

# CANADIAN DISTRICT WEST POLICY MANUAL

## SECTION D400 - CONVENTIONS

### D 400 –1 - CONVENTION AGENDA

**ADOPTED: 05/86**

**LAST AMENDED: 03/24**

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"

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: 09/24**

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: 03/24**

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 District Treasurer. 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: 08/24**

A majority of all votes cast shall be necessary for the election of the GOVERNOR-ELECT, Area Director (s), Past Governor Director, Secretary and Treasurer. 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.

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### **D 400 – 8 - ELECTION CONVENTION**

**ADOPTED: 09/86**

**LAST AMENDED: 03/24**

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
- One elected Civitan for Area Director for a two-year term.
- One elected Past Governor Director
- One elected Civitan for Treasurer
- One elected Civitan for Secretary

#### **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.**

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### **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.**

### **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. Flowers (head table)</b> | <b>6. Misc. supplies</b>       |

### **D 400 – 12 - TICKET SALES**

**ADOPTED: 05/86**

**LAST AMENDED: 03/24**

At each CONVENTION held by Canadian District West 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.

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

**ADOPTED: 08/97**

**LAST AMENDED: 03/24**

#### **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.

Have served as a Club President for a full year or major portion thereof and have 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.

Execute a statement indicating that he/she has read and understands the requirements set out in District 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.

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### **PAST GOVERNOR DIRECTOR**

A candidate for the office of Past Governor Director shall:

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

### **DISTRICT SECRETARY**

A candidate for the office of District Secretary shall:

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

### **DISTRICT TREASURER**

A candidate for the office of District Treasurer shall:

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

## **D 400 – 15 - CONVENTION REGISTRATION / CANCELLATION FEES**

**ADOPTED: 02/91      LAST AMENDED: 03/24**

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 or serious 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.

“**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.

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### D 400 – 16– 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 – 17- 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 – 18 - CHAIR REPORTS

**ADOPTED: 03/02**

**LAST AMENDED: 03/24**

Effective October 1<sup>st</sup>. 2002, all District Chair are required to submit their reports no later than 30 days 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.

### D 400 – 19– ELECTRONIC ZOOM MEETING FOR BOARD MEETINGS & CONVENTIONS

**ADOPTED: 11/20**

**LAST AMENDED:**

**Reference:**

**Last Amended**

#### **ZOOM MEETING:**

In the event that the delegates of the clubs in the District can't physically meet to conduct Canadian District West business at a Convention or Board Meeting a Zoom Meeting may be called to conduct said business to keep the membership safe.

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A notification of the Zoom Meeting will be forwarded to all Club Presidents, Board Members and Chairpersons outlining the details and requirements of the meeting.

A meeting notice will be forwarded by the Zoom Meeting Co-Ordinator requesting the member sign up for the Zoom Meeting. Once the member has signed up for the meeting they will receive a “Private Code” allowing them access into the meeting at the date and time required.

All voting will take place through the “Chat Box”.

If for some reason there needs to be a secret ballot, a ballot will be developed and mailed to the delegates with a post marked return date. The ballot will then be mailed to the Governor of the district who will wait for two weeks following the post mark date and then select one other member to count the ballots and report the details by email.



**CANADIAN DISTRICT WEST POLICY MANUAL**

**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)** \_\_\_\_\_

\_\_\_\_\_

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

**CANADIAN DISTRICT WEST POLICY MANUAL**

**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)** \_\_\_\_\_

**OFFICE HELD** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**CANADIAN DISTRICT WEST POLICY MANUAL**

**NOMINATION FOR DISTRICT SECRETARY**

**\*\* 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)** \_\_\_\_\_

**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 DISTRICT SECRETARY.**

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

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

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

**OFFICE USE ONLY**

**(Nominators)**

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

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

**CANADIAN DISTRICT WEST POLICY MANUAL**

**NOMINATION FOR DISTRICT TREASURER**

**\*\* 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)** \_\_\_\_\_

**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 DISTRICT TREASURER.**

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

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

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

**OFFICE USE ONLY**

**(Nominators) MOVED:** \_\_\_\_\_

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