

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 400 - CONVENTIONS

#### D 400 –1 - CONVENTION AGENDA

ADOPTED: 05/86                      LAST AMENDED: 03/12

At every convention there shall be included in the agenda the following:

The presentation of a report of the District Board by the District Governor.

The presentation of a report of both the Secretary and Treasurer or Secretary/Treasurer of the District.

The presentation of all committee and Area Director's reports.

The presentation of any proposed amendments to the District Policies.

The Confirmation of amendments to District Policies made by the District Board since the last Convention.

The election of the officers of the District Board at the "Modified Weekend - Spring Convention"

The nomination of two delegates and two alternate delegates to the next following Convention of Civitan International at the "Modified Weekend - Spring Convention".

Presentation of the District Budget for ensuing year at the "Region 5 Convention".

Such other matters as shall be decided upon by the Convention.

#### D 400 – 2 - CONVENTION – MEETING STATUS

ADOPTED: 09/86                      LAST AMENDED: 03/12

##### MEETING STATUS:

Effective October 1<sup>st</sup>, 1986 all District-wide Meetings Modified Weekend or Regional will be designated as "Conventions".

#### D 400 – 3 - APPOINTMENT OF THE CREDENTIALS COMMITTEE

ADOPTED: 06/86                      LAST AMENDED: 03/12

The GOVERNOR shall, at least thirty-days (30) prior to the Modified Weekend and Annual Regional Convention appoint a CREDENTIALS COMMITTEE of two (2) delegates and shall designate the chairperson thereof.

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### D 400 – 4 - DUTY OF CREDENTIALS COMMITTEE

**ADOPTED: 06/86**

**LAST AMENDED: 11/97**

It shall be the duty of the Credentials Committee to determine the eligibility of delegates or alternates. All questions concerning the right of a delegate to vote shall be conclusively determined by the Election Committee. They shall prepare, distribute and count the ballots and announce the vote. Before opening the polls, they shall prepare a list of delegates (or alternates) entitled to vote, and provide a copy to the District Secretary.

### LATE ATTENDANCE OF CLUB DELEGATE

Should a club delegate be late with just cause for a District Convention and arrive after the Credentials Committee has closed the delegate may ask the Governor of the District to have the seated voting delegates vote on allowing the delegate to enter the delegates area and therefore amend the credentials report and number of voting delegates.

### D 400 – 5 - DELEGATE / ALTERNATE VOTING

**ADOPTED: 05/86**

**LAST AMENDED:**

In the absence of a delegate from a meeting of the Convention at which a question is submitted, an accredited alternate may cast the vote to which the delegate, if present, would be entitled. No delegate or alternate shall vote by proxy.

### D 400 – 6 - DISTRICT ELECTIONS – VOTING

**ADOPTED: 06/86**

**LAST AMENDED:**

All voting shall be by secret ballot. A separate vote shall be taken for each office to be filled. All candidates are entitled to appoint a witness to verify the ballot count was accurate. These appointed witnesses shall play no part in the actual counting of the ballots until the final results are tabulated by the Convention scrutinizers.

### D 400 – 7 - MAJORITY VOTE FOR ELECTIONS

**ADOPTED: 06/86**

**LAST AMENDED: 03/12**

A majority of all votes cast shall be necessary for the election of the GOVERNOR-ELECT, Area Director (s) and Past Governor Director. In the event no candidate receives a majority, further ballots shall be cast and the name of the candidate receiving the smallest number of votes being dropped from the list on each successive ballot. Balloting shall continue until an election results.

### D 400 – 8 - ELECTION CONVENTION

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**ADOPTED: 09/86**

**LAST AMENDED: 03/12**

The elections for Canadian District West of Civitan will be held during the business meeting of the **SPRING CONVENTION** or at a following regular convention or specially called convention so convened. Nominations for elected positions will commence on **January 01** of the current year.

The election will follow the following procedure:

**One elected Civitan for Governor-elect**

**Two elected Civitan's for Area Director in odd year and one Area Director in the even year**

**One elected Past Governor Director**

### **PLATFORM SPEECH:**

Each candidate running for the position of Governor-elect will be given three minutes at the Spring District Convention to present a platform to the membership.

Each candidate running for the position of Area Director will be given two minutes at the Spring District Convention to present a platform to the membership.

Each candidate running for the position of Past Governor Director will be given two minutes at the Spring District Convention to present a platform to the membership.

### **BALLOTING:**

The first ballot cast will be the **GOVERNOR-ELECT**, after the Governor-Elect is elected the remaining candidates if any will have the opportunity to add their name to the Area Directors' ballot if they wish to run for this office.

The second ballot will be for the **PAST GOVERNOR DIRECTOR**.

