

# **PAN-ICARIAN BROTHERHOOD OF AMERICA "ICAROS"**

## **PROCEDURE & PROTOCOL GUIDELINES**



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## INTRODUCTION

The Supreme Convention of The Pan-Icarian Brotherhood of America is held annually over the Labor Day Weekend, bring together thousands of persons of Icarian Decent from all over the world. During the convention, delegates meet to conduct business according to guidelines within the constitution of the Pan-Icarian Brotherhood.

But there are many other activities that are part of a convention outside of the business meeting and not covered by our constitution. These activities include recognition ceremonies, luncheons, banquets, attending church services, special exhibits, tours, etc.

The guidelines presented here are intended to help the host chapter in planning and organizing of convention activities. Special attention should be paid to the protocol governing the Grand Banquet which has been established by precedent and by tradition over the years.

These guidelines will likely be revised and amended in the future. Therefore, they should not be presumed to be all encompassing or inflexible. Rather, they should serve as a framework to be integrated into the planning of each distinct and uniquely memorable Pan-Icarian convention.

## CONVENTION BID GUIDELINES

A chapter that desires to make a bid to host a convention should include certain information in its presentation. Such information includes the name and location of the Convention Hotel, the maximum number of rooms that are available in the Hotel and other activities, tours, etc. that are available in the Host City.

Hotel Selection is based upon many factors.

1. The hotel must be able to provide adequate number of rooms – usual range 350 to 500 (usually secured by the Host Chapter's negotiating a minimum number with an option to secure more rooms later).
2. Banquet room facility to seat up to 1,000.
3. Adequate meeting rooms to seat convention delegates – range 100 to 150.
4. Several smaller committee work rooms.

Note: Additional nearby hotels may be needed to provide the necessary number of rooms.

Complimentary hotel rooms are provided to the Supreme President, The Foundation Chairperson, the Ikaria Magazine Editor, and the Host Chapter Convention Chairperson.

The Pan-Icarian Brotherhood's Banner shall be prominently displayed in the convention hotel to welcome convention visitors.

## **SUPREME LODGE PARTICIPATION**

The Supreme Lodge should make a visitation to the site of the convention city as soon as feasible after the city has been designated so as to inspect convention facilities and to facilitate close cooperation with the Host Chapter in conducting negotiations with the Convention Hotel.

When the Host Chapter engages in negotiations and discussions with the Convention Hotel, it is functioning as the representative of the Supreme Lodge. The Supreme Lodge and the Counselor should be kept apprised during negotiations and shall have the opportunity to review and approve all agreements made. In particular, the Counselor and Supreme President shall have the opportunity to review all contracts prior to signature.

## **CONVENTION MAILINGS**

Pre-convention mailings to the general membership of the Pan-Icarian Brotherhood usually begin soon after the previous convention and usually follow a suggested schedule of one mailing every 3 to 4 months.

Mailings should include information for the hotel advance registration, travel arrangements from airport to hotel, album advertisements application, information for advance registration for convention activities, convention schedule of events, and pertinent information about the convention city, etc.

## **REGISTRATION**

Each chapter shall send a list of delegates and alternates, not later than thirty days before the convention, to the Supreme Lodge and also to the Host Chapter Convention Chairperson. Delegates are required to register at the convention; the deadline for registration usually is Saturday at 6:00 p.m. Registration fee should be nominal, not more than \$5.00. Delegates who register shall receive an identification badge and ribbon listing name and chapter.

Lodge Officers, Governors, Scholarship Chairperson, Ikaria Magazine Editor, the Foundation Officers, and Past Supreme Presidents shall receive a ribbon with appropriate identification. Delegates shall receive when they register a delegate kit, whose contents may include items such as souvenirs, pens, pencils, notepads, key chains, etc., and convention album.

