I’m a Delegate at EIJ. Now What?!

REGISTRATION

Delegates

When you arrive at convention, head to the EIJ16 Registration Desk in the J-Expo to pick up your registration materials. In your registration envelope, you’ll find a “DELEGATE” ribbon for your name badge and a Voting Card, which shows the number of votes you are casting on behalf of your chapter.

**DO NOT** come to the meeting without your Voting Card and convention name badge. You will not be admitted to the Delegate Area without both. If you lose or forget your voting card you will not be assigned another card and will not be able to vote.

You will also receive a copy of the Delegate Handbook, which includes the Standing Rules of Convention and information about a Delegate Training Session. You should read it.

Alternates

As an Alternate Delegate, your process at registration is the same as a Delegate except the ribbon in your envelope will say “ALTERNATE” and you will not receive a voting card.

A TIMELINE OF PLACES TO BE

Opening Business Meeting

The SPJ opening business meeting will held on Sunday, Sept. 18 from 5 - 6 p.m. Your attendance is not required but highly suggested so you have an overall understanding of what will be happening at the convention. In this meeting, candidates have the opportunity to address the convention. There will be no votes taken at this meeting.

Regional Meetings

The SPJ Regional Meetings will be held on Tuesday, Sept. 20 from 10 – 10:30 a.m. Again, these meetings are not mandatory, but highly recommended. You will definitely want to be around to listen
and participate in conversations about what is happening in your region and discuss resolutions or other Society business. Check the EIJ16 App for your meeting location.

**Pick Up Resolutions**

Resolutions, what you’re voting on during the Closing Business Meeting, will be available via the EIJ16 App (“Closing Business Meeting” in the “Schedule” view) or on paper beginning at 11 a.m. on Tuesday, Sept. 20. If you need a paper copy, head to the EIJ16 Registration Desk.

**Read the resolutions.** Discuss them with other members of your chapter. Make notes on the paper. Just be ready and prepared before the meeting so you have the ability to vote with all the information.

**Closing Business Meeting**

The SPJ closing business meeting will be held on Tuesday, Sept. 20 from 2 - 4 p.m. Show up early. Don’t forget your Voting Card and convention name badge.

Delegates are required to sit in a designated area as a group, so please enter through the door designated “DELEGATES ONLY.” Take your seat in front of the stanchions and sit with other voting delegates from your chapter.

Listen carefully as the process for voting is explained. When it is time to take a vote, you will raise your Voting Card up for the counters to see. Please hold it as still as possible and in view of the counters. **Do not lower your card until instructed to do so.** You may choose to abstain from a vote, meaning you choose to not cast a vote. In that case, do not raise your voting card.

**HOW THE MEETINGS OPERATE**

**Opening Business Meeting**

SPJ business meetings are run on the principles set forth in Roberts Rules of Order. During the meeting there may be some terms and procedures used you are not familiar with. Here are some frequently used examples:

**To Speak/Ask a Question:** You must be recognized by the chair before speaking and must be at a microphone. All remarks should be directed to the chair.

**Call the Question:** You may hear this term used after a long debate on a given resolution. When someone “calls the question” they are asking the chair to call for a vote. When a call for the question is made, a two-thirds vote is required to end debate.

**Point of Information:** Generally applies to information desired from the speaker: “I would like to ask the (speaker) a question.”

**Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
Friendly Amendment: When an amendment is being debated someone may offer a “friendly amendment.” The chair will repeat the amendment and ask if there is any objection to the amendment; if not, the amendment will be adopted.

Should you need to leave the meeting before it concludes, please see an SPJ Staffer. If there is an alternate delegate for your chapter in the room, they will be allowed to take your seat on the voting floor. Or, if your chapter has another delegate on the floor you can assign your vote to them.

FIVE THINGS TO KNOW

1. **Be respectful.** Differing opinions help shape this Society, but we’re all rowing in the same direction.
2. **Show up.** Early is on-time and on-time is late.
3. **Listen carefully.** Meetings sometimes move quickly, so it’s important to pay attention to everyone in the room – other delegates, the chair, etc.
4. **Represent your chapter.** Remember that you are here to act as the voice of your chapter. Do your best to speak and act on the beliefs of the group, not your own.
5. **Be prepared.** Do anything and everything you can to be educated before the meeting. Read up on Robert’s Rules of Order, thoroughly review and discuss resolutions and ask questions, if possible, before arriving.