

## **National Convention Rules**

By AFA' s Constitution, the Association is governed by its National Convention body, which passes its authority to an elected Board of Directors for required actions between National Conventions. The officers and board of the Association also act as the sole governing bodies for the AFA's affiliates: the AFA Veteran Benefits Association (AFAVBA) and the Air Force Memorial Foundation (AFMF).

National Conventions are held annually at a time fixed by the Board (usually on the weekend preceding the birthday of the Air Force, September 18). Participation at Convention business sessions is limited to authorized delegates, national officers and directors, and to persons expressly invited by the presiding officer.

As the Association's governing body, the delegates at convention:

- Adopt the Association's Annual Statement of Policy and Top Issues;
- Approve, if required, amendments to the National Constitution;
- Establish standards and procedures to be followed by the Association and its units;
- Elect national officers and members to the Board of Directors; and
- Act upon any other matters of concern to the Association.

The membership of the Association is represented through delegates drawn from the chapters and states. In general, each active chartered state is entitled to one delegate, plus one delegate for each active chartered chapter within the state and one additional delegate for each 500 members or major fraction thereof. States without an active chartered State organization shall be entitled to one delegate for each active chartered Chapter located within their respective boundaries, and one additional delegate for each 500 of its members.

Normally the state president is responsible for selection of delegates and for submission of forms certifying those delegates to the Credentials Committee at the National Convention. Where no chartered state organization exists, chapter presidents are responsible for selection of delegates and a majority of the duly selected delegates from such a state shall elect a Chairman of the state delegation (the Region President should facilitate this process).

Permanent Rules and Procedures to be followed at a National Convention, which includes details on certification of delegates, the procedures for submission of resolutions, general voting rules, election of officers and directors, and general rules are in the Operations and Procedures Manual (OPM). Delegates will formally adopt the rules from Section VI. A. of the OPM (attached) as one of their first items of business.

## **VI. RULES AND PROCEDURES**

### **A. NATIONAL CONVENTION [Approved by the Convention Delegates 09/16/12]**

#### **1. Delegates**

a. The delegates to the Convention shall be those persons who have been duly selected or appointed as delegates in accordance with the Constitution, have registered for the Convention, and have been duly certified as delegates by the Credentials Committee. No person may participate in the business sessions of the Convention who is not a delegate as defined in the Rule, is not a national officer or director of the Association, or has not been expressly invited to do so by the Presiding Officer. This provision does not apply to persons with AFAVBA business as described in paragraph VI.A.2.k. below.

b. The total voting memberships and the number of active chartered Chapters in each State Organization have been computed in accordance with the Constitution with the results set forth in the schedule attached to these Rules, except as the same may be revised by the Credentials Committee, the voting strength of each State Organization will be set forth therein.

c. Not later than two (2) hours before the opening of the First Business Session, the Chairman of each State Organization delegation shall furnish the Credentials Committee with the names of its official delegates, shall certify that each delegate is registered for the Convention, and shall report the number of vacancies which exist in its delegation to the Convention. Also within said time period, any person who claims the right to be a delegate to the Convention but who has not been designated as such in the list of official delegates of his State Organization furnished to the Credentials Committee as foresaid, shall file with said committee a written statement to such effect, setting forth the reasons why the claim is deemed to be valid.

d. Thereafter, the Credentials Committee shall hold such hearings as it deems necessary to determine all disputes as to the qualifications of delegates and the voting strength of the respective State Organizations, and shall submit its report at the first business session for approval. In addition, the said committee shall notify the Chairman of each delegation (who, for the purpose of this Rule, as it applies to chartered State Organizations shall be the State President, or his designee, and, as it applies to un-chartered states, shall be the person elected as Chairman by

a majority of the duly selected delegates from such state) as to the number of vacancies which exist in his delegation. As soon thereafter as it is practicable, said Chairman shall notify the Credentials Committee as to the names of the delegates whom they have appointed to fill such vacancies. Upon such notifications and the approval of the report of the Credentials Committee, such appointees shall be deemed to be official delegates to the Convention. In the case of un-chartered states, the appointees shall be those persons who have been appointed as delegates under the Constitution. All disputes concerning the report of the Credentials Committee, if any, shall be resolved by the Presiding Officer.