## **CONVENTION MEETINGS**

The main meeting room shall be large enough to accommodate a head table on a raised platform, to seat approximately 6 with a podium, gavel, and microphone, and identifying signs at each seat for the Chairman, Vice Chairman, English and Greek Secretaries. Flags should be displayed appropriately behind the head table, (American flag on the right, Canadian flag and Greek flag on the left looking out from the head table, and also the Icarian Flag and local chapter banner if available.) Approximately 22 tables will be set up on the floor, to seat 8 to 10 each, one table for the Supreme Lodge in the front row. At each table, it is suggested to have a pitcher of water, glasses, pencils, and notepads, and identifying sign. Copies of the previous year's convention minutes should be furnished to the delegates. One or two floor microphones should be provided.

Coffee and tea service shall be provided for the delegates. Other responsibilities of the Host Chapter include making arrangements to provide recording secretaries to record the minutes in both English and Greek.

Host Chapter is responsible to make any arrangements necessary to ensure that all aspects of the convention business meeting operate smoothly.

## **CONVENTION ACTIVITIES & SCHEDULE GUIDELINES**

Activities such as art or photo or crafts exhibits or other special exhibits of interest are encouraged.

Tours of the local area, other special outings or daytime activities are encouraged, (note that delegates should not attend activities whose times conflict with those of the business meetings).

### *Friday, Day 1*

The opening session of business meetings is usually called to order in the late afternoon, not later than 4 p.m., and usually is adjourned around 6 or 7 p.m.

### *Friday Evening*

A welcome dance is usually held on this first night, open to all, usually less formal and less expensive than those on subsequent evening. (Drinks, food, music, admission charge is up to the discretion of the host chapter.)

After hours restaurant or food availability is advised for all nights of the convention. After hours music for youth may be provided on this first night.

### *Saturday, Day 2*

This day is good for tours, or other organized special activities only for non-delegates, such as sports activities for the youth. **The delegates attend morning and afternoon business sessions.**

### *Saturday Luncheon*

It has been mandated that some activity be held at every convention to honor the Chapter Presidents. Traditionally, this has been fulfilled by a Saturday luncheon, (though other activities are not excluded).

The luncheon is usually held in the host hotel. Committee should plan to attract at least 100 people.

Chapter Presidents are honored and are provided with complimentary meals, which are reimbursed by the Supreme Lodge. Other achievement awards may be presented at this event. A microphone should be available for the awards presentation ceremony.

### *Saturday Evening*

This is the night for a big dance, live Greek music is a must. The room should be large, to accommodate a crowd ranging from 600 to 1,000. Admission charges should be reasonable. Dance usually continues until 2 a.m. or later.

After hours food availability in the hotel restaurant is strongly recommended.

After hours youth dance is usually offered from approximately 1 a.m. to 4 a.m., at a reasonable admission charge. Adult supervision required.

### *Sunday, Day 3*

Host Chapter arranges for group transportation (usually 1 to 2 busloads) to local Greek Orthodox church services Sunday morning. Host Chapter should arrange for coffee and sweets after church in the church hall. After church, other group tours or activities may be scheduled. Business meetings resume Sunday afternoon after delegates have returned from church. Business meeting shall adjourn on time to allow the delegates enough time to prepare for Sunday evening social activities.

### *Sunday Evening*

This is the night for the Grand Banquet and Ball, which traditionally includes a cocktail hour, and a sit down dinner for 500 to 1,000 people. The Host Chapter need to make diligent efforts to ensure that all banquet reservations are confirmed and paid for ahead of time, so that the number of meals guaranteed to the hotel is as accurate as possible. The evening features an program of speeches, followed by live Greek music until 2 a.m. or later.

#### Head Table

The Banquet room shall have a main head table, elevated on a platform. If a second table is needed it should be placed in front on floor level. Place cards should be placed on the head table. Spotlight for speakers is suggested.

