checks should be made payable to the League of Women Voters of Texas (or LWV-TEF for any special fundraising luncheon). Payments may be made by credit card. Credit card forms will be provided to the registration table workers.
4. Refunds for registration or banquet tickets should only be made in extreme circumstances upon authorization from the SO or CPC. No refunds may be made after the final cut-off date given by the hotel, as those meals will have to be paid for. The SO will take possession of the cash box each night and will be responsible for bringing receipts to the state office for deposit.
5. It is essential that transactions be recorded fully and accurately. Questions about these procedures before or during the Convention should be directed to the SO for clarification.
6. During **payout for merchandise or auction sales**, all individuals wishing to pay with a credit card will be requested to fill out a form to do so. They will then turn this form in to the staff or volunteer at the sales table.
7. Separate logs for merchandise and auction sales will be kept, and everyone will be asked to check out in a separate line for each to make post-Convention bookkeeping easier.

(Treasurer Edie Jones will review this page specifically. 7/20/11)

GENERIC CHECKLIST FOR STATEWIDE AND/OR REGIONAL MEETINGS

Nametags, Publications and Merchandise:

Participant Nametags--League name and attendee's name—first name of delegate BIG type on first line; last name on second line; then name of League.

All publications on hand at the State Office

All LWV merchandise for sale on hand at the State Office

Registration Materials and Event Materials:

Include League contact info on registration form-- phone numbers (cell phone) of key contacts that are usable the day of the event for directions, emergency messages, delays, etc.

Be sure that participant has written his/her personal contact info on the registration materials for communication in case of emergency.

Include a map, drawn to scale, to the meeting site, plus written directions if needed.

Handouts and extra copies of the Delegate packets.

Office Supplies furnished and brought by State Office:

Two reams white copy paper

State League letterhead and envelopes

Magic markers and Dry erase pens

Pens and pencils with erasers

Sticky (post-it) notes

Masking tape and scotch tape

Scissors, ruler, glue stick

Two clipboards

Spiral notebook (for recording copying requests, special notes)

Receipt book

Pads or blank paper for note-taking by attendees

Stapler and extra staples

Paper clips, thumbtacks, rubber bands,

Three-hole punch

Flash drive to facilitate information transfer

Cash box and petty cash

AV-Computer-Related equipment and backups:

Laptop computer and LSC projector (SO will always bring these)

Charger or extra batteries or bulbs for LCD or other equipment

Large pad of paper and easel from state office

Extension cord and power surge protector

General guidelines for State Office:

State Office staff arrives early and is set up and ready for early arrivals.

State Office brings publications and merchandise as requested.



Suggested Sample of Convention Name Badge (standard Avery product size with plastic cover and lanyard)--
prepared by State Office

