

Convention Parliamentarian

By Tim Wynn, PRP

PerfectRules.com

Convention Parliamentarian

Convention Parliamentarian

What Is A Convention?

Convention Parliamentary

What Is A Convention?

Convention
Of
Delegates

ROBERT'S RULES OF ORDER

“As commonly understood in parliamentary law and as used in this book, the word convention refers to an assembly of delegates . . .”

RONR (12th ed.) 58:1

ROBERT'S RULES OF ORDER

“Other terms by which such a convention may be described in some organizations include congress, conference, convocation, general assembly, house of delegates, and house of representatives.”

RONR (12th ed.) 58:1

Convention Parliamentary

What Is A Convention?

Convention
Of
Delegates

Convention Parliamentary

What Is A Convention?

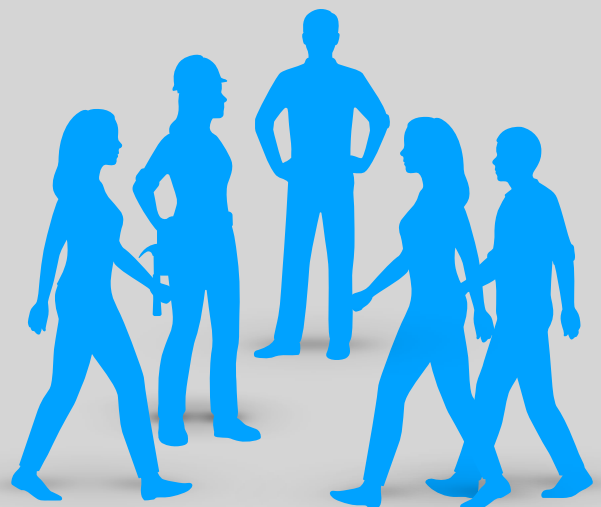
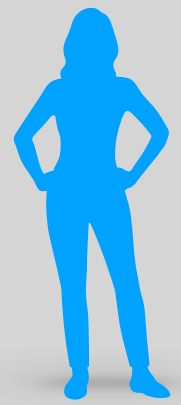
Convention
Of
Delegates



Convention Parliamentary

What Is A Convention?

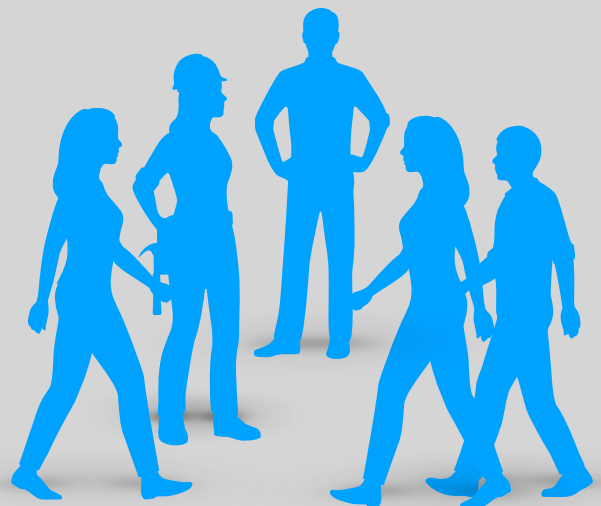
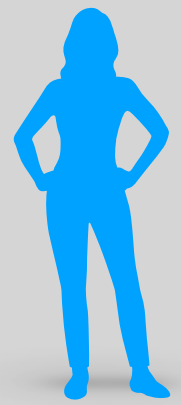
Convention
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Delegates



Convention Parliamentary

What Is A Convention?

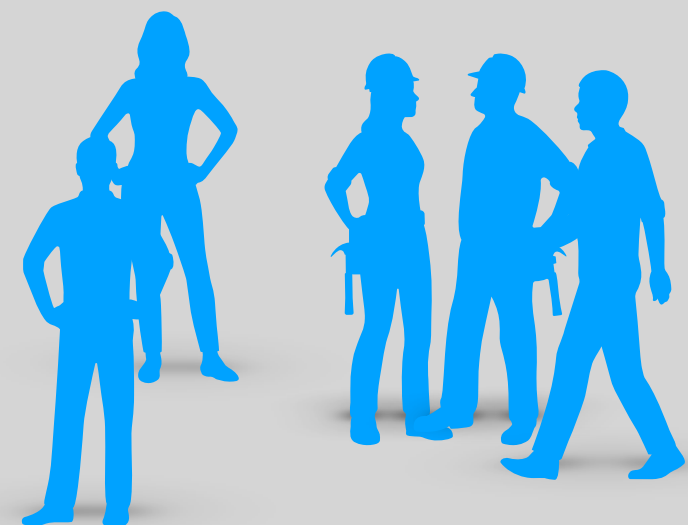
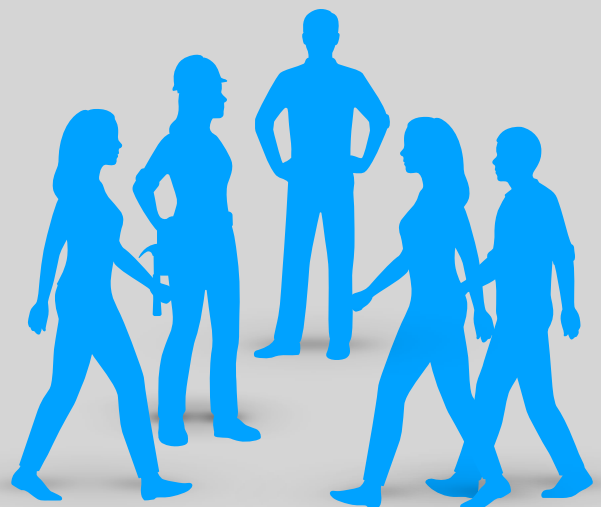
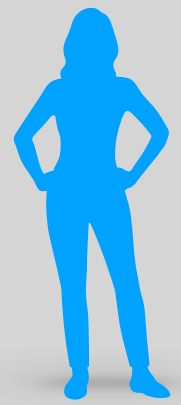
Convention
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Delegates



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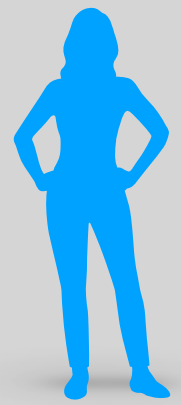
Convention
Of
Delegates



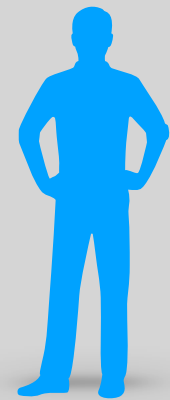
Convention Parliamentary

What Is A Convention?

