



**PAN AMERICAN  
ROUND TABLES**

**BOOT CAMP**

**TRAINING**

**PRESENTED BY**

**ELSIE PEREZ**

**ALLIANCE ZONE I DIRECTOR**



# **PAN AMERICAN ROUND TABLES GUIDELINES**

**(PROTOCOL / ETIQUETTE)**

**Alliance, State, Local**

**PRESENTED BY**

**ELSIE PEREZ**

**ALLIANCE ZONE I DIRECTOR**



**SMILE!**



**Smiling is infectious,  
You catch it like the flu.  
When someone smiled at me today,  
I started smiling, too.**



**I passed around the corner  
And someone saw my grin  
When he smiled I realized  
I'd passed it on to him.**



**I thought about that smile  
Then I realized its worth,  
A single smile, just like mine  
Could travel round the earth.**



**So, if you feel a smile begin,  
Don't leave it undetected  
Let's start an epidemic quick,  
And get the world infected!**

## **TWELVE STEPS TO FUN ENJOY YOURSELF – HAVE FUN!**

- 1. Start with Yourself**
- 2. Inspire Fun in Others**
- 3. Create an Environment That Encourages Fun**
- 4. Celebrate the Benefits of Fun**
- 5. Eliminate Boundaries and Obstacles That Inhibit Fun**
- 6. Look for the Humor in Your Situation**
- 7. Follow Your Intuition – Be Spontaneous**
- 8. Don't Postpone Your Fun**
- 9. Make Fun Inclusive**
- 10. Smile and Laugh a Lot**
- 11. Become Known as "Fun Loving"**
- 12. Put Fun Into Action**

- "one can discover more about a person in an hour of play than in a year of conversation."....Plato**

**Surprise yourself and others by changing things around regularly.**

**"Laughter is the shortest distance between two people."**

**Be the person who can find fun and humor in every situation. Always be ready to laugh, especially at yourself.**

## **MILITARY TERMS:**

- **MAIN LINE OF RESISTANCE.....CHANGE**
  
- **ENGAGEMENT PERIOD...FIRST TIME  
INVITED GUEST TO LUNCHEON**
  
- **MAJOR WEAPONS SYSTEM....OUR  
KNOWLEDGE OF PAN  
AMERICANISM**
  
- **AMMUNITION....MEMBERS  
KNOWLEDGE OF PART**
  
- **MISSING IN ACTION...MEMBERS NOT  
ATTENDING MEETINGS**
  
- **ANALYSIS & PRODUCTION...WHAT  
WE HAVE ACCOMPLISHED**

**GUIDELINES  
 PROTOCOL/ETIQUETTE  
 FOR  
 ALLIANCE  
 STATE  
 LOCAL TABLE**

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## **PROLOGUE**

**According to Webster, Protocol is the code of ceremonial forms and Courtesies, of precedence, accepted as proper and correct in official dealings. For the women members of Pan American Round Table (PART) this definition governs the actins applied in conducting meetings, recognizing and addressing the dignitaries who attend meetings or ceremonies of the Table. The term as used in most societies includes not only the courtesies but also the amenities and rules of etiquette used in the official life of an organization. In observing protocol, honor is accorded the office not the individual. The discussion herein is intended to serve as reference for PART members in carrying out duties or activities of the organization.**

**One of the cardinal rules in protocol is the observance of the order of precedence at all functions. Failure to recognize the proper rank and precedence of a guest is equivalent to an insult to the official's position. Just as parliamentary procedure indicates the correct way to conduct a business meeting, protocol provides guidelines for the proper etiquette in recognizing and hono9ring those in positions of leadership. Good protocol leads to orderly procedure and good relations at all levels.**

**Protocol in reference to meetings – usually embodies the principles that govern**

- **the relative importance of persons;**
- **their position at a table or in a receiving line;**
- **their precedence for recognition and introductions; and,**
- **the courtesies to be extended to prominent persons before, during, and following a meeting.**

## **PROTOCOL - ETIQUETTE**

**Protocol is the proper etiquette for recognizing and honoring leadership position at meetings and events.**

**Etiquette in terms of Merriam-Webster: the forms prescribed by custom or authority to be observed in social, official, or professional life.**

**Synonyms: manners, decorum, decency, dignity, social graces, protocol.**

**Protocol in terms of Merriam-Webster: a preliminary memorandum of diplomatic negotiation; a code of diplomatic or military etiquette.**

**Synonyms: order, rules, etiquette.**

**In other words, protocol and etiquette are synonymous (one of two or more words in the same language which have the same or very nearly the same meaning).**



# **PAN AMERICAN CREED**

**By Emma E. de Gutierrez Suarez  
Alliance Director General 1962-1966**

**I BELIEVE in Pan Americanism and everything it stands for;**

**I BELIEVE that it is through women that it can best be attained.**

**I BELIEVE in the basic unity of the countries of this Hemisphere;**

**I BELIEVE that spiritual unity can be achieved through the Pan  
American Round Tables;**

**I BELIEVE in the sincerity of every woman engaged in this  
movement, in her desire to promote friendship  
and understanding.**

**I BELIEVE that friendship and understanding can be gained  
only by mutual tolerance,**

**I BELIEVE that the "Golden Rule" should be applied to every  
phase of our Pan American work;**

**I BELIEVE that if we stand united, we can attain what we are  
striving for; faith and good will, Pan Americanism  
will become a reality;**

**I BELIEVE in Pan Americanism as a way of life,**

**And, because I BELIEVE, I so pledge my efforts, with the help  
of God, to this purpose.**

## **THE PAN AMERICAN PLEDGE**

**By Otilia de O. Chavez of Porto Allegre, Brazil  
Alliance Director General 1958-1962**

**"I pledge allegiance to the Pan American movement  
and shall endeavor to work with all my power  
and to the best of my ability to fulfill its  
objectives of Knowledge, Understanding and Friendship,  
until we are  
"One for All and All for One"."**

## **TEN COMMANDMENTS OF A GOOD PAN AMERICANIST**

- 1. Be sincere, but without offending people. The desire to serve and not hurt others should be the guiding light of your sincerity.**
- 2. Do your utmost to awaken not only in yourself, but in all those around you, the latent ethical sense that is innate to all human beings.**
- 3. Create a cordial atmosphere around you by being always courteous, understanding and cooperative.**
- 4. Rejoice if you are a responsible person; re-educate yourself if you are not. Responsibility is one of the pillars on which the success of Pan Americanism rests.**
- 5. Be enthusiastic. Your enthusiasm will increase your efficiency and allow you to reap great satisfaction.**
- 6. Be discreet and tactful in dealing with your co-members.**
- 7. Love your Table; by loving it you love your Neighbor and also God.**
- 8. Respect yourself and respect others, but remember also that you have the right to demand that you be respected.**
- 9. Interest yourself sincerely in everything around you. This sincere interest will allow you to develop your potential to the maximum.**
- 10. Act with loyalty, but don't let the maximum expression of of that loyalty be your unconditional support to a person, but rather, support to a cause: Union, Friendship and Good Will.**

**Margarita S. de Kelley (Monterrey PART-1964)**

## **GUIDELINES FOR THE FORMATION AND IMPLEMENTATION OF PAN AMERICAN YOUTH GROUPS**

### **ARTICLE I - NAME**

A "PAN AMERICAN YOUTH GROUP" is a group of young women who work in an organized manner within the same objectives and tenets of the **Pan American Round Tables (Tables)**.

1. - Members of the group should be fifteen (15) or more in number.
2. - The minimum age is fourteen (14) years and the maximum of eighteen (18).
3. - There may be transition groups for those who have a minimum age of ten (10) to a maximum age of fourteen (14).
4. - A Youth Group is dependent on the **Sponsor Table**.

### **ARTICLE II - OBJECTIVE**

**A.** - General: Are the same as the **Sponsor Table**.

1. - Foster mutual understanding, knowledge and friendship among the peoples of the Americas.
2. - Have a cultural exchange to achieve peace and complete harmony in the Continent.

**B.** - Specific:

1. - Acquire fundamental knowledge of Pan American tenets from an early age, to be able to grow into these traditions and, in a near future, become a full member of the original **Table**, another **Table** or help establish a new Pan American **Table**.
2. - Create Pan American leaders with real values, orienting them toward the Pan American Movement to achieve a great America, united in peace.
3. - Be independent, responsible, self-sufficient and have the liberty to work and realize projects, always within the precepts of the Pan American Guidelines.

### **ARTICLE III - ORGANIZATION**

**A.** - A Table is able to form and organize a Pan American Youth Group if it:

1. - Holds a valid recognition, **AFFILIATION CHARTER**, from the **Alliance**.
2. - Is active and works within the Constitution and Bylaws.
3. - Has at least five (5) years actively working as a Pan American **Table**.

**B.** - Young women may belong to the Movement, demonstrating their interest by following the Pan American tenets and objectives, without bias of race, religious creed, social position, or political inclination.

**C.** - Once the Youth Group is organized, the **Sponsor Table** shall introduce it to the National and State Associations, Regional Secretariats, corresponding Zone Director and the Director General.

**D.** - The Youth Groups shall have their own Board of Directors, which should include:

1. - Elected Officers:
  - a. - President
  - b. - First Vice President
  - c. - Second Vice President
  - d. - Recording Secretary
  - e. - Treasurer
  - f. - Historian

**2. - Appointed Officers:**

- a. - Parliamentarian
- b. - Corresponding Secretary
- c. - Assistant Recording Secretary
- d. - Assistant Treasurer
- e. - Chairmen of Permanent and Special Committees

**E. -** A Pan American Youth Group may form a new and independent **Table** and may obtain the official recognition of the National or State Associations or Regional Secretariats and then that of the **Alliance**, when the **Sponsor Table** considers that it has complied with the requirements and has the experience necessary, and gives it the respective authority to proceed and present the proper documentation to the **Organization** Parliamentarians.

**ARTICLE IV – SPECIFIC DUTIES**

**A. -** Spread and extend the Pan American Movement among the youth and children of the community.

**B. -** Encourage, by means of study, the cultures of the Americas, seeking social integration and interchange. This may be made possible by:

- 1. - Study of the origin and organization of the **Tables**, by means of seminaries, guest speakers, forums, meetings and workshops.
- 2. - Activities which lend themselves to greater contact with the different peoples of the Americas, seeking ties of unity and friendship among brothers.
- 3. - Encounters with local, National and International Youth, organized under the direction and guiding of the respective **Sponsor Tables**, to engender greater togetherness, and interchange of ideas and experiences.
- 4. - Celebrating important Pan American calendar and historic dates of the nations of the Continent, in colleges, schools, institutes, etc...and at the local level:
  - a. - April 14, Day of the Americas
  - b. - October 16, the Foundation of the first Pan American Round Table.
- 5. - Attend the Biennial, National or State Conventions, as observers, without the right to vote.

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**Carmen Robinson Guerra**  
Parliamentarian Chairman  
2006 -2008

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**Aida Barrera Torres**  
Revisions Committee  
2006-2008

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**Delia Pérez de Plata**  
Counselor  
2006 - 2008

## **GRIEVANCE RESOLUTION PROCESS OF THE ALLIANCE OF PAN AMERICAN ROUND TABLES**

### **I. - INTRODUCTION:**

#### **A. - Goal:**

To provide members with an orderly way for the prompt and equitable resolution of grievances when a concern or dispute has not been settled.

#### **B. - Intent:**

Whenever feasible, grievances be resolved at the lowest possible administrative level.

**C. -** The entire Alliance Board shall never review grievances.

### **II. - MEMBER RIGHTS:**

**A. -** The best resolution to a grievance is to **prevent its occurrence.**

**1. - Table** members need to know their rights, as they are expressed in their Bylaws, and observe the Rules of Order in their meetings (ascertain **quorum**).

**2. -** Know which votes require a majority.

**3. -** Know the limits of the power of their officers, who must have their decisions approved by the vote of the members in regular meetings; know that called meetings, like elections, cannot be changed or postponed without 2/3 agreements.

**4. -** Informed membership can prevent the onset of disputes, since the decisions that affect a **Table** shall not be made by a few individuals, **but by the approving vote of a majority**

**.5. -** It must be understood that when there is such a legal majority, all members shall abide by those decisions.

**B. -** Those who hold office (be it at a **Table**, National or State Association or **Alliance**) must know their rights as well as their duties and the limits of their power to act, according to the Bylaws of each level.

**1. -** Officers, sometimes, have the opportunity to retaliate against members and **that is not acceptable.**

**2. - Table** Bylaws are clear and explicit on how to handle suspensions and / or expulsions within the **Tables.**

**3. -** The Board may recommend these actions, but the members' vote is the only means to adopt such a measure (this requires a majority).

**C. -** National and State Associations can act against one of their officers (for cause) or against a **Table** that is not acting in accordance with their Charter, but they cannot act against an individual **Table** member; they may recommend that the **Table** to which this member belongs takes action, but it remains with the **Table's** vote to decide what they will do.

**D. -** National, State or **Alliance** officers cannot accept the resignation of a **Table** member, only the resignation of one of their own Board members.

### **III. - GRIEVANCE RESOLUTION PROCESS:**

**A. -** The Grievance Resolution Process aims to be a healing, orderly path to reconciliation, not a forum to air resentment. Its ultimate goal is to be able to restore unity, not to punish. If there is misconduct that cannot be rectified, the Review Board shall take those measures consistent with the benefit of the many, within the legal framework of our Constitution and Bylaws.

**B.** - When there are problems that cannot be resolved by using the existing Bylaws, those involved **must** file a notice of their intent with the appropriate individuals involved at each level of this process and notify the Alliance Director General and the Alliance Parliamentarian, in writing.

**C.** - All parties involved must abstain from using the Internet, mails or other means of communication for propaganda, complaints or innuendos.

**IV. - DEFINITIONS:** (The terms "complaint", "grievance" and "disputes" shall have the same meaning.)

**A. - A grievance under this policy may include, but shall not be limited to, any of the following:**

1. - Specific allegations of unlawful decisions reached without certified vote of the membership.
2. - Specific allegations of violations of Rules of Order or Bylaws that infringe on the rights of the majority.
3. - Specific allegations of retaliation against members who are exercising their constitutional rights.
4. - Specific allegations of misuse of power by officers, without certified vote of the membership.
5. - Specific allegations of misuse of Pan American property and / or the name of the organization.

**B. - This review process does not govern the following:**

1. - Lawful suspensions or reorganizations
2. - Lawful terminations
3. - Personal grievance by a member against an officer or member
4. - Personal grievance by an officer against a member or another officer
5. - Grievances regarding specific approved Bylaws or educational material

**Note:** Suspensions and terminations are covered in the Alliance Constitution and Bylaws

**V. - FREEDOM FROM RETALIATION:**

Neither the **Alliance of Pan American Round Tables**, National or State Associations or **Table Board** members may lawfully retaliate against a member / members that bring a grievance.

**VI. - GENERAL PROVISIONS:**

**A.** - A grievance must specify the individual harm or transgression.

The aggrieved, hereby referred as **the party or parties** are prohibited from bringing separate or serial grievances **regarding the same event or action**.

**B.** - Any time limits set shall be complied with strictly, unless modified by mutual consent . Any costs derived from the grievances shall be paid by the party incurring them.

**C.** - When the **Review Board** determines that two or more individual grievances are sufficiently similar in nature and possible remedy to permit their resolution through one proceeding, the grievances may be consolidated.

**D.** - Communication of decisions can be made by Fax, e-mail or regular Mail; a decision announced in the presence of one of the parties constitutes communication.