The third ballot cast will be for the elected **AREA DIRECTOR** required to complete the slate of officers for the following year.

### **D 400 – 9 - STANDING FOR ELECTION DISTRICT POSITION GOVERNOR/GOVERNOR-ELECT**

**ADOPTED: 07/88**

**LAST AMENDED: 08/97 03/12**

**REFER TO D 400 – 14 [5] FOR THE DETAILS OF THIS POLICY.**

### **D 400 – 10-STANDING FOR ELECTION DISTRICT POSITION AREA DIRECTOR**

**ADOPTED: 07/88**

**LAST AMENDED: 03/06**

**REFER TO D 400 – 14 FOR THE DETAILS OF THIS POLICY.**

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### D 400 – 11 - REGIONAL CONVENTION – DISTRICT SUBSIDIES

**ADOPTED: 06/86**

**LAST AMENDED: 03/12**

**Matching subsidies for REGION CONVENTIONS must be budgeted by District Governors to include the following list of required expenses:**

**Refer to the Region Five Agreement for additional details**

- |   |                                |
|---|--------------------------------|
| <b>1. Music</b>                           | <b>2. Mailing</b>              |
| <b>3. Printing</b>                        | <b>4. Badges &amp; Ribbons</b> |
| <b>5. Wine &amp; Flowers (head table)</b> | <b>6. Misc. supplies</b>       |

### D 400 – 12 - TICKET SALES

**ADOPTED: 05/86**

**LAST AMENDED: 03/12**

**At each CONVENTION held by Canadian District West of Civitan International, the HOST CLUB shall be the only one to have for sale games of chance, raffles, hockey pools, etc.**

**A club wishing to introduce a project of this nature at a Modified Weekend Convention, Regional Convention or Area Wide Meeting must have the permission of the HOST CLUB.**

### D 400 – 13 - MEETING AGENDA

**ADOPTED: 06/86**

**LAST AMENDED: 03/12**

**The agenda of all business scheduled to be covered at the next Modified Weekend Convention or Regional Convention shall be sent to all CLUBS by the DISTRICT SECRETARY with the notice of the meeting sent by email or mail thirty days (30) prior to the meeting.**

### D 400 – 14 - CANDIDATE REQUIREMENTS FOR DISTRICT OFFICERS

**ADOPTED: 08/97**

**LAST AMENDED: 03/12**

**Reference: Civitan International Policy 0301 Last Amended 03/12**

#### **DISTRICT GOVERNOR- ELECT:**

**A candidate for the office of the District Governor or District Governor-Elect shall:**

**Be an active member in good standing of a chartered Civitan club in good standing in his/her District.**

**Secure the endorsement of his/her club or a majority of the clubs in his/her area.**

**Shall have been trained as an Accredited Club Builder.**

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**Have served as a Club President for a full year or major portion thereof and have as served as District Director, Area Director (Lt. Governor) or District Secretary and/or Treasurer for a full year or major portion thereof in his/her District or in another District or have served no less than two years as chairperson of one or more standing committees of his/her District.**

**In the case of candidates for the office of Governor or Governor-Elect of an existing District, a newly created or formed District or a District-in-development; the International Director or other International Officer shall consult with the current Governor or Governor-Elect if one is currently serving and the International Director or other International Officer may waive any or all of the requirements set forth if no other qualified person is willing to run. In the event of a waiver as aforesaid, the subsequent emergence of a qualified candidate or candidates shall not affect the candidacy of an individual who has obtained the waiver hereinafter described.**

**Execute a statement indicating that he/she has read and understands the requirements set out in International Policies and further that he/she agrees to abide by said requirements to the best of his/her ability.**

**The candidate for this position must fill in the attached nomination form (located at the back of section D 400) and have it delivered to the Nominations Chairperson (Immediate Past Governor) prior to any formal nomination being announced on the floor of the Convention for approval.**

### **AREA DIRECTOR:**

**A candidate for the office of Area Director shall:**

**Be an active member in good standing of a chartered Civitan club in good standing in his/her District.**

**Secure the endorsement of his or her Club or the majority of clubs in his or her District.**

**Have served as Club President for a full year or major portion thereof or have served as District Secretary, Treasurer, or as a chairperson of a standing committee of his/her District for a least one year.**

**The candidate for this position must fill in the attached nomination form (located at the back of section D 400) and have it delivered to the Nominations Chairperson (Immediate Past Governor) prior to any formal nomination being announced on the floor of the Convention for approval.**

**Candidates for District Offices shall have successfully completed at least one District Officer Training Academy.**

**Above criteria for candidates for the office of Area Director may be waived by the District Board where there is no other qualified person willing to run. In the event of waiver as aforesaid, the subsequent emergence of a qualified candidate or candidates shall not affect the candidacy of an individual who has obtained the waiver herein described.**