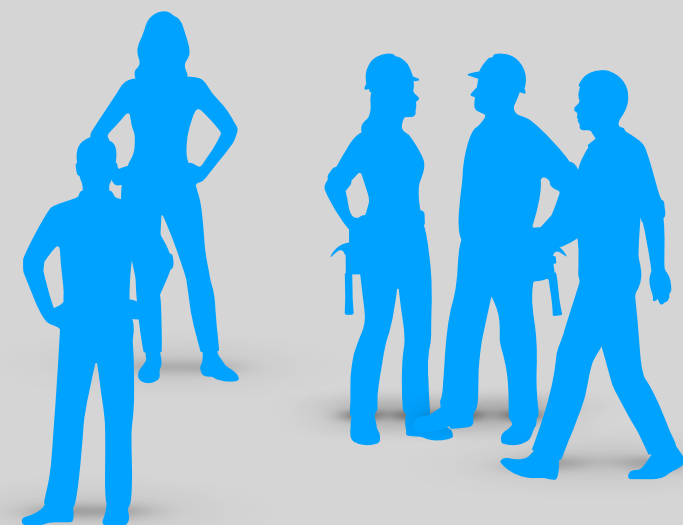
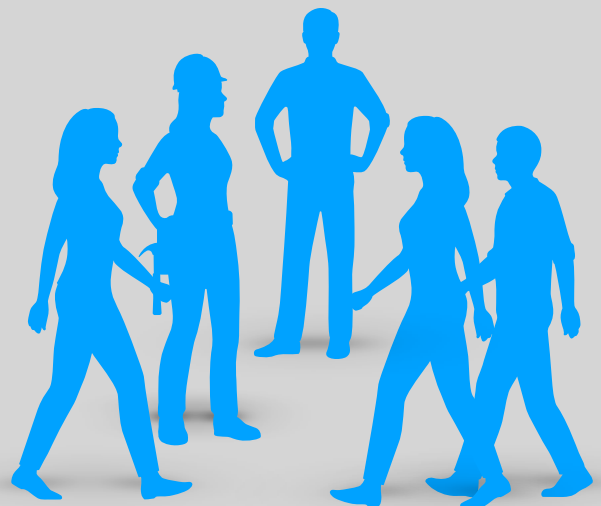
Convention
Of
Delegates



Delegate



Delegate

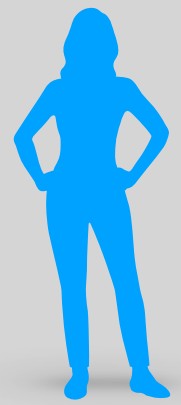


Convention Parliamentary

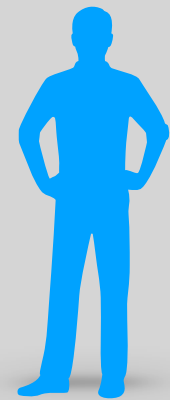
What Is A Convention?

Convention
Of
Delegates

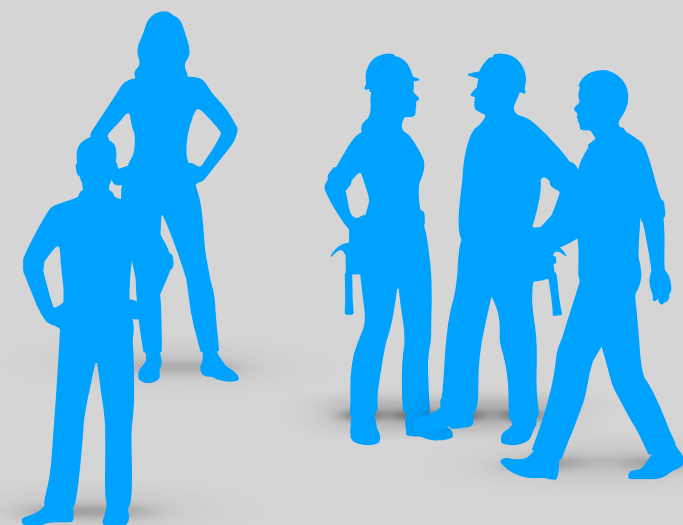
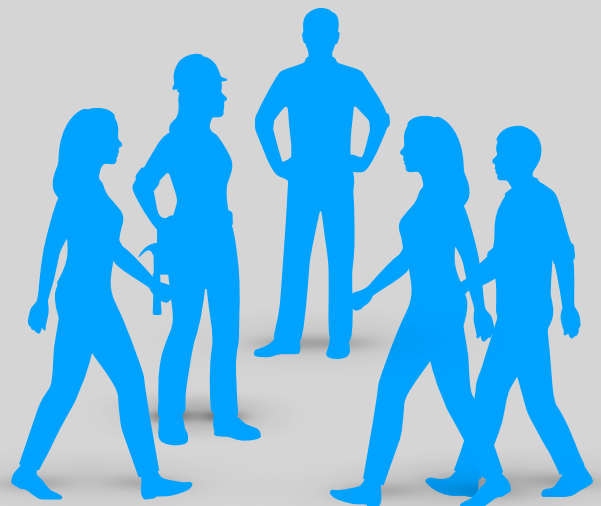
Convention:
Annual Meeting
Plus



Delegate



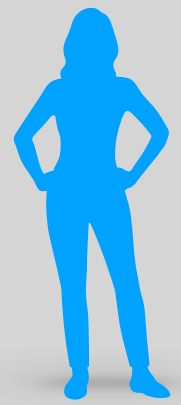
Delegate



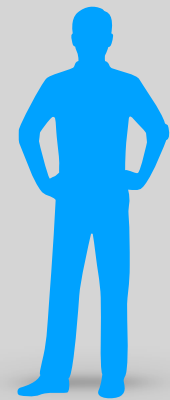
Convention Parliamentary

What Is A Convention?