## **VII. - INITIATING A GRIEVANCE RESOLUTION PROCESS:**

**A. - The Director General of the Alliance and the Parliamentarian of the Alliance must be notified by the parties when a Grievance Resolution Process is initiated.**

**B. - A Table member or members may initiate the grievance process if there is evidence that personal rights or Table Constitution and Bylaws have been violated by a National or State Association Officer if there is evidence of Table misconduct, or if National or State Bylaws have been violated by an Alliance Officer if there is evidence of Table, National, State Associations or Alliance Officer misconduct and/or if Alliance, National, State Associations or Table Bylaws have been violated.**

**C. - Members and individual Tables shall initiate a grievance at LEVEL I.**

**D. - Officers (National, State or Alliance) shall initiate a grievance at LEVEL III.**

## **VIII. - INVESTIGATION:**

**A. - Oral complaints shall not be accepted, they need to be presented in writing. To the greatest extent possible, complaints and grievances shall be treated as confidential, with limited disclosure if it becomes necessary to complete a thorough inquiry.**

### **B. - LEVEL ONE (I)**

A member or members of a Table who have a grievance shall request a conference with the Table Director, Table Parliamentarian and /or National, State or Alliance Parliamentarian by submitting the grievance and questions in writing, describing the problem, within a three ( 3 ) week period from the moment of the event or series of events about which the member(s) are complaining. The conference must take place within 30 days. The Director General must receive copies in writing of all proceedings and decisions at **LEVEL ONE**.

### **C. - LEVEL TWO (II)**

If the outcome of the conference at **LEVEL ONE** is not satisfactory or there has been no response over a reasonable period of time **NOT TO EXCEED 30 days** from the receipt of a conference request, the party (parties) may request a conference with the State Director or National President (when applicable) and the **Alliance Zone Director**.

**1. - This request shall be in writing and mailed within seven (7) days following receipt of a response from LEVEL ONE, if there has been no response, seven (7) days after the deadline.**

**2. - The request should include copies of all the information up to this moment.**

**3. - This conference shall be initiated within thirty (30) days of receiving the request and the response must be submitted within sixty (60) days of receipt of request .**

**D. - LEVEL THREE (III)**

If the outcome of the conference at **LEVEL TWO** is not to the satisfaction of the parties or cannot be carried out due to conflict of interest or there has not been a response by the deadline, the parties may submit a request for a **REVIEW BOARD** from the Director General of the Alliance.

1. - It shall consist of two Alliance Board Members and two Alliance Advisory Council members, none of which can be from the same Zone or country as the parties.
2. - The request shall be in writing and accompanied by all written documentation generated through **LEVELS ONE** and **TWO**.
3. - It must be initiated within seven (7) days of response from Level Two or after the time for response has expired.
4. - The Director General shall appoint the Review Board and provide them with copies of all relevant material previously submitted by the parties and by those who participated in **LEVELS ONE** and **TWO** of the Grievance Resolution Process.
5. - This Review Board is not required to consider any documentation that was not submitted previously or any issues not previously presented.
6. - The Director General will designate one of the members of the Review Board as the Board Chairman; this officer will set reasonable time limits for the final disposition of the grievance.
7. - The Review Board may seek further information from the participants in **LEVELS ONE** and **TWO**.
8. - The -Review Board shall then make and communicate a decision, orally or in writing at any time they consider appropriate, including the next scheduled Alliance Board Meeting.
9. - The proceedings of the Review Board should be confidential, unless the parties request otherwise.

**IX. - DISPOSITION OF GRIEVANCE:**

- A. -** The findings of the Review Board shall be public; they shall be final and binding and the parties shall not be able to appeal to the **Alliance Executive Board**.
- B. -** The Review Board may allocate responsibility among the parties and require specific actions. This decision must be obeyed in order for the parties to continue their association with the **Pan American Round Tables**.
- C. - Non-compliance with the Review Board findings and its conditions shall be considered the same as a voluntary termination (resignation) as a member of all levels of this Organization.**

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**SPECIAL COMMITTEE - GRIEVANCE RESOLUTION PROCESS**  
September 2002

- President: Peggy Clark – Past Texas State Director  
Members: Gladys N. Simpson – Alliance Parliamentarian 2000-2002  
Kathy Ehmann Clardy – Alliance Treasurer 2000-2002  
Carmen R. Guerra –Director General Ex-officio2000-2002  
Carmen L. Barrionuevo – Alliance Advisor  
Pan American Woman 1990  
Septiembre 2008.





**COUNTRIES AND STATES REPRESENTED**  
(NUMBER OF TABLES PER COUNTRY/STATE)

<b>ARGENTINA (22)</b>	<b>NEW MEXICO (5)</b>
<b>BOLIVIA (14)</b>	<b>NICARAGUA (3)</b>
<b>CALIFORNIA (3)</b>	<b>OKLAHOMA (2)</b>
<b>CHILE (7)</b>	<b>PANAMA (2)</b>
<b>COLOMBIA (2)</b>	<b>PARAGUAY (1)</b>
<b>COSTA RICA (10)</b>	<b>PERU (26)</b>
<b>DOMINICAN REPUBLIC (6)</b>	<b>PUERTO RICO (1)</b>
<b>ECUADOR (2)</b>	<b>TEXAS (20)</b>
<b>EL SALVADOR (4)</b>	<b>URUGUAY (1)</b>
<b>FLORIDA (3)</b>	<b>WASHINGTON, D.C. (1)</b>
<b>HONDURAS (2)</b>	
<b>MEXICO (71)</b>	
<b>VENEZUELA (4)</b>	

**TOTAL ALLIANCE TABLES.....212**

**NUMBER OF TABLES BY ZONE:**

**ZONE I & II.....UNITED STATES (35)**

**ZONE IIIA/IIIB/IIIC.....MEXICO (71)**

**ZONE IV.....CENTRAL AMERICA & CARIBBEAN (28)**

**ZONE V & VI.....SOUTH AMERICA (78)**

## Alliance Tables by Zones

### Zone I (27 Tables)

Alamo/San Juan/Pharr, Texas  
 Austin, Texas  
 Beeville, Texas  
 Brownsville I, Texas  
 Brownsville II, Texas  
 Conroe, Texas  
 Corpus Christi, Texas  
 Dallas III, Texas  
 Del Rio, Texas

Eagle Pass, Texas  
 Edinburg, Texas  
 El Paso/Juarez, Texas  
 Fort Worth I, Texas  
 Fort Worth II, Texas  
 Houston, Texas  
 Laredo, Texas  
 Martin County, Florida  
 McAllen, Texas

Miami, Florida  
 Odessa, Texas  
 Rio Grande City/Roma, Texas  
 San Antonio, Texas  
 San Benito, Texas  
 Treasure Coast, Florida  
 Tulsa I, Oklahoma  
 Tulsa II, Oklahoma  
 Washington DC

### Zone II (8 Tables)

Alamogordo, New Mexico  
 Albuquerque I, New Mexico  
 Albuquerque II, New Mexico  
 Contra Costa/Alameda, California

Deming, New Mexico  
 Las Cruces, New Mexico  
 Los Gatos/Saratoga, California  
 San Francisco, California

### Zone III A (Mexico) (24 Tables)

Cd. Acuna  
 Cd. Miguel Aleman  
 Cd. Victoria  
 Durango  
 Fresnillo  
 Garza Garcia  
 Matamoros  
 Monclova

Monterrey A.C.  
 Monterrey LaSilla  
 Muzquiz  
 Nuevo Laredo  
 Piedras Negras  
 Ramon Arizpe  
 Reynosa  
 Rio Bravo

Sabinas  
 Saltillo  
 San Fernando  
 Tampico  
 Tampico Miramar  
 Valle Hermoso  
 Valle Hermoso Siglo XXI  
 Zacatecas

### Zone III B (Mexico) (22 Tables)

Acapulco  
 Cd. de Mexico  
 Cd. Obregon  
 Cd. Serdan  
 Celaya  
 Chilpancingo  
 Cuernavaca  
 Guanajuato

Iguala  
 Irapuato  
 Leon  
 Manzanillo  
 Oaxaca  
 Puebla  
 Puebla de los Angeles  
 Queretaro

Salamanca  
 San Luis Potosi  
 Tehuacan  
 Tequisquiapan  
 Tlaxcala  
 Toluca

### Zone III C (Mexico) (26 Tables)

Agua Dulce  
 Bocade l Rio  
 Campeche  
 Cancun  
 Cardenas  
 Chetumal  
 Ciudad del Carmen  
 Ciudad Mendoza  
 Coatepec

Coatzacoalcos  
 Cordoba  
 Cosamaloapan  
 Fortinde las Flores  
 Huatusco  
 Las Choapas  
 Merida I AC  
 Minatitlan  
 Montejode Merida

Orizaba  
 Progreso  
 San Andres Tuxtla  
 Teziutlan  
 Tuxtepec  
 Veracruz  
 Villahermosa  
 Xalapa

**Zone IV (27 Tables)**

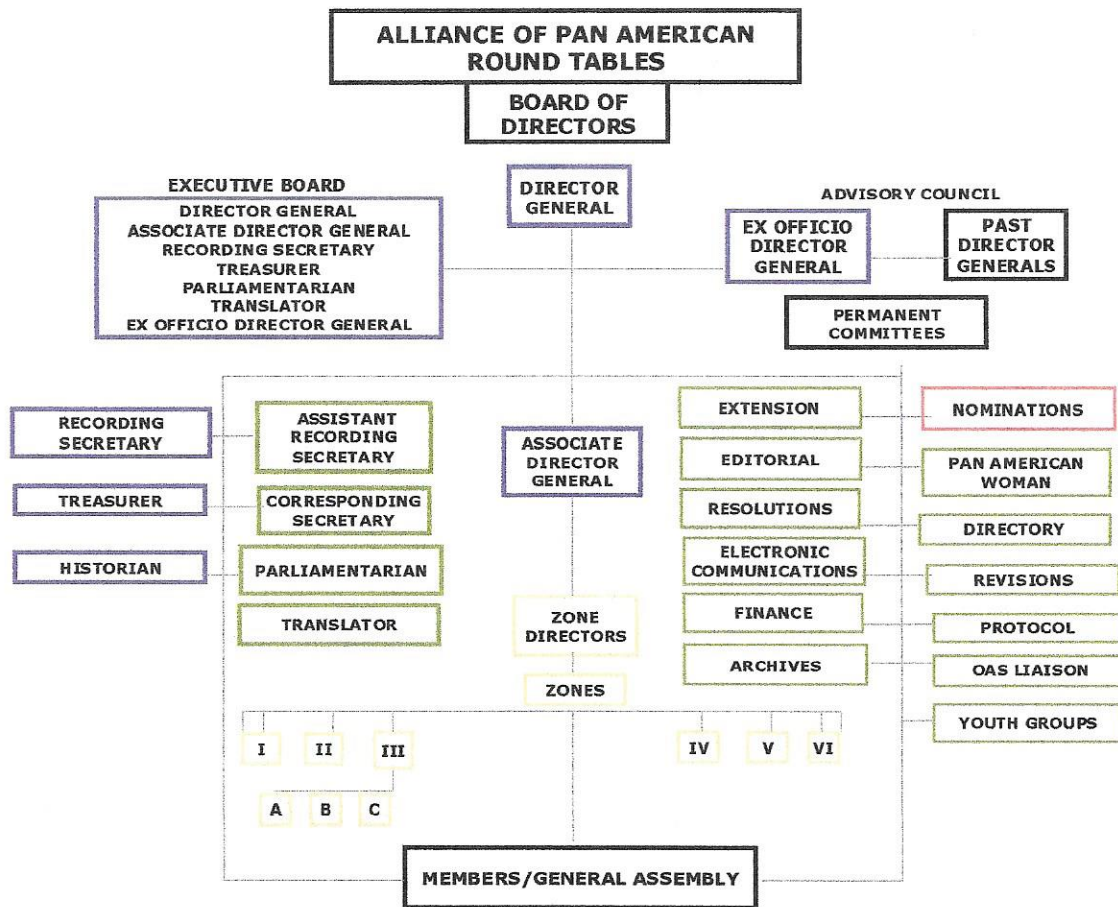
Alajuela, Costa Rica	Flor Blanca, El Salvador	Ponce, PR
Arroyo Hondo, Dominican Republic	Heredia, Costa Rica	Puerto Plata, Dominican Republic
Cartago, Costa Rica	La Vega, Dominican Republic	Punta Arena, Costa Rica
Cojutepeque, El Salvador	Leon, Nicaragua	San Isidro, Costa Rica
Colon, Panama	Limon, Costa Rica	San Jose, Costa Rica
Cuscatlan, El Salvador	Managua, Nicaragua	San Pedro de Macoris, Dominican Republic
Danli, Honduras	Masaya, Nicaragua	Santiago de los Caballeros, Dominican Republic
Desamparados, Costa Rica	Nicoya, Costa Rica	Santo Domingo, Dominican Republic
Espanza, Costa Rica	Panama, Panama	Tegucigalpa, Honduras

**Zone V (39 Tables)**

Arequipa, Peru	La Loja, Ecuador	San Borja, Peru
Barranco I, Peru	Lambayeque, Peru	San Isidro, Peru
Bogota, Columbia	La Molina, Peru	Santa Beatriz, Peru
Buenos Aires Chimbote, Peru	Lima, Peru	Santiago Nunoa, Chile
Buenos Aires Trujillo, Peru	Los Parques-Chiclayo, Peru	Santiago Poniente, Chile
Cajamarca, Peru	Magdalena, Peru	Simon Bolivar, Venezuela
Callao I, Peru	Mariscal Antonio Jose de Sucre, Venezuela	Sullana, Peru
Caracas, Venezuela	Miraflores, Peru	Tacna, Peru
Chaclacayo, Peru	Paíta, Peru	Temuco, Chile
Chiclayo, Peru	Piura, Peru	Tunja, Columbia
Cusco, Peru	Puno, Peru	Valparaiso, Chile
Huancavelica, Peru	Quito, Peru	Vina del Mar, Chile
Jesus Maria, Peru	Riobamba, Ecuador	Vina del Mar Oriente, Chile

**Zone VI (36 Tables)**

Agua Marina de Plata, Argentina	Kantuta de la Paz, Bolivia	Potosi, Bolivia
Asuncion, Paraguay	La Banda, Argentina	Punta del Este, Uruguay
Balvanera, Argentina	La Matanza, Argentina	Quilmes, Argentina
Buenos Aires Decana, Argentina	La Paz, Bolivia	Rosario de la Frontera, Argentina
Buenos Aires Recoleta, Argentina	Libertador Simon Bolivar, Bolivia	Salta I, Argentina
Cala Cala, Bolivia	Mendoza, Argentina	Salta II, Argentina
Catamarca, Argentina	Metan, Argentina	Santa Cruz de la Sierra, Bolivia
Cochabamba, Bolivia	Montero, Bolivia	Santa Cruz de la Sierra-Zona Sud, Bolivia
Cordoba, Argentina	Montevideo, Uruguay	Santiago del Estero, Argentina
Del Valle, Bolivia	Neuquen Capital, Argentina	Sucre, Bolivia
Escobar, Argentina	Oruro, Bolivia	Tarija, Bolivia
Illimani La Paz, Bolivia	Plottiers (Neuquen), Argentina	Trinidad, Bolivia



- ASSEMBLY ELECTION
- ZONE ELECTION
- APPOINTED BY DIRECTOR GENERAL
- ELECTED BY BOARD OF DIRECTORS

## **ALLIANCE CONVENTION INAGURATION CEREMONY – PRESIDIUM (HEAD TABLE)**

The maximum number of persons to occupy the Presidium is fifteen. Exceptions may occur.

Persons to occupy the Presidium are:

- Chairman of the Convention Organizing Committee
- Alliance Director General
- Representative of the local authority (Mayor, Governor, etc.)
- Associate Director General
- Recording Secretary
- Assistant Recording Secretary
- Historian
- Treasurer
- Parliamentarian
- Official Translator
- Director General Ex-Officio
- Pan American Woman
- Corresponding Secretary
- Director of the National Association of hostess country
- Director of the hostess Table

Note: When the president of a country has been invited to the Opening Ceremonies and accepts or sends his/her representative, then the protocol of the president's country will prevail.

