CHAPTER 8: ANNUAL CONVENTION (BOD 8/21)

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All AHA program and event deadlines must be met as specified, whether submitted by hand delivery, postal service, fax, e-mail, internet, or other electronic means. (BOD 8/00)

CONV 101. RULES AND PROGRAM

1. The current edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority in all areas not specifically covered by the Bylaws, the Articles of Incorporation, Standing Rules or by Resolution of the Annual Convention. (Res. 14-68) (BOD 1/99)
    a. The Standing Rules of the Convention will be adopted by each Convention.
    b. The Program of the Convention (including the agenda) will be established by the President, working with the Agenda and Resolutions Committee.
    c. The Standing Rules of the Convention and the Program will be made available to all Delegates prior to the first General Session of the Convention.
    d. The President will appoint the Convention Minutes Approval Committee
2. The following reports require adoption at the first General Session:
    a. The initial report providing the number of certified Delegates. Majority vote to adopt.
    b. The Standing Rules of the Convention. A 2/3 vote to adopt.
    c. The Program of the Convention (including the Agenda of the General Sessions) and all other scheduled functions. Majority vote to adopt.

CONV 102. DELEGATE CERTIFICATION PROCEDURES

To qualify, certify, and identify the Voting Delegates to the Annual Convention of the Arabian Horse Association (AHA), the following processes may apply:

1. Credentialing Procedure for in-person Conventions
    a. The President shall appoint a Credentials Supervisory Panel each year consisting of a Credentials Supervisor and up to two (2) assistants.
    b. This Panel shall oversee a Credentials Workforce (see CONV 103.1.f & g. for composition) and shall be responsible for implementing ***the*** delegate certification procedure in accordance with the Bylaws of AHA and as prescribed in the AHA Handbook.
    c. The Credentials Supervisory Panel and the Credentials Workforce shall be composed of AHA members, who are not necessarily a delegate or an alternate to the Annual Convention.
    d. The Credentials Supervisor shall appoint one ***(1)*** of the two ***(2)*** assistants as the First Assistant Supervisor and the other shall be the Second Assistant Supervisor as needed.
    e. In the absence of the Credentials Supervisor, the First Assistant Supervisor shall perform the duties of the Credentials Supervisor.
    f. The Second Assistant Supervisor shall keep notes of all the meetings of the Credentials Supervisory Panel.
2. Credentialing Procedure for Virtual Conventions
    a. AHA Staff members will serve as the Credentials Supervisory Panel.
    b. AHA Staff members will be responsible for implementing the Voting Delegate certification procedure in accordance with the Bylaws of AHA and as prescribed in the AHA Handbook.
    c. AHA Staff members will provide the report of the number of certified VOTING Delegates at the beginning of each section.
3. Delegate Certification Rules and Procedures

    The Voting Delegate certification process shall be governed by the following rules and procedures.