Convention
Of
Delegates



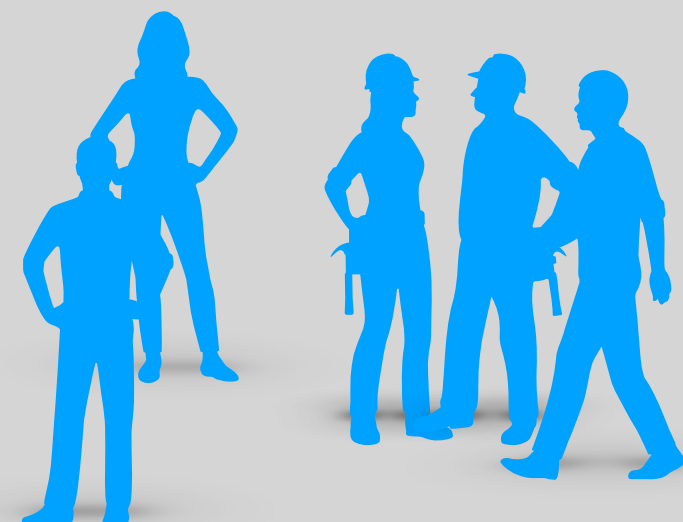
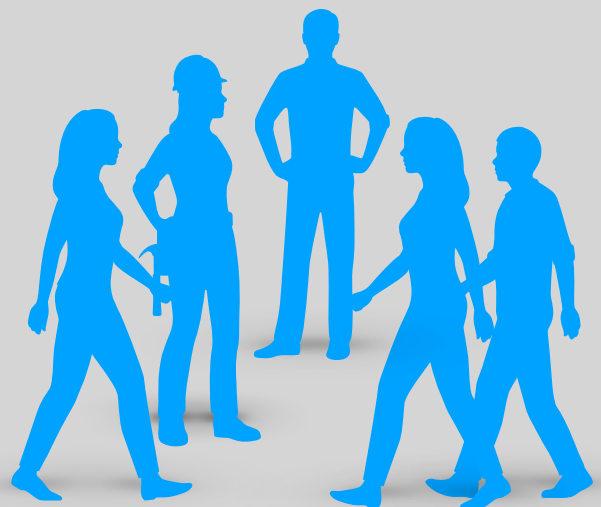
Delegate



Delegate

Convention:
Annual Meeting
Plus

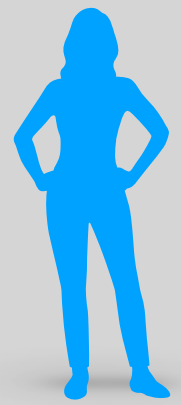
+ Workshops



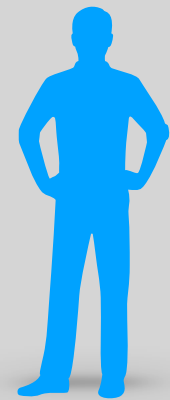
Convention Parliamentary

What Is A Convention?

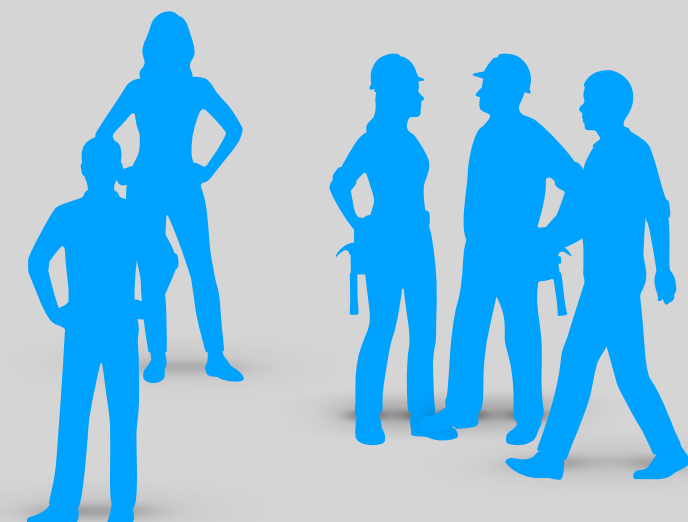
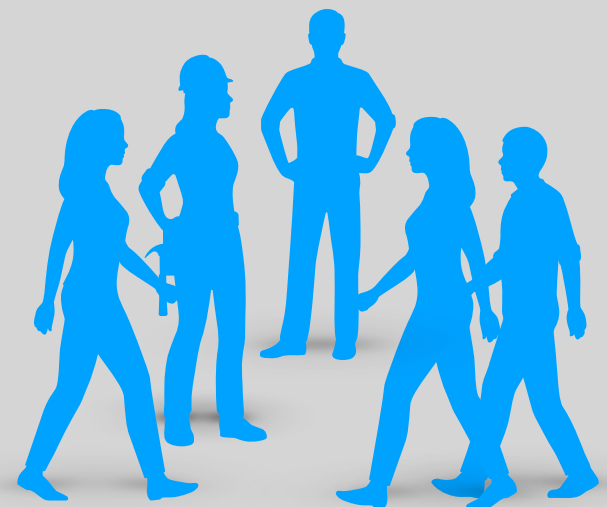
Convention
Of
Delegates



Delegate



Delegate



Convention:
Annual Meeting
Plus

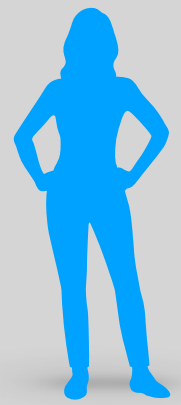
+ Workshops

+ Vendors

Convention Parliamentary

What Is A Convention?

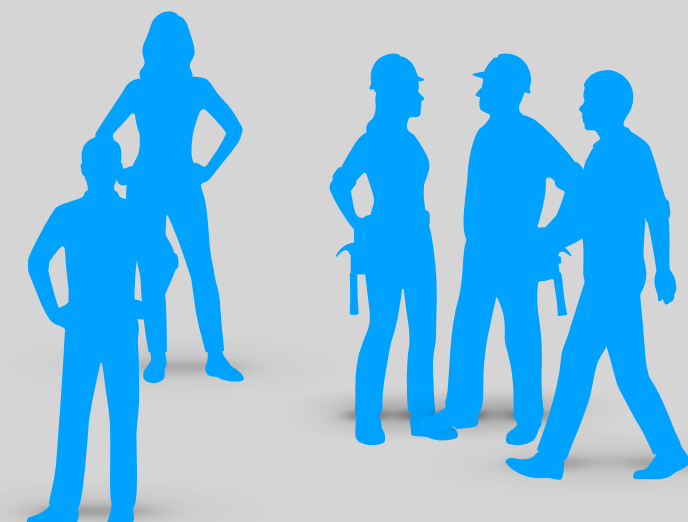
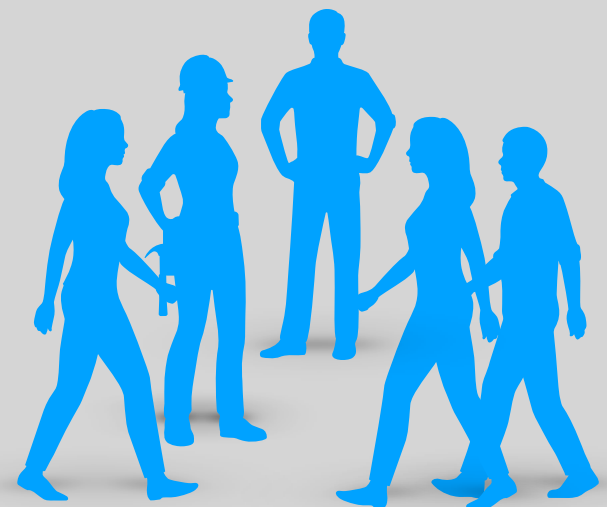
Convention
Of
Delegates



Delegate



Delegate



Convention:
Annual Meeting
Plus

+ Workshops

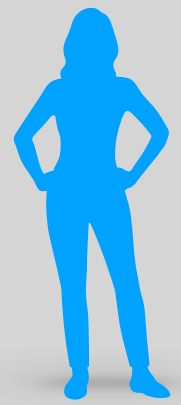
+ Vendors

+ Presentations

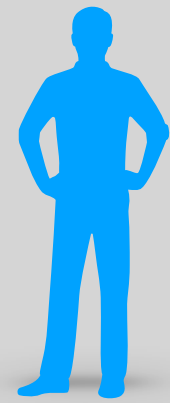
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What Is A Convention?

