

COMMAND CONVENTION

A Command Convention shall be held biennially on a date determined by Command Council.

1. Command Council may call a special Convention at any time and place as may be required.
2. Command Council shall call a special convention at any time upon the request of two thirds of the Branches in the Command, such Convention to be convened no later than sixty (60) days after receipt of such a request.
3. As for Article IV 403(1) of Alberta-NWT Command Bylaws each Branch with the Command shall be entitled to send to Convention one (1) delegate for the first fifty (50) Voting Members or fraction thereof and one (1) delegate for each additional one hundred (100) Voting Members or fraction thereof.
4. In determining delegate entitlement, only members whose per capita tax has been paid to the end of the preceding calendar year, may be included.
5. Where a Branch has received its charter subsequent to the end of the preceding year, it shall be entitled to send one (1) delegate.
6. A delegate may be a member of another Branch within the same District.
7. The Command President shall appoint a Command Convention Resolution Committee.
8. The Resolution Committee shall meet on instructions from the President. They shall combine, amend, refer, consolidate and report to the Convention on all resolutions.
9. Any delegate to the Convention may move concurrence of any non-concurred resolution.
10. The following shall be the suggested order of business at a Command Convention:
 - a. Call to order by the President;
 - b. Opening Ceremony in accordance with the Ritual;
 - c. At the word of the President, all stand with bowed heads for two-minutes silence in memory of our fallen Comrades;
 - d. Receipt of greetings, welcome and replies thereto;

- e. Recess for meeting and organizing committees;
 - f. Chairman assumes the chair;
 - g. First Report of Credentials;
 - h. Address and report of the President;
 - i. Nominations and Election of Command Officers;
 - j. Report of Command Secretary;
 - k. Report of Treasurer and presentation of financial statements;
 - l. Reports of Committees and Officers;
 - m. General business including Resolutions;
 - n. Unfinished business and those resolutions not included in the Resolution Report;
 - o. Installation of Officers as laid down in the Ritual;
 - p. President assumes the chair;
 - q. Closing Ceremony in accordance with the Ritual.
11. At the Command Convention the Chairman shall:
 - a. Enforce order and strict observance of the By-Laws; and
 - b. Decide all points of order subject to an appeal.
 12. When debate has ceased on any question, the Chairman shall put same to a vote by clearly giving the words of the motion or resolution to be voted upon.
 13. Any member wishing to speak at a Convention shall:
 - a. Rise and approach a Whip;
 - b. Wait until recognized;
 - c. Clearly state name and branch; and
 - d. Address the chair.

14. No private discussions shall be held when the Convention is in session nor shall debate be conducted in an unseemly manner. In matters not provided for in the Command By-Laws, all proceedings shall be conducted in accordance with the provisions of the General By-Laws.
15. The success of any Command Convention depends upon the open-minded consideration by the delegates of the views expressed at the Convention and instructions by Branches to delegates should not be in hard and fast form, precluding such consideration.

ELECTION AND VOTING PROCEDURE AT COMMAND CONVENTION

1. a. Proxy vote shall be used during the Command Convention.
b. The rules for proxy vote shall be as contained in the General By-Laws.
2. The vote of the Convention shall be by “Yea” or “Nay” or by a standing vote unless a vote by ballot is directed by the Chairman or is demanded by at least two-thirds of the delegates on the floor of the Convention.
3. For a ballot vote, the Chairman shall use the appointed Returning Officer(s) and the scrutineer’s selected from each District.
4. When balloting is for the election of a single officer, the candidate receiving a majority shall be declared elected.
 - a. If no candidate receives a majority of the total votes cast on the first ballot, a second ballot shall be held. The two (2) candidates receiving the highest number of votes on the first ballot shall remain on the slate for a final ballot; all other candidates will be deleted.
 - b. Should there be a tie for the second highest number of votes on the first ballot, the second ballot will include candidate with the highest number of votes and the two candidates tied for second place. The two candidates receiving the highest number of votes shall remain on the slate for the third and final ballot. The candidate receiving a majority of the vote’s cast shall be declared elected.
5. When balloting is for more than one officer, delegates may vote for up to, but not more than, the number of officers to be elected. A delegate may not vote more than once on a ballot for one candidate.
6. Election of three (3) Vice Presidents shall be decided by a plurality vote as follows:
 - a. More than seven (7) candidates - the seven (7) candidates who receive the greatest number of votes will remain on the slate for a second ballot;
 - b. Seven (7) or less candidates - the four (4) candidates receiving the greatest number of votes remain on the slate for the final ballot; and
 - c. Final ballot - the three (3) candidates receiving the greatest number of votes will be declared elected.
7. Any unsuccessful candidate may be nominated for any unfilled office.

