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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

Standing Rules of the Convention will be adopted by each Convention. The Program of the Convention (including the Agenda) will be established by the President, working with the Agenda and Resolutions Committee. 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. The following reports and appointment needs to be adopted at the first General Session:

1. The initial report of the Credentials Supervisor giving the registered Delegate information. This report requires a majority vote of the Delegates.
2. The Standing Rules of the Convention. This requires a 2/3-majority vote of the Delegates.
3. The Program of the Convention which includes the Agenda of the General Sessions and all other scheduled functions. This requires a majority vote of the Delegates.
4. The appointment of the Convention Minutes Approval Committee by the President. This requires a majority vote of the Delegates.

CONV 102. CREDENTIALS SUPERVISORY PANEL

In order to more efficiently qualify, certify, and identify voting Delegates to the Annual Convention of the Arabian Horse Association (AHA), the President shall appoint a Credentials Supervisory Panel in December of each year consisting of a Credentials Supervisor and two assistants. This Panel shall oversee a Credentials Workforce and shall be responsible for implementing a delegate certification procedure in accordance with the Bylaws of AHA and as prescribed in the AHA Handbook. The Credentials Supervisory Panel and the Credentials Workforce shall be composed of AHA members, but not necessarily a delegate or an alternate to the Annual Convention. The Credentials Supervisor shall appoint one of the two assistants as the First Assistant Supervisor and the other shall be the Second Assistant Supervisor. The Credentials Supervisor shall work with the AHA Staff throughout the year to review the delegate procedures and with the President and the Agenda & Resolutions Committee at the Annual Convention, if requested. In the absence of the Credentials Supervisor, the First Assistant Supervisor shall perform the duties of the Credentials Supervisor. The Second Assistant Supervisor shall keep notes of all the meetings of the Credentials Supervisory Panel.

CONV 103. DELEGATE CERTIFICATION

The Credentials Supervisory Panel and the Convention Credentials Workforce shall be governed by the following rules and procedures.

1. In July of each year, the AHA office shall supply a qualified membership list of members in good standing to each 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 Delegate and Alternate sent to represent that Member Organization at the Annual Convention must have their names on that list.
2. 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 Delegates and Alternates authorized in accordance with the qualified membership list. The number and eligibility of Delegates and Alternates 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. Those Member Organizations having 35 members or part thereof (also see AHA Bylaws, ARTICLE VII, Section 1., Paragraph c. for additional rules) are entitled to one Delegate; 36 to 70 members, two Delegates; 71 to 105 members, three Delegates; etc. (Res. 3-15) Each Member Organization shall use this form for identifying the names of those individuals who shall represent that Member Organization as a Delegate or an Alternate to the Annual Convention.

3. Prior to **September 1st** of each year, each Member Organization shall submit to the AHA office a completed Certificate of Selected Voting Delegates and Alternates Electronic Form in order to compile the Master List of Voting Delegates and Alternates to the Annual Convention.
4. Prior to the Annual Convention, a Master List of Voting Delegates and Alternates 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).
5. Prior to the Annual Convention, the AHA office shall prepare and provide to the Credentials Supervisory Panel all of the approved ballots to be dispersed to the Voting Delegates at the Annual Convention.
6. Subject to the conditions contained in Paragraphs a. through f. that follow, each Member Organization is responsible for determining, in accordance with its Bylaws, the method for selecting Delegates and Alternates.
 - a. All Delegates and Alternates selected by the Member Organization and listed on the Certificate of Selected Voting Delegates and Alternates 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.
 - b. The names of the selected Delegates and Alternates shall be certified by the President or Secretary of each Member Organization on file and submitted via the AHA website prior to **September 1st** of each year on the Certificate of Selected Voting Delegates and Alternates Form.
 - c. If a Member Organization is allotted one Delegate and that individual is unable to fulfill their duty as Chair, the top ranked Alternate will move to Delegate status, providing the Alternate was indicated on the Certificate of Selected Voting Delegates and Alternates online Form. If the top ranked Alternate is unable to fulfill the Delegate duty, the duty will fall to the next highest ranked person and so on. (Exec. 11/15)
 - d. The Delegate Chair of each Member Organization shall be responsible for advising and authorizing the Credentials Supervisor to seat Delegates or Alternates. The Credentials Supervisor shall look to the Delegate Chair for resolving any disputes arising in the seating of Delegates. The Delegate Chair is the only person (other than the President or Secretary of the Member Organization) who can authorize moving an Alternate to Delegate.
 - e. If an individual was not previously listed on the online Certificate of Selected Voting Delegates and Alternates 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 Alternates form with the individual's information appended at the end of the previous list. (Exec. 11/15)
 - f. An Alternate substituting for a 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)