### **PAST GOVERNOR DIRECTOR**

**A candidate for the office of Past Governor Director shall:**

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**Be an active member in good standing of a chartered Civitan club in good standing in his/her District.**

### **D 400 – 15 - CANDIDATES REQUIREMENTS FOR INTERNATIONAL OFFICE**

**ADOPTED: 06/86**

**LAST AMENDED: 03/04**

**Reference: International Policy 0228**

**Last Amended 09/14**

#### **INTERNATIONAL PRESIDENT-ELECT:**

**A candidate for the office of International President-Elect shall:**

**Be an active member in good standing of a chartered Civitan club in good standing in his/her District.**

**Have served as Club President and Past Governor or International Director.**

**Must have been trained as a Certified Club Builder.**

**Secure the endorsement of his/her club and have such endorsement certified to the International Office by the Club Secretary in accordance with procedures set forth in these policies.**

**Be approved by the Civitan International Board or Nominating Committee as a qualified candidate for the office in accordance with organization's governance documents.**

**Execute a statement indicating that he/she has read and understands the requirements set out in International Policies and further that he/she agrees to abide by said requirements to the best of his/her ability.**

**If currently serving as an ex officio or elected member of the international board, shall not announce candidacy prior to the elections business session of the convention, after which his/her vacancy has been filled for the administration year beginning the following October 1.**

#### **INTERNATIONAL DIRECTOR:**

**A candidate for the office of International Director shall:**

**Be an active member in good standing of a Civitan club in good standing in his/her District.**

**Have served as Club President.**

**Must be trained as an Accredited Club Builder.**

**Secure the endorsement of his/her club and have such endorsement certified to the International Office by the Club Secretary in accordance with procedures set forth in these policies.**

**Be approved by the Civitan International Board or Nominating Committee as a qualified candidate for the office in accordance with the organization's governance documents.**

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Execute a statement indicating that he/she has read and understands the requirements set out in International Policies and further that he/she agrees to abide by said requirements to the best of his/her ability.

### **D 400 – 16 - SELECTION OF CANDIDATE FOR INTERNATIONAL DIRECTOR**

**ADOPTED: 06/86                      LAST AMENDED:**

This policy shall be in effect provided that the annual joint convention of Canadian District East and West, known as the Region Five Convention be held.

The office of International Director is held by a duly elected active Civitan for a period of Two (2) consecutive years. Requirements for this office are prescribed in the International By-Laws.

The selection of the candidate for International Director is conducted by mutual agreement of Canadian District East and Canadian District West. The International Director is alternately selected from Canadian East and Canadian West.

Nominations for the office are to be entertained at the winter and spring Convention/Meetings of the **NOMINATING DISTRICT** during the year immediately prior to the office becoming vacant. Voting for selection of our candidate shall be held at the Region 5 convention of the same year.

Nominees are to be afforded by both Districts the opportunity to address the delegates at a District Convention/Meeting. Nominee's presentation, including introduction shall be given up to 7 minutes.

#### **VOTING:**

Voting shall be conducted by the incumbent International Director and shall be by secret ballot. Only certified delegates **FROM BOTH DISTRICTS** shall be permitted to cast their vote. The selected nominee shall be presented as our candidate for International Director, Region 5 to Civitan International for election to office in accordance with the International Constitution and Bylaws at the following International Convention.

### **D 400 – 17 - CONVENTION REGISTRATION / CANCELLATION FEES**

**ADOPTED: 02/91                      LAST AMENDED:**

Because prior knowledge of the number of delegates planning to attend a District Convention/Meeting is required in order to reserve adequate sized meeting rooms, prepare materials and make catering arrangements and/or commitments, it is the policy of Canadian District West:

Cancellation due to a **BONIFIDE EMERGENCY** (death, emergency illness) shall be honoured regardless of the date and a full refund provided.

**“NO SHOWS”** who pre-registered but failed to claim their registration packet will receive no refund, as Canadian District West will be required to pay for meals/functions ordered for them.

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**“NO SHOWS”** who pre-registered but failed to pay the registration fee and claim their registration packet will be **INVOICED** by the District as Canadian District West will be required to pay for meals/functions ordered for them.

**Hotel/Motel cancellations** are subject to the cancellation policy of the Hotel/Motel. Any fees billed to Canadian District West will be invoiced to the individual member responsible for the reservation.

All refunds / no show charges will be approved by the District Board.

Any discrepancies/appeals must be registered with the District Treasurer and will be addressed as an agenda item at the District Board meeting immediately following receipt of the appeal by the District Treasurer.

