

Indiana Congress of Parents and Teachers, Inc.
Ninety-Seventh Annual Convention
April 16, 17, and 18, 2010
Marriott, Indianapolis, Indiana

CONVENTION BUSINESS

ALL MEETINGS WILL BE ON EASTERN STANDARD TIME

REPRESENTATION according to **BYLAWS** - Article X

- Section 3. a. "Each local PTA/PTSA shall be entitled to send as voting delegates to the annual convention, its president or alternate, and one representative for each one hundred (100) members or major fraction thereof as shown on the records in the State Office as of March 15. Provided, however, that in no case shall the total number of voting delegates from each PTA, including the president or alternate, exceed four (4)."
- b. Units organized between March 15th and the annual convention that have met all new unit criteria may send delegates to convention as non-voting delegates.
- Section 4. "Each council shall be entitled to send two (2) voting delegates to the annual convention, one of whom shall be the newly elected president or his alternate."
- Section 5. "The annual convention shall be open to all members of the Indiana PTA, but the privilege of making motions, debating, and voting shall be limited to accredited delegates from local PTA/PTSA's, councils, and members of the Board of Managers. A VOTING member shall have but ONE vote, though entitled to vote in more than one capacity, and there shall be no voting by proxy."

REGISTRATION AND CREDENTIALS (PRE-REGISTRATION FORM IS INCLUDED IN THIS MAILING)

A. IF PRE-REGISTERING (VOTING DELEGATE)

1. Fill out pre-registration form.
2. FORM MUST BE SIGNED BY PRESIDENT/OR VICE PRESIDENT, SECRETARY/OR TREASURER
3. Return to State Office with remittance of \$70.00 per delegate if pre-registered on or before April 2nd, or \$85.00 from April 3-10, 2010. Must be postmarked by April 10, 2010.
4. After the State Office receives the form and the remittance, the delegate credential cards will be mailed back to you.
5. Present credential card at the registration desk and show current membership card to receive your voting delegate card, convention packet and badge.

B. IF NOT PRE-REGISTERED (VOTING DELEGATE)

1. Have pre-registration form filled out before you go to register.
2. FORM MUST BE SIGNED BY PRESIDENT / OR VICE PRESIDENT, SECRETARY / OR TREASURER.
3. Take to the registration desk:
 - a. completed pre-registration form
 - b. current membership card
 - c. \$85.00 voting delegate registration fee
 - d. ALL DELEGATES FROM YOUR LOCAL UNIT MUST REGISTER AT THE SAME TIME.
4. Registration clerk will give you credential cards to be filled out which you

exchange for your voting delegate card, convention packet and badge.

C. **REGISTRATION OF NON-VOTING DELEGATE**

1. Procedure will be the same as for voting delegates except you will receive **non** voting card.

BADGES

- A. Badges will be required for all GENERAL MEETINGS AND CLINIC SESSIONS of the convention. ***Be sure to complete information required on back of name badge.***
- B. The identification badge is non-transferable.

SEATING

Delegates are requested to be seated before the opening of all meetings.

PARTICIPATION IN CONVENTION BUSINESS

- A. A voting delegate wishing to speak from the floor, shall go to the nearest microphone, address the CHAIR and upon recognition give his name and the name of the local unit or council which he represents.
- B. Please wait until the secretary has the information properly noted.
- C. A delegate may not speak more than two minutes on any question under discussion or more that twice on the same subject in the same day
- D. All motions shall be given orally at the microphone and then given in writing to a PAGE to be taken to the podium.

ELECTIONS

- A. Election shall be by voice vote if only one candidate is nominated. If nominations come from the floor for any office, that election will be by ballot.
- B. The report of the Nominating Committee will be given at the Friday evening meeting.
- C. A voting delegate wishing to make a nomination from the floor, shall go to the nearest microphone, address the CHAIR, and upon recognition give his name and the name of the local unit or council which he represents.
- D. Your embossed Voting Delegate Card will be exchanged for your ballot if needed.
- E. If ballot vote is required, the location of polls and time will be announced.
- F. If ballot vote is required, the report of the Election Committee will be given at a Saturday business session.

DISTRIBUTION OF MATERIALS

- A. No material may be distributed at the convention without the permission of the Executive Committee PRIOR to the opening of convention.
- B. Materials not authorized will be destroyed.