

## ***AND SO YOU ARE A DELEGATE!***

As a delegate you have been selected to represent your club, which is both an honor and a responsibility. You are obligated to your club, for you have assumed the responsibility of representing them at the meeting. In return, hopefully, the club has agreed to assume some or all of your expenses.

Being a delegate doesn't mean just holding voting privilege, delegates have duties **before, during and after** the meeting.

◆ Before the meeting delegates should:

1. Study the CALL to the meeting that includes the most important business to be transacted, proposed amendments to the bylaws, and such other business, as the bylaws make mandatory.
2. Discuss with your club the names presented by the nominating committee. You should not necessarily vote your personal choice, but if your club endorses the nominee, you are honor-bound to give that nominee your most careful attention; and if instructed to vote for a specific nominee, it is your duty to carry out the wishes of your club.

*Robert feels that the hands of a delegate should not be tied, but the delegate should be allowed to vote for the person who would, in the delegate's estimation, best serve the organization.*

3. Take to the Meeting your copy both state and national bylaws, registration card, your membership card, the receipt for your registration, for any meals paid for and a NOTE BOOK. Write it down --- don't try to remember everything.

◆ During the meeting delegates should:

1. Register promptly.
2. ATTEND ALL MEETINGS - and be on time.
3. Read and observe the meeting's Standing Rules.
4. Vote with your club's viewpoint in mind, and do not forget to consider the good of the club.
5. Take part courteously in the discussion.

- ◆ After the meeting delegates should:
1. Prepare a report to be given to your club.
  2. Give a full report of the actions taken by the convention and include a brief statement of the reason for the action.
  3. Report in detail amendments to the bylaws and be sure to state what Was the final decision on each, did it pass or fail.
  4. Give the gist of the speeches and or addresses.
  5. If there were workshops and panels, give a summary.
  6. A thumbnail sketch of the social activities is always interesting.

*If you can do all these things, you will be a GOOD DELEGATE!!*