



## Pancretan Association of America

### 42nd Biennial Convention Business Procedures

#### Introduction

Again this year our convention sessions are only 4 days Monday Jun 27<sup>th</sup> -Thursday June 30<sup>th</sup>, instead of the normal 5 days. Therefore there is more pressure to complete our deliberations on time. This includes elections on Thursday instead of Friday. Consequently it is the Board's intent that we accomplish the committee work prior to the convention.

For the 42<sup>nd</sup> Biennial convention this summer, it is the duty and intent of the Board to follow the procedures described in Article 36 of the Bylaws. This means that the committee work will begin three to four months **before** the start of the Convention. This will be done by launching the Pre-Convention Committees in February and March. These committees will:

- generate new programs, resolve problems, etc.
- meet and discuss issues by means of teleconferences, internet discussions and, if necessary in meetings.
- develop recommendations and resolutions and present them to the convention's General Assembly for disposition.

We fully understand that some of the committees may still need to meet at the convention, but it is our goal that we should minimize such committee meetings.

#### Action Plan and Time Line

5 February - The president will appoint the chairperson of each Pre-Convention Committee whose chairperson is not designated in Article 36.

15 March - The chairpersons' names and contact telephone numbers and internet addresses will be published:

- on the web-page
- emailed to all Board members and chapter presidents
- published in the KPTH (in the March issue)

along with a solicitation for issues, problems, potential programs, etc., on which the committee should deliberate. The posting of the chair's contact information will include a short invitation inviting all PAA members who wish to join the Committee as members to contact him/her for the purpose of participate in the meetings, discussions and deliberations. No PAA member wishing to join the Committee may be denied participation. Again, membership is open to all PAA members; it is ***not*** restricted to delegates. The PAA will ask each chapter president to encourage the chapter's members and especially their delegates to join several Standing Committees.

16 April - The committee chair will review the materials solicited from the membership and then will organize these issues in a coherent fashion for discussion. The committee will meet via telephone conferences, email, face-to-face meetings, etc., to discuss the issues and to draft recommendations and resolutions for presentation to the delegates at the convention. Any member of the Committee may bring issues up for discussion & resolution. The committee must consider all issues placed before the Committee. The Chair shall keep accurate records of Committee membership, minutes & voting results.

7 May - The resolutions and recommendations will be:

- posted on the web-page
- emailed to all Board members and chapter presidents
- published in the KPTH (in the May issue)

## **Guidelines and Procedures**

### Who is Eligible to Join

All active PAA members are eligible to join one or several Standing Committees. No one may be excluded.

### How to Join

Any member interested in joining a Standing Committee may do so by contacting the committee chair.

### When are Meetings Held

Committees may convene between March 1 and June 15. The chairperson of each committee, in coordination with the rest of the committee members, will schedule meetings, teleconferences, and email communications. Just contact the committee chairperson.

### Issues for Discussion and Deliberation

Each committee chair will publish a list of topics for discussion in the April issue of KPTH as well as on this PAA web page. However, any member of the committee may introduce an issue for discussion at any time. All issues brought before the committee will be discussed and deliberated.

### Voting

All resolutions shall carry by a majority vote. A quorum shall consist of 50% of the committee members.

### Records and Updates

Each committee chair will keep accurate records of all discussions, deliberations, and votes taken, and will periodically post the committee updates on the web page.

### Committee Reports

Each Committee will present their recommendations and resolutions to the General Assembly of the Convention for disposition. The vote by delegates may be by individual line item or by group of items as determined by the Convention Chair. There are three levels of proposals:

- Amendments to the Constitution and Bylaws<sup>1</sup> - These will be *presented* by each committee. The committee will answer questions, etc., but the vote will be postponed until the issue is presented by the CBL committee as required by the CBL.
- Resolutions - Resolutions are binding on the Association and must be carried out by the Board.
- Recommendations are not binding on the Association and the Board, however, the Board must consider them “in good faith.”

**NOTE: Committee Reports are approved for insertion into the minutes of the convention by the General Assembly. “Accepting” the report means only that the report will be included in the minutes. Such approval is NOT binding on the Association or the Board. To be binding the Assembly must vote to accept the resolutions either together or separately, one by one.**

All committee resolutions not passed by unanimous decision will be accompanied by a minority report.

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<sup>1</sup>The current CBL require that the CBL committee present amendments/changes to the CBL. It is important that each convention committee presents their proposed changes since the committee has already deliberated on these issues and is best qualified to explain the rationale of the proposal, answer questions, etc. Consequently, the committee will present the changes, but the formal motion must be made by the CBL Committee and at that time the vote to accept or reject will be made in accordance with the amendment/change procedure in the CBL.