The first rows at both sides of the auditorium will be reserved for the Zone Directors, Advisory Council, Committee Chairman and previous "Pan American Women". The Chairman of the Convention Organizing Committee will assign seats at the Presidium. The Committee Members will write ahead of time the cards that will indicate name and rank of each person in the Presidium. They will be placed in front of each seat.

There will be some members of the Courtesy or Protocol Committee at the entrance to each event. These members will guide each Alliance Officer to her reserved seat or to the Presidium. The Convention Chairman will provide a copy of the Program to the Mistress of Ceremonies and a complete list of names and positions of persons seated at the Presidium, in correct order of introduction.

The Director General may request that additional introductions be made, such as that of special guests, other elected or appointed Officers of the Alliance or National Associations, member of the Advisory Board, past Pan American Women, etc. The audience will give a standing ovation to the Director General, when she is introduced. It is not proper to applaud a National Anthem.

## **PROGRAM FOR INAUGURATION CEREMONY**

- Parade of Flags
- National Anthem of host country
- National Anthem of Director General's country
- Introduction of members of the Presidium and other special guests
- Official Convention Opening
- Lighting of the Friendship Candle
- "Welcome" by the Convention Chairman
- Brief greeting by the Director of the National Association of the host country
- Speech by the Alliance Director General
- Retiring the Flags

## **ALLIANCE CONVENTION THE FRIENDSHIP LIGHT CEREMONY**

**This is step number 5 in the program at the Opening Ceremony of the Alliance Convention. This is the time where the Alliance Director General, convention president, the Pan American Woman and whomever else the Director General assigns, lights the Friendship Candle. This candle will continue lit for all the meetings of the convention. It will be extinguished at the close of the convention.**

## **PROTOCOL GUIDELINES FOR ASSEMBLY BUSINESS MEETINGS**

The business sessions of the Alliance Convention are always presided by the Director General. The parliamentarian will sit to her right, followed by the Historian, the Director General Ex-Officio, the Corresponding Secretary and the Pan American Woman.

The Official Translator will sit to the immediate left of the Director General, if needed; otherwise she will sit to the left of the Treasurer. When the Official Translator is not needed, the Recording Secretary will sit to the immediate left of the Director General followed by the Assistant Recording Secretary, the Associate Director General, the Treasurer, the Official Translator and the Convention Chairman.

The Zone Directors will be seated in the first row of the right side of the audience (looking from the Presidium). Behind them will be Voting Delegates seated by Zone in alphabetical order by Table.

The Advisory Council will be seated in the first row of the left side of the audience (looking from the Presidium). Behind the Council will be the Committee Chairmen. Table delegates will sit behind them.

Four Zones will be seated on the right and four on the left. All of the voting delegates, except for the Advisory Council, will be seated in the front of the room close to the Presidium.

After the Table Delegates, on the right side, will be Past Pan American Women, National Association Presidents, State Directors, and National Secretaries. On the left behind the Table Delegates will be Committee Vice-Chairmen and Committee members. The rest of the room will have open seating.



It is the responsibility of the members of the Protocol Committee of the Convention to inspect ahead of time the auditorium where business meetings will be held. As members arrive, they should be shown to their seats and someone should explain the use of the earphones. As soon as everybody is seated, the pages will stand behind the Presidium to be available to take messages.

Before the sessions start, the Convention Chairman should make sure that the professional interpreters are in their booth, ready to interpret when the session is called to order. The Chairman of the Registration Committee should be ready to present a report every morning, at the beginning of each business meeting. The Chairman of the Alliance Protocol Committee should be available to support the members of the Convention Protocol Committee. Ideally, they should review together the Program and make sure that all details are covered. Furthermore, they should be prepared to face any unpredicted eventuality with dignity and courtesy.

## **PROTOCOL GUIDELINES FOR ALLIANCE BOARD MEETINGS**

When Alliance Board Meetings take place during convention time, the members of the Protocol Committee will make advance arrangements for the room where it will take place and they will make sure that everything is in order. Tables should be placed in a U shape. The Executive Board and Director General Ex-Officio will be seated in the middle section. The Zone Directors and half of the Committee Chairmen will be on the right and the Advisory Council members and the other half of the Committee Chairmen on the left. Vice-Chairmen of Committees and Committee members and guest will be seated where there is room.

Both the Alliance banner, the flag of the host country, the flag of the country of our Founder Florence Terry Griswold, and the flag of the country of the current Director General will be in their appropriate places in the front of the room. The Convention Chairman will be present before the meeting starts. She will ascertain whether all board members have registered and received their convention materials. She will also respond to any questions and offer assistance, if needed.

## **PRESS INTERVIEWS AND PICTURES**

The Chairman of the Protocol Committee will notify the Director General and other officers that may be interview by the press. She will inform them of the time, place and estimated duration of the interviews. The interview will take place in a private, comfortable area. Later on, the members of the Convention Courtesy Committee will get some of the newspapers, magazines, etc. where the interviews were published. These should be given to: The Director General, Alliance Historian, Table Historian and each one of the persons who were interviewed.

Usually, the official photographers will bring the convention pictures that they took at the various events and will exhibit them at the hotel. It is important that some members of the Courtesy Committee take some of the key pictures to the Director General's suite, so that she will have an opportunity to select and purchase some pictures for her personal album. Remember that she is a busy person during convention and unless somebody saves pictures for her, she will end up with no convention pictures of her own.

The Convention Publicity Committee will invite the press, radio and television to the various social events. They should be treated with utmost courtesy so as to enable them to function properly.

## **HONORING FLAGS AND NATIONAL ANTHEMS**

Each country has its own protocol when honoring its flag and national anthems. The Alliance of Pan American Round Tables will respect each custom. It is common to display and honor these national emblems during conventions, special celebrations, seminars, etc.

When there is a Parade of the Flags, the correct protocol is to have the flag of the host country first, followed by the Alliance banner. The flag of the United States comes next, since it is the country of our Founder, followed by the flag of the current Director General. All the other flags follow, in alphabetical order. We should not applaud a flag. As they go by, we should remain at attention.

## **PROTOCOL FOR CLOSING CEREMONY AND INSTALLATION OF OFFICERS**

The gala dinner and closing ceremony of an Alliance Convention is probably the most elegant highlight of the convention. The suggested program for this event is:

- Dinner
- Transfer of sash to the new “Pan American Woman”
- Appreciation gifts to out-going Director General and Convention Chairman
- Diplomas
- Out-going Director General’s speech
- Installation of new Board and Oath of Office
- In-Coming Director General’s speech
- Transfer of Alliance Banner to next convention hostess
- Extinguish the Friendship Candle (once the Friendship Candle is lit during the Opening Ceremonies, it should be lit before every meeting and the Closing Ceremony)
- Convention Adjournment

Dinner should definitely be served at the very beginning of this event. After dinner, the members of the outgoing Alliance Board should take their seats at the Presidium.

The following members should occupy the Presidium: Director General, Associate Director General, Recording Secretary, Assistant Recording Secretary, Parliamentarian, Treasurer, Historian, Official Translator, Director General Ex-Officio, Corresponding Secretary, Pan American Woman, plus the Convention Chairman and Hostess Table Director. The outgoing Zone Directors will be introduced but will remain where they are seated.

The Mistress of Ceremonies should have the names and ranks of each person in the Presidium and she will proceed with introductions. The Director General is expected to receive a standing ovation. At her request, the Mistress of Ceremonies may also introduce any other Alliance or National Association Officer, Members of the Advisory Council, State Directors, previous Pan American Women, and all special guests present.

The Mistress of Ceremonies will faithfully follow the order of the Program, unless requested to alter from it. The Convention Chairman will be alert and ready to solve any problems. After the Installation of the new board, the out-going officers will leave their seats at the Presidium and the newly elected board members will replace them.

**The out-going Recording Secretary will take Minutes of this Closing Ceremony.**

During the whole event, members of the Convention Protocol Committee and the Alliance Protocol Committee shall work together and will make rounds and make sure that everything is going well and nobody is missing anything. Small details are important for the success of an event, even if things were well planned ahead of time. The main objective is to maintain a friendly and comfortable atmosphere. It is probably impossible to please everybody, but the idea is to leave pleasant memories in the minds of each member that attends a convention.

## **PROTOCOL GUIDELINES FOR VISITS FROM ALLIANCE DIGNITARIES:**

- A. The chairman of the Alliance Protocol Committee should maintain constant communication with the Director General and be aware, ahead of time, of any trips or visits that the Director General is planning. She will request a complete list of the itinerary; names of officers that will accompany then pass this information to each Zone Director of areas to be visited.**
  
- B. The Zone Directors will coordinate with the members of the Alliance Protocol Committee of their respective areas and with the Table Director of the Tables to be visited. They will make the necessary arrangements to welcome the Director General and entourage.**
  
- C. The Tables will decide on hospitality details. If the guests are to stay at a member's home, the Table Director will ascertain that appropriate courtesies will be extended. If they are to stay at a Hotel, the reservations should be made and the Director General's room should be paid for.**
  
- D. The Director General's "Welcome Committee", at an airport, train or bus station etc. should consist of at least: the Zone Director (if possible), the Director of State or National Association, a member of the Protocol Committee and the Table Director.**
  
- E. Members of the hostess table should be assigned to transport the guests to and from the airport and also to and from each event that will take place. Extra cars should be available, in case of excess luggage.**
  
- F. If the Director General is unable to attend an event and sends a representative, such a representative will be given the same treatment as if she were the Director General, even if higher-ranking officers are present.**

- G. When inviting Alliance Officers to an event, they should be advised if they are expected to deliver any speeches and about how much time each presentation should take. This should be done well in advance, in order to give them enough time to prepare their talk. They should also be informed whether the event would be formal or informal.**
- H. In whatever event where the Director General is present, she should be given an opportunity to say a few words to the audience. In her absence, the highest-ranking Alliance officer should greet the audience. If the highest-ranking Alliance Officer belongs to the hostess Table, the visiting officer that follows in rank should be asked to present a greeting. It is polite to inform her ahead of time about her participation. These courtesies will emphasize the fact that Tables appreciate the efforts of the visiting guests. We must keep in mind that some of them traveled long distances, without any financial compensation. We must also keep in mind that they want to share knowledge and offer suggestions, but they are entitled to some relaxation and sightseeing.**
- I. When Zone Directors, members of the Alliance Advisory Council (Ex-Director Generals), the Pan American Woman or any other Alliance Board member attend an event, they should be afforded special courtesies. Arrangements should be made to welcome them at airports, etc. and hospitality details should be planned.**
- J. Any meeting is always presided by the Table Director. At regular business Table meetings, Alliance Board members that belong to the Table need not be given any special treatment. However, during special celebrations, seminars, etc., the Table Director should introduce the local Alliance Board members, as recognition of her position.**
- K. It is a matter of Table Courtesy to offer gifts to visiting dignitaries, normally, they are welcome with a corsage or bouquet of flowers and upon their departure they are offered a souvenir gift. It is advisable not to give large or bulky gifts that may cause packing problems.**



- L. It is important to keep in mind that at ALL events there should be assigned seats for: the Alliance Director General, the National or State Association Director, any other Alliance Board member present, and the Pan American Woman.**
  
- M. After the completion of visits of the Director General to the Tables, the Chairman of the Protocol Committee will send “thank you letters” to each Table visited. Copies of these letters should be mailed to the Director General.**

**ALLIANCE TABLES READINESS FOR THE  
INTERNATIONAL BIENNIAL CONVENTION  
(EVEN YEARS) KNOW WHAT TO DO:**

- Answer all the correspondence from the Alliance Officers and/or Committee Chairman.
- The Editorial Committee will request pictures, news and articles to be included in Pan American Bulletin that is given to all Alliance Tables. All the information included in print in the Bulletin is by zone.
- Send proposals for Resolutions or Revisions to the appropriate committees, if and when the membership feels, there is a need for change or affirmation.
- If your Table has sent to the Revisions Committee proposed revisions to the Constitution and/or Bylaws, someone must read the letter sent to the Revisions Committee at convention.
- The revisions need to be sent in early because the Revisions Committee must send out to all the Alliance Tables a listing of all proposed revisions to the Constitution and Bylaws 30 days before the International Convention.
- Send the registration for convention early and reserve the needed hotel rooms at the convention hotel.
- Deadline for convention registration is always 2 (two) weeks before convention, unless otherwise specified. They will not make an exception for late registration.
- Each Table is entitled to send 3 (three) people, one delegate and 2(two) alternates with one vote.
- Answer the request for nominations for the elective positions in the Alliance Board to the Nominating Committee-your input-will shape the direction and the future of the Alliance.
- Send nominations to the Pan American Woman Committee if the Table membership feels strongly that the career of a person merits special recognition.
- All reports must be in English and Spanish so as not to exclude any part of the Alliance.

- Send the requested questionnaire that the Associate Director General sends out for her statistical report.
- The Zone Director needs the Table Director's report to prepare the complete Zone report for convention.
- Tables must send copies of their yearbook to the Director General, the Alliance Treasurer and the Historian (as well as pictures, memorabilia, newspaper articles and news regarding the Table and members, to insure that it – will be well represented in the biennium's history), and the Zone Director.

## **CONVENTIONS OF STATE OR NATIONAL ASSOCIATIONS OF PAN AMERICAN ROUND TABLES**

- The directors of the National or State Association will send invitations to their conventions to: Alliance Director General, Zone Director, other Alliance Board members and the Pan American Woman. If possible, they will include the Convention Program, lodging details, registration procedures, and other special events where her presence is required.
- Once attendance is confirmed by the Alliance Officers, the Chairman of the Convention Courtesy Committee or the Chairman of the Association Protocol Committee will ascertain time and place of arrival of each guest and make arrangements for meeting them and transporting them to the hotel.
- The Director of the National or State Association presides over this type of convention. The Alliance Director General will be treated as a Guest of Honor and will be seated at the Presidium during the Opening Ceremony. She should be asked to deliver a brief greeting.
- Any other Alliance Board members present should have reserved seats in the first rows of the audience. It would be polite if the State or National Director does mention their names and rank during the Inauguration Ceremony.
- The Alliance Director General and other Alliance Board members present should abstain from raising issues or commentaries during the convention's business meetings. Of course, they can intervene if requested to do so by the presiding officer. Any comments may be mentioned during a recess and the presiding officer may ask them to clarify.
- When convention registration takes place, it would be nice to have a special table for the Alliance and Association Officers to register. Both the Director of the Association and the Alliance Director General should not pay the registration fee.

- The Convention Courtesy Committee should make sure that all Alliance guests have transportation to all events and that somebody will show them to their respective seats.
- If the Pan American Woman attends National or State Conventions, she should be honored and asked to say a few words during “Pan American Night”.
- When the convention concludes, the Courtesy Committee should offer transportation to airports, etc. to each Alliance guest.
- The Alliance Protocol Committee acts as a public relations forum for the entire organization. Consequently, Associations or Tables may consult either its chairman or any of its members, in matters related to protocol.