Complimentary banquet tickets should be provided to the following head table guests:

- Supreme President and guest
- Foundation Chair person and guest
- Convention Business Chairperson and guest
- Guest Speaker and guest
- Ikaria Magazine Editor and guest
- Clergy

Complimentary banquet tickets for the following head table guests are at the discretion of the Host chapter:

- Toastmaster
- Scholarship Chairperson
- Host Chapter President (plus guest if room permits)
- Convention Committee Chairperson
- Banquet Chairperson

## GRAND BANQUET

Please refer to Appendix A for suggested seating plan at the head table, location of flags, and suggested table locations of distinguished guests. The following is the suggested order for the program:

1. Banquet Chairperson introduces self and welcome remarks.
2. Introduction of the Toastmaster, who takes over the program.
3. Introduce names of the guest seated at the head table. Guest should enter in order of their seating, Supreme President should be last.
4. National Anthem (Icarian, Greek, Canadian / American).
5. Invocation
6. Dinner
7. Speakers' program
  - A good Program last about 1 to 1 ¼ hours
  - All speakers should be notified ahead of time of allotted speaking time.
  - Invitation of guest speaker is encouraged; preferred would be someone of Icarian or Greek descent who can speak on a topic of interest to all.
  - The Supreme President shall be the last speaker, and is allowed the courtesy of speaking without time limit.
8. Benediction
9. Dance

### *Other Remarks*

Guest speakers or special guest attending the convention, do so at the invitation of the Host Chapter, acting with the approval of the Supreme Lodge. Any speaking or traveling fees are the responsibility of the Host Chapter. If the guest is a national or international dignitary, it may be preferred to extend invitation directly from the Supreme Lodge, in which case the Lodge would be responsible for any speaker or traveling fees.

**Toastmaster Guidelines:** The Toastmaster should be prepared to introduce dignitaries in the audience. The Toastmaster should be prepared in advance with a proper but not to lengthy introduction of each speaker.

All participants should maintain proper decorum at the Grand Banquet. This is an international convention, not a local affair.

In arranging Banquet table placement, priority for tables in the front and center should be given to Supreme Lodge officers plus guests, Past Supreme Presidents, special guests, etc., (see Appendix A).

After hours food availability in hotel restaurant as discussed earlier.

After hours youth dance as discussed earlier.

## COMMEMORATIVE ALBUM

The convention commemorative album is prepared by the Host Chapter for the purpose of solicitation of advertisements, and to present information, letters, and articles of interest to those attending the convention.

At the beginning of the album are presented letters of greeting from distinguished persons, such as:

- U.S. President / Canadian Prime Minister
- Supreme President
- Foundation Chairperson
- Host Chapter President
- Archbishop of America
- Governor of State
- Consul General of Greece
- Member of Congress / Parliament
- Bishop of Diocese / Bishop of Canada
- Mayor (include reproduction of city proclamation if issued)
- Host Chapter Convention Chairperson
- Convention Album Chairperson
- Local Parish Priest
- Advertisements for Supreme Lodge, and Foundation

Other album pages, suggested to include the following:

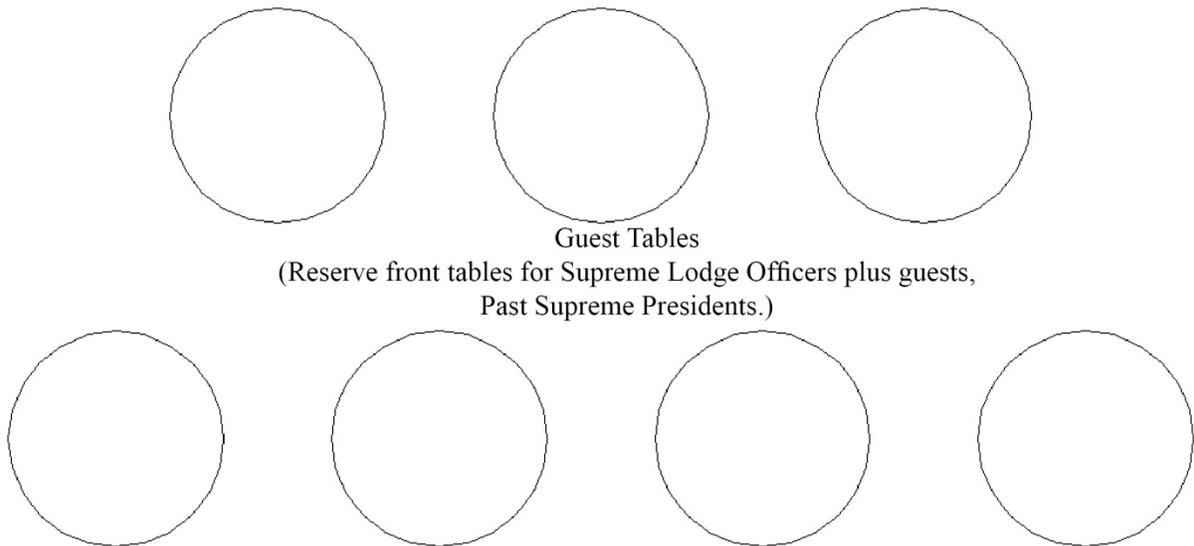
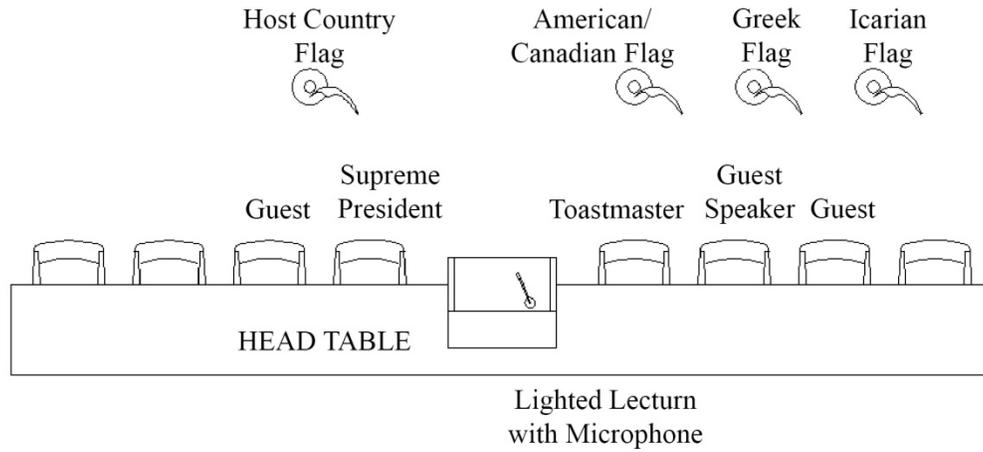
- Listing of current Supreme Officers, Governors,  
Foundation Officers, Scholarship Chairperson  
Magazine Editor
- Listing of all chapters, date founded
- Listing of Past Supreme Presidents
- Listing of local Chapter's Current Officers, Chapter Past President
- Listing of Chapter's Convention Committee Persons
- Convention Schedule of Events
- Historical account of local Chapter
- Other articles of interest, biographies, tributes, poetry, etc.
- Advertisements
- Index

A complimentary album copy is furnished to each delegate and to each advertiser

## SOUVENIRS

Commemorative convention souvenirs are usually sold at a booth near the registration desk. These may include such items as caps, T-shirts, sweatshirts, mugs, key chains, etc. It is recommended that the chapters keep records of the sales quantities and sizes of various souvenir clothing items to help guide future Host Chapters in ordering their inventory.

## APPENDIX A



### HEAD TABLE SEATING:

Toastmaster to the left of lecturn  
Supreme President to right of lecturn  
Guest Speaker to the left of Toastmaster  
Guests sit closer to center of table in order of importance

### ORDER OF NATIONAL ANTHEMS:

1st Icarian Anthem  
2nd Greek Anthem  
3rd Canadian / American (Host Country's Anthem goes last)

End of section

# **PAN-ICARIAN BROTHERHOOD OF AMERICA "ICAROS"**

## **SIMPLIFIED PARLIMENTARY PROCEDURE**

### **I. ORDER OF BUSINESS**

1. The meeting is “called to order’ by the president.
2. The minutes of the preceding meeting are read by the secretary.
  - A. Maybe approved as read.
  - B. May be approved with additions or corrections.
3. Monthly statement of treasure is “received as read and filed for audit.” (Chair so states.)
4. Reports of standing committees are called for by the president.
5. Reports of special committees are called for the president.
6. Unfinished business is next in order at the call of the chair or of the meeting.
7. New business.
8. The program: The program is part of the meeting; the president “presides” throughout, but the program chairman makes report.
9. Adjournment.