ALBERTA - N.W.T. COMMAND

CONVENTION PROGRAM

SATURDAY

parade.

0830 - 0900 Parade Marshall/Sergeant-at-Arms to meet with all District Commanders, Zone Commanders and L.A. District Commanders regarding form-up of
(Location to be determined)

0900 - 1200 Full Council and Zone Commanders as observers
(Location to be determined)

1200 - 1800 Registration of Delegates

1900 Branch Visitations

SUNDAY

0800 - 1200 Registration of Delegates

0900 - 0930 Scrutineers and Whips Meeting
(Location to be determined)

1045 Meet for Wreath Laying Ceremony

1100 Wreath Laying Ceremony

1300 Parade to start forming up

1330 Parade will march off

1430 Opening Ceremonies

1800 LAC Banquet/BBQ evening. (Entertainment may be provided at the Host Branch discretion)

MONDAY

0800 - 1200 Registration of Delegates

0900 - 1200 Business Sessions
Nominations and election of President and 1st
Vice President and 1st call for nominations for 3
Vice Presidents

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1200 - 1300 Lunch

	1300 - 1600	Business Sessions
	1600	Caucus meetings
	1900	Branch Visitations
TUESDAY	0900 - 1200	Business Sessions 2nd & 3rd call and election of three Vice Presidents Nomination calls & election of Chairman and Treasurer
	1200 - 1300	Lunch
	1300 - 1600	Business Sessions Installation of Officers
WEDNESDAY	0900	Business Sessions and Closing Ceremonies

1. The Command Secretary will assign the Districts to work on a numerical rotational basis. (Excluding District 7) as required.
2. Command Sergeant-at-Arms (North - South) in conjunction with the LAC appointed Sergeant-at-Arms will be responsible for the Parade.
 - LAC to arrange for transportation for members unable to walk,
 - Parade Marshall and the Sergeant-at-Arms will meet with all District and Zone Commanders and L.A. District Commanders for parade instructions.
3. Districts 1 through 6 as well as 8 and 9 will have 2 Whips and 4 Scrutineers, District 7 will have 2 Whips and 2 Scrutineers.
 - A meeting will be held at 0900 - 0930 on Sunday, all Whips and Scrutineers to be in attendance. The Election Officer to explain the procedures for Whips and Scrutineers
 - All Scrutineers to be made fully aware of election procedures
 - The Scrutineers ***SHALL*** remain outside the Convention Hall away from the delegates, until the announcement of the ballot results
 - Election Officer to be appointed by the Command President
 - The Executive Director to ensure a copy of the Whips and Scrutineers responsibilities is enclosed with the Convention Call.

4. LAC to ensure microphones are available for each District and water is available for all delegates. There should be tables for up to six (6) people at the head of each District.
5. All District and Zone Commanders will assist where and when required.
6. Command Convention Committee to meet with the LAC at least 20 months prior to convention. At that time they will look over the Convention Hall and discuss points with LAC.
7. Seating arrangements: see Annex "A".
8. LAC to have "overheads" or "computers with power point" to show the names of nominated delegates.
9. LAC to arrange for clean collection barrels for ballots. Ensure there is one for every Scrutineer (18).
10. Command Sergeant-at-Arms to ensure LAC Sergeant-at-Arms has taken care of responsibilities.
11. LAC shall ensure that suitable recording equipment with a backup is available together with an operator. Further, he shall ensure that equipment is in working order each day prior to the commencement of Business Sessions.

PLAN AND REQUIREMENTS OF A ROYAL CANADIAN LEGION COMMAND CONVENTION

1. **Place and Date** - are determined by the Command Executive Council. Opening on a Sunday and continuing for four days. Early June is the most desirable time.