## STATE CONVENTION (TEXAS) PREPAREDNESS

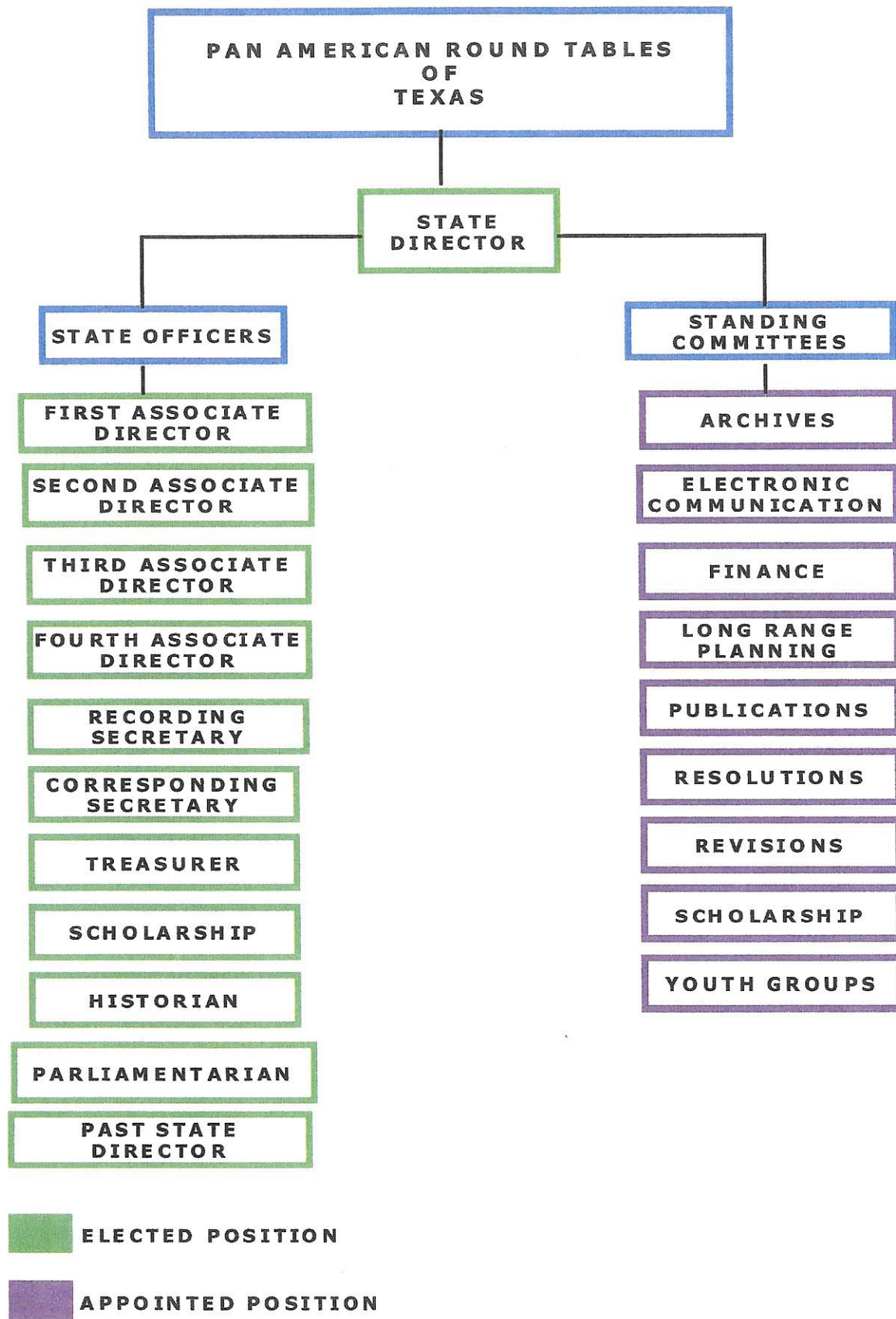
- **Delegates:** Each Table may have 2 (two) delegates and 1 (one) alternate. Make certain that delegates are noted on the registration forms. NOTE: registration deadline.
- **Hour of Memory:** The memorial ceremony- need to send the names of Table members who died during the biennium to the Committee Chairman of the Hour of Memory. Notice the deadline for names submission. Need to make sure that your deceased members are recognized.
- **Table Reports:** Select four (4) photographs. Label each photograph with name of the Table and number them in the order you want them presented. Send the photographs in an email attachment to the person in charged of preparing the presentation of reports from the host table. If you prefer to send prints, a name and address will be provided. The photographs will be organized and shown at the meeting in a power point presentation. The delegate who gives the oral Table report should have a written report in quadruplicate describing each photograph and its significance. Plan four (4) minutes for your oral report – no more than 1 minute per photograph. Upon the conclusion of the report, the delegate will give two (2) copies to the State Director, one (1) copy to the Recording Secretary and keep one (1) for her Table's records. Note Deadline.
- **If your Table is unable to send a delegate to convention** send three (3) copies of a report to the Corresponding Secretary. Include in your report scholarship information, interesting programs, methods for scholarship fundraising and for increasing membership.
- **Historian:** If you wish to have your Table represented in the PARTT Scrapbook send pictures and news articles to the State Historian. Note Deadline.



### Organization Dates for Pan American Round Tables in the USA

Table	Year Organized	Chartered
Alamo-San Juan-Pharr	September 27, 1949	
Albuquerque NM II	May 16, 1976	
Albuquerque NM III		October, 1978
Austin	January, 1922	
Beaumont	September, 1939	1940
Beeville	1963	
Brownsville I	November, 1932	
Brownsville II	December, 1941	
Bryan-College Station		
Conroe I	March 8, 1949	
Conroe II		
Corpus Christi	December, 1955	
Corsicana	October 22, 1941	
Dallas I	1938	February 23, 1937
Dallas II	November, 1940	
Dallas III	March 24, 1949	
Del Rio	February, 1970	
Eagle Pass	1953	
Edinburg	March 12, 1958	
El Paso	November, 1921	
Ft. Worth I	October 11, 1944	
Ft. Worth II	1964	
Houston	May, 1940	
Laredo	June, 1921	
Las Gatos-Saratoga FL	November, 1958	February, 1960
Las Cruces NM	1931	October 11, 1942
McAllen	October 10, 1934	
Mission	September, 1982	
Odessa	1977	
Ro Grande City-Roma	Apri, 1951	
Rock Island IL		May, 1972
San Antonio	October 16, 1916	April 26, 1921
San Benito	1948	
San Jose CA	November, 1951	May 1, 1956
Santa Clara CA		
Tulsa OK	October, 1974	
Waco	May 23, 1957	





## **STATE DIRECTOR'S VISIT:**

**A visit by the State Director to a local Table should be viewed as a special event. As soon after the biennial convention as is possible, the State Director and the Corresponding Secretary should be invited to visit each local Table. The Associate Director for each area Table should also be invited to visit. Tables should designate dates that may be considered for a visit. The cost associated with the visit is always an issue and therefore Tables are encouraged to be flexible. The State Director and Associate Directors have many tables to visit.**

**If the visit of these officers requires an overnight stay, the host Table assumes the responsibility for providing overnight accommodations. The host Table is responsible for the cost of the dinner or luncheon at the meeting that she attends.**

**Gifts for the visiting officers, although a gracious gesture,  
Not required.**

**If the State Director is arriving by air, she should be met at the airport and transportation provided to and from the meeting. If she is driving, complete directions should be provided to the location of the meeting or her accommodations.**

**The State Director should be given an opportunity to address the members of the Table. If she is to be the featured speaker, she should be advised of this in advance to give her an opportunity to prepare.**

**The courtesies extended to the State Director should also be extended to the Area Associate Director.**

# **CONVENTION - CONFERENCE OR LARGE MEETING TIME LINE**

**This scheduling timeline is for an national or international meeting and exhibit with an 18 months lead time.**

## **17-18 Months Out**

- Set objectives, meeting/exhibit dates, locale, theme, and format.
- Conduct site visit.
- Set preliminary budget.
- Select freight company.
- Negotiate hotel rates and blocks, sign hotel contracts.
- Negotiate fares with official airline.
- Select ground operator.
- Select official car-rental agency.
- Assemble exhibitor lists.
- Set registration fees and policy.
- Define promotional strategy.
- Prepare first calendar notices and press releases for exhibit.

## **16 Months Out**

- Arrange insurance coverage.
- Develop logo/graphics theme.
- Select exhibit service contractor.
- Establish exhibit space rates.

- Produce exhibit floor plan.

## **14-15 Months Out**

- Invite and confirm key speakers.
- Determine preliminary F&B requirements.
- Negotiate menus and prices.
- Select translation equipment, if needed.
- Mail first exhibitor promotion, if needed.
- Adjust exhibit floor plan (continuous).
- Prepare and mail first meeting announcements and promotional materials to prospective attendees.

## **13 Months Out**

- Get speakers' AV needs.

## **6-7 Months Out**

- Produce and mail second promotion to prospective attendees.
- Begin processing registration forms.

## **4-5 Months Out**

- Prepare and mail third promotion to prospective attendees.
- Adjust budget.
- Confirm AV and translation requirements.
- Assign speaker locations/times.

## **2-3 Months Out**

- Adjust budget.
- Open host-city bank account.
- Finalize session schedule and room assignments.

- Select and contract with AV supplier.
- Produce and mail exhibitor services kits; include AV order form.
- Finalize F&B schedule.
- Finalize translation personnel and equipment, if needed.
- Determine on-site staff needs.
- Determine security needs.
- Order office and communications equipment needed on-site.
- Order signage.
- Compile exhibitor directory.
- Finalize on-site computer requirements for registration.
- Review processing and billing activity with hotels.

## **1 Month to 6 Weeks Out**

- Print conference guide.
- Print workbooks.
- Submit daily schedule to hotels.
- Produce badge and ticket stocks.

## **3 Weeks Out Through Day of Meeting**

- Set up on-site office.
- Pack and inventory materials.
- Assemble registration packets.
- Finalize F&B guarantees.
- Make pre-event preparations on-site.
- Supervise meeting on-site.

## **Post-Meeting**

- Pack and inventory materials.
- Reconcile finances.
- Do a post-budget performance review.

## HOSTING AN ALLIANCE CONVENTION

Activity Schedule is suggested:

- Any Table interested in hosting a convention should discuss the matter at a regular Table meeting, at least (5) five months prior to the next scheduled Alliance Convention. If the offer is approved by the majority vote, a letter to that effect should be sent to the Zone Director.
- The delegate of the proposing Hostess Table should take a letter of invitation signed by the Table Director to the Alliance Convention.
- If the invitation is accepted by the assembly, the delegate should request the following material:
  - Protocol Guide, Standard Credentials Form, Financial Guidelines and any other pertinent information that the current convention chairman can produce, including sample agendas and programs.
- Upon returning home, the delegate should share the information with her table members and make as many copies as necessary.
- At the November Table meeting (a month after convention) candidates for Convention Chairman and Convention Treasurer should be proposed.
- The Table Director should email the name and address of the Convention Chairman and the Treasurer no later than January 31 to the Alliance Director General.
- Prior to March 15 the Table Director will mail the complete list of convention committee members to the Director General, Zone Director, Treasurer and Chairman of Protocol Committee of the Alliance.
- As of April 15, ALL convention committees should be working actively.

- Prior to July, the Director General, Zone Director and any other Board Member will visit the Hostess Table and meet with all committee members. They will also visit the proposed hotels, and other places where the various events will take place.
- At the July Alliance Board meeting, the Convention Chairman will present a report, informing about all convention details. An appropriate registration fee will be approved as well as a date. Also, at this time the Alliance Treasurer will give the sum of \$1,000.00 dollars to the Convention Chairman. These funds will be utilized for initial “start up” convention expenses and will be reimbursed to the Alliance Treasurer at the conclusion of the convention. It is very important for the Convention Chairman to clarify any doubts during the Board Meeting, especially anything related to the financial management.
- Between the months of August and December all convention planning should be completed.
- Copies of all proposed informative literature (prior to publication) should be emailed to the Director General, Zone Director and Alliance Parliamentarian, no later than January 31 (second year) of the convention year.
- After receiving corrections and approval of all publication material, the information should be printed and mailed no later than March 15 to, the entire Alliance Board, including the Advisory Council and the Pan American Woman, Directors of all National and State Organizations and all Table Directors. It is important to remind everyone that the registration fee has to be mailed no later than 60 days before convention.
- The Alliance Director General will mail the “Call to Convention” in April. She will summarize convention details and emphasize important aspects.

## SEATING ARRANGEMENTS

Balance is the policy for seating arrangements. At all meetings the number of persons to be seated at the head table is determined by:

- The purpose of the meeting;
- The size of the room;
- The anticipated audience; and,
- The number of persons to be honored.

If there are many to be recognized and the group is relatively small, a head table of five to eight would be appropriate (not exceed 13 persons). Others to be introduced may be seated at side tables immediately adjacent to the head table or placed directly in front of the head table. This arrangement is practical if the room is long and narrow.

At large meetings, a second head table may be used. This table may be in front and below the head table.

The presiding officer sits at the center if an uneven number is to be seated. If there is an even number, he is seated to the right of the center as he faces the audience.

An acceptable way is to seat the highest ranking person to the right of the presiding officer and those of lesser rank to the left. This makes it possible to introduce all on the right side of the presiding officer and then all on the left.

When in her own State, the State Director outranks all other guests present and sits at the right of the Table Director. Any other guests of honor are placed in order of office to the State Director's right.

The remaining Table officers and/or Honorary members fill the available seats to the right and to the left of the Table Director.

If two guests of equal rank are present, the one who traveled the farthest distance is honored first.

Persons serving in office outrank past officers. Head table seating is for those presently serving in office.



An official representative of the national organization is seated to the immediate right of the presiding officer if there is no higher ranking guest present from outside the organization.

A speaker who is not a member of the organization outranks state officers and national representatives. This is a courtesy due a guest.

### **Late Arrival:**

Speaker...if the speaker is late, wait only fifteen minutes before proceeding to the next order of business. If a speaker is exceeding her allotted time, slip her a note that indicates how much longer...one or two minutes is a good rule to follow. (When thanking a speaker, never recap the speech..a simple thank you).

Any national, state or other official, past or presently serving, who appears late with no reservation or previous announcement of arrival or attendance is seated as close to the head table as possible. The presiding officer is notified by note (quietly) and may then acknowledge the guest when the agenda permits.

Always remember that we honor the *office* and not the *person*.

Special Chairman – If she is to present a program portion of the meeting, this person is usually seated to the left of the Presiding Officer when there is an honored guest at the right of the Presiding Officer.

Local members who serve on the State or Alliance Board are treated as regular members...the Table Director introduces the board member at special celebrations, seminars, etc.

Seating arrangements may be as follows:

<u>Left</u>	<u>Podium</u>	<u>Right</u>
1. Chairman of event		1. Table Director
2. Honored guest or speaker		2. State Director
3. Elected State officers		3. Director General or her representative
4. Appointed State Officers		4. Elected Alliance Officer
5. Local elected officer (if space is available)		5. Appointed Alliance Officer

Use place cards at the head table.

