

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME: **Delegates Meeting Supervisor** COMMITTEE #: **115**
RESPONSIBLE TO: International President AREA: **I**
EFFECTIVE DATE: September 2019

RESPONSIBILITY:

Works with the Credentials Chairman to assure Delegates and Alternates are certified to represent their Units. Advanced preparations are necessary to assure the room and all necessary facilities are in place at the time and place of the annual Delegates Meeting.

COORDINATE WITH:

Headquarters, Rally Manager, Computer Services, Sign Shop, Copy Center, Credentials, Stage Manager, Tables and Chairs, International President, Recording Secretary.

Computer Services prepares the following:

1. Alphabetical tally sheets for scoring roll call votes for election of officers and votes for motions.
2. Mailing labels for marking the chairs for the Unit Delegates in alpha order the same as the tally sheets.

Copy Center prepares the following:

1. Tally sheets for the Delegates and audience.
2. Agenda for the meeting as provided by the Parliamentarian.
3. Minutes of the last Delegates meeting.

Sign Shop prepares the following:

1. Signs for each **Region** (REGION 1, REGION 2, etc.) on a stand to identify the Region seating area.
2. Signs for **Credential Verification** tables and signs for **Regions** for Sign In.
3. Sign for **Credentials** for the Credentials Chair location.

Credentials Chair:

1. Be available to deal with any credential problems the day of the Delegates meeting.
2. Set up in a separate area away from the Credential Verification tables.

Stage Manager:

1. Arrange to have 1-2 tables and 3 chairs on the side of the stage for computer services for tallying the votes. (Number depends on size of tables.)
2. Arrange to have 2 tables and 3 chairs center stage with two wired or wireless microphones for the Chair, Secretary and Parliamentarian. Have one table behind the center table for the Secretary staff.
3. Have 2 wireless microphones available for Delegates' voting.
4. Arrange to have a video projector and screen to show the results of voting in real time.
5. Place wired microphone and podium in front of the stage facing the Chair for Reports and Delegate input.
6. Arrange to have recording and live streaming of the meeting.

Tables and Chairs:

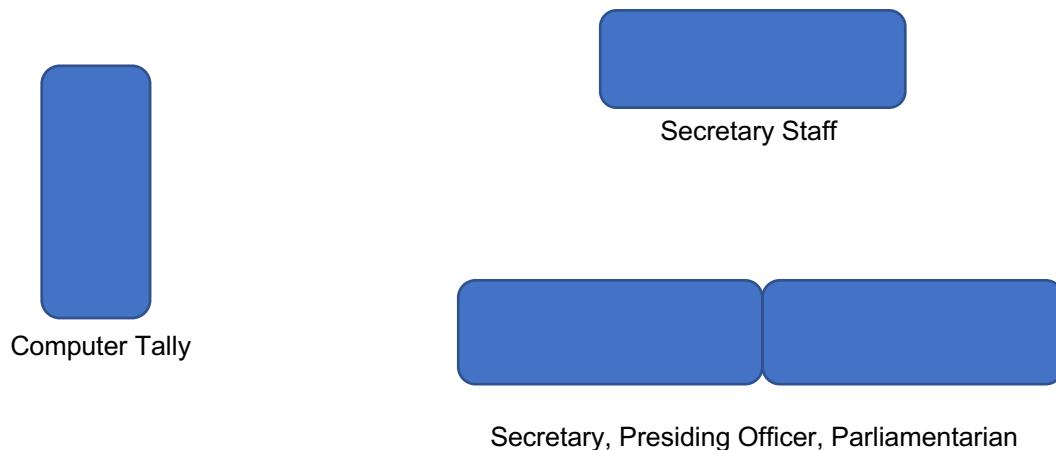
1. Arrange with Rally Manager for sufficient area to seat Delegates, Alternates and WBCCI members attending in a comfortable manner with good sound and ventilation.