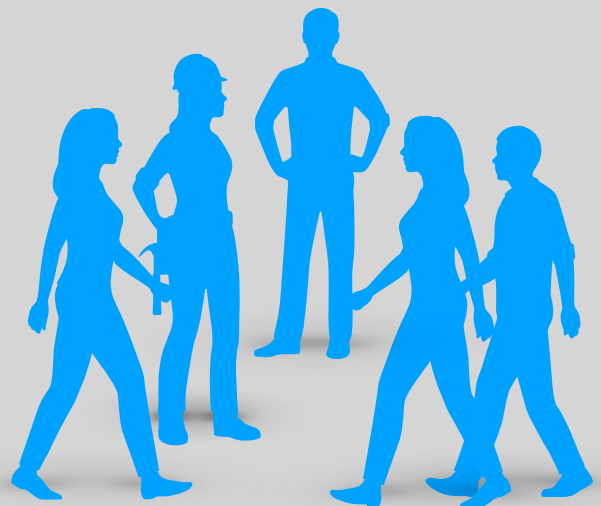
Convention
Of
Delegates



Delegate



Delegate



Convention:
Annual Meeting
Plus

+ Workshops

+ Vendors

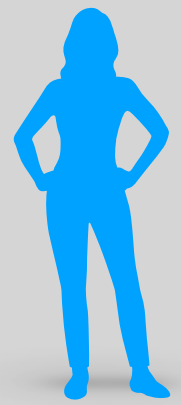
+ Presentations

+ Luncheons / Dinners

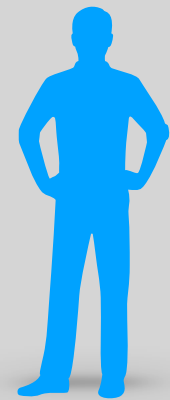
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What Is A Convention?

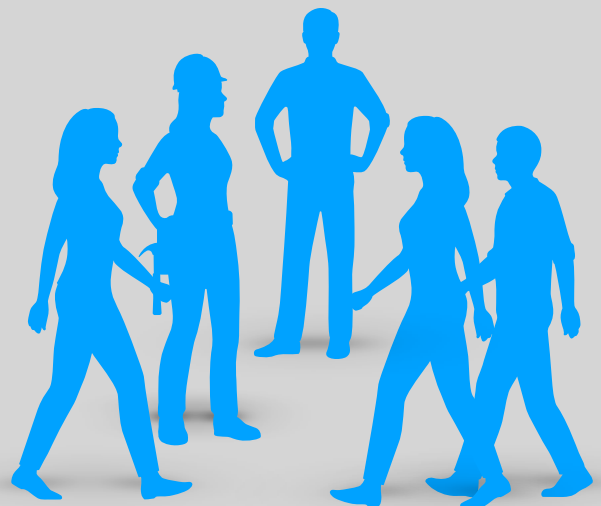
Convention
Of
Delegates



Delegate



Delegate



Convention:
Annual Meeting
Plus

- + Workshops**
- + Vendors**
- + Presentations**
- + Luncheons / Dinners**
- + Special Events**

Convention Parliamentary

Convention
Of
Delegates

Convention Parliamentary

Convention
Of
Delegates

Registration

Convention Parliamentary

Convention
Of
Delegates

Registration

Delegates

Convention Parliamentary

Convention
Of
Delegates

Registration

Delegates

Alternates

Convention Parliamentary

Registration

Convention
Of
Delegates

Convention Parliamentary

Registration

Convention
Of
Delegates

Quorum

Convention Parliamentarian

Registration

Convention
Of
Delegates

Quorum

**What Is The
Quorum Requirement?**

ROBERT'S RULES OF ORDER

“If the bylaws or the convention’s standing rules do not prescribe a quorum (40)—which they should do—the quorum is a majority of the number of voting members who have actually registered at the convention as in attendance, irrespective of whether some may have departed.”

RONR (12th ed.) 59:26

ROBERT'S RULES OF ORDER

“In a body of delegates, such as a convention, the quorum is a majority of the number who have been registered as attending, irrespective of whether some may have departed. This may differ greatly from the number elected or appointed.”

RONR (12th ed.) 40:2(3)

Convention Parliamentarian

Registration

Convention
Of
Delegates

Quorum

**What Is The
Quorum Requirement?**

Convention Parliamentary

Registration

**Convention
Of
Delegates**

Quorum

Vote Requirement

Convention Parliamentary

Registration

Convention
Of
Delegates

Quorum

Vote Requirement

**A Vote Of A Majority
Of The Entire Membership**

Annual Meeting

(Not A Convention of Delegates)

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization

15,000

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization

15,000

7,501

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

-

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	-	-

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

-

-

Members
In Attendance

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	-	-
Members In Attendance	50	

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	-	-
Members In Attendance	50	26

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	-	-
Members In Attendance	50	26
A Vote Of A Majority Of The Entire Membership		

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	-	-
Members In Attendance	50	26
A Vote Of A Majority Of The Entire Membership	15,000	


Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	-	-
Members In Attendance	50	26
A Vote Of A Majority Of The Entire Membership	15,000	7,501



Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	-	-
Members In Attendance	50 	26
A Vote Of A Majority Of The Entire Membership	15,000	7,501




Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	- 	-
Members In Attendance	50 	26
A Vote Of A Majority Of The Entire Membership	15,000	7,501

Annual Meeting

(Not A Convention of Delegates)

Total Members In Organization	15,000 	7,501
Delegates Appointed/Elected	- 	-
Members In Attendance	50 	26
A Vote Of A Majority Of The Entire Membership	15,000	7,501