**The presiding officer presents members and guests seated at the head table. Never use the phrase, "Introduce the Head Table." Say "Those seated at the Head Table are" (should have a seating chart with the names and titles of those she is going to introduce).**

**When the introduction of the State and/or Alliance Director is done, The audience should stand for the applause in recognition of the office. The presiding officer may indicate this by turning to the one so honored, gesturing slightly to the audience to rise, and leading the applause.**

**Introduce the highest ranking guest first and go down the list. IF they are each to say a few words of congratulations, etc., introduce the lowest ranking first and go up the list. Thus the last expression comes from the highest ranking officer or guest.**

**State and Alliance directors should be invited to "say a few words." Are always introduced by the presiding officer, NEVER the program chairman or someone else.**

**When time for the program, the presiding officer presents the program chairman-but does not "turn the meeting over to..." The program chairman introduces the program participants.**

**You should decide before the meeting who is to introduce the speaker and who will thank the speaker. This may also be noted on the agenda. The speaker should be informed, in advance of the meeting, how long has been allowed for the presentation.**

**When thanking a speaker, a simple, "thank you" or "thank you for that fine message" is sufficient. Never recap the speech. This tends to upstage the speaker.**

**By being relaxed yourself, you'll relax others around you and everyone will be assured an enjoyable time!**

**SEATING AT HEAD TABLE  
SHOULD CONSIST OF:**

**SPECIAL EVENT OR CEREMONY:**

**(General Assembly/Audience)**

<u>LEFT</u>	<u>PODIUM</u>	<u>RIGHT</u>
Chair of Event		Table Director
Honored Guest or Speaker		State Director
Elected State Officer		Alliance Director General
Appointed State Officer		(or her representative)
Local Elected Officer		Elected Alliance Officer
		Appointed Alliance Officer

**At an installation meeting, if there is room for only one group of officers, the retiring officers are honored for their year's work and seated at the head table. Retiring officers often are seated at the head table until time for the installation ceremony, exchange places with the incoming officers at that time.**

**At large meetings, a longer head table may be used with outgoing officers seated to the right of the presiding officer and the incoming officers to the left. The installing officer is seated to the immediate right of the presiding officer, unless a public official is in the honor seat. In this case, the installing officer is seated to the immediate right of the public official.**

**The use of place cards is encouraged at the head table to avoid confusion.**

**REGULAR BUSINESS MEETING:**  
**(Local Level)**

Left to right at head table:

1	2	3	4	Lectern	5	6	7	8	9
---	---	---	---	---------	---	---	---	---	---

Facing the Audience ↓  
Audience

- |                              |   |
|------------------------------|---|
| 1. <b>Treasure</b>           | 5. <b>Recording Secretary</b>           |
| 2. <b>Associate Director</b> | 6. <b>Program Chairman</b>              |
| 3. <b>Parliamentarian</b>    | 7. <b>Pledge of Allegiance (Person)</b> |
| 4. <b>Director</b>           | 8. <b>Invocation (Person)</b>           |

(#2, #7 & #8 can be used for other guests or dignitaries)  
(#5 moves to #6 if there is a speaker)

**SPECIAL EVENTS MEETING:**  
**(Local table...if no special guests)**

1	2	3	4	5	Lectern	6	7	8	9	10
---	---	---	---	---	---------	---	---	---	---	----

Audience

- |  |  |
|--|--|
| 1. <b>Elected Alliance Officer</b>       | 6. <b>First Associate Director/Program Chair</b> |
| 2. <b>Dignitary/honor Guest</b>          | 7. <b>Speaker</b>                                |
| 3. <b>Alliance Director</b>              | 8. <b>Second Associate Director</b>              |
| 4. <b>Public Official/State Director</b> | 9. <b>Secretary</b>                              |
| 5. <b>Table Director</b>                 | 10. <b>Treasurer</b>                             |

(any substitution can be made in #'s 8, 9 and 10)

A table should be reserved for State Officers/Committee Chairman and Past State Directors in the front row. A table should also be reserved in the front row for Alliance Officers and honor guests.

## **DISTINCTIONS BETWEEN “INTRODUCING” AND “PRESENTING”:**

1. Persons no known to the assembly are introduced;
2. Persons known to the assembly are presented;
3. An “introduction” is generally more informative than a “presentation”

When guest of honor are merely to bow (say nothing), introduce from highest ranking down to lowest. When guests of honor are to say a few words, introduce from lowest ranking to guest to highest. When the Alliance Director General is introduced, the entire membership rises, in recognition of the office. Often this courtesy is extended to the State Director as well. Beware of introducing “*the head table*”...it is always “*those seated at the head table,*” or *Head Table Guests*.

4. Learn to control and invite applause at appropriate times. Direct applause by asking people to hold applause when making a number of introductions at the same time. At other times, signal applause through your phrasing and inflection, then lead the applause.

### **THE ACCEPTED ORDER OF PRECEDENCE FOR INTRODUCTIONS IS:**

1. religious Dignitaries
2. Government Officials (federal, provincial, city)
3. Guest Speaker, if a non-member
4. International Officers
5. Past International Officers
6. State Officers

### **MAKING INTRODUCTION OF SPEAKER:**

1. Ensure that your introduction answers four questions:
  - Why this subject
  - Why this speaker
  - Why this audience
  - Why this time
2. Present the Speaker
3. Lead the applause and continue until the speaker arrives at lectern and greet the speaker...return to your seat
4. Return to lectern at the last words of speaker
5. Express appreciation to the speaker.
6. If a recognition item is to be given, this is the time.

## LITTLE THINGS THAT COUNT OPENING EXERCISES)

**Invocation** – a prayer calling for divine assistance.

- a. The presiding officer awaits complete silence, then calls upon the invocator.
- b. The assembly rises at the direction of the presiding officer or of the invocator.
- c. The invocation should be short and non-sectarian, “God Almighty” or Almighty God” applies to all faiths.
- d. The invocator is seated at the head table if possible.
- e. The invocation should unify, welcome and inspire the people attending.
- f. The invocation is given before the Pledge of Allegiance to the Flag of the United States of America.

**Grace** – thanks offered or a blessing asked before a meal.

- a. The assembly usually remains seated.
- b. The grace should be non-sectarian.
- c. The person who offers thanks or asks the blessing is seated at the head table if possible.
- d. The grace is given before the Pledge of Allegiance to the Flag of the United States of America.

**Inspiration** – a spiritual or ethical thought or message.

- a. The assembly may be requested to stand if the is presented during the opening exercises.
- b. The assembly usually remains seated if it is presented prior to the adjournment.
- c. The inspiration is often presented by a layman or by presiding officer.
- d. It often consists of an appropriate poem or quotation from a famous person or leader.
- e. It is given after the Pledge of Allegiance to the Flag of the United States of America.

**Memorial** – a tribute, usually spiritual in nature.

- a. It is given to those who served and are no longer living.
- b. It varies from a moment of silence to a formal ceremony.

**Local members of the Table who belong to the State or Alliance Board are treated as regular members.**

**The Table Director introduces the Board member at**

- special celebrations
- seminars

## **INVITATIONS TO DIGNATARIES/GUEST:**

Verbal invitations for speakers, guests, or dignitaries, etc., should always be confirmed on official letterhead stationary and envelope of the organization. Carefully check the full name, title and correct address. The Table Corresponding Secretary should send the invitation as early as possible.

**Include:**

- Full details of the event (date, place, time, kind of meeting, number of attendees, etc).
- Directions to meeting site.
- Parking information.
- Appropriate dress – formal, cocktail, or business attire.
- Suggestion that guest may bring travel companion.
- What are you inviting the guest to do?
- Topic to be covered, if appropriate.
- The amount of time provided for the presentation/speech.
- Any honorarium or fee agreed to.

Written invitations should request a response by a certain date so that the arrangements committee can plan seating whether or not dining is involved. If no response is received by the date requested, follow up with another letter or telephone call. Never assume a lack of response means the acceptance of your invitation.

Instead of using “*R.S.V.P.*” on the invitation, use “*A Response is Requested by (date)*” or “*Please Respond by (date)*”

## **THE RECEPTION – RECEIVING LINE:**

**Plan in advance where you will place the receiving line. Sometimes there's a separate room for this purpose. Make sure people know where the reception will be and how to get there.**

**A person going through the receiving line should state his or her name to the host at the start of the line. Each person in the line introduces the next person, speaking the names of both parties. If the name is not heard distinctly, it's permissible to ask the person to repeat the name.**

**Example:** 1. Table Director

2. State

3. Alliance

4. Local

5. Last person in line, Event Chairman

**In a private home function, the order recommended is:**

1. Hostess

2. Table Director

3. Other guests as stated above



## FLAG PROTOCOL SPECIAL EVENTS/CELEBRATIONS

At special events or celebrations the presentation of the flag of the United States should be included. If your Table owns a collection of full size flags of the Pan American Countries, an entire "Massing of the Colors" should be held at the opening of the meeting. The flag of the United States is ALWAYS presented first at events in this country. The flag of the Alliance Director General would follow the U S flag, if the Director General represents another country, regardless of the nation of her birth.

As a courtesy to any invited guests from Consuls of Pan American Countries, you would present the flags of their countries starting with the highest ranking official and then alphabetically.

- Consul General
- Consul
- Assistant Consul
- Honorary Consul

The first rank and then alpha rank. The flags of the remaining countries would be brought in alphabetically.

Cuban Flag - - would be presented at an Alliance function (like Pan American Day), but not at a State function (convention or board meeting), since the United States government does not have diplomatic relations with Cuba.

If you have guests from Tables in other countries, their flag should follow the United States flag.

The flags should be brought before the membership and then placed in stand behind the head table. The flag of the United States should hold the position of honor at the presiding officer's right while facing the audience, regardless of whether it is on a platform or on the floor level.

The Pledge of Allegiance to the flag is not repeated if no flag is present. When the flag is not displayed and the National Anthem is played, those present should face toward the music and act in the same manner if the flag were displayed there.

# FLAG PROTOCOL RULES AND REGULATIONS

## Displaying the Flag:

- **Parade** - The flag should not be displayed on a float in a parade except from a staff. Crepe streamers may be affixed to spear heads or flagstaves in a parade only by order of the President of the United States.
- **Procession** – The flag, when carried in a procession with another flag, or flags, should be either on the marching right, that is, the flag's own right, or , if there is a line of other flags, in front of the center of that line.
- **Vehicle** - The flag should not be draped over the hood, top, sides, or back of a of a vehicle or of a railroad train or a boat. When the flag is displayed on a motor car, the staff shall be fixed firmly to the chassis or clamped to the right fender.
- **Above other flags** - The United States flag hangs above any other flag on the same pole.
- **Other flags** - When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the U.S., the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the U.S. should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the U.S. or to the right of the flag of the U.S. (the viewer's left).
- **Flags of other nations** – When the flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace. The order of Precedence for flags generally is National flags (U.S. first, then others

in alphabetical order in English), State (host state first, then others in the order of admission) and territories (Washington DC, Puerto Rico, etc.), Military (in order of establishment: Army, Marine Corps, Navy, Air Force, Coast Guard, then other.

- **Half-mast** - The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag would be again raised to the peak before it is lowered for the day. The flag should be half-staff on these days; May 15 – Peace Officers Memorial Day (sunrise to sunset); Last Monday in May – Memorial Day (until noon); September 11 – Patriot Day (sunrise to sunset); December 7 – National Pearl Harbor Remembrance Day (sunrise to sunset). Upon reliable information that a past or present President (flies for 30 days); Vice-President, Chief Justice, or Speaker of the House has died (10 days). At the Tomb of the Unknown Soldier in Arlington, it is lowered to half-staff 30 minutes before each funeral. Only the President of the United States, State Governor, and the Mayor of the District of Columbia can order the U.S. flag lowered to half-staff. A flag is never half-staffed on the battlefield.
- **Casket** – (Closed Casket) – the flag should be so placed that the union (blue field) is at the head and over the left should of the deceased. (Half Open Casket) – It should be placed three layers to cover the closed half of the casket in such a manner that the blue field will be the top fold, next to the open portion of the casket on the deceased’s left. (Full Open Casket) – It should be folded in triangle shape and placed in the center part of the head panel of the casket cap, just above the left shoulder of the deceased.
- **Displaying Flag other than flown** – When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag’s own right, that is, to the observer’s left. When displayed in a window it should be displayed in the same way, that is with the union or blue field to the left of the observer in the street. When festoon, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the flag.

- **Statue or Monuments** – The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should not be used as the covering for the statue or monument.
- **Speaker (behind the speaker, on the wall)** – Hang the flag flat on the wall. Do not decorate the podium or table with the flag. Use bunting for decoration.
- **Speaker (behind the speaker on a pole)** – When displayed from a staff in a auditorium on or off the podium, the flag of the United States should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the speaker (to the right of the audience).
- **Pins** – Flag lapel pins are replicas of the U.S. flag, therefore, should be worn on the left lapel near the heart.
- **White House** – The American flag is always flying on top of the White House whether or not the President and First Family are at home.

## **RESPECT FOR THE FLAG:**

- No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.
- Upside down – An upside down flag is considered a distress signal.
- The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- The flag should never be carried flat or horizontally, but always aloft and free.

- **The flag should never be used as a wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.**
- **The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.**

**Gold fringe on the flag has no known symbolism and no meaning in national or international protocol. The Flag Code makes no reference to the use of fringe, cord and tassel, and no law or regulation requires or prohibits the placing of gold fringe on the flag.**

**It is not mandatory to post/ retire colors. It is not mandatory to retire colors just because colors have been posted.**

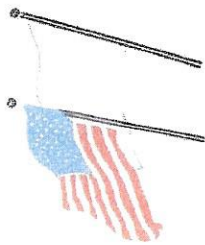
**Religious flags are displayed in religious facilities and normally only with the U.S. flag (U.S. flag takes the position of honor).**

**How do you prevent the official party (presidium) from having to put their back sides to the audience when the US flag is on the stage behind them?**

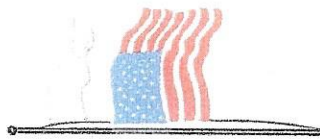
**Pre-post the colors on stage, or have the honor guard post the colors on the stage, and have the official party stand at seats in front row of the audience during the National Anthem.**

**Following the National Anthem, have the official party go up on stage.**

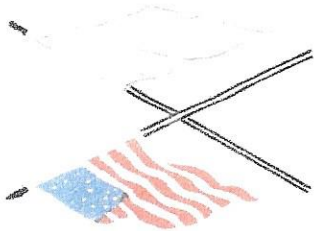
# HOW TO USE OUR FLAG



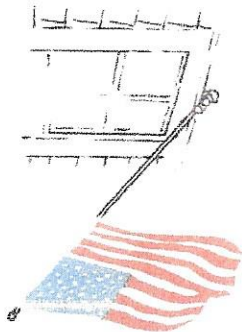
(1) The American flag, when carried in a procession with another flag, should be on the marching right—its own right.



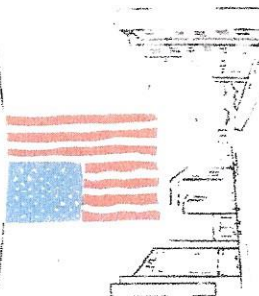
(2) Another flag or pennant may be flown above the American flag only during church services conducted at sea by U. S. Naval Chaplains for Navy personnel.



(3) When displayed with another flag in the crossed-staff format, the American flag should be on its own right—and in front of the other flag's staff.



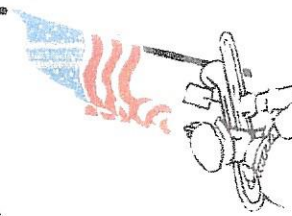
(6) When the American flag is suspended from a staff projecting horizontally from a building, the union should be at the peak of the staff—except when the flag is at half staff.



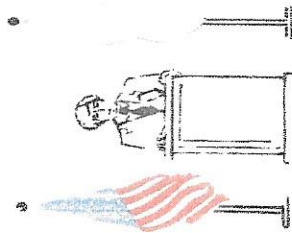
(7) When displayed over a street, the flag should be suspended vertically. The union will be to the north in an east-west street, and to the east in a north-south street.



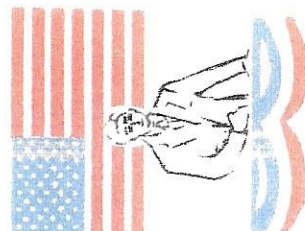
(8) During the unveiling of monuments or statues, the flag should never be used as a covering.



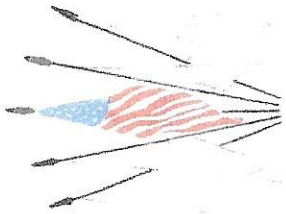
(11) When the National Anthem is played, all present should face the flag and salute. Men should remove their hats.



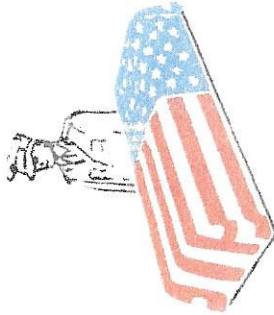
(12) The flag should always have the position of honor on speakers' platforms, standing to the right of the speaker. All other flags should be to the speakers' left.



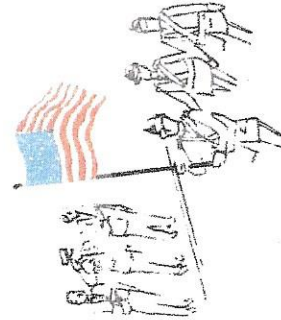
(13) Bunting for ceremonial or decorative use should be arranged with the blue on the top, white in the middle and red on the bottom.



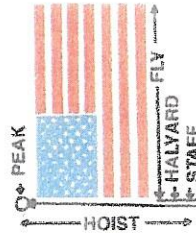
(4) The U. S. flag should be centered and at the highest point when displayed on its staff with other flags.



