



# Delegates Packet

## Overview

The delegates for the convention are chosen by the club and are authorized to represent them in the House of Delegates, where official business will take place. The delegates sit as a single body, acting on behalf of the entire membership. The Bylaws also provide for the election of alternates, who should be prepared with the same information given to delegates.

## Duties of Delegates

- Delegates must attend the convention and present their credentials at the registration desk. They will receive the official delegate sticker and candidate booklet. If a delegate realizes that they will not be able to attend the House of Delegates, then it is their responsibility to inform their President and the Credentials Committee immediately. The original delegate will no longer be able to vote in the House of Delegates and the alternate is now an official delegate.
- Delegates should be prepared by being informed on such areas as the issues that will be discussed: resolutions, proposed changes to the Bylaws, and the candidates for office.
- Since the issues to be debated will affect all clubs, the members have a right to expect that all their delegates will vote on all issues.
- Divisional caucuses are meetings of members from a certain area to learn about the candidates. Candidates will be invited to speak and answer questions. Delegates should attend caucus.
- Hazing is defined as action or situation created, whether intentional or unintentional, which produces physical or mental discomfort, embarrassment, harassment, or ridicule. Delegates are not permitted to ask any question that does not pertain to the candidate's credibility as a prospective District Officer.
- Delegates should attend all sessions and vote according to their own judgment after careful consideration of the facts learned during the sessions.

## Duties of Alternates

- An alternate is a member who is qualified to replace a delegate who is unable to attend the House of Delegates at District Convention. Alternates must attend convention.
- When an alternate replaces a delegate, they assume all the duties and privileges as the original delegate. The original delegate will no longer be able to vote in the House of Delegates. This cannot be done on a temporary basis.
- An alternate is expected to prepare for the convention as if they would be a delegate. They should be as familiar with the issues as the delegates and attend all sessions.
- If an alternate is called to serve, they must re-register at the credentials desk to obtain the delegate materials. Before this can occur, the Credentials Committee must have received evidence that the original delegate has withdrawn officially and permanently.

# Parliamentary Procedure

Parliamentary procedure is used to serve an organization during its meetings and should not be used to hinder the process of the meeting.

## **Putting a motion on the floor**

To make a motion, a club delegate must go to the microphone, be recognized by the Governor, state their name and club, then state the motion. The motion must be seconded from the floor (below). The Governor then places the motion before the House for discussion. The club delegate may speak to the motion first. Once a motion is placed before the House by the presiding officer, it is under the control of the House and does not belong to the delegate making the motion. For example, it cannot be withdrawn later without permission of the House.

## **Second to a motion**

It is not necessary to agree with a motion to second it. A second only implies there is more than one person who wishes to discuss the motion.

## **Amendments to a motion**

The process for making amendments to a motion is the same as putting a motion on the floor. A motion that is on the floor may have two amendments pending at one time. However, the first amendment must relate to the main motion, and the second amendment must relate to the first amendment to the motion.

## **Refer to committee or postpone**

A motion to postpone or refer to committee can be made while a motion or an amendment to a motion is pending.

## **Close debate or call the question**

To close debate or call the question, a delegate must go to a microphone, be recognized by the Governor, state their name and club, then move to close debate or call the question. The motion needs a second. There is no discussion and it takes a two-thirds (2/3) vote of the delegates present and to pass. After the motion to close debate or call the question is approved, there will be an immediate vote on the pending motion.

## **Table a motion**

If a delegate wishes to discuss the motion at another time, they can move to postpone or to refer the motion to a committee (see above). A motion to table is not used to kill the motion on the floor and is not used to postpone consideration of the motion. If a delegate is opposed to the motion, they should vote against it. The correct motion would be "to postpone until xxxx time." A motion to table is used only in an emergency.

## **Point of order**

If a delegate believes there was a breach of parliamentary procedure, they may rise to a point of order. If the point of order refers to an action made by someone other than the Governor, the delegate should give the Governor time to correct the problem before interrupting with the point of order.