Convention of Delegates

Convention of Delegates

Total Members In Organization

Convention of Delegates

Total Members In Organization

15,000

Convention of Delegates

Total Members In Organization

15,000

7,501

Convention of Delegates

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

Convention of Delegates

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

500

Convention of Delegates

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

500

251

Convention of Delegates

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

500

251

**Delegates Registered As
In Attendance**

Convention of Delegates

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

500

251

**Delegates Registered As
In Attendance**

300

Convention of Delegates

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

500

251

**Delegates Registered As
In Attendance**

300

151

Convention of Delegates

Total Members In Organization

15,000

7,501

Delegates Appointed/Elected

500

251

**Delegates Registered As
In Attendance**

300

151

**A Vote Of A Majority Of The
Entire Membership**


Convention of Delegates

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	500	251
Delegates Registered As In Attendance	300	151
A Vote Of A Majority Of The Entire Membership	300	



Convention of Delegates

Total Members In Organization	15,000	7,501
Delegates Appointed/Elected	500	251
Delegates Registered As In Attendance	300	151
A Vote Of A Majority Of The Entire Membership	300	151




Convention of Delegates

Total Members In Organization	15,000 	7,501
Delegates Appointed/Elected	500	251
Delegates Registered As In Attendance	300	151
A Vote Of A Majority Of The Entire Membership	300	151

Convention of Delegates

Total Members In Organization	15,000 	7,501
Delegates Appointed/Elected	500 	251
Delegates Registered As In Attendance	300	151
A Vote Of A Majority Of The Entire Membership	300	151

Convention of Delegates

Total Members In Organization	15,000 	7,501
Delegates Appointed/Elected	500 	251
Delegates Registered As In Attendance	300 	151
A Vote Of A Majority Of The Entire Membership	300	151

ROBERT'S RULES OF ORDER

“In a convention of delegates a majority of the entire membership means a majority of the total number of convention members entitled to vote as set forth in the official roll of voting members of the convention (1:16, 59:25–26).”

RONR (12th ed.) 44:9(b)

**A Vote Of A Majority
Of The Entire Membership**

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

**Majority
With Notice**

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

**Majority
With Notice**

**Vote Of A Majority
Entire Membership**

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

**Majority
With Notice**

**Vote Of A Majority
Entire Membership**

**Depart From Convention
Agenda or Program**

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

**Majority
With Notice**

**Vote Of A Majority
Entire Membership**

**Depart From Convention
Agenda or Program**

2/3

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

**Majority
With Notice**

**Vote Of A Majority
Entire Membership**

**Depart From Convention
Agenda or Program**

2/3

**Vote Of A Majority
Entire Membership**

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

**Majority
With Notice**

**Vote Of A Majority
Entire Membership**

**Depart From Convention
Agenda or Program**

2/3

**Vote Of A Majority
Entire Membership**

**Amend Parliamentary*
Standing Rules In Convention**

*When not pending

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

**Majority
With Notice**

**Vote Of A Majority
Entire Membership**

**Depart From Convention
Agenda or Program**

2/3

**Vote Of A Majority
Entire Membership**

**Amend Parliamentary*
Standing Rules In Convention**

2/3

*When not pending

A Vote Of A Majority Of The Entire Membership

**Rescind / Amend Something
Previously Adopted**

2/3

**Majority
With Notice**

**Vote Of A Majority
Entire Membership**

**Depart From Convention
Agenda or Program**

2/3

**Vote Of A Majority
Entire Membership**

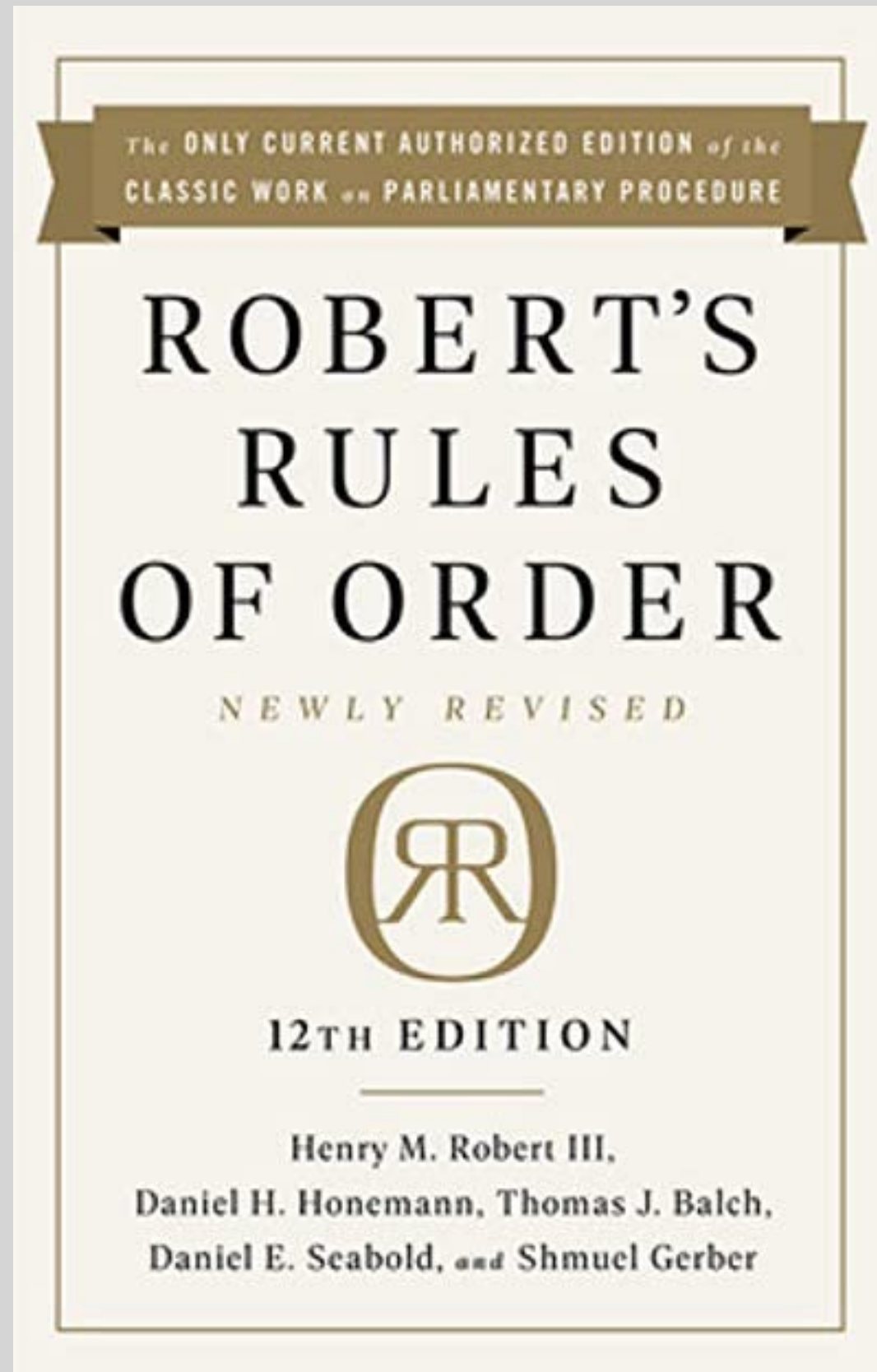
**Amend Parliamentary*
Standing Rules In Convention**