(9) When covering a casket, the flag should be positioned so the union is at the head and over the left shoulder. It should not be lowered into a grave or allowed to touch the ground.



(10) During the raising or lowering of the flag, or during its passage in a parade, all present should face the flag, stand at attention with hands over their hearts. Men should remove their caps.



(15) The American flag features 13 horizontal stripes—seven of them are red and six white. In the upper quarter of the flag next to the staff are white five-pointed stars that designate each state.



## ORGANIZATION OF AMERICAN STATES

### MEMBER STATES

- |                                 |   |
|---------------------------------|---|
| <b>(35) Antigua and Barbuda</b> | <b>Guyana</b>                           |
| <b>Argentina</b>                | <b>Haiti</b>                            |
| <b>The Bahamas</b>              | <b>Honduras</b>                         |
| <b>Barbados</b>                 | <b>Jamaica</b>                          |
| <b>Belize</b>                   | <b>Mexico</b>                           |
| <b>Bolivia</b>                  | <b>Nicaragua</b>                        |
| <b>Brazil</b>                   | <b>Panama</b>                           |
| <b>Canada</b>                   | <b>Paraguay</b>                         |
| <b>Chile</b>                    | <b>Peru</b>                             |
| <b>Colombia</b>                 | <b>Saint Kitts and Nevis</b>            |
| <b>Costa Rica</b>               | <b>Saint Lucia</b>                      |
| <b>*Cuba</b>                    | <b>Saint Vincent and the Grenadines</b> |
| <b>Dominica</b>                 | <b>Suriname</b>                         |
| <b>Dominican Republic</b>       | <b>Trinidad and Tobago</b>              |
| <b>Ecuador</b>                  | <b>United States of America</b>         |
| <b>El Salvador</b>              | <b>Uruguay</b>                          |
| <b>Grenada</b>                  | <b>Venezuela</b>                        |
| <b>Guatemala</b>                |   |

**(\*)** By resolution of the Eighth Meeting of Consultation of Ministers of Foreign Affairs (1962) the current Government of Cuba is excluded from participation in the OAS.

### ORIGINS

**The Organization of American States (OAS) is the natural forum for the hemispheric dialogue on political, economic, social, educational, cultural, scientific and technological matters.**

**On April 14, 1890 in Washington, D.C., United States of America, the First International Conference of American States founded the International Union of American Republics. The Conference also established the Commercial Bureau, to act as the Union's secretariat. In 1910, the International Union became the Union of American Republics, and the Commercial Bureau became the Pan American Union.**

**The Charter that transformed the Union of American Republics into the Organization of American States and Pan American Union into the OAS General Secretariat, was signed in Bogota, Colombia, in 1948.**

## **PURPOSES**

**The OAS proclaims the following essential purposes:**

- a. To strengthen the peace and security of the continent;**
- b. To promote and consolidate representative democracy, with due respect for the principle of nonintervention;**
- c. To prevent possible causes of difficulties and to ensure the pacific settlement of disputes that may arise among the Member States;**
- d. To provide for common action on the part of those States in the event of aggression;**
- e. To seek the solution of political, juridical, and economic problems that may arise among them;**
- f. To promote, b cooperative action, their economic, social ad cultural development; and**
- g. To achieve an effective limitation of conventional weapons that will make it possible to devote the largest amount of resources to the economic ad social development of the member States.**

**The peace and security of the Americas; the promotion and consolidation of democracy; ad the advancement of cooperation for integral development, are fundamental objectives of the OAS.**

## **STRUCTURE**

**The OAS accomplishes its purposes by means of:**

**The General Assembly.**

**The Meeting of Consultation of Ministers of Foreign Affairs.**

**The Councils**

**(The Permanent Council;**

**the Inter-American Economic and Social Council; and,**

**the Inter-American Council for Education, Science and Culture).**

**The Inter-American Juridical Committee.**

**The Inter-American Commission on Human Rights.**

**The General Secretariat.**

**The Specialized Conferences. And,**

**The Specialized Organizations.**



**There may be established, in accordance with the provisions of the Charter, such subsidiary organs, agencies, and other entities as are considered necessary.**

**THE GENERAL ASSEMBLY:**

**The General Assembly, the supreme organ of the Organization, convenes annually in regular session.**

**THE GENERAL SECRETARIAT:**

**The General Secretariat is the central and permanent organ of the OAS. The seat of the General Secretariat is the city of Washington, D.C., United States of America.**

**The Secretary General, elected by the General Assembly for a five-year term, may not be reelected more than once or succeeded by a person of the same nationality. The Secretary General directs the General Secretariat, is the legal representative thereof, and may participate with voice but without vote in all meetings of the Organization.**

**THE SPECIALIZED ORGANIZATIONS:**

**Six Specialized Organizations, established by multilateral agreements and having functions with respect to technical matters of common interest to the American States, are part of the OAS.**

- **Pan American Health Organization**
- **Inter-American Children's Institute**
- **Inter-American Commission of Women**
- **Pan American Institute of Geography and History**
- **Inter-American Indian Institute**
- **Inter-American Institute on Cooperation for Agriculture**

## PARLIAMENTARY INFORMATION TABLE

- AGENDA** – An agenda is needed to make the meeting flow in an orderly manner. It also reminds the members of the issues that need to be addressed. It is not necessary to have copies for all the members present, but I does help.
- MINUTES** - The minutes are a legal document of *what was done* at the meeting. It should never contain what was said by a member or what opinions any member verbalized, only what business was conducted. Any motions or decisions that were agreed upon by the board or membership are very important in the minutes.
- QUORUM** - When a meeting is scheduled at a specific date and time and there is not a quorum, the meeting is called to order t to clarify that there is not a quorum and adjourned immediately. It will be noted in the minutes for that specific date.
- PARLIAMENTARIAN** - The Parliamentarian is a consultant to the presiding officer. The Parliamentarian at a regular business meeting of the organization shall always sit to the right of the presiding officer. The Parliamentarian who is a member of the of the organization has all the rights of her membership except when she is seating next to the presiding officer, where she is suppose to be during a business meeting. The Parliamentarian only speaks when the presiding officers asks her to answer or clarify a question. A note is the correct way for a Parliamentarian to advise the presiding officer that there is incorrect parliamentary procedure. The presiding officer has the right to act on the recommendation or not. The Parliamentarian never rises to speak without being asked to and never takes control of the meeting.
- ELECTIONS** - The slate of officers is presented by the chairman of the nominating committee. The presiding officer continues with each persons name and office for which she was nominated. After each name, the presiding officer asks for nominations from the floor for each position. No second is required for a nomination from the floor but it is debatable. According to Robert's Rules the presiding officer calls for any further Nominations...if no response...presiding officer Declares nominations closed.

## **BYLAW CHANGES—LOCAL & STATE**

### **Bylaws Changes – (Local)**

Since the changes are a proposed replacement of the current bylaws, the organization should send a copy of the revisions with a letter explaining the proposed major changes to the members. The bylaw changes will be voted upon at a regular business meeting. FYI...a revision is like presenting new bylaws...open to change by the membership, not just the changes that the committee proposes making to the bylaws, but can be amended. The current bylaws are not under consideration at all. It depends on whether the revision is accepted or defeated.

### **Submitting local Table bylaw changes to State:**

Send the changes only after they have been voted on by the membership. Send on Table letterhead, include the date of the membership meeting and that the membership voted to adopt the changes to the bylaws. Also, include a copy of the Tables bylaws to expedite the Process. The State Parliamentarian reviews the changes and Then forwards a cop to the Alliance Parliamentarian for approval.

### **Revisions to the State Constitution or bylaws: (State)**

Should be sent to the State Parliamentarian no later than December 1, the year prior to the State convention. This will give the State Parliamentarian ample time to review the revisions and meet with her committee. The State Parliamentarian will forward the letter and the revisions to the Tables by the middle of January of the convention year.

## ALLIANCE AND STATE DUES

### STATE DUES:

Send in 2 (two) checks every year.

Local Table dues are \$6.00 per member

\$1.00 per member for FTG Scholarship Fund

Pay for not less than 22 members per Table.

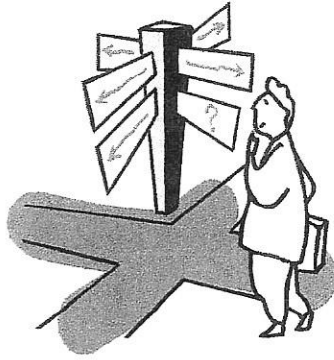
Every Table has to maintain a membership of not less than 22 members per year.

Be sure to include the form used for the State dues.

These checks are due no later than December 1 of each year, send to the State Treasurer.

**ALLIANCE DUES:** Send in only 1 (one) check made out to Alliance PART. This check is due no later than January 31 of each year.

Dues are \$3.00 per member (not less than 22 members per year) and \$15.00 for the Table. This check is sent to the Alliance Treasurer along with a copy of the Table yearbook/directory.



## **PARLIAMENTARY FYI'S**

**IGNORANCE IS NOT BLISS....**  
**KNOW THE RULES AND WHAT TO DO BEFORE**  
**YOU ACT!**

- **AN ORGANIZATION'S ARTICLES OF INCORPORATION AND BYLAWS CANNOT VIOLATE FEDERAL AND STATE STATUTES GOVERNING THE ORGANIZATION.**
- **BYLAWS SHOULD INCLUDE ALL OF THE RULES THAT THE GROUP CONSIDERS TO BE SO IMPORTANT THEY CANNOT BE CHANGED AT THE WHIM OF THE MEMBERS PRESENT AT A SINGLE MEETING AND CANNOT BE SUSPENDED.**
- **BYLAW CHANGE...THE ONLY WAY TO CHANGE IS BY AMENDMENT OR REVISION. EITHER CHANGE METHOD USUALLY REQUIRES PREVIOUS NOTICE AND A TWO-THIRDS VOTE.**
- **WHEN YOU SEND BYLAW CHANGES, INCLUDE A COPY OF YOUR TABLES' BYLAWS FOR THE FILE.**

- **ALSO, INCLUDE A LETTER WITH YOUR LETTERHEAD ADDRESSING THE DATE OF THE MEMBERSHIP MEETING AND THAT THE MEMBERSHIP VOTED TO ADOPT THE CHANGES TO THE BYLAWS OF THE TABLE.**
  
- **STANDING RULES GOVERN THE ADMINISTRATION OF THE ORGANIZATION AS OPPOSED TO RULES REGARDING PARLIAMENTARY PROCEDURES. IF YOU WANT TO INCLUDE SOME UNUSUAL DUTIES OF THE OFFICERS, THIS WOULD BE THE PLACE TO DO SO.**
  
- **MINUTES ARE THE WRITTEN RECORD OF THE PROCEEDINGS OF A MEETING. THEY ARE A RECORD OF WHAT WAS DONE AT THE MEETING, NOT WHAT WAS SAID AT THE MEETING.**
  
- **MINUTES SHOULD INCLUDE THE FOLLOWING INFORMATION:**
  - 1. KIND OF MEETING (REGULAR, SPECIAL, CALLED MEETING, ETC.)**
  
  - 2. NAME OF ORGANIZATION**
  
  - 3. DATE, TIME, AND PLACE OF THE MEETING (IF NOT AT THE SAME PLACE).**
  
  - 4. NAME OF THE PRESIDING OFFICER AND SECRETARY, OR SUBSTITUTES.**

- 5. THE APPROXIMATE NUMBER OF MEMBERS PRESENT (OPTIONAL). IF NEED TO INCLUDE THE NAMES OF THE MEMBERS PRESENT, DO A SIGN IN SHEET AND ATTACH TO THE MINUTES.**
- 6. THE ESTABLISHMENT OF A QUORUM (OPTIONAL). IF A QUORUM IS NOT PRESENT, THE PRESIDING OFFICER NEEDS TO CALL THE MEETING TO ORDER, TO SATISFY THE BYLAW REQUIREMENT THAT THE MEETING IS HELD AND THEN ANNOUNCE THAT THERE IS NO QUORUM AND ADJOURN THE MEETING.**
- 7. RECORD OF THE ACTION TAKEN ON THE MINUTES OF THE PREVIOUS MEETING.**
- 8. OFFICERS' AND BOARD REPORTS, IF A COPY OF THE REPORT IS HANDED IN ATTACH TO THE MINUTES AND MAKE NOTE OF IT.**
- 9. THE EXACT WORDING OF EACH MAIN MOTION AS IT WAS VOTED ON, AND WHETHER IT PASSED OR FAILED, ALONG WITH THE NAME OF THE MAKER (ONLY), UNLESS ORDERED BY THE MEMBERSHIP, TO INCLUDE THE NAME OF WHO SECONDED MOTION.**
- 10. ANY NOTICE GIVEN AT THE MEETING. PREVIOUS NOTICE IS SOMETIMES**

**REQUIRED, SUCH AS WITH AMENDMENTS TO THE BYLAWS; IF ANY SUCH NOTICE WAS GIVEN AT THE MEETING, IT SHOULD BE INCLUDED IN THE MINUTES.**

- 11. POINTS OF ORDER AND APPEALS.**
- 12. FOR COMMITTEE REPORTS, THE NAME OF THE COMMITTEE, AND THE REPORTING MEMBER. IF THE COMMITTEE PROVIDES A PRINTED REPORT, ATTACH IT TO THE MINUTES AND NOTE THAT IT IS ATTACHED.**
- 13. UNFINISHED BUSINESS / SUBJECT AND TITLE.**
- 14. NEW BUSINESS / SUBJECT AND TITLE.**
- 15. ANNOUNCEMENTS/PROGRAM/SPEAKER.**
- 16. THE HOUR OF ADJOURNMENT.**
- 17. ONLY SIGNATURE OF THE SECRETARY AND DATE OF APPROVAL ON RIGHT HAND SIDE OF MINUTES (APPROVAL DATE WOULD BE THE NEXT MEETING DATE, AFTER APPROVED)**
- 18. IF THERE IS AN HONORED GUEST / SPEAKER.... THE NAME OF THE SPEAKER / HONORED GUEST, BUT NOT A SUMMARY OF THE REMARKS.**



- **A leader's state of mind affects EVERY person in the organization.**
- **Organizations that encourage the participation of EVERY person have an inside track to success.**
- **Remember the UNWRITTEN RULES present in every organization.**
- **A leader always appears calm and cool, avoiding the appearance of confusion.**

<b>MOTION (by order of precedence)</b>	<b>Interrupt</b>	<b>Second</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote</b>
Adjourn	No	Yes	No	No	Majority
Recess	No	Yes	Sometimes	Yes	Majority
Question of Privilege	Yes	No	No	No	Chair
Personal Privilege	Yes	No	No	No	Chair
Parliamentary Inquiry	Yes	No	No	No	Chair
Point of Information	Yes	No	No	No	Chair
Orders of the Day	No	No	No	No	Chair
Lay on the table	No	Yes	No	No	Majority (2/3)
Previous Question	No	Yes	No	No	2/3
Limit or extend debate	No	Yes	No	Yes	2/3
Postpone to a certain time	No	Yes	Yes	Yes	Majority
Refer to committee	No	Yes	Yes	Yes	Majority
Amend	No	Yes	If motion is	Yes	Majority
Postpone Indefinitely	No	Yes	Yes	No	Majority
MAIN MOTION	No	Yes	Yes	Yes	Majority
RECONSIDER	Yes	Yes	If motion is	No	Majority
RESCIND	No	Yes	Yes	No	2/3 (majority)
<b>AMEND MOTION PREVIOUSLY ADOPTED</b>	No	Yes	Yes	Yes	2/3 (majority)

## INCIDENTAL MOTIONS -- NO ORDER OF PRECEDENCE

<b>MOTION (no order of precedence)</b>	<b>Interrupt</b>	<b>Second</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote</b>
Appeal from decision of chair	Yes	Yes	Sometimes	No	Majority
Suspend the rules	No	Yes	No	No	2/3
Object to consideration	Yes	No	No	No	2/3 against con.
Point of order	Yes	No	No	No	Chair
Withdraw a motion	Yes	Yes	No	No	Majority
Division of question	No	Yes	No	Yes	Majority
Division of assembly	Yes	No	No	No	None

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# Basic Principles

1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges, and obligations.
  - The majority has the right to decide.
  - The minority has rights which must be protected.
3. A quorum must be present for the group to act.
4. Full and free discussion of every motion considered is a basic right.
5. Only one question at a time can be considered at any given time.
6. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
7. No member can speak until recognized by the chair.
8. No one can speak a second time on the same question as long as another wants to speak a first time.
9. The chair should be strictly impartial.