2. **Events** - the following events will take place before, during and after a convention:

- a. Pre-convention meetings of - Sub-Executive;
Full Council;
Whips and Scrutineers; and
Other such committees as determined by

Command

- b. Registration of delegates will start on the Saturday at 12:00 p.m. preceding the convention;
- c. Wreath Laying Ceremony at a public memorial or cenotaph, to be held at 11:00 a.m. Sunday. Location to be made known at time of registration;
- d. Parade followed by Opening Ceremonies on Sunday afternoon. Location to be made known at time of registration;
- e. Business sessions begin Monday morning at 9:00 a.m;
- f. Entertainment, arranged so as not to conflict with business;
- g. Installation of Officers;
- h. Closing ceremonies; and
- i. Post-convention meeting of Command Executive Council and Zone Commanders as observers.

3. **Accommodation required for conducting business**

- a. **Office Space** - suitable office accommodation for Command Office, adjacent to the convention floor. Office must be able to be locked securely when not in use.
- b. **Command Executive Council** - a room to accommodate fifty people will be required Saturday prior to the opening of the convention and subsequent to the closing sessions of the convention for Command Executive Council meeting (Post Convention Meeting) .

- c. **District Caucuses** - delegates meet in caucus on Monday afternoon after close of business sessions. Rooms/areas capable of holding from twenty-five to one hundred, nine caucus rooms are required. Should it be necessary break out rooms in the main hall can be used, but this must be kept to a very minimum.
- d. **Convention Hall** - accommodation in the convention hall should be able to seat a minimum number of delegates as determined by Command on the final submission from branches on the deadline date. The delegates are seated in blocks by District. There must also be sufficient additional space for the press and for a limited number of visitors and observers.

There must be a platform with ample desk accommodation for the Command Officers and invited guests.

The Convention Floor, if at all possible, should be at ground level. This is for our delegates who are in wheelchairs or have difficulty climbing stairs. If there are ample elevators and escalators available to move delegates in a timely manner avoiding too much congestion, then the floor need not be a ground level.

- e. **Ballot Count rooms** - two ballot counting rooms, with tables and chairs will be required for the Monday and Tuesday. 18 buckets for collecting ballots will be required for the scrutineers. Ballot count sheets are to be available and calculators are a must. Observers may be required to conduct the count system.
- f. **Public Address System and Control** - this is the nerve centre of the convention and its success depends directly on the efficiency of the system. A total of twelve microphones are required, nine on the floor and three on the platform. These must be connected to a switching panel with a supplied operator at all sessions, which will enable the Chairman to open or close any given microphone. The Command Chairman is thereby able to confine discussion to those who have been authorized to speak. Command will arrange for a tape recorder to be connected to the amplifier to provide a full scale verbatim recording of the convention proceedings. The P.A. operator must change and label the long-playing tapes so that they can be correctly identified by date and time at the close of the business sessions.
- g. **Convention Office** - with a floor area of approximately one thousand square feet, or as close as possible must be located in the convention centre as close as possible too and with easy access to the stage. Desks and chairs to be provided, plus power outlets to operate office equipment and telephone outlets. Office must be able to be locked securely when not in use.

4. **Reception of Delegates**

- a. **Reception of Delegates** - there should be an information booth, conveniently located, where delegates may obtain information relating to the convention, including location of hotels. The information booth should have access to a telephone.
- b. **Registration of Delegates and Registered Observers** - it is essential that delegates be registered promptly on arrival. This should not be left until the day of the convention, except in the case of delegates who do not arrive until that day. The registration area must be located in a convenient location. Command will provide name tags, reports, resolutions booklet and ballot books.
- c. **Registration Fee** - the registration fee for the Command Convention is set by Command Executive Council. Delegates and observers must pay the required fee in order to participate in the social events, etc. provided by the convention. Fees set by the Local Arrangement Committee for spouses and guest must be paid at the time of registration.

For the year - 2007 - Registration Fee will be \$45.00

For the year - 2009 - Registration Fee will be \$50.00

This fee schedule shall be reviewed on a continual basis to ensure that it is fair compensation for the costs incurred.