## **2. Resolutions, Policy and Position Papers**

a. Except as provided in subparagraph 2.c. of this Section, the Convention will only consider resolutions and/or recommendations for inclusion in policy and position papers (hereafter referred to collectively as resolutions) which have been reduced to writing and personally delivered, by mail (as evidenced by postmark), or electronic mail to the Secretary by active State Organizations or Chapters, by standing or ad hoc committees or councils, or by voting members of the Association, no later than forty-five (45) days prior to the official opening of the Convention. Any member of AFA Veteran Benefits Association may also follow the resolutions procedure described herein to propose changes to that organization only.

b. Upon receipt of all proposed resolutions within the time prescribed in subparagraph 2.a. above, the Secretary, with the approval of the Chairman of the Board, shall promptly refer the same to the AFA committee or council which, in his opinion, is most closely concerned with the subject matter of each particular resolution, for its comments and/or recommendations. As soon thereafter as is practicable, said committee or council shall advise the Secretary as to its findings respecting each resolution considered by it. In case of the failure of any committee or council to advise the Secretary as to its findings concerning the resolutions referred to it, as foresaid, within the time period specified above, the Chairman of the Board and the Executive Committee shall take action on such resolutions without said committee or council comments. The procedure provided for in this subparagraph shall not apply to the resolutions recommended for consideration under subparagraph 2.c. below. Resolutions shall be reviewed by the Board of Directors and submitted to the Convention together with Board recommendations.

c. Prior to the opening of the first business session, any delegate (or any member of AFA Veteran Benefits Association, for issues pertaining to that organization only) may submit in writing to the Secretary a proposed resolution, which resolution shall hereafter be called a late resolution. The late resolution shall be reviewed by the Executive Committee and shall be

presented to the Convention under New Business. Late resolutions must receive a two-thirds (2/3) vote of the delegates in attendance to be received for consideration.

d. For the purpose of these Rules, all motions proposing that the Convention take certain action or that it express itself as holding certain views shall be deemed to be resolutions.

e. The report of the Executive Committee shall exclude any proposed resolution duly submitted to it if in the opinion of said committee such proposed resolution: (a) is repetitious of another resolution submitted to it or of any matter included in the Statement of Policy; or (b) in a proper case, is not accompanied by the requisite constitutional amendment occasioned by such resolution; or (c) is too vague and indefinite for proper consideration by the Convention; or (d) is patently unnecessary; or (e) is frivolous; or (f) proposes that this Association act unlawfully. All proposed resolutions excluded shall be returned by the Executive Committee to the State Organization, Chapter, Committee, Council, or individual who submitted the same, together with a statement as to the reason for such exclusion.

f. So long as the intent of an otherwise unobjectionable resolution is preserved, the Executive Committee shall have the power to revise the form thereof prior to reporting upon said resolution to the delegates.

g. Prior to making its report to the delegates, the Executive Committee shall title each resolution which it intends to include in said report.

h. At such time as shall be specified by the Presiding Officer of the Convention, the Secretary or his appointee shall present the Committee's report to the delegates by reading the title and text of each proposed resolution, together with such explanatory remarks as he may desire to make. After the reading of each resolution, the Secretary shall move for the adoption of the recommendation of the Board. If the resolution is duly seconded, the Presiding Officer shall then declare the resolution to be before the Convention for its consideration and decision.

i. Notwithstanding the provisions of Rule 2.h., which requires that the text of resolutions shall be read to the delegates, said reading may be dispensed with, provided copies of said resolutions are distributed among the delegates, in writing, prior to the time when they are to be considered.

j. After all reported resolutions have been fully acted upon by the delegates, the resolutions excluded under Rules 2.b. and 2.e. may be orally moved, in the identical language in which such resolutions were originally submitted to the Executive Committee, by the State

Organization, Chapter, Committee or Council which, or individual who, originally submitted the same. No resolution which was excluded because it was not submitted within the time limitations prescribed in Rule 2 may be presented to the delegates under this Rule.

k. Any individual who is not an official delegate to the Convention, but who is a member in good standing of AFA Veteran Benefits Association (AFAVBA), may be afforded the opportunity to be present during that portion of the business session set aside to deal with issues pertaining to AFAVBA only. To exercise this privilege, the individual must deliver a request to be present and issue(s) of concern in written form to the Association Secretary no later than forty-five (45) days prior to the official opening of the Convention. Upon compliance with these procedures, the individual may propose business pertaining to AFAVBA and participate in discussion/debate on such issues, but may vote only on any AFAVBA issue brought for action by the delegates.

### **3. General Voting Rules**

a. On the roll call pertaining to any question or election, the Chairman of each State Organization delegation, or designee, shall act as the official spokesman thereof, and shall in each instance announce the vote of his delegation. No designation made under this Rule shall be recognized unless it is in writing and is presented to the Chairman of the Credentials Committee prior to the commencement of the roll call upon which the designee shall act as Chairman. Designations once made, shall continue in effect unless and until State Organization delegation Chairmen shall otherwise notify the Credentials Committee in writing.

b. Except as otherwise provided in the Constitution or in these Rules, relating to unit voting on the election of national officers or directors, no State Organization, Chapter or member may delegate votes to any other State Organization, Chapter or member, by proxy or otherwise.

c. Except as otherwise provided in the Constitution or elsewhere in these Rules, all motions, and resolutions considered by the delegates shall be determined by a majority vote of the delegates on the floor of the Convention at the time of the vote.

d. In the case of a voice vote when the result is unclear, the vote may be re-taken by a rising vote or a counted rising vote as necessary. If the result of the vote remains unclear, the Presiding Officer shall call for a roll call vote of the delegations.

