1. **CONV 101. RULES AND PROGRAM**
   a. 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)
      i. The Standing Rules of the Convention will be adopted by each Convention.
      ii. The Program of the Convention (including the agenda) will be established by the President, working with the Agenda and Resolutions Committee.
      iii. 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.
      iv. The President will appoint the Convention Minutes Approval Committee.
   b. The initial report providing the number of certified Delegates. Majority 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.

2. **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:
   a. The AHA Staff members will provide the report of the number of certified VOTING Delegates at the beginning of each section.
   b. The AHA Staff members will provide the report of the number of certified VOTING Delegates at the beginning of each section.
   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
CONV 103. CONVENTIONS

1. In-Person Conventions

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

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 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, 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)