    a. In July of each year, the AHA office shall supply a qualified membership list of members in good standing to each AHA Recognized Club Member Organization. Only those voting members whose AHA dues have been received in the AHA office as of **June 30th** of each year shall be eligible to be named on the qualified membership list. Any Voting Delegate and Alternate Voting Delegate sent to represent that Member Organization at the Annual Convention must have their names on that list.
    b. Prior to August of each year, the AHA office shall prepare, and the Credentials Supervisor shall review a Certificate of Selected Voting Delegates and Alternates Electronic Form. The AHA office shall provide this form online to all Member Organizations for the purpose of notifying each Member Organization of the number of Voting Delegates and Alternate Voting Delegates authorized in accordance with the qualified membership list.
        i. The number and eligibility of Voting Delegates and Alternate Voting Delegates to the Annual Convention shall be based on the membership status of each Member Organization as of the 30th day of June each year, in accordance with the provisions of Article VII of the Bylaws of AHA.
        ii. Those Member Organizations having 35 members or part thereof (also see AHA Bylaws, ARTICLE VII, Section1., Paragraph c. for additional rules) are entitled to one (1) Voting Delegate; 36 to 70 members, two (2) Voting Delegates; 71 to 105 members, three (3) Voting Delegates; etc. (Res. 3-15)
        iii. Each Member Organization shall use this form for identifying the names of those individuals who shall represent that Member Organization as a Voting Delegate or an Alternate Voting Delegate to the Annual Convention.
    c. Prior to **September 1** of each year, each Member Organization shall submit to the AHA office a completed Certificate of Selected Voting Delegates and Alternate Voting Delegates Electronic Form to compile the Master List of Voting Delegates and Alternate Voting Delegates to the Annual Convention.
    d. Prior to the Annual Convention, a Master List of Voting Delegates and Alternate Voting Delegates shall be provided to the Credentials Supervisory Panel. A Voting Delegate may represent only one of the Member Organizations on whose Membership List their name appears. The AHA office shall also provide a list of the names of the Directors, and Delegates-at-Large (Past Presidents, Past Directors and Officers) for the purpose of certifying their delegate status (Refer to the AHA Bylaws, Article III and Article VII).
    e. Subject to the conditions contained in Paragraphs i. through vi. that follow, each Member Organization is responsible for determining, in accordance with its Bylaws, the method for selecting Voting Delegates and Alternate Voting Delegates.
        i. All Voting Delegates and Alternate Voting Delegates selected by the Member Organization and listed on the Certificate of Selected Voting Delegates and Alternate Voting Delegates shall be ranked by the President or Secretary of the Member Organization. The member ranked first shall act as Chair of its Member Organization Delegation. If this person is unable to act in this capacity, the Chair position shall fall to the next ranked individual. If the second person ranked is also unable to fulfill their duties as Chair, the position shall fall to the next ranked person and so on.
        ii. The names of the selected Voting Delegates and Alternate Voting Delegates shall be certified by the President or Secretary of each Member Organization on file and submitted via the AHA website prior to **September 1** of each

year on the Certificate of Selected Voting Delegates and Alternate Voting Delegates Form.

iii. If a Member Organization is allotted one (1) Voting Delegate and that individual is unable to fulfill their duty as Chair, the top ranked Alternate Voting Delegate will move to Voting Delegate status, providing the Alternate Voting Delegate was indicated on the Certificate of Selected Voting Delegates and Alternate Voting Delegates Online Form. If the top ranked Alternate Voting Delegate is unable to fulfill the Voting Delegate duty, the duty will fall to the next highest ranked person and so on. (Exec. 11/15)

iv. If an individual was not previously listed on the online Certificate of Selected Voting Delegates and Alternate Voting Delegates form submission, then this individual may be added by the President or Secretary of the Member Organization by resubmitting on the website the previous Certificate of Selected Voting Delegates and Alternate Voting Delegates form with the individual's information appended at the end of the previous list. (Exec. 11/15)

v. An Alternate Voting Delegate substituting for a Voting Delegate who has already paid their convention registration fees shall be allowed to substitute for that registered Delegate by providing a written authorization from the original registered Delegate allowing said fees to be applied to the Alternates' convention registration fees and by paying a substitution fee of $10. (Res. 22-94)

vi. For Voting Delegate Certification of Pending Member Organizations not yet approved by the AHA Board of Directors refer to the AHA Bylaws, Article IV, Section 2., Paragraph d. and AHA Bylaws, Article VII, Section 1, Paragraph c.

CONV 103. CONVENTIONS

1. In-Person Conventions

a. The Credentials Supervisory Panel is responsible for certifying the Master List of Voting Delegates and Alternate Voting Delegates. When this list is certified on the first day of Convention, it becomes the List of Certified Voting Delegates and Alternate Voting Delegates and cannot be changed, amended, or expanded except by action of the Credentials Supervisory Panel or by action of the Annual Convention.

b. The Credentials Supervisor will provide the report of the number of Voting Delegates at the beginning of each General Session.

c. The Credentials Supervisor shall look to the Delegate Chair of each Member Organization for resolving any disputes arising in the seating of Delegates. The Delegate Chair shall be responsible for advising and authorizing the Credentials Supervisor when a Voting Delegate is to be replaced with Alternate Voting Delegate. The Delegate Chair is the only person (other than the President or Secretary of the Member Organization) who can authorize replacing a Voting Delegate with an Alternate Voting Delegate.