# Standing Rules for the House of Delegates

1. The official language of this convention shall be English.
2. No one shall be admitted to the House of Delegates other than certified delegates, the parliamentarian, the District Administrator, and candidates for District Office.
3. A designated area will be sectioned off for guests wishing to watch the proceedings. At no time may a guest be permitted to speak regarding any point of business that comes before the House.
4. Delegates and guests are asked to not leave the House of Delegates except when the Chair calls a break.
5. No one will be admitted as a delegate without an official delegate sticker.
6. The House of Delegates shall not be closed.
7. Under no circumstances will delegates be permitted to leave the session immediately prior to, or during, the execution of any written balloting.
8. Any amendment shall be written in English, signed by the maker and seconder, and presented to the District Secretary before it is moved.
9. The maker of a motion shall be entitled to speak first in support of the motion or may yield to the floor.
10. Debate shall alternate between those speaking for and those speaking against a motion.
11. No delegate may speak more than five minutes at a time unless allowed to do so by a majority vote.
12. No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
13. A delegate shall not speak for or against a motion and move to close debate on the same recognition.
14. Debate on any proposed amendment to the District Bylaws or resolution, shall be limited to thirty minutes.
15. A motion to move the previous question will not be in order until fifteen minutes of debate has taken place, or the microphone is clear.
16. A candidate may be nominated by any delegate when the chair declares nominations for that office to be open. No delegate may nominate more than one candidate for a single office. A candidate nominated from the floor during the House of Delegates will be allowed to run for office. However, if elected, their candidacy is not valid until all proper certification and necessary forms have been completed.
17. Candidates for Governor shall be allowed three minutes each to address the House or may yield their time to questions. All other District Officer candidates shall be allowed two minutes to address the House or may yield their time to questions.
18. The Laws, Regulations, and Resolutions Committee shall report to the delegates all resolutions referred to it. The resolutions committee may offer its recommendation on any resolution it reports.
19. These rules shall be adopted by a majority vote of the House of Delegates. Once adopted, these rules may be suspended or changed by a majority vote of those delegates.
20. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Governing Documents of Circle K International, Bylaws of the Pennsylvania District of Circle K International, Pennsylvania Circle K District Policy Code, and these standing rules.
21. Minutes of the meeting of the House of Delegates will be reviewed and approved by the Pennsylvania Circle K District Board at their next board meeting.
22. Each delegate shall be entitled to cast one vote. There shall be no voting by proxy.

# Certification of Delegate Election

Each Circle K Club, in good standing, is entitled to select two (2) delegates and two (2) alternatives to represent their club in the House of Delegates at the Pennsylvania District Circle K Convention. Clubs that are delinquent in the payment of International or District Dues will not be considered in good standing. Delegates will elect the Pennsylvania District Board, endorse candidates for International Office, and vote on any proposed amendments to the bylaws.

This certification of election must be completed and presented to the credentials desk at the District Convention. The credentials desk will issue delegate identification stickers, which will allow entry into the House of Delegates.

Please review the Rules of the House during the House of Delegates.

**Certification**

This is to certify that the following members from the Circle K Club of \_\_\_\_\_  
 \_\_\_\_\_ from \_\_\_\_\_, Pennsylvania are  
 duly elected delegates and alternates of this club at the 63<sup>rd</sup> Pennsylvania District Circle K Convention.

**Delegates and Alternates**

*Please type or print your delegate and alternate first and last names.*

	Delegate Names	Alternate Names
1		
2		

**Verification Signatures**

We verify the accuracy of the information contained above to be true and accurate.

Officer	Print Name	Signature	Date
President			
Secretary			
*Advisor			

\* Note: Two signatures are required above. A Faculty Advisor or Kiwanis Advisor may sign if a Club President or Secretary is not able to sign.