2/3

**Vote Of A Majority
Entire Membership**

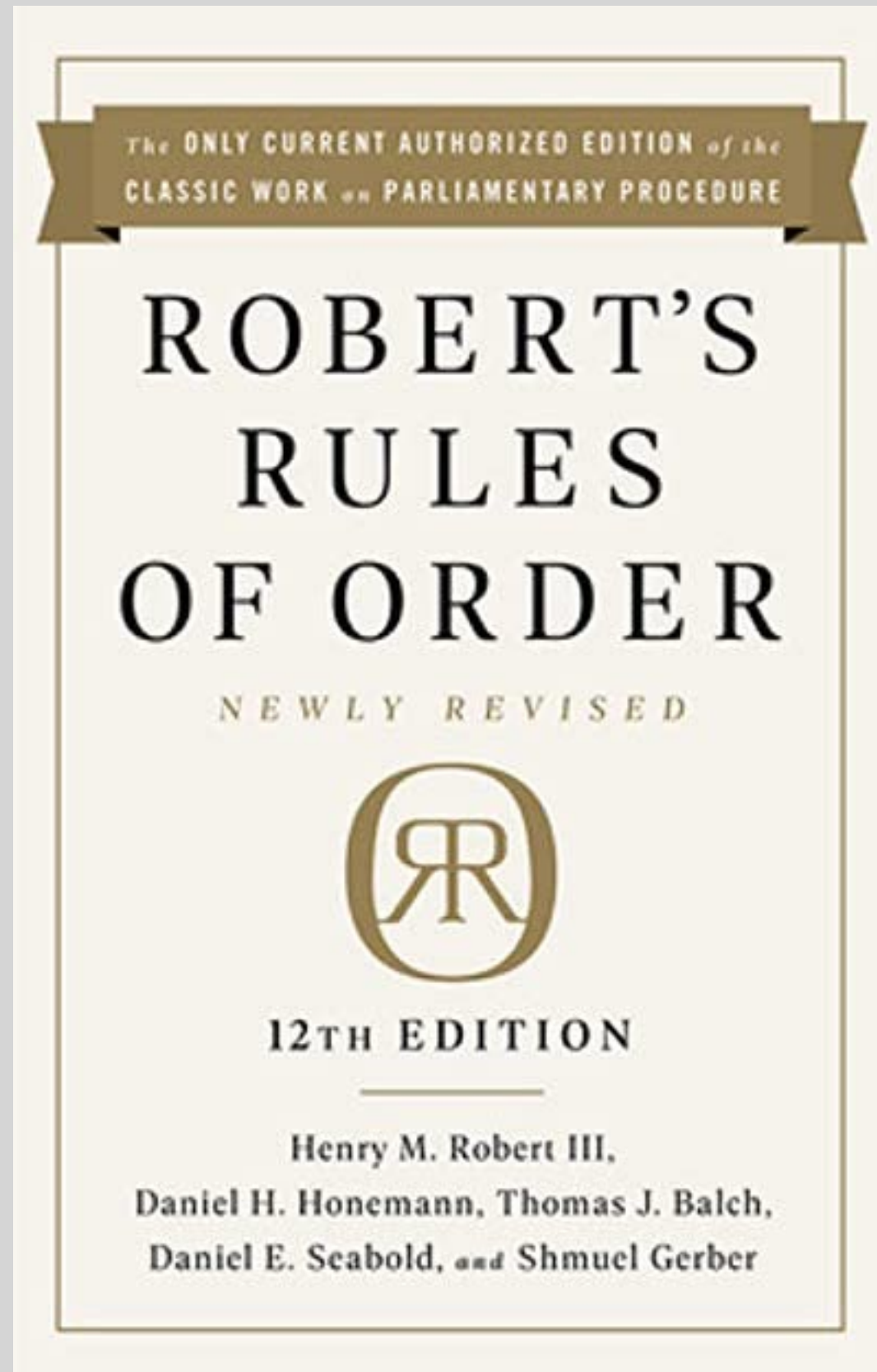
*When not pending

Conventions



Conventions

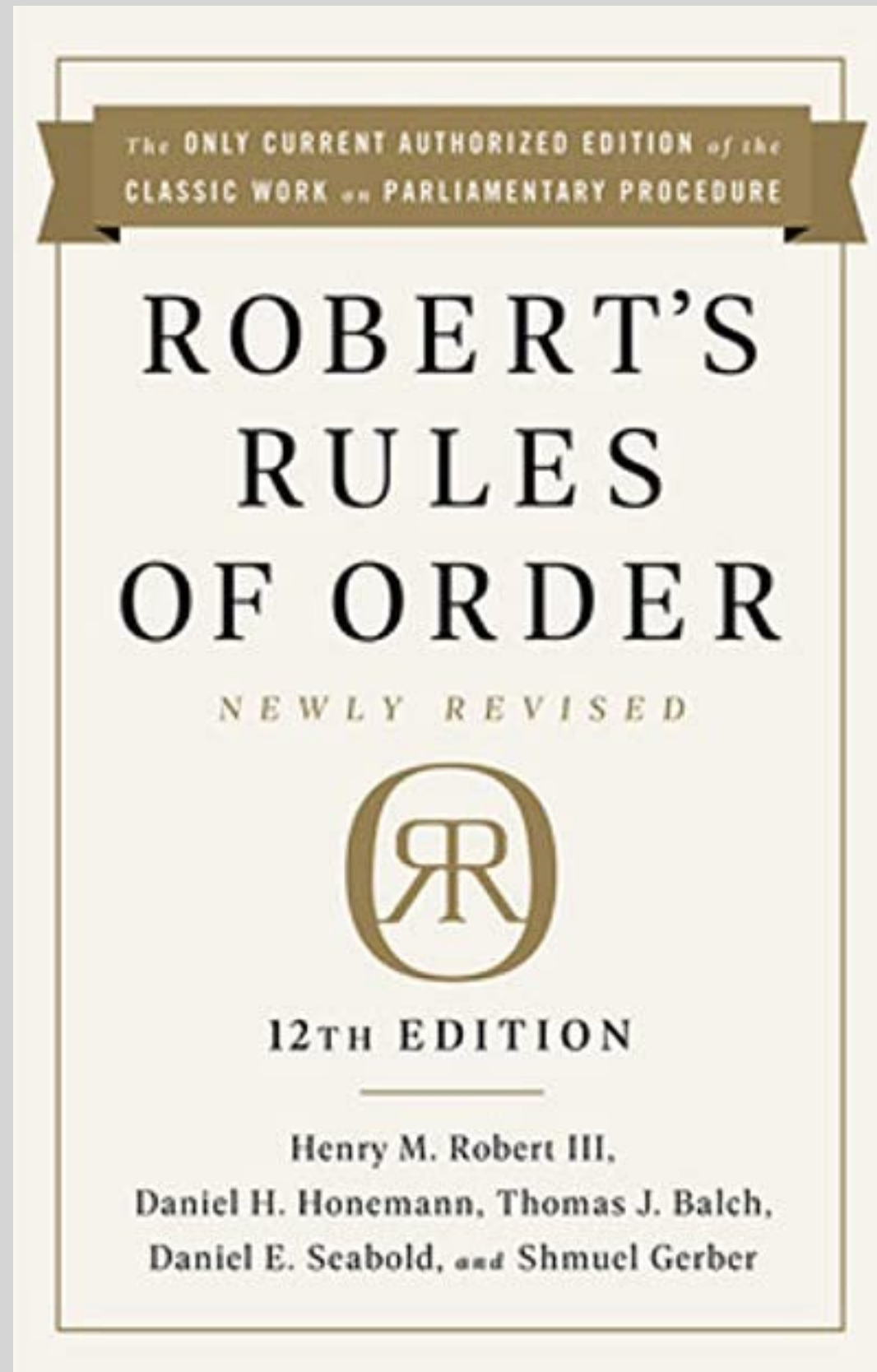
Section 58 - Conventions of Delegates



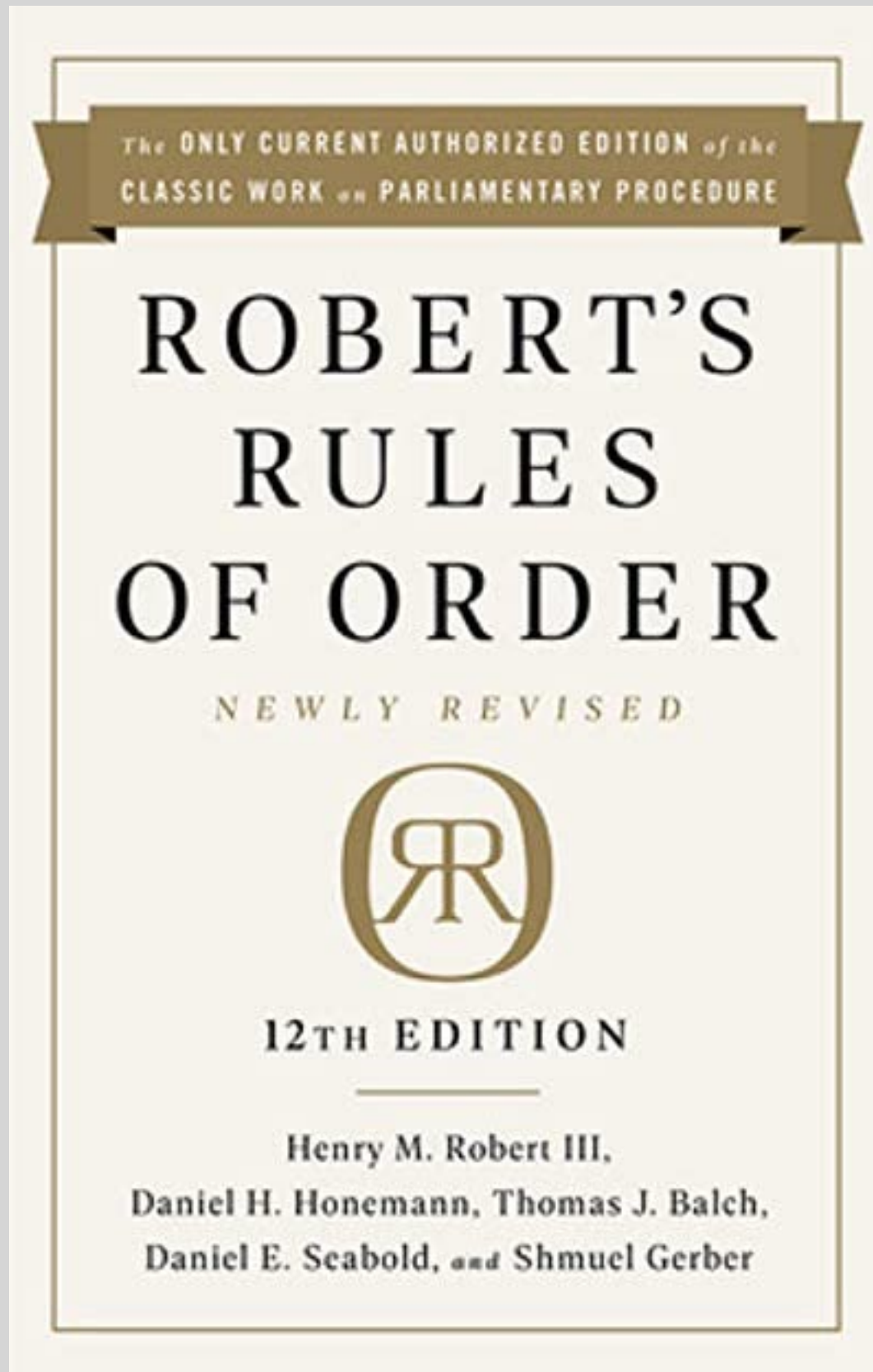
Conventions

Section 58 - Conventions of Delegates

**Section 59 - Organization Of A
Convention Of An Established Society**



Conventions



Section 58 - Conventions of Delegates

Section 59 - Organization Of A Convention Of An Established Society

Section 60 - Conventions Not Of A Permanent Society

Three Convention Committees

Three Convention Committees

**Credentials
Committee**

Three Convention Committees

**Credentials
Committee**

**Committee On
Standing Rules**

Three Convention Committees

**Credentials
Committee**

**Committee On
Standing Rules**

**Program
Committee**

ROBERT'S RULES OF ORDER

“The official organization of the convention is brought about by the separate consideration and adoption of the reports of three committees mentioned above—the Credentials Committee, the Committee on Standing Rules, and the Program Committee, in that order.”

RONR (12th ed.) 59:11

Three Convention Committees

**Credentials
Committee**

**Committee On
Standing Rules**

**Program
Committee**

Three Convention Committees

**Credentials
Committee**

Three Convention Committees

Credentials
Committee



Most Organizations Do Credentialing Well

Three Convention Committees

Credentials Committee

- ✓ Most Organizations Do Credentialing Well
- ✗ Many Organizations Waste Time
With The Credentials Report

ROBERT'S RULES OF ORDER

“A voting member who registers after the submission of the first report assumes his full status as soon as he has done so, if his status is not questioned; if it is, it must await a decision by the committee or the convention itself.”