d. In those cases where specific problems arise at the credentialing desk, (i.e., Member Organization not submitting a Certificate of Selected Voting Delegates and Alternates, questions of eligibility or seating) disputes shall be resolved as follows:

i. Voting Delegates and Alternate Voting Delegates, whose Member Organization did not submit an online Certificate of Selected Voting Delegates and Alternates form to the AHA website before the Annual Convention, must have the President or Secretary of their Member Organization submit this online form to be added to the Master List and be certified. This online form shall then be transmitted to the Credentials Supervisor and included in the Master List of Voting Delegates and Alternate Voting Delegates. (Exec. 11/15)

ii. All conflicts or problems shall be resolved at meetings of the Credentials Supervisory Panel prior to each General Session. The dates and times of all meetings shall be posted.

iii. The current edition of *Robert's Rules of Order, Newly Revised* shall be used to resolve cases of conflict between Member Organization's Delegate Certificates.

e. The Credentials Supervisor shall appoint an adequate number of individuals and Sergeants-at-Arms to serve on the Convention Credentials Workforce.

f. The Credentials Supervisory Panel will oversee the dispersal of the approved ballots for the elections (that were prepared and provided by AHA Staff) to the Voting Delegates at the Annual Convention by the Convention Credentials Workforce.

g. The Convention Credentials Workforce shall also be responsible for the following duties:

i. Verifying the eligibility of Delegates and providing them the mechanism to cast votes.

ii. Providing a Credentials Desk where the Delegates shall be certified and the ballots for the elections shall be dispersed. The credentialing hours shall be posted.

iii Keeping an accurate total of the number of Voting Delegate and the dispersed ballots.

iv Tabulating all the ballots for delegate elected officer, boards, panels, and committee positions and providing the totals to the Presiding Officer and staff.

v. Designating a specific area (the Delegate seating area) where only Voting Delegates, AHA Staff, Parliamentarian, Sergeants-at-Arms, and members of the Convention Credentials Workforce shall be allowed to enter unless escorted by a member of the Convention Credentials Workforce.

vi. Assisting the presiding officer, when requested, any voting procedures that may be adopted by the Delegates in the General Session.

2. Rules for Voting Delegates and Alternate Voting Delegates:

a. Each Delegate and Alternate whose registration fees are paid in full will receive a membership number envelope that has the appropriate badge that includes the member's name and the name of the Member Organization they are representing when they check in at the AHA Registration Desk.

b. Voting Delegates shall present (in person) their envelope with their name badge to the designated credentials desk at which time; their certification will be verified, the appropriate ribbon(s) will be attached the name badge and they will sign verifying they received their voting mechanism.

c. Alternate Voting Delegates shall present in person their envelope with their name badge to the designated credentials desk and their information will be filed in the Credentials Certification books. Appropriate ribbon(s) will be attached to their name badge. No ballots will be provided.

d. Voting Delegates and Alternate Voting Delegate name badges shall be worn at all times with attached ribbon(s).

e. Voting Delegates are responsible for their own voting mechanism and connectivity**.** Ballots shall not be replaced if lost or stolen or except in an extreme circumstance where authorization to replace a specific ballot or ballots will be granted by the Executive Committee for all delegates.

f. Voting Delegates shall be seated ten minutes prior to the scheduled time of each General Session.

g. Voting Delegates shall sit in their designated voting area unless serving in an official capacity which requires their absence from the designated area.

h. Voting Delegates will be provided a copy of the Standing Rules of the Convention which will be adopted at the first General Session.

i. All voting at the Annual Convention shall be by the Voting Delegates acting personally. Voting Delegate shall not give their ballots to any other person to be cast it for them. A Voting Delegate that withdraws from the Annual Convention must file the proper form with the Credentials Supervisory Panel. Voting by proxy shall not be permitted.

j. No Voting Delegate shall be replaced during a General Session.

k. A Voting Delegate's ribbons, ballots and completed forms must be returned to the Credentials Supervisory Panel before an Alternate Voting Delegate can replace that Voting Delegate.

l. Once an Alternate has replaced a Delegate, the original Delegate may not be seated as a Delegate again for that Member Organization at that Annual Convention.

m. No Alternate Voting Delegate will be eligible to be certified as a Voting Delegate once the General Session has been Called to Order. The Delegate Chair shall be responsible for notifying the Alternate Voting Delegate who is to replace the Voting Delegate.

n. The rules contained in Charter 9 of the AHA Handbook will also apply where they are applicable.