### **II. DUTIES OF A PRESIDENT**

1. To preside at all meetings.
2. Keep calm at all times.
3. Talk no more than necessary while presiding.
4. Have agenda for meeting before him/her and proceed in a business like manner.
5. Have a working knowledge of parliamentary law and a thorough understanding of the constitution and by-laws of the organization.
6. Keep a list of committees on table while presiding.

7. Refrain from entering debate of questions before the assembly. If it is essential that this be done, the vice-president should be placed in the chair. A president is not permitted to resume the chair until after the vote has been taken on the question under discussion.
8. Extend every courtesy to the opponents of a motion, even though the motion is one that the presiding officer favors.
9. Always appear at the rostrum a few minutes before the time the meeting is to be called to order. When the time arrives, note whether a quorum is present; if so, call the meeting to order and declare “a quorum is present.”

### III. OTHER OFFICIALS

#### Vice-President

The vice-president of an organization is the one who acts in the place of the president, whenever needed. In case of resignation or death of the president, the vice-president automatically becomes the president unless the by-laws provide other methods.

In official meetings, the vice-president should preside in the *absence* of the president or whenever the president temporarily vacates the chair.

If the president should be absent for a long period, the vice-president may exercise all duties of the president except to change or modify rules made by the president.

The vice-president cannot fill vacancies where the by-laws state such vacancies shall be filled by the president.

In case of resignation or death of the president, and the vice-president does not care to assume the office of president, the *vice-president must resign*.

The office of vice-president becomes vacant when the vice-president assumes the office of the president. If there are several vice-presidents, they automatically move up to the higher officer leaving the lower office vacant. This office should be filled as instructed by the by-laws or authorized parliamentary authority.

In the absence of the president, the vice-president is *not* “*exo-officio*” a member of any committee.

## Secretary

The secretary should issue all calls or notices of meetings and should write such letters as the board of directors or executive committee may designate.

The secretary should keep a neat and careful record of all business done in the meetings, with exact wording of every motion and whether it was lost or carried. Brief extracts from speeches, if important, may be recorded but *no comment of any kind, favorable or unfavorable, should be made*. The minutes should show the names of persons appointed to committees and it is the duty of the secretary to notify all persons nominated or elected on any committee.

The secretary should be on hand a few minutes before a meeting is called to order. He/she should have the minute book of the organization with him/her so that reference can be made to minutes of past meetings.

The secretary should always have a copy of the by-laws; standing rules; book of parliamentary procedure endorsed by the organization; list of members or clubs; and a list of unfinished business, copy of which should be given the presiding officer.

## Minutes

The minutes of an organization should contain a record of *what is done and not what is said*.

Minutes should contain:

1. Date, place and time of meeting.
2. Whether it is a regular or special meeting.
3. Name of person presiding.
4. Name of secretary. (In small boards, the names of those present should be recorded)
5. All *main* motions, whether adopted or rejected.
6. The names of the persons making the motions; the name of the seconder need not be recorded.
7. Points of order and appeals, whether sustained or lost.
8. A motion which was withdrawn should not be recorded.

## **Treasurer**

The treasurer of any organization is the custodian of its funds and receives and disburses then upon authority from the organizations, the board, executive committee or the finance or budget committee. A treasurer should be bonded.

The organization should authorize the medium by which bills are paid, (whether by check or cash and by whom) and should either approve the budget or authorize the executive committee or the board of directors to do so. A chairman or an officer or member should get permission from the president or board to make an expenditure.

No treasurer should accept bills for payment, such as postage, traveling expenses, etc., from a chairman unless receipts are enclosed.