RONR (12th ed.) 59:25

ROBERT'S RULES OF ORDER

“The Credentials Committee’s master roll of currently registered voting members of the convention must be maintained at all times in such a way that their exact number can be promptly determined.”

RONR (12th ed.) 59:26

Three Convention Committees

Credentials
Committee



Most Organizations Do This Well



**Many Organizations Waste Time
With The Credentials Report**

Three Convention Committees

Credentials
Committee



Most Organizations Do This Well



**Many Organizations Waste Time
With The Credentials Report**

**Opening Ceremonies Can
Provide Additional Time**

Three Convention Committees

Credentials Committee

- ✓ Most Organizations Do This Well
- ✗ Many Organizations Waste Time
With The Credentials Report

The Report Doesn't
Have To Wait For Stragglers

Three Convention Committees

Credentials
Committee



Most Organizations Do This Well



**Many Organizations Waste Time
With The Credentials Report**

Three Convention Committees

Credentials Committee

- ✓ Most Organizations Do This Well
- ✗ Many Organizations Waste Time
With The Credentials Report
- ✓ Use Unanimous Consent

Three Convention Committees

**Credentials
Committee**

**Committee On
Standing Rules**

**Program
Committee**

Three Convention Committees

**Committee On
Standing Rules**

Three Convention Committees

**Committee On
Standing Rules**



**Check The Proposed Rules For Clarity,
And Make Recommendations**

Three Convention Committees

Committee On Standing Rules

- ✓ Check The Proposed Rules For Clarity,
And Make Recommendations
- ✓ Suggest Time Limits On Debate

Three Convention Committees

Committee On Standing Rules

- ✓ Check The Proposed Rules For Clarity,
And Make Recommendations
- ✓ Suggest Time Limits On Debate
- ✓ Use Unanimous Consent

Three Convention Committees

**Credentials
Committee**

**Committee On
Standing Rules**

**Program
Committee**

Three Convention Committees

**Program
Committee**

Three Convention Committees

**Program
Committee**



**Make Sure The Chair Mentions Any
Changes That May Have Occurred**

Three Convention Committees

Program Committee

- ✓ **Make Sure The Chair Mentions Any Changes That May Have Occurred**
- ✓ **Use Unanimous Consent**

Three Convention Committees

**Credentials
Committee**

**Committee On
Standing Rules**

**Program
Committee**

Resolutions Committee

Resolutions Committee



Review Proposed Motions

Resolutions Committee

- ✓ Review Proposed Motions
- ✓ Hold Hearings On Proposed Motions

Resolutions Committee

- ✓ Review Proposed Motions
- ✓ Hold Hearings On Proposed Motions
- ✓ Sometimes They Are Authorized To Amend
Or Combine Proposed Motions

Resolutions Committee

- ✓ Review Proposed Motions
- ✓ Hold Hearings On Proposed Motions
- ✓ Sometimes They Are Authorized To Amend
Or Combine Proposed Motions
- ✓ Report Their Recommendations
To The Assembly

Resolutions Committee

Resolutions Committee



**Recommendations Of The Committee
Can Be Considered As A Group**

Resolutions Committee

- ✓ **Recommendations Of The Committee
Can Be Considered As A Group**
- ✓ **Under This Process, Any Member Has The
Right To Set Aside Any Proposal For
Individual Consideration**

Approval Of Minutes

Approval Of Minutes



**Authorize A Board Or Committee To
Approve Minutes Of The Current Meeting**

Approval Of Minutes



**Authorize A Board Or Committee To
Approve Minutes Of The Current Meeting**

**An Organization Shouldn't Go An Entire Year
Without An Official Record Of What Was
Done In Its Meeting**

Approval Of Minutes



**Authorize A Board Or Committee To
Approve Minutes Of The Current Meeting**

Approval Of Minutes



**Authorize A Board Or Committee To
Approve Minutes Of The Current Meeting**

**Authorizing Another Body To Approve The
Minutes Doesn't Prevent The Assembly From
Making Corrections To Those Minutes At A
Later Convention**

ROBERT'S RULES OF ORDER

“Exceptions to the rule that minutes are approved at the next regular meeting (or at the next meeting within the session) arise when the next meeting will not be held within a quarterly time interval, when the term of a specified portion of the membership will expire before the start of the next meeting, or when, as at the final meeting of a convention, the assembly will be dissolved at the close of the present meeting.”

RONR (12th ed.) 48:12

ROBERT'S RULES OF ORDER

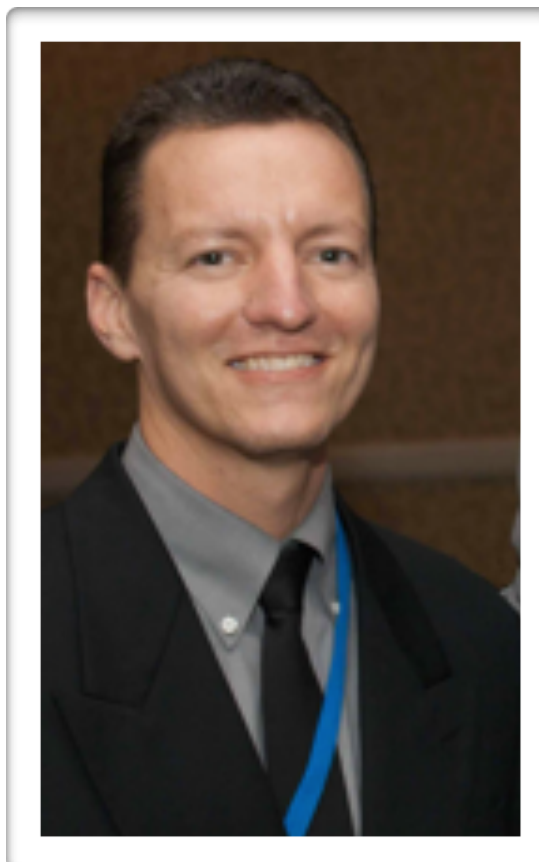
“In any of these cases, minutes that have not been approved previously should be approved before final adjournment, or the assembly should authorize the executive board or a special committee to approve the minutes.”

RONR (12th ed.) 48:12

ROBERT'S RULES OF ORDER

“The fact that the minutes are not read for approval at the next meeting does not prevent a member from having a relevant excerpt read for information; nor does it prevent the assembly in such a case from making additional corrections, treating the minutes as having been previously approved (see 48:15).”

RONR (12th ed.) 48:12



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