3. Virtual Conventions - The AHA Staff shall be responsible for the following duties:

a. Verifying the eligibility of Delegates and providing them the mechanism to cast votes.

b. Resolve any disputes of eligibility and certification of delegates before the Call to Order of the General Session.

c. Those duties outlined in CONV 102. 2.

d. Providing the link to for the convention virtual platform and the voting mechanism link to the delegates that have paid the registration fee and their certification has been submitted in a timely manner.

e. Provide the report of the number of certified delegates at the beginning of any General Session.

f. Providing the totals of the elected officer, boards, panels, and committee positions to the Presiding Officer.

4. Rules for Virtual Delegates and Alternates

a. Attendees are to utilize a computer or tablet to attend Convention. Voting Delegates will need to open a second browser or use their cellular device for voting**.**

b. Attendees are responsible for their own connectivity to the Convention.

c. Voting Delegates shall be logged in at least ten minutes prior to the scheduled time of the general session.

d. Voting Delegates will be provided a copy of the Standing Rules of the Convention which will be adopted at the first General Session.

e. The rules contained in Charter 9 of the AHA Handbook will also apply where they are applicable.

CONV 104. CONVENTION SITE SELECTION

1. **Hosted Selection Process-** Each year information is sent to all regional directors inviting their region to place a bid to host the AHA Annual Membership Convention encouraging regions to follow an east-west rotation. The process and guidelines for site selection are as follows:

a. All bids must be received in the AHA office 90 days prior to the opening day of the annual convention to be presented before the delegation for a vote.

b. Bids will be reviewed by the AHA office. Approval or disapproval for presentation is based on space requirements, cost considerations, accessibility, date availability and adequate rotation of the site.

c. Upon AHA office approval, the region may present their bid (selected city) before the Annual Convention Planning Committee and the convention delegation. That the site selection presentation and vote take place not fewer than two years prior to convention. (8-04)

i. The city presented will be the chosen site within the region pending successful contract negotiations with an adequate hotel.

ii. Regional bid presentations may continue to be made by a region in keeping with past tradition, provided that the proposal meets the Convention criteria standards, and is economically beneficial to the membership. (18-94)

iii. If negotiations fail, the AHA Board of Directors and the Host Region may consider other cities within the region. This step will be taken as a last resort. AHA will make every attempt to stay within the selected city.

d. If contract negotiations for a site within the hosting region are unsuccessful, the decision of the site will be made by the Board of Directors. (18-94)

2. **Non-Hosted Selection Process** - The Annual Convention Planning Committee will submit a site for a non-hosted convention if a site has not been approved two years prior and an acceptable regional bid is not forthcoming. (8-04)

a. Site(s) selected by the Annual Convention Planning Committee must have a financial impact to both AHA and the Delegates and must be submitted to the AHA office by August of the current year for review by Budget and Finance, the AHA Executive Committee and AHA Staff.

b. A joint meeting will be held with the Chair of Budget and Finance, the AHA President and Treasurer, ~~Executive Director~~ Chief Executive Officer, Director of Convention, and the Chair Annual Convention Planning Committee within 30 days of the submission to discuss which proposal will be accepted.

c. Budget and Finance and the AHA Executive Committee has the right to ask for additional site(s) from the Annual Convention Planning Committee if they feel the fiduciary duty to AHA has not been met.

CONV 105. ACKNOWLEDGMENT OF PAST PRESIDENTS AT THE ANNUAL CONVENTION

All Past AHA Presidents who are members in good standing will henceforth be encouraged to attend all Annual Conventions and their convention registration fees will be waived. If they plan to attend the President's Banquet, one complimentary ticket will be provided. (Res. 23-94)