

Delegate Packet

Each registered voting Delegate of the 69th Annual New York District Key Club Leadership Training Conference should review this packet in advance of attending the House of Delegates (HOD).

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What to Expect

The business of the House will be composed of three sections: elections, amendments, and resolutions. First, we will hear speeches from the candidates for District Office/International Endorsement. Second, we will hear and consider proposed amendments to the District Bylaws (our main governing document). Finally, we will vote on the Resolutions of the House, including items such as officially thanking the hotel for its hospitality.

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Candidates for District Office must attend House of Delegates but are not permitted to vote unless they are Delegates-at-Large or registered delegates for their clubs.



What?

All Delegates must attend the House of Delegates to represent their clubs as we vote on candidates, bylaw amendments, and resolutions.

Where?

King Street Ballroom

When?

8:00 AM on Sunday, April 2, 2017 (Early is on time!)

Dress Code

Business Professional

What to Bring

Bring any notes you may have taken on the candidates, something to take notes on, your conference name badge, and a pen or pencil (a limited number will be available) for voting. Please note that food and drink are generally **not** permitted in the House of Delegates, so remember to eat breakfast beforehand.

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Introduction to Parliamentary Procedure

Parliamentary Procedure, or “Parli Pro,” is the system by which meetings are run so that order is maintained and a ideas may be effectively expressed. At its most basic, parli pro decisions are made by way of motions: first a motion is made (“I move that...”); then it (usually) requires a second. Often, the Chair will “entertain a motion to...,” which means that s/he is asking for someone to make that particular motion, which can be done by saying, “So moved.” Once a motion is seconded, discussion will follow until a vote is called. At that point, for most motions, a majority rules. Votes are generally conducted by voice but may be verified by a standing count if a Delegate calls, “Division!” The chart below contains more information on motions and parli pro. It certainly seems complicated, but fear not: you probably won’t need most of the motions and procedures below in HOD.

To Do This:	You Say This:	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it Be Amended?	What Vote is Needed?
Introduce business	“I move that...”	No	Yes	Yes	Yes	Majority
Adjourn meeting	“I move to adjourn.”	No	Yes	No	No	Majority
Complain about heat, noise, bathroom, etc.	“Point of personal privilege.”	Yes	No	No	No	No Vote
Temporarily suspend consideration of an issue	“I move to lay the motion on the table.”	No	Yes	No	No	Majority
End debate and amendments and vote	“I move the previous question.”	No	Yes	No	No	Two-Thirds
Verify a voice vote by having members stand	“I call for a division,” or “Division!”	Yes	No	No	No	No Vote
Suspend rules temporarily	I move to suspend the rules so that...”	No	Yes	No	No	Two-Thirds
Request information	“Point of information...”	Yes	No	No	No	No Vote

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Standing Rules for the House of Delegates 69th Annual New York District Key Club Leadership Training Conference

Approving these rules will be among the first orders of business for the House of Delegates.

- Rule 1: The official language of this conference shall be English.
- Rule 2: Only delegates with official delegate credentials may present or speak on motions and vote.
- Rule 3: No delegate may speak in debate more than one (1) minute at a time unless allowed to do so by a majority vote of the delegates.
- Rule 4: No delegate may address the House a second time on the same question until all delegates who desire to speak on the topic have spoken.
- Rule 5: Debate shall alternate between those speaking for and those speaking against a motion or amendment.
- Rule 6: Speakers for the main motion shall use the microphone labelled “PRO” and queue behind it in advance of recognition by the Chair. Speakers against the main motion shall use the microphone labelled “CON” and queue behind it in advance of recognition by the Chair.
- Rule 7: Debate on any proposed motion, resolution, or amendment to the Bylaws, including all amendments thereto, shall not exceed ten (10) minutes unless an extension of debate is approved by a majority of the delegates.
- Rule 8: Any of the above rules may be suspended by a two-thirds (2/3) vote of the delegates.
- Rule 9: *Robert’s Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws and Board Policies of Key Club International and of the New York District of Key Club International and these standing rules.

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Proposed Bylaw Amendments

Amendment #1

To Be Approved for Presentation by the New York District Board of Trustees on 3/31/2017

Rationale: The District committees have been a subject of many attempts at improvement, and therefore it is the aim of the 2016-2017 Laws and Regulations Committee to institute a new system of committee structures as well as to ensure that future changes may be made efficiently. The new committee system expected to be approved by the New York District Board of Trustees during the Leadership Training Conference Board Meeting offers more flexibility in and emphasis on the District committees. In order to officially enact and correctly reflect the system in the Board Policies as expected to be approved by the Board of Trustees, this housekeeping amendment must be passed.

Article VII: COMMITTEES

Section 1. The Key Club District committees shall be ~~the Committee on Finance and Membership and Development, the Committee on Public Relations, the Committee on K Relations, and other committees as may be established~~ by the Board of Trustees in the New York District of Key Club International Board Policies.

Section 2. ~~The duties of the standing committees shall be as follows:~~

~~(a) The Committee on Finance and Membership Development shall report of the financial membership status of the Key Club District at the Leadership Training Conference and at all regular meetings of the Board of Trustees and shall perform such other duties as may be assigned by the Board of Trustees.~~

~~(b) The Committee on Public Relations shall concern itself with the development of methods to assist the district and local clubs in effectively informing the public of the ideals, objects, programs, and achievements of the Key Club organization. It shall perform other duties as may be assigned by the Board of Trustees.~~

~~(c) The Committee on K Relations shall deal with the matters relating to the relationship between Kiwanis and its sponsored K Family organizations. It will be responsible for developing projects and programs to expand and strengthen the relations between these organizations.~~