The treasurer should make a monthly statement and a report once a year, or upon the request of the board or parent body during the year. The annual report should be audited. An auditor's report should be presented following the treasurer's report. The presiding officer states to the assembly that to adopt the report of the auditor (if carried) has the effect of accepting the treasurer's report.

## **Committees**

Committees have no authority except that which is granted by the constitution or by vote of the organization. Unless otherwise provided, the person first named or the one receiving the largest number of votes is its chairman. *A committee has no right to incur any debt or involve the organization in any way unless given full authority to do so.*

*Under no consideration should one or more members of a committee go ahead with the business without action by a quorum; usually a majority of the committee, being present. Failure to observe these rules renders such action "the action of individuals" and subject to "censure," "suits," etc.*

## **IV. PRINCIPAL MOTIONS**

General Statement: When a motion has been made, seconded and stated by the chair, the assembly is not at liberty to consider any other business until this motion has been disposed of. If the motion is long and involved the chairman asks the mover to hand it in writing to the secretary. The mover cannot withdraw his/her motion after it has been stated by the chair. In general, all important motions should be seconded, which may be done without rising or addressing the chair.

1. To Amend: This motion is to change, add, or omit *words*: in the *original main motion*, and is debatable; majority vote.

To Amend the Amendment: This is a motion is to change, add, or omit *words*: in the *first amendment*; debatable; majority vote.

Method: The first vote is on changing *words* of second amendment, the *second vote* (if first vote adopts change) on first amendment *as* changed; the *third vote* is on adopting main motion as changed.

2. To Commit: When a motion becomes involved through amendments or when it is wise to investigate a question more carefully, it may be moved to commit the motion to a committee for further consideration. Debatable – Amendable -- Committee must report on such question.
3. To Lay on the Table: The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some time in the near future when a motion “to take from the table” would be in order. These motions are not debatable or amendable: majority vote.
4. To Postpone: This motion is always in order except:
  - a. When a speaker has the floor.
  - b. When a vote is being taken.
  - c. After it has just been voted down.
  - d. When the assembly is in the midst of some business which cannot be abruptly stopped.
5. To adjourn: This motion is always in order except:
  - a. When a speaker has the floor.
  - b. When a vote is being taken.
  - c. After it has just been voted down.
  - d. When the assembly is in the midst of some business which cannot be abruptly stopped.

Under all the above circumstances, the motion is not debatable.

When the motion is made to adjourn to a definite place and time, it is debatable.

6. To Reconsider: The motion to reconsider a motion that was carried or lost is in order if made on the *same* day or the next calendar day, must be made by one who voted with the prevailing side. No question can be twice reconsidered. Debatable: majority vote.

Require two (2) votes: First on whether it should be reconsidered. Second on original motion after reconsideration.

7. The Previous Question: Is to close debate on the pending question. This motion may be made when debates becomes long drawn out. It is not debatable. The form “Mr. (Madam) chairman, I move the previous question.” The chairman then asks, “Shall debate be closed and the question *now* be put?” if this adopted by a two-thirds (2/3) vote, the question before the assembly is immediately voted upon.

8. Point of Order: This motion is always in order, but can be used only to present an objection to a ruling of the chair or some method of parliamentary procedure. The form is “Mr. (Madam) chairman, I rise to a point of order.” The chairman “Please state your point of order.” After the member has states his/her objection, the chair answers:

- a. “Your point of order is sustained” or
- b. “Your point of order is denied”

If any member is not satisfied he/she may appeal from the decision of the chair. The chairman then addresses the assembly, “Shall the decision of the chair be sustained?” This is debatable and the presiding officer may discuss it without leaving the chair. Voted on like any other motion: majority or tie vote sustains the decision of the chair. Requires a majority of “no” votes to reverse decision of the chair.