7. The Credentials Supervisory Panel is responsible for certifying the Master List of Delegates and Alternates. When this list is certified on the first day of Convention, it becomes the List of Certified Delegates and Alternates and cannot be changed, amended, or expanded except by action of the Credentials Supervisory Panel or by action of the Annual Convention.
8. The Credentials Supervisor shall appoint an adequate number of individuals and Sergeants-at-Arms to serve on the Convention Credentials Workforce. The Convention Credentials Workforce shall staff a Credentials Desk at the Annual Convention where the Delegates shall be certified and the ballots for the elections shall be dispersed. The credentialing hours shall be posted at the Annual Convention.
9. The Credentials Supervisory Panel is responsible for resolving conflicts or problems associated with the seating of delegates. 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 at the Annual Convention.
10. 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:
 - a. Delegates and Alternates, whose Member Organization did not submit an online Certificate of Selected Voting Delegates and Alternates form to the AHA website must have the President or Secretary of their Member Organization submit this online form in order to be credentialed. This online form shall then be transmitted to the Credentials Supervisor and included in the Master List of Delegates and Alternates. (Exec. 11/15)
 - b. For Delegate seating of Pending Member Organizations not yet approved by the AHA Board of Directors refer to the AHA Bylaws, Article IV, Section 2., Paragraph d.
 - c. 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.
11. The Convention Credentials Workforce shall also be responsible for the following duties at the Annual Convention
 - a. Dispersing ballots to the Delegates, keeping an accurate total of dispersed ballots and tabulating all the ballots for delegate elected offices.
 - b. 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.
 - c. Assisting the presiding officer, when requested, in counting standing votes, dispersing any ballots required for ballot votes and tabulating such, and assisting in any voting procedures that may be adopted by the Delegates in the General Session.
 - d. Counting the votes cast on valid ballots.
12. Rules for Delegates and Alternates:
 - a. Each Delegate and Alternate shall present personal identification at the time of registration. Each Delegate and Alternate whose registration fees are paid in full shall receive an appropriate badge when registered and shall receive the correct ribbon(s) when credentialed.
 - b. The badge shall be worn at all times with attached ribbon(s).
 - c. Delegates shall present in person their name badge and registration receipt to the credentials desk at which time they shall sign for and receive their approved ballots for elections.
 - d. Delegates are responsible for their ballots. Ballots shall not be replaced if lost or stolen.
 - e. Delegates shall be seated ten minutes prior to the scheduled time of each general session.
 - f. Delegates shall sit in their designated voting area unless serving in an official capacity which requires their absence from the designated area.
 - g. Each Delegate should be aware of the motions that are pending and follow all instructions provided by the presiding officer when the vote is called. Voting in general sessions shall be by voice vote unless otherwise requested by the presiding officer or adopted by the Delegates.
- h. All voting at the Annual Convention shall be by the Voting Delegates acting personally. Voting by proxy shall not be permitted. All ballots shall be returned to the Credentials Supervisory Panel if that Delegate withdraws from the Annual Convention.
- i. Notwithstanding anything contained to the contrary herein, no Alternate shall be entitled to be seated in the place of a Delegate while a main motion is pending. No Delegate shall be replaced after the session is called to order. The Chair of each Delegation shall be responsible for notifying the Alternate who is to replace a Delegate.
- j. A Delegate's ribbons, ballots and completed forms must be returned to the Credentials Supervisory Panel before an Alternate can replace that Delegate.
- k. 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.

13. 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)

CONV 104. CONVENTION SITE SELECTION

Regional bid presentations may 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. (Res. 18-94)

1. 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. (Res. 8-04)
2. The site selection presentation and vote take place not fewer than two (2) years prior to convention. (Res. 8-04)

CONV 105. ACKNOWLEDGMENT OF PAST PRESIDENTS AT THE ANNUAL CONVENTION

All Past 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)