5. **Invitations**

Command will prepare and issue invitation cards for the opening ceremonies from a standing list. The expense of printing will be borne by Command.

6. **Formal Opening of Convention**

It is the responsibility of the LAC to secure the hall and other equipment. The formal opening of the convention is planned by Command and the LAC and is carried out with the help of the sub-committees.

It is also necessary to arrange for a convenient reception room where the President may receive the distinguished guests who accompany him on stage.

7. **Colour Party**

The role of the colour party in the opening ceremonies is very important and should only be entrusted to the Host Branch Sergeant-at-Arms, consulting with the Command Sergeant-at-Arms. Bases will be required for the depositing of colours.

8. **Banquet/BBQ**

The LAC will be responsible to organize a dance or other function for the delegates, observers and guest. The cost shall be as determined by the LAC and will be defrayed from the registration fee. For delegates and observers credentials or tickets will be required for admission to social functions.

9. **Wreath Laying and Parade**

The Wreath Laying ceremony will take place at the local cenotaph or public memorial on Sunday at 11:00 a.m. The parade will take place after the Wreath Laying and prior to the opening ceremonies. Location of Wreath Laying Ceremonies and the Forming Up Place for the parade will be made known to the delegates at time of Registration - in the handout package.

The Command President and the Ladies' Auxiliary Command President will place a wreath which will have been provided by their respective Commands. If in attendance the Mayor, MP and Distinguished guests will also lay a wreath..

10. **Printing of Command Material**

Command shall arrange for the printing of the following:

- a. Reports and resolution booklets;
- b. Special invitations to the Opening Ceremony, and convention program;
- c. A daily agenda displaying the time allowed for each speaker; and
- d. Other printed material as required.

LAC shall arrange for the printing of the following:

- a. Convention booklet; and
- b. Program covering the Opening Ceremony. (Command Secretary to notify the LAC the week prior to the convention)

11. **Convention Personnel and Material**

- a. **Personnel** - Command will supply an office manager and secretaries for any required office related duties. If any local help is required, their remuneration will be the responsibility of Command.
- b. The Command Chairman, through the LAC Chairman, will coordinate all the operations within the convention hall.

12. **Financial Responsibility**

Command is responsible for the following convention expenses:

- a. Preparatory investigation of facilities and staff;
- b. Per Diem and transportation of Command officers and staff;
- c. Command office expenses, such as paper, office supplies, etc; and
- d. Presidents reception.

LAC is responsible for the following convention expenses:

- a. Opening banquet tickets;
- b. Convention hall and necessary equipment such as the P.A. system, furniture and telephones;
- c. Convention office space and press room with required furniture and telephones;
- d. Committee and caucus rooms with chairs (depending on the number of delegates in attendance and availability of rooms break out rooms in the main hall may be used;
- e. Convention booklets;
- f. Entertainment for delegates - Sunday evening;
- g. Decorations, signs and notice boards;
- h. Cash Registers and cash boxes for registration table; and
- i. Transportation.

NOTE: SHOULD A HOST BRANCH HAVE AN OVERRUN ON THEIR BUDGET THEY SHALL BE RESPONSIBLE FOR THE OVERRUN UNLESS PREVIOUSLY APPROVED BY COMMAND COUNCIL.

13. Signs

There should be appropriate signs in the hotels and convention centre indicating location of the offices, caucus rooms and convention hall.

Signs will also be required on the convention floor to identify the following: Districts 1 - 9, T.V. Section, Past Presidents, U.S.A. Commands, Media, Medical Aid, Observers and Guests.

CALENDAR OF MEETINGS

DATES	MEETING	COMPLETED
July (1 st week, 1 year prior	LAC Chairman will submit names of sub-committee Chairmen.	
September (1 st week)	Sub-committees are formed, meet and familiarize themselves with their tasks.	
September (3 rd week)	Command meets with the LAC Chairman and sub-committee Chairmen for a review of responsibilities of all concerned.	
Prior to October 1	Sub-committees make tentative plans.	
Prior to October 31	All sub-committees are to submit a budget for the Activities for which they are responsible, complete with tentative plans for Command approval.	
At the Fall Council Meeting	Command updates Council, and recommends registration fee when required.	
Regular meetings monthly at the discretion of the LAC Chairman	<ul style="list-style-type: none"> - Sub-committees should have met and developed Plans for carrying out its function and report progress against the fixed time table. - LAC Chairman will provide a progress report on overall arrangements. - Copies of all minutes will be sent to Command. - Command or a representative from Command will attend all or some of the meetings. 	