## V. NOMINATIONS, ELECTIONS AND TERM OF OFFICE

General Henry M. Roberts, author of Robert’s Rules of Order, says: “In the election of officers of society it is more usual to have the nominations made by a committee – when the committee makes its report, which consists of a ticket ( a ticket is one name for each office to be filled by ballot), the chair asks, “Are there any other nominations?” – at which time they may be made from the floor. The committee’s nominations are treated just as if made by members from the floor, *no vote being taken on accepting them.*”

If nominations are made from the floor, these names are added to those submitted by the nominating committee. Neither nomination by the committee nor nominations from the floor require a second or adoption by vote, but are acted upon in the election ballot. Nominations are never seconded except as a complimentary endorsement of candidates not known to the assembly. This is rarely done except in national meetings where candidates assemble from all parts of the country.

A nominating ballot is NOT an elective ballot. (Is not necessary or desirable where nominating committee operates.)

When nominations are completed the assembly proceeds to the election, voting by the method prescribed in the constitution and by-laws. The usual method in permanent societies is by ballot, the balloting continued until offices are filled. If a member in good standing in the organization and receives a majority of the votes cast in the elective ballot, (or plurality if by-laws so provide), he/she is then declared to be legally elected to fill the office even though he/she has not been nominated from the floor or by nominating committee.

A motion may be made to close nominations but this motion is not in order until the assembly has been given reasonable time to add further nominations to those already made. It is an undebateable main motion, incidental to the nominations. It may be amended as to the time of the closing nominations, but have no other subsidiary motion applied to it because it deprives members of one of their rights. It requires a two-thirds (2/3) vote. The motion to reopen nominations is undebatable and requires a *majority* vote. It may also be amended as to time, but no other subsidiary motion applies.

The Chair should remind the members that the nominating committee has endeavoured to present as sure a ticket as possible, but it is now their privilege to name a candidate for any or all of the offices to be filled, and that they have the opportunity of casting a ballot, for any eligible members, whether nominated or not.

General Roberts says: “Each member may vote for an eligible person whether nominated or not.”

Any member may withdraw his/her name if placed in nomination, announcing that if elected he/she would not be able to serve, but he/she cannot “withdraw in favor of another member.”

**KINDS OF VOTING** – Majority vote means one over half of the members voting and a plurality vote is the largest of two or more numbers. A plurality vote never adopts a motion or elects a member to office except in by virtue of a special rule previously adopted in the constitution or by-laws. In an election a candidate has a plurality when he/she has a larger vote than any other candidate.

**THE CHAIR VOTES** – When the vote is by ballot president writes his/her ballot and casts it with the rest.

On a tie vote the motion is lost. If a majority of one (1) the chair, (if a member of the assembly), may vote with the minority and make it a tie, and declare the motion “lost” *unless the vote is by ballot*.

In the event of a tie vote by ballot, balloting must continue until a candidate receives a majority. (Unless by-laws provide for plurality.)

To move “that a n election be made unanimous,” is a mistaken courtesy, as it forces those who did not vote for the candidate to unwillingly submit to the transferring of their vote, thus making it appear to be unanimous, when it is not –one negative response causes such a motion to be “lost.”

An election takes effect immediately following the completion of the annual business unless the by-laws specify some other date.

This does not mean that officers are to assume office at this meeting, for duties of the outgoing officers are not completed for the year until adjournment of the annual session and all business relating to the annual meeting has been perfected.

**BALLOTING** -- It is the duty of the chairman of elections to see that the ballots are prepared in advance of the meeting and pencils are ready for the election. The tellers shall count the ballots. The chairman of elections reads the report, giving the number of votes for each person, whether nominated or “written-in” on the ballot. The presiding officers then “declares” who have been elected.

A formal “Installation” may be arranged, but office does not depend on installation but on election (or appointment if so provided in by-laws).

## VI. DECORUM

Probably the most serious defect in most meetings is the lack of reasonable decorum. Good order must be maintained if business is to be carried out. Courtesy would demand that there should be no whispering or commotion while any speaker has the floor. Do not speak too frequently. Beware of personalities. State *facts* rather than what you think or believe. Nothing mars the dignity of a meeting as the sharp retort or angry voice.

Speak while the motion is pending not after the vote or *after the meeting is over*.

End of section