2. Set up the Delegates' seating in alternate rows to allow the vote takers to approach each delegate to record his/her vote.
3. Block off the area to be occupied by the Delegates and Alternates from public seating. (Caution tape works well for this.)
4. Set up 2 tables and 4 chairs in the back of the meeting space for Credential Verification and for distributing tally sheets, minutes and agenda of the meeting to the Delegates.
5. Set up 1 table and 2 chairs in the back of the room on the side opposite the Credential Verification tables for the Credentials Chair to address any delegate verification issues.
6. Set up seating for delegates and alternates in alternating rows.

SPACE ARRANGEMENTS:

Sufficient area is needed to seat Delegates, Alternates, and interested WBCCI members in a comfortable manner with good sound and ventilation. A stage area is required to seat the Presiding Officer, Secretary, Parliamentarian, secretary staff and Computer Services. Space is needed for recording personnel and equipment off stage as well as screens and projectors.

STAGE SETUP:



EQUIPMENT NEEDED:

8-10 tables, 15-20 chairs in the stage area, 1 microphone on Presiding Officer table, 1 standing microphone on the floor in front of stage, 2 cordless microphones for use in polling Delegates. Recording equipment, screens and projectors.

SUPPLIES NEEDED:

1. Agendas (150) and Unit Tally Sheets (150); suggested number copies = # of Delegates + 40 for audience.
2. "Verification Sign In" sign for sign in tables.
3. Pressure Sensitive Labels with Unit Names for Delegate chairs.
4. Caution tape.

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

1. Check with Headquarters and Computer Services to assure June 1 Unit Tally Sheets are available.
2. Review format with Computer Services for compatibility with agenda items.
3. Provide a copy of Tally Sheet to Copy Center and advise number of copies to be made.
4. Pick up completed Agenda/Tally Sheets (when available) for handouts at meeting.

5. Arrange with Rally Manager for sufficient area to seat Delegates, Alternates, and interested WBCCI members in a comfortable manner with good sound and ventilation.
6. Obtain chair labels from computer services that are in alpha order by Region and the same order as the tally sheets.
7. Make sure the Computer services data based used for vote counting is arranged in the same order as the Region Units and tally sheets.
8. Pick up voting paddles held by copy services for non-roll call voting.
9. Work with Tables and Chairs Chair to set up the Delegates' seating in alternate rows to allow the vote takers to approach each delegate to record their vote.
10. Block off the area to be occupied by the Delegates and Alternates from public seating. (Caution tape works well.)
11. Mark delegates' chairs with labels for each Unit in Region order. Units should be seated in the same order as the Tally sheets.
12. Arrive early at site on meeting day to check facilities and organize helpers.
13. Recruit 2 teams of 2 Helpers each to staff the check in tables. Seat Credentials Chairman on opposite side of the room to resolve potential credential issues.
14. As Delegates/Alternates arrive, check credentials against master list provided before issuing Agendas/Tally Sheets. Verify with them the number of votes they have.
15. Recruit 2 assistants to man cordless microphones for roll call voting.
16. Distribute Agenda packages to audience as requested.
17. The International Secretary will do a roll call of the delegates to check Delegate absentees. Following the roll call, the Secretary will call each absent Delegate and the Supervisor will ask for an Alternate replacement, if none, record on the Tally Sheet.
18. Report to President that the Delegates have been seated and are ready for the meeting.
19. When the meeting begins, you will be requested to give a roll call report thusly: "Mr/Ms. President, of the (number) Units existing on June 1, we have (number) seated to represent their Units. We have a Quorum!"

ROLL CALL VOTE

1. If a Delegate objects to a Unanimous vote for a candidate or issue, that is a call for a Roll Call Vote.
2. The Chair will ask the objector to identify him/herself and make a motion for a roll call vote. If the motion is seconded, there will be time for questions. If there are no questions or a delegate call for the question, the Chair will then call for the vote.
3. If a majority of the delegates do not vote for the motion, then unanimous consent is accepted.
4. For a roll call vote, the Secretary will call the name of the Unit/Club and the helpers with the wireless microphones will allow the Delegate to give the vote of their Unit/Club based on membership.

Suggested Source for recruiting Assistants:

Ask Region Presidents and officers to supervise the Credential Verification tables as well as help in seating the Delegates. At a minimum 6 - 8 will be needed on the meeting day.

Recruit Region Officers to help in labeling chairs. Ideally this should be done the night before the meeting.