### **4. Nominating Committee Report and Election of Officers and Directors**

a. Voting Sequence

The election shall be conducted on a single ballot with candidates listed in the following order: Chairman of the Board, Vice Chairman of the Board for Field Operations, Vice Chairman of the Board for Aerospace Education, Secretary, Treasurer, Directors at-Large, and Directors from the Geographic Areas.

b. Voting Procedures

(1). At such time as shall be specified by the Presiding Officer, the Chairman of the Nominating Committee or his appointee, shall present the report and nominations of said committee for all offices by reading the names of said nominees and the respective offices for which they have been nominated, together with such explanatory remarks as he may wish to make.

(2). At the conclusion of said report, the Presiding Officer shall call for further nominations from the floor for each office being considered before calling for the vote.

(3). As to each of said offices with respect to which there is only one nominee and no further nominations are made, the Presiding Officer shall move the adoption of the report of the Nominating Committee, and if the motion is duly seconded and passed, the Presiding Officer shall instruct the Secretary of the Convention to cast a unanimous ballot for the nominee for said office designated by the Nominating Committee, and said nominee shall be deemed to have been duly elected by this Convention.

(4). If there is more than one nominee for any particular office, the Presiding Officer shall, in the foregoing order, declare the election for said office to be before the Convention, and shall entertain no more than two (2) supporting speeches for each nominee, one of which may be given by the candidate. At the conclusion of said speeches, none of which shall exceed (5) minutes in duration without the permission of the Presiding Officer, the Presiding Officer shall place the election before the Convention.

(5). Prior to the distribution of ballots to the respective delegations, the Presiding Officer shall appoint not less than three (3) Inspectors of Election from among the delegates to the Convention, none of whom shall be candidates for election by the Convention, and one of whom shall be designated as Chairman. The Inspectors of Election shall distribute the ballots among the respective delegations, count the votes, and generally supervise the conduct of the election. All questions relevant to the acceptance or rejection of the votes shall be decided by the Presiding Officer.

(6). Voting for the election of directors shall be non-cumulative. No delegate may vote more than once for the same candidate.

(7). In the event of a tie, a roll call vote shall be conducted for those nominees involved in the tie; the nominee, or nominees if the situation so requires, with the majority of roll call votes shall be declared elected. At the discretion of the Presiding Officer, voting by paper ballot may be substituted for the roll call vote.

(8). If no candidate receives a majority, the candidate with the least number of votes shall be deleted from consideration and delegates shall vote again by roll call. Voting shall be repeated until a majority is obtained. At the discretion of the Presiding Officer, voting by paper ballot may be substituted for the roll call vote.

(9). Following the counting of votes, the Inspectors of Election shall render a written report to the Presiding Officer setting forth the number of votes which each nominee received, and the Presiding Officer, after examining said report, shall declare the nominee(s) with the greatest number of votes, to have been duly elected.

#### c. Assumption of Office

All national officers and directors elected at the Convention shall assume their respective offices effective October 1, following the conclusion of the Convention.

#### d. General Rules

(1). Except as otherwise provided in these Rules, the Presiding Officer of the business sessions of the Convention, shall be the Chairman of the Board or such other person or persons as he may appoint, from time to time, to act in his place.

(2). No delegate shall speak more than twice upon the same question, or longer than five (5) minutes at one time, without the permission of the Presiding Officer.

(3). Except as otherwise specifically provided in these Rules, the order of business at the Convention shall be as directed by the Presiding Officer.

(4). Except to present a parliamentary inquiry, a question of privilege, or a point of order, no delegate shall address the chair, while any other delegate has the floor.

(5). Motions to table any resolution, motion or other matter which is then being considered by the delegates shall be declared out of order if: (a) the party making the motion to table shall preface or support his motion by any statement against the pending resolution, motion or other matter, or (b) if the motion to table is made at a time when, in the opinion of the Presiding Officer, the opposing parties to the pending question shall not have had a reasonable opportunity to present their respective views.

(6). After receiving advice from the Parliamentarian on any questions of procedure, the ruling thereon by the Presiding Officer shall be final, except that any delegate may appeal the ruling of the chair for decision by the delegates; provided, however, that no such ruling by the Presiding Officer may be overruled except by a two-thirds (2/3) vote of the delegates on the floor of the Convention at the time of the vote.

(7). This Rule may neither be suspended, amended or rescinded, nor may any business that is out of order under this Rule be considered by the Convention, except by a two-thirds (2/3) vote of the delegates on the floor of the Convention at the time of the vote.

(8). Except as otherwise provided in the Constitution and the Operations and Procedures Manual or in these Rules, *Robert's Rules of Order Newly Revised* will prevail during all business sessions of the Convention.