

<b>Title:</b>	Convention Agenda and Minutes	<b>Number:</b>	PG 06
<b>Category:</b>	Governance	<b>Effective:</b>	06/29/2019
<b>Change Authority:</b>	Executive Council	<b>Last Modified:</b>	06/29/2019

## Purpose and Scope

This policy establishes the recurring agenda items for the business meetings at the Tau Beta Pi Association, Inc., (the Association) annual Convention.

## Background

This policy incorporates and expands on the provisions that were formerly documented in the Constitution and Bylaws and those applicable to official meetings as prescribed by the parliamentary authority adopted by the Association.

## Applies To

This Policy applies to all Association members.

## Call to Order

The Association President, or in his or her absence, the Vice President or other member of the Executive Council (EC), or, if no EC members are present, by the delegate from the oldest chapter represented, shall call the Convention to order.

The Executive Director shall serve as the Convention Secretary, shall examine the credentials of the delegates, and shall certify to the Convention the number of chapters properly represented and the number of Association Officers and Officials present.

The Executive Director shall determine and report if a quorum is present.

## Order of Business

The first order of business shall be the reading of the President's report on the state of the Association.

The second order of business shall be reports by the Program Directors.

The Executive Director shall then present the Convention agenda and the Convention shall adopt the order of business.

The Permanent Chair of the Convention<sup>1</sup>, appointed by the EC prior to the Convention, shall then assume the chair and conduct the Convention business in accordance with the approved agenda.

## Convention Minutes

The Convention Secretary<sup>2</sup>, appointed by the EC prior to the Convention shall take full and complete minutes of the actions of the Convention and shall, within two months of the conclusion of the Convention, prepare official copies of the minutes and distribute them to all Association Officials and to all collegiate and alumni chapters.

A copy of the minutes shall be signed by the Permanent Convention Chair and the Convention Secretary and be bound in the book of the Association Conventions' Minutes for permanent safekeeping at the Association's Headquarters.

---

<sup>1</sup> Association Constitution Article X, Section 5(m).

<sup>2</sup> Association Constitution Article X, Section 5(n).