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## Handling a motion.

### Three steps by which a motion is brought before the group

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

## **Three steps in the consideration of a motion**

1. The members debate the motion (unless no member claims the floor for that purpose).

2. The chair puts the question to a vote.

A. The chair restates the question.

B. The chair takes the vote:

"All in favor of the motion, say aye."

"Those opposed, say no."

3. The chair announces the result of a vote. A complete announcement should include:

A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).

B. Declaration that the motion is adopted or lost.

C. Statement indicating the effect of the vote or ordering its execution.

D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

# Voting

## Basic Methods of Voting

**Voice vote** A vote by voice is the regular method of voting on any question that does not require more than a majority vote for its adoption.

**Rising vote** Used principally when a voice vote has produced an inconclusive result and as the normal method of voting on motions requiring a two-thirds vote, members indicate their vote by standing.

**Show of hands** As an alternative to the voice vote or as a way to verify an inconclusive result, members show their vote by raising their hand. A vote by show of hands should be limited to very small meetings.

### **Other methods which *may be ordered*:**

**Ballot** Voting by ballot is used when secrecy of the member's votes is desired. Voting by ballot is sometimes required in certain cases by the bylaws of an organization. Any vote relating to charges or proposed charges against a member or an officer should always be by ballot.

**Roll call** A roll call vote has the effect of placing on record how each member votes. It should not be used when members are not responsible to a constituency.

## **Bases for determining a voting result**

**Majority vote** The basic requirement for approval for action, except where a rule provides otherwise, is a majority vote. The term "majority" means "more than half," excluding blanks and abstentions, at a properly called meeting with a quorum.

**Two-thirds vote** Two-thirds vote means at least two-thirds of the votes cast, excluding blanks and abstentions, at a properly called meeting with a quorum.

### **Modifications**

- Majority of members present (or two-thirds of . . .)
  - Majority of entire membership (or two-thirds of . . .)
- 

## **Rules Governing Debate**

The term debate applies to the discussion on the merits of a pending question. [Note that less formal rules apply to boards and committees. Also, smaller groups may relax the formality of these rules.]

1. A member may not speak until recognized by the chair.
2. When no special rule relating to the length of speeches is adopted by the group, a member can speak no longer than ten minutes unless the consent of the group is obtained.
3. Rights in debate are not transferable. A member cannot yield an unexpired portion of his/her time to another member (the chair controls who speaks) or reserve any portion of time for later.
4. No member may be allowed to speak more than twice to the same question on the same day.
5. Proper decorum in debate must be observed:
  - Remarks must be germane to the question before the group.
  - Speakers should speak loudly and clearly.
  - Speakers should refrain from attacking another member's motives.
  - Remarks should be addressed through the chair.
  - Speakers should stand when speaking.
  - Thomas Jefferson's advice is still good: "No one is to disturb another in his speech by hissing, coughing, spitting, speaking or whispering to another, etc."
  - If any member objects, a speaker has no right to read from or to have the secretary read from any paper or book as part of his/her speech, without permission of the assembly.

# Frequent Things You Want to Do

Objective	Appropriate motion
Present an idea for consideration or action	Main motion or Resolution; Consider subject informally
Improve a pending motion	Amend; Division of the question
Regulate or cut-off debate	Limit or extend debate; Previous question (vote immediately)
Delay a decision	Refer to committee; Postpone definitely ; Postpone indefinitely (kills motion)
Suppress a proposal	Object to consideration; Postpone indefinitely; Withdraw a motion
Meet an emergency	Question of privilege; Suspend rules; Lay on the table
Gain information on a pending motion	Parliamentary inquiry; Request for information; Question of privilege; Request to ask member a question
Question the decision of the chair	Point of order; Appeal from decision of chair
Enforce rights and privileges	Division of assembly; Division of question; Parliamentary inquiry; Point of order; Appeal from decision of chair
Consider a question again	Resume consideration; Reconsider; Rescind
Change an action already taken	Reconsider; Rescind; Amend motion previously adopted
Terminate a meeting	Adjourn; Recess



# Table of Rules related to Motions

## Motions

identifies five great principles underlying the rules of parliamentary law:

1. Order; that is there must be orderly procedure.
2. Equality; that is, all members are equal before the rule or law.
3. Justice. That is, "justice for all."
4. Right of the minority to be heard on questions.
5. Right of the majority to rule the organization.

Robert's Rules of Order states that "these rules are based on a regard of the rights of the majority, of the minority, especially a strong minority—greater than one third, of individual members, of absentees, and of all these together. The means of protecting all of these rights in appropriate measure forms much of the substance of parliamentary law, and the need for this protection dictates the degree of development that the subject has undergone.

## **GLOSSARY OF PAN AMERICAN ROUND TABLE TERMS**

These terms were approved at the XXX Biennial Convention in Corpus Christi, Texas USA, on October, 2006. The Special Committee for the unification of terms included Saeb de Davila, Adela Vargas Peredo, Ana Maria Acuna de Macedo, Guadalupe Ochoa de Garcia Faura, Beatriz Sepe and Director General Ex-Officio Norma Rios de Flores.

### **I. GOVERNING BODY**

- Board of Directors
- Meeting
- Board
- Advisory Council
- Executive Committee

### **II. ORGANIZATIONAL ORDER OF RANK**

- Alliance
- National Association
- State Association
- National Secretary
- Table

### **III. TITLES OF OFFICER POSITIONS**

- Alliance Director General
- Associate Director General
- Zone Director
- State Director
- President of National Association
- National Secretary
- Table Director

### **IV: IMMEDIATE PAST DIRECTORS**

- Ex-Officio Director
- (Past Administrations)
- Ex-Directors

- V. TERM USED IN THE AUTHORITY OF THE DIRECTOR GENERAL
  - Approval
- VI. INSTALLATION OF THE NEW BOARD OF DIRECTORS
  - Installation of New Board of Directors
- VII. HEAD TABLE
  - Presidium
- VIII. INSIGNIA
  - Pin
- IX. DIRECTORS OF A TABLE
  - Director
  - Associate Director
  - Recording Secretary
  - Treasurer
  - Assistant Treasurer
  - Corresponding Secretary
  - Assistant Corresponding Secretary
  - Historian
  - Assistant Historian
  - Custodian
  - Assistant Custodian
  - Parliamentarian
  - Vice-Parliamentarian
  - Committee Chairman
- X. THE GOVERNING DOCUMENT
  - Constitution and Bylaws
  - Standing Rules
- XI. LETTERHEAD STATIONERY (LOGO)
  - Alliance of Pan American Round Tables
  - A Registered Civil Society of the OAS
  - National Association of \_\_\_\_\_
    - Affiliated with the Alliance of Pan American Round Tables
  - State Association of \_\_\_\_\_
    - Affiliated with the Alliance of Pan American Tables

National Secretary of \_\_\_\_\_  
Affiliated with the Alliance of Pan American  
Tables

XII. ABBREVIATIONS

Pan American Round Tables (PART)  
PART of Edinburg or PART – Edinburg  
Alliance of PART  
Plural – PART’s

XIII. OTHER WORDS

Elected  
Incoming Director  
Revisions and Resolutions Committee  
Nominating Committee  
Finance or Audit Committee

The English equivalents for the Spanish were translated by the Alliance Official Translator Ina Agraz Pool and the Director General Peggy Lasater Clark, 2006-2008, and presented in the revised Alliance Protocol Manual 2008.



## **HIMNO DE LAS AMERICAS**

**Un canto de amistad, de buena vecindad,  
Unidos nos tendra eternamente.  
Por nuestra libertad, por nuestra lealtad  
Debemos de vivir gloriosamente.**

**Un simbolo de paz alumbra el porvenir  
De todo el Continente Americano.  
Fuerza de Optimismo, fuerza de la hermandad  
Sera este canto de buena vecindad.**

**Argentina, Brasil y Bolivia,  
Colombia, Chile y Ecuador,  
Uruguay, Venezuela y Honduras,  
Guatemala y El Salvador,  
Costa Rica, Haiti, Nicaragua,  
Cuba y El Paraguay,  
Norteamerica, Mexico, Peru,  
Santo Domingo y Panama.**

**Somos hermanos soberanos de la libertad!  
Somos hermanos soberanos de la libertad!**



## HYMN OF THE AMERICAS

**A song of friendship, of good neighborhood,  
Will unite us eternally.  
For our liberty, for our loyalty,  
We must live gloriously.**

**A symbol of peace illuminates the future  
Of all the American Continent.  
A force of Optimism, a force of brotherhood  
Shall be this song of good neighborhood.**

**Argentina, Brazil and Bolivia,  
Colombia, Chile and Ecuador,  
Uruguay, Venezuela and Honduras,  
Guatemala and El Salvador,  
Costa Rica, Haiti and Nicaragua,  
Cuba and Paraguay,  
North America, Mexico and Peru,  
Santo Domingo and Panama.**

**We are sovereign brothers of freedom!  
We are sovereign brothers of freedom!**

## ONE HOUR MEETING

All of us are busy and we must prioritize our lives and show respect for others' time. One way this is accomplished is by having meetings that last no more than one hour. If you set an hour limit on meetings and let people know in advance that you will stick to this, participation should increase and your organization will be more respect for investing member's time wisely.

### HOW TO ACHIEVE A ONE HOUR MEETING

- Set a time for socializing, preferably after the meeting.
- Start meetings on time
- Use and stick to an agenda. It is great to email, fax or mail the agenda out in advance and if a chairman will not be able to attend, remove their committee from the agenda to save time. This also allows committee chairmen to know when to be prepared to speak.
- Ask for members' help to accomplish goals.
- Begin with the board:
  - Tell them what you expect, remind them throughout the year. Stress being concise, constructive and to the point. Ask them to think before speaking.
  - Respect all members.
  - Save individual questions for after the meeting.
  - Ask yourself, "Is this a question for the entire group?"
  - Is this essential to the topic at hand?
- Equation for a one hour meeting:
  - # of minutes divided by # of people on agenda=time allowed for each person to speak.
  - Keep order, but don't stifle free comment or constructive criticism if it is pertinent to the topic at hand. Encourage others to keep comments concise and put a time limit on discussions. Ask committees to handle their responsibilities and report only a review of their progress.

## **CALLING YOUR BOARD OR COMMITTEE TO O.R.D.E.R.**

- O. ORGANIZE:** To form a functional, structured whole. To arrange; systematize.

**How do you begin to structure and arrange your Table or committee work?**

**A. Goals/Tasks**

**What are the goals or tasks to be accomplished this year?**

**How will your Table attain these goals?**

**What is the time line for the goals to be achieved?**

**Job Description**

**A. Be very specific when asking someone to take a leadership role. What is to be accomplished? What is a realistic appraisal of time and effort involved?**

**B. Set aside time to meet with last year's Chairman to assess the responsibilities and duties actually performed. Do changes need to be made and if so where and how?**



- R. RECOGNIZE:** To identify or perceive from past experience to admit the acquaintance of; greet.

To acknowledge diversity on your board or committee is important. The ideal world be a blending of the seasoned members and the newest members to gain a balance board. Seasoned members bring history, strength, knowledge and experiences. Newer members bring enthusiasm, fresh ideas and a willingness to work. Recognize that each individual has strengths and experiences to contribute. It is very important to have a good fit between the job and the individual. Recognize the unique qualities present in your members and place them in a compatible position.

- D. DELEGATE: ONE AUTHORIZED TO ACT FOR ANOTHER.**

As a leader you must learn to release responsibilities to others. You cannot do everybody's job. This is where "structure group" is so instrumental to the organization's success.

Delegation and responsibility work together between President/Board and Chairman/Committee. The president is responsible for being specific about the member obligations and board/committee member is responsible for fulfilling that obligation. Communication is a key ingredient.

**E. EDUCATE: TO PROVIDE KNOWLEDGE**

To effectively delegate you must educate. Board members need to have a clear idea of the purpose and goals of their particular responsibility. The Board as a whole needs to understand the Table goals and the steps that will be taken to meet the goals.

If there are multiple tasks prioritize the tasks to Assure completion in the order of importance.

**R. REWARD: RECOMPENSE FOR SERVICE, CONDUCT AND ACT.**

The work and effort of only one individual rarely support an organization. Each member's contribution is very important and should be recognized. Be sure that you thank and acknowledge the efforts of others as they work to attain the goals set for your Table. A wise leader will be sure the team recognizes its value and importance to the big picture.

# Making Meetings Work

1. Effective meetings require planning in advance, both on the part of the person who chairs them and of the people who participate.
2. Do not have a meeting unless it is necessary.
3. Don't engage in political game playing or parliamentary maneuvering. Members must commit themselves to the group purpose.
4. Listen to what others at the meeting have to say.
5. Make sure you understand the reason for a meeting and do your homework in accordance with this understanding.
6. Actively engage in the discussion.
7. Recognize that five kinds of knowledge are all needed for a successful meeting participant:

- Knowledge of the subject matter at hand
- Knowledge of parliamentary rules of order
- Knowledge of rhetoric-the power to persuade
- Knowledge of problem solving and decision making
- Knowledge of human social-emotional dynamics

8. Be sure the purpose of each meeting, and each item on the agenda, is clear to the members:

- To share ideas and information only
- To brief members before action
- To generate new ideas
- To make a decision
- To make a recommendation

9. Be sensitive to the physical, informational, and social needs of others.
10. Suggest committee work when an issue is too big for the group or the group hasn't adequately considered the topic. Demand hard work and good reports from the committee.

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## Boards and Committees

The rules for small committee and board meetings are different from the rules which apply to large meetings of assemblies or plenary bodies. The Associated Students Senate is a board of directors and probably its business is best transacted normally using the rules for boards. On the other hand, the Fresno State's Academic Senate is a much larger body and operates normally under general plenary rules, as would many student organizations (such as fraternities and sororities) at meetings.

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
  2. Motions need not be seconded.
  3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally are not allowed. [*Note: In practice, even these motions are in fact usually allowed.*]
  4. Informal discussion of a subject is permitted while no motion is pending.
  5. The chair can speak in discussion, make motions, and usually votes on all questions.
  6. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed by general consent, however, all proposed actions of a committee must be approved by vote under the same rules as an assembly.
-

# Making Committees Work

A committee, as understood in parliamentary law, is a body of one or more persons, elected or appointed by an assembly to consider, investigate, or take action on certain matters or subjects, or to do all these.

**To function effectively, a committee, and especially its chair, needs to have**

1. A list of committee members.
2. A copy of the motion or problem referred to the committee.
3. Special instructions to the committee, if any. These instructions should include a statement of exactly what the committee is expected to do, and whether the question is referred to it for discussion, study, hearings, investigations, recommendations, or action.
4. A statement of the powers and duties of the committee.
5. Copies of all papers or correspondence relating to the subject assigned to the committee.
6. Copies of any rules, policies, or decisions of the organization relating to the subject.
7. Information on the type of report desired and the date set for its presentation.

**Reports from committees should minimally contain**

1. A statement of the charge to the committee
2. A statement of the methods employed by the committee in accomplishing its charge.
3. A summary of information gathered or work done.
4. A statement of conclusions or findings.
5. A specific recommendation, together with a rationale for that recommendation.
6. The names of the members on the committee.