CENOTAPH SERVICE AND PARADE SUB-COMMITTEE

The LAC is assigned the responsibility of arranging permission to hold a ceremony at the local cenotaph or war memorial. It will obtain a band, arrange for the Colour Party, the bugler, the ceremony and the wreath laying. The parade of delegates and wreath laying ceremony will take place on Sunday morning at 11:00 a.m. The Command President and the Ladies Auxiliary Command President will place a wreath, which will have been provided by the respective Commands. If in attendance the Mayor, MP and Distinguished guests will also be requested to lay a wreath.

It is the responsibility of the LAC to send out invites to the Opening Ceremonies for the Mayor, MP and MLA's.

This committee is also responsible to arrange for permission to hold the parade through the city streets if required. Information as to the time of parade, assembly point, etc. should be made available to all delegates upon registration or earlier. Full details should also be given at the information booth.

Command should also be advised of any memorials in the city or District which should receive attention.

DETAILS

ASSIGNED TO

COMPLETED

Get permission to parade through the streets (if required)		
Get permission to hold a ceremony at the local cenotaph or war memorial		
Arrange for a police escort (if required)		
Retain bands for parade		
Arrange for bugler for Last Post and Reveille		
Arrange for a piper for Lament		
Appoint a Parade Marshall and a deputy		
Arrange for a Colour Party		
Select and instruct markers for Cenotaph and saluting base		
Ensure Wreaths are at the Cenotaph		

Arrange with Medical-Aid Sub-Committee for St. Johns Ambulance Brigade personnel to be on duty		
Arrange for vehicles for Command President and special guests		

Colours to be in place prior to the Wreath Laying Ceremony.

The required music will be required - O'Canada, Last Post, 2 minute silence to be adhered to. Lament, Reveille, Act of Remembrance, Invocation (Branch Padre)

ENTERTAINMENT SUB-COMMITTEE

This sub-committee will be responsible for arrangements as authorized by the LAC. It must be remembered that the business of the convention must at all times come first.

DETAIL	ASSIGNED TO	COMPLETED
Make proposal to LAC regarding the Sunday Banquet/BBQ, including a budget		
Confirm arrangements have been concluded for the social function		
Arrange seating for the President's party and for special guests		
Arrange for ushers if required		
Arrange for St Johns Ambulance Brigade personnel to be on duty		
Supervise the function		

MEDICAL AID SUB-COMMITTEE

There must be members of the St. Johns Ambulance Brigade personnel or equivalent persons on duty during the Opening Ceremonies, business session's etc. The Sergeant-at-Arms of a designated area will be responsible to call for aid in their respective areas. Have immediate access to a cell phone if ambulance is required.

DETAILS	ASSIGNED TO	COMPLETED
Arrange for a First Aid Post in the Convention centre		
Arrange for medical staff to be on duty on the Convention floor, medical personnel along the parade route and at the Cenotaph during the Wreath Laying Ceremony		
Arrange for the availability of a Doctor		
Arrange for the availability of oxygen in the convention centre		
Follow up and check on all details		

OPENING CEREMONY SUB-COMMITTEE

This sub-committee will be responsible, under the direction of Command and the LAC, for the arrangements for the opening ceremony. The formal opening of the convention is arranged according to a plan prepared by Command and the LAC.

When a special stage plan is required, details will be supplied by the sub-committee well in advance.

The actual work will be carried out by the sub-committee under the direction of the sub-committee Chairman.

Special musical arrangements are usually a feature of the opening ceremony.

It is customary at the opening ceremony to have the special guests on the platform for the second part of the program. The seating will be dependent upon the facilities available and the plan as laid out by Command.

A special room should be provided for the President to receive the distinguished guests who are to accompany him to the platform.

DETAILS	ASSIGNED TO	COMPLETED
Arrange for entertainment for a short period		
Give details of opening to Command		
Arrange for stands for the Colours		
Arrange for ushers and instruct them in their duties		
Arrange for a room for the platform guests		
Arrange for lectern on stage with attached microphone		
Ensure that the Colours are at the Convention centre		
Ensure that the Sergeant-at-Arms is knowledgeable of program		

Arrange for Chaplain/Padre		
Arrange for Medical Aide to be on duty		
Arrange for press, radio and television coverage		
Arrange for the dimming of lights/spotlights during the silence (if possible)		
Arrange for the roping off of seats for the invited guests		
Arrange for a Piper to march in the President and guests		

REGISTRATION SUB-COMMITTEE

The registration booth should be located in a convenient place and the sub-committee prepared to register delegates on the day prior to the opening of the convention. Specific instructions will be issued by Command and the necessary supplies available well in advance of the opening date.

A registration fee will be collected from each delegate (accredited or registered observer) and the delegate will receive a receipt of payment and the official convention booklet. A receipt is required to pick up credentials and ballot books.

DETAILS	ASSIGNED TO	COMPLETED
Responsible for location of the registration area		
arrange for storage space to receive material		
Arrange for the printing of signs		
Arrange for tables, table covers and chairs		
Arrange for set up of registration area		
Responsible for the provision of cash registers		

TRANSPORTATION SUB-COMMITTEE

The sub-committee will make all the required arrangements for local transportation. Detailed information as to time and assembly points should be available for all delegates as well as the information booth.

The use of cell phones helps to cut the cost of getting two way radios.

Be sure to put the telephone number of the host branch in the convention kits that are received by the delegates.

DETAILS	ASSIGNED TO	COMPLETED
Determine needs, routes and Schedules		
Determine availability of busses and costs		
Confirm arrangements		
Arrange vehicles for the President and VIP's as requested		

SERGEANT-AT-ARMS AND COLOUR PARTY SUB-COMMITTEE

A Sergeant-at-Arms will be required for the duration of the convention to carry out duties as detailed below. He should have had experience in the position and be able to organize the necessary manpower to carry out the required functions. He can, through Command, call on the Command Sergeant-at-Arms for advice and assistance if required. Command will provide the Command Colours.

The Command Sergeant-at-Arms shall liaise with the LAC appointed Sergeant-at-Arms regarding the proper procedures for each ritual event together with a complete rehearsal of the Colour Party.

The LAC shall appoint the Sergeant-at-Arms.

DETAILS	ASSIGNED TO	COMPLETED
Selection of a Deputy Sergeant-at-Arms		
Selection of an eight-member Colour Party and three alternatives. Flags - Canadian, Red Ensign, Union Jack, United Nations, Provincial, N.W.T., USA, Command and LA.		

<p>Conduct rehearsals for the Colour Party as follows: Cenotaph service; Parade; Opening Ceremonies' Closing Ceremonies; Security duties during business sessions;</p> <p>Elections - secure doors, at least one person for each door;</p> <p>Installation of Officers; and</p> <p>Other special duties as required during convention</p>		
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DUTIES OF WHIPS

1. The Whips, Convention Chairman and Command staff will be available for a meeting on the Sunday morning (9:00a.m.) prior to the opening of the convention.
2. The Whips prime purpose is to maintain control and discipline amongst delegates of his District.
3. The Whip assists the Command Chairman to enforce proper parliamentary procedure during the business sessions.
4. The Whip ensures that only properly registered voting delegates are seated in the designated District area. (Observers and guests are to seated at the rear of the hall in a separate designated section).
5. The Whip must be completely familiar with convention procedure, rules and regulations to ensure that delegates abide by them.
6. The Whips will be available 45 minutes prior to opening of business sessions for distribution of material and ensuring that delegates receive copies of material distributed during the daily sessions.
7. Only material approved in advance by the Chairman may be placed on the delegates seats prior to session commencement.
8. The Whip will check on the accommodation for caucus meetings and maintain liaison with the Convention Chairman with respect to such meetings.
9. The Whip will control speakers at the microphone.
10. When a delegate wishes to speak, the Whip must first obtain recognition from the Chairman (White Card), wait his turn, then clearly introduce the speaker, indicating at the same time the matter upon which that person wishes to speak.
11. Special “**POINT OF PRIVILEGE**” (Red) or “**POINT OF ORDER**” (Yellow) cards should not be used indiscriminately. The Whip must use good judgement in allowing a delegate to interrupt proceedings by these methods.
12. No delegate may discuss personal problems on the floor nor misuse the “**POINT OF PRIVILEGE**” or “**POINT OF ORDER**” procedures.

13. When a delegate wishes to present a motion, the Whip must first obtain a written copy of it on the form provided and hand it to the Chairman.
14. Announcements and amendments to resolutions are to be written out on the forms provided and handed by the Whip to the Chairman.
15. The Whips should be thoroughly familiar with election and voting procedures as set out in the Convention Book "Committee Reports and Resolutions."
16. The Whip will assist with the collection of all ballots, **BUT WILL NOT LEAVE THE CONVENTION HALL TO COUNT BALLOTS.**
17. The Whip will carry out the directions of the Chairman when called upon to do so.
18. At the commencement of each day's business session, the Whip should obtain the identification cards and speedy memorandum forms from the stage and return them at the conclusion of each session.

NOTE: **RED CARD** - POINT OF PRIVILEGE
 YELLOW CARD - POINT OF ORDER
 WHITE CARD - SPEAKER TO SUBJECT

Annex A
To Convention
Guidelines Manual

Seating arrangements from left to right facing the delegates are:

Host Branch President;

Host LAC Chairman;

Treasurer;

Solicitor;

Chairman;

Command Secretary;

President;

Immediate Past President

1st Vice President;

Vice President;

Vice President; and

Vice President.

Guests from Dominion Command as well as other Commands will be seated behind our Command Officers.

Seating for the delegates should not be cramped and should allow for the easy movement throughout for the Whips and Scrutineers.

INTRODUCTION

The success of the Command Convention of the Royal Canadian Legion depends upon the assistance provided by the Local Arrangements Committee. They are the key personnel who must show the leadership and ingenuity necessary to meet the many challenges that arise when preparing for a Command Convention.

These guidelines have been prepared for the Local Arrangements Committee and Command. It is based on the experience of many conventions and outlines how the various responsibilities should be allocated.

The Local Arrangements Committee must ensure that each sub-committee is carefully selected, with the Chairman of each having the special qualities to fulfill the particular requirements of that sub-committee.

The main quality that is required by all who serve on the sub-committee is enthusiasm. It is generated from within and will keep a person going long after those who lack it give up. With enthusiasm and good judgment, the objective will be attained - and that is a successful Convention. It will be judged a success if all the needs for all the delegates have been anticipated.

The Local Arrangements Chairman has one final responsibility and that is to prepare a report immediately following the Convention and forward it to the Command Office. This should include observations and recommendations from all sub-committees. By doing so, the success of future Conventions will be assured.

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ALBERTA - N.W.T.

COMMAND

CONVENTION GUIDELINES

Issued December 2005

HOST BRANCH PROGRAM BOOKLET

It is the responsibility of the Host Branch to put together a Program Booklet. This booklet should contain all information pertinent to the Convention. Items for consideration must be the entire program for the Convention with dates and times of sessions, parades, opening ceremonies or anything else that may be of importance.

It is the responsibility of the Host Branch to seek sponsorship for all the advertisements and from included also is requests from Legion Branches within Alberta - NWT Command. Suggest approaching businesses in the local community for their support. It is very important to have sponsorship from the local businesses, hotels, etc., for advertisements.

Further contact Alberta - NWT Command as to which advertisements they will be putting in and will be paying for. The MLA's in the town or city do pay for their own, however other Government dignitaries do not pay, this is up to the Host Branch to cover the cost, if you wish.

This is the Host Branch Booklet, so charge accordingly, please check with your printers, and get many estimates as they do vary in price. The printers should be able to tell you exactly what to charge for the advertisements so that you come out with a bit ahead.

You must work closely with Alberta - NWT Command for the Convention Program, as per times etc., that is the only involvement Command will have with the Program Booklet.

The more people involved with this committee the better so they can cover more clients.