### **D 400 – 18 – MODIFIED WEEKEND CONVENTION – DISTRICT SUBSIDY**

**ADOPTED: 10/98**

**LAST AMENDED: 09/14**

The subsidy for the Modified Weekend CONVENTION may be requested up to 30 days prior to the convention. The subsidy, which forms part of the District Budget, is to offset the cost for the following list of required expenses:

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <b>1. Guest speaker</b>               | <b>2. Room rental</b>                |
| <b>3. Misc. supplies</b>              | <b>4. Flowers for the head table</b> |
| <b>5. Entertainment after Banquet</b> |                                      |

Any expenditure over the budgeted amount will be the responsibility of the Host Club(s).

The Host Club(s) will complete a financial statement outlining the above noted costs with a copy of the receipts. The report will be supplied to the District Treasurer within 30 days.

### **D 400 – 19 AREA DIRECTOR MEETINGS – DISTRICT SUBSIDY**

The subsidy for the AREA DIRECTOR’S MEETINGS may be requested up to 30 days prior to the meeting. The subsidy, which forms part of the District Budget, is to offset the cost for the meeting.

Any expenditure over the budgeted amount will be the responsibility of the AREA DIRECTOR.

### **D 400 – 20 - PROPOSED ANNUAL BUDGET**

**ADOPTED: 10/01**

**LAST AMENDED: 03/12**

The proposed annual budget shall be sent to all CLUBS by the DISTRICT SECRETARY with the notice of the ANNUAL REGIONAL CONVENTION thirty days (30) prior to the meeting.

### **D 400 – 21 - CHAIRPERSON REPORTS**

**ADOPTED: 03/02**

**LAST AMENDED:**

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**Effective October 1<sup>st</sup>. 2002, all District Chairpersons are required to submit their reports no later than 5 weeks before the start of any District Convention to the DISTRICT SECRETARY who shall send them to all CLUBS with the notice of the meeting at least thirty days (30) prior to the meeting.**

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**NOMINATION FOR GOVERNOR-ELECT**

**\*\* Please note:**

**This nomination form must be completed and returned to the NOMINATIONS CHAIRPERSON prior to the nominations opening at the convention. It is the candidate's responsibility to get the nomination form to the NOMINATIONS CHAIRPERSON (Immediate Past Governor).**

**Attention: NOMINATIONS CHAIRPERSON**

**NAME:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_

**(DISTRICT)** \_\_\_\_\_

\_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_

**(CLUB)** \_\_\_\_\_

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**DECLARATION:**

**I, THE UNDERSIGNED, DECLARE THAT THE ABOVE INFORMATION IS CORRECT. I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN DISTRICT POLICY D 400-14 AND I AM PREPARED TO ALLOW MY NAME TO STAND AS A CANDIDATE FOR GOVERNOR-ELECT**

**SIGNED:** \_\_\_\_\_

**CLUB PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**(Nominators)**

**MOVED:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

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**NOMINATION FOR AREA DIRECTOR**

**\*\* Please note:**

**This nomination form must be completed and returned to the NOMINATIONS CHAIRPERSON prior to the nominations opening at the convention. It is the candidate's responsibility to get the nomination form to the NOMINATIONS CHAIRPERSON (Immediate Past Governor).**

**Attention: NOMINATIONS CHAIRPERSON**

**NAME:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_

**(DISTRICT)** \_\_\_\_\_

\_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_

**(CLUB)** \_\_\_\_\_

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**DECLARATION:**

**I, THE UNDERSIGNED, DECLARE THAT THE ABOVE INFORMATION IS CORRECT. I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN DISTRICT POLICY D 400-14 AND I AM PREPARED TO ALLOW MY NAME TO STAND AS A CANDIDATE FOR AREA DIRECTOR.**

**SIGNED:** \_\_\_\_\_

**CLUB PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**(Nominators)**

**MOVED:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

**CANADIAN DISTRICT WEST POLICY MANUAL**

**NOMINATION FOR PAST GOVERNOR DIRECTOR**

**\*\* Please note:**

**This nomination form must be completed and returned to the NOMINATIONS CHAIRPERSON prior to the nominations opening at the convention. It is the candidate's responsibility to get the nomination form to the NOMINATIONS CHAIRPERSON (Immediate Past Governor).**

**Attention: NOMINATIONS CHAIRPERSON**

**NAME:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_

**(DISTRICT)** \_\_\_\_\_

\_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_

**(CLUB)** \_\_\_\_\_

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**DECLARATION:**

**I, THE UNDERSIGNED, DECLARE THAT THE ABOVE INFORMATION IS CORRECT. I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN DISTRICT POLICY D 400-14 AND I AM PREPARED TO ALLOW MY NAME TO STAND AS A CANDIDATE FOR PAST GOVERNOR DIRECTOR**

**SIGNED:** \_\_\_\_\_

**CLUB PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**(Nominators)**

**MOVED:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_