7. A summary (often called an "executive summary" at the beginning of the report is helpful for long reports.

The next section elaborates the nature and content of committee reports.

## The Committee Report

**By whom should the report be prepared?** Usually a member of the committee (often the chair or a recorder, but it could be anyone) prepares a draft of the report. All members of the committee should be given opportunity to review and revise the draft before it is submitted. It is not the drafter's work product, but the product of the entire committee.

**To whom should the report be made?** In most cases the committee is addressed to the appointing or supervising authority. Occasionally, particularly at the direction of the authority, a report may go to other individuals or organizations.

**What form should the report take?** There is no universally mandatory form, but some principles help guide us. Reports should go forward with a written and an oral report; both should be planned carefully to be effective. Exactly what goes into each depends on a large number of factors: the audience, the nature of the problem and the solution, time available, how much information is needed by the higher authority for decision making, and so forth. The report should be prepared and organized to accomplish two ends: (1) to persuade the higher authority to adopt the report & its recommendations and (2) to facilitate the decision-making of the higher authority. A reports need not necessarily be long (being too long may discourage anyone from reading it), but needs to be long enough to competently and persuasively present the plan and justify it to the higher authority. Whatever format is decided upon, the report should meet high professional standards: typed, spell and grammar checked, etc.; a computer and printer makes this easier.

**What content should the reports contain?** The report should be written to have an impact on those who read it. After reading the content, the reader must be convinced the conditions the proposal seeks to remedy are serious enough to justify action, understand the details of the proposal and how it will remedy the problem conditions, and be assured that the proposal is practical, reasonable, and will bring no undesirable side outcomes. The reader must also believe the proposal is the best alternative. Although the content and organization of the content is flexible and should be adapted to each situation, several content elements are usually "necessary" to fulfill the functions of a report:

**Executive Summary.** Especially in longer reports (probably over 8 pages), it is a good idea to have an Executive Summary in which the whole report (including purpose, problem, solution, rationale, and recommendations) is summarized in a few paragraphs, not to exceed one page in length. Explain the purposes of the report. Is it an interim or final report? Is it to outline factual findings, conclusions, or recommendations? Is it to summarize actions of the committee or does it propose a project or program in solution to a problem?

**Preamble.** A preamble or introduction contains boilerplate information (such as the name of the committee and the names of the members), a statement of the charge or mission given to the committee (making the organizational context of the report clear), and a review of the procedures used in the problem solving process.

**Background.** The report should give needed background on the nature of the problem indicating a need for a solution. Succinctly and objectively, the committee's factual findings and conclusions about the nature of the problem, its causes, its effects, and related matters should be presented. Appropriate documentation should be given. If there is a large amount of material as a result of the committee's work, often this material is best summarized briefly in the report with supporting documents placed in an appendix.

**Proposed solution.** The report should give a detailed presentation of the solution to the problem, including an implementation plan, organizational chart, and budget. An implementation plan can include such things as

1. **Goals and objectives.** Goals point to the qualitative ideals or values the solution supports; they inspire motive and enable unity of action. Objectives are the statement of particular activities which, if achieved, result in the accomplishment of the goals.
2. **Statement of personnel.** From goals and objectives, we derive particular tasks that can be done by particular individuals. Often an organization chart makes clear the various task roles and their interrelationships. Reports should make clear what people will be assigned to which tasks and task roles.
3. **Space, materials, and logistics.** The proposal must make clear what resources are needed,

including facilities, communications, computers, telephone, mailing, etc.

**4. Finances and budget.** Linked to the above, the costs of the program (personnel, materials, mailing, gasoline, etc.) should be clearly and accurately projected. If possible, the plan should also indicate the source of funds.

**5. Time.** The report should project a timetable for the accomplishment of the various objectives and tasks to facilitate the operation of the plan. Who is to do what by when?

**6. Evaluation and impact.** Proposals are more likely to be approved if the higher authority has a clear idea of how to tell if the investment of time and money was worth it. Explain how to evaluate the success of the program. Specify who will be affected or inconvenienced by the new program.

**Rationale.** The report should make an argued defense of the proposed solution, generally including (1) how the plan will meet the need; (2) why the plan is desirable in light of relevant absolute and/or relative criteria; and (3) why the plan has advantages and fewer disadvantages compared to alternative responses to the problem, including doing nothing.

**Recommendation.** The report should clearly present a request for the higher authority to take some action on the work of the committee; sometimes this function is done in the Preamble. For example, if the committee's function is largely advisory, then the report should request that the committee be informed of actions or decisions on the matters covered in the report. If the committee's role was to provide information, then the request might be that the receipt of the information be acknowledged. If the committee's role was decision-making or action-taking, then the request should be for feedback to guide future work.



# Minutes

1. Minutes are the official record of the proceedings of a deliberative assembly, board, or committee.
2. Robert's says that minutes "should contain a record of what was *done* at a meeting, not what was *said* by the members."
3. As with other parliamentary rules and devices, minutes should serve the needs of the organization and its special character. While the parliamentary rule advises not to put the flow of discussion and debate into minutes, in practice many organizations do in fact do just that. In the minutes for an Academic Senate and many of its committees, for example, the minutes record not only the decisions (motions) but also the flow of discussion points, so that the rationale for decisions may be clear in the future. The amount of such detail in minutes depends on the nature of the group and its custom. Similarly, the minutes of many groups include comments and humorous remarks; while not technically correct, the "spirit of the group" may be enhanced and nourished by giving a personality to the minutes.
4. Who does the minutes? Of course, the answer to this question varies with the group. Normally a person is formally designated as the secretary or recorder to prepare the minutes. In some groups, a staff member performs this function. In some committees, the chair of the committee prepares the minutes.
5. The minutes are the property of the assembly, board, or committee. As such, after the minutes are submitted to the members at a meeting, the members approve the minutes (by a formal vote or by consent as when the chair says, "If there are no corrections or objections, then the minutes will be approved as distributed"). In practice often a draft of minutes is circulated among the members and interested parties (such as a person who presented a report at a meeting from a subcommittee) for corrections and improvements before the final and official minutes are distributed and acted upon by the group.
6. The format should be appropriate for the group. Each minutes should have the name of the group (board or committee), the date, time, and place of the meeting, the name of the chair and recorder for the meeting, a record of those attending the meeting, and whether the minutes of the previous meeting was approved (as read or as corrected). The body of the minutes should contain a separate paragraph for each subject matter. Motions and decisions should be clearly stated. The secretary or recorder signs the minutes (especially the official record).

**WAYS TO  
PRAISE---RECOGNIZE  
OR  
JUST MAKE SOMEONES DAY!**

(All these projects can be done in cellophane or plastic bags)  
(On a blank or bordered index card or colored paper you can write out the information on front and back to include in bag).

**TEAMWORK FOR SUCCESS KIT:** (on front of card)

- Pennies....Because teamwork makes good “cents”.**  
**Band-Aid...Because together we can make things better.**  
**Tootsie Roll..A reminder that each team member plays  
An important “roll”.**  
**Rubber Band...To remind you that good team players  
Must be flexible.**  
**Puzzle Piece...Because without you, the team would not  
Be complete.**  
**Chewing Gum...To help our team stick together.**  
**Tea Bag...A reminder that our goal is to be a “tea”-riffic  
team.**  
**Mint...Because great teamwork requires commit-“mint.”**

**25 KEYS TO GREAT TEAMWORK** (on back of card)

**Enthusiasm-Cooperation-Communication-Responsibility-  
Diversity-Honesty-Respect-Patience-Preparation-Focus-  
Participation-Support-Trust-Openness-Flexibility-  
Optimism-Willingness-Effort-Creativity-Organization-  
Loyalty-Humor-Perspective-Skills-Commitment.**

**YOU'RE A SHINING STAR: (on front of card)**

**Working With You Is A Treat!**

**Nestle Crunch...Because we count on you in a “crunch.”**

**Milky Way...Because we think you're out of this world.**

**Almond Joy...Because you're a “joy” to have on our team.**

**25 REASONS WHY YOU SHINE! (on back of card)**

**YOU'RE Enthusiastic-Helpful-Patient-Committed-  
Respectful-Supportive-Optimistic-Resourceful-Loyal-  
Caring-Responsible-Persistent-Imaginative-Dedicated-  
Flexible-Confident-Courteous-Skillful-Trustworthy-  
Efficient-Friendly-Understanding-Creative-Hard-Working  
-Terrific!**

**THANKS FOR YOUR COMMIT-“MINT” TO OUR TABLE  
(on front of card)**

**Mint (individually wrapped) candy: Because your  
commit-“mint” to our Table makes you a shining  
star.**

**Peppermint Pattie: Because you deserve a pat on the  
back for your commit-“mint” to our Table.**

**Junior Mints: Because you show your commit-“mint”  
in every Table project or task, big or small.**

**Mint Gum: Because your Commit-“mint” helps our team  
stick together.**

**Peppermint LifeSavers: Because your commit-“mint” to  
for our Table means a “hole” lot to us.**

**8 Ways to Keep Your Commit-“mint” Strong! (on back of card)**

- 1. Always do your best.**
- 2. Choose a positive attitude.**
- 3. Get plenty of rest to restore your energy.**
- 4. Learn healthful ways to manage stress.**
- 5. Set realistic goals for what you can get done each day.**
- 6. Be a team player.**
- 7. Maintain a sense of humor.**
- 8. Remember how much we appreciate your commit-  
“mint”!**

**APPRECIATION SNACK PACK: (only on front of card)**

**POPCORN...Because we're bursting with appreciation  
for you!**

**PEPPERMINT STICKS....To thanks you for sticking with  
a great attitude.**

**PRETZELS...Because you're always helpful in a crunch.**

**FIG NEWTONS...Because your efforts “fig”-ure into our  
success!**

**CUP OF SOUP MIX....Because your dedication warms  
our hearts.**

**M&M'S...Because you inspire others when you're  
a-“round.”**

**TRAIL MIX...To thank you for going the extra mile!**

**ABOVE & BEYOND**  
**APPRECIATION SNACK PACK:** (on front of card)

**MOUNDS BAR....Because you deserve mound of appreciation.**

**PEPPERMINT PATTIE....To thank you for your commit-  
"mint."**

**CHEESE CRACKER SANDWICHES...because together we  
achieve more.**

**TOOTSIE ROLL...For being a great "roll" model.**

**GOLDFISH SNACK CRACKERS...Because your extra  
efforts make you a great catch.**

**CHOCOLATE CHIP COOKIES....Because you never  
Crumble under pressure.**

**NESTLE CRUNCH....Because we know we can count on you-  
Especially at crunch time!**

(on back of card)

**Your devotion to excellence-  
And never settling for less-  
Makes a difference every day  
And helps our team reach success.**

**For going above and beyond,  
We say "Thank You" from the heart.  
We're grateful we can count on you  
To always do your part!**

**WE APPRECIATE THE IMPORTANT “ROLL”  
YOU PLAY!** (on front of card)

(Can have mini, medium or the large Tootsie Rolls in bag)

(on back of card).....

**We appreciate the “roll” that you play  
In our Table every day.**

**We’re glad you’re on our  
Winning team.**

**It wouldn’t be complete without you!**

**WOW – Wonderful / Outstanding / Worker** (front of card)

(back of card)

**Candy in bag: Kudos Bar - For the praise you deserve  
Peppermint Pattie – To thank you for your  
commit-“mint”**

**Nestles Crunch – For being so helpful in a  
crunch.**

**Starburst Candies – Because you’re a shining  
star.**

**Laffy Taffy – For being so much fun to work  
With!**

**YOU’RE “TEA”RRIFIC** (front of card)

(In bag) **Assortment of tea bags. Example..mint medley,  
cinnamon apple, and cozy Chamomile for total  
relaxation.**

(back of card)

**Our volunteers are the best,  
“tea”rrific in every way.  
Thanks for all you do!**

**THANKS for your “M”-azing Efforts**  
(front of card)

Bags of M&M’s (small) or 1 large

(back of card) The secret of our success  
is great people like you,  
who show amazing efforts  
in everything they do.  
Thanks for your dedication –  
You always come through!

**Thanks for “BEAN” Part of Our Success!**  
(front of card) Jelly Beans

(Back of card)

**5 WAYS**

**You Help Us Succeed**

- 1. You’re always to lend a helping hand.**
- 2. You approach every task with great determination.**
- 3. You know how to be a good team player.**
- 4. You’re dependable and trustworthy, no matter the situation.**
- 5. Your positive attitude inspires everyone around you.**

**(Front of Card) a pack of EXTRA Gum**

**THANKS  
For Going  
The**

**E X T R A**

**MILE!**

**(back of card)**

**Thanks for going  
the extra mile  
for the effort,  
skills and care.  
We appreciate  
your attitude  
and for always  
being there!**



**THANK YOU NOTE:**

**ITEM TO ATTACH**

Your ideas always shine so bright!.....colored Christmas bulb

You're a lifesaver!.....roll of Lifesavers

Thanks for your hard work.

I know it's been a headache!.....small aspirin packet

Sorry, I didn't mean to hurt your feelings!.....Band-aid

You've given our project the sweet smell of success!.....Potpourri/sachet packet

"You are scent-sational".....a bag of potpourri or basket of scented items

A toast to a job well done!.....plastic wine glass filled with jellybeans

Hugs and Kisses for all you've done!.....Hershey's Hugs & Kisses candies

Thanks for working your buns off!.....Honey bun or cinnamon roll

A noteworthy accomplishment.....note pad with pen

Thanks for helping me see my way through the project.....funny gag glasses

Thanks for raising the tough questions!.....small box of raisins

Your ideas are so exciting I could just pop!.....container of popcorn

I know you're feeling snowed under right now!.....snow globe

No one hold a candle to you!.....small scented candle

Thanks for your cracker jack idea!.....box of Cracker Jacks

You take the cake!.....small cupcake

Thanks for sticking with us through all our ups and downs!...pack of gum

Pep pills for tough jobs or cheer up pills.....M&M's in a medicine bottle

You're worth a mint!.....mints

Thank you for your commit"mint"! .....mints

You have a heart of gold!.....small gift or candy in gold paper

People like you are a real treat!.....small basket filled with goodies

You make smiles happen!.....anything with smiley face

(Nestles Crunch bar with a note saying what's written below)

"Our membership is never in a 'crunch' because excellence comes in a bunch!"

(container full of Hershey Hugs & Kisses with a thank you note attached saying..

"Our members are priceless, so we show them with hugs & kisses."

(a mint attached to a card saying)

"I 'mint' to tell you how much you are appreciated."

## A FRIENDSHIP BAG

**A candle to light your way.**

**A penny for luck on a rainy day.**

**A band-aid to mend a pain.**

**A rubber band to snap back again.**

**A lifesaver to help save the day.**

**An eraser so mistakes go away.**

**A kiss for when you need TLC (tender loving care).**

**Reminder of how special you are to Me!**

**YOU'RE ONE IN A MILLIOM!**

**(add a Millionaire Candy Bar)**

**You're always there for others, as you show how much you care.  
You brighten the lives around you with the warmth and skill you  
share.**

**You make a difference in everything you do.**

**We're thankful to have a special member like you!**

## MEMBER SURVIVAL KIT

**(Kit includes the following items and written on a card)**

**An ERASER so you know your mistakes can be erased.**

**A RUBBER BAND to remind yourself to stay flexible.**

**A MARBLE in case someone thinks you've lost your marbles.**

**A PIECE OF ROPE so you never reach the end of your rope.**

**A BAND-AID to remind you to heal hurt feelings/yours or others.**

**A TOOTHPICK to remind you to pick out the good qualities in others.**

**A PIECE OF GUM to remind you to stick with it and you can accomplish it.**

**A TEA BAG to remind you to relax daily.**

**A HUG & KISS so you'll remember that someone cares and is ready to help!**

## RECIPE FOR LEADERSHIP SUCCESS

5 cups Positive Attitude and Energy	¼ cup of Problem Solving
1 cup Plan of Work and Goals	3 cups Communication
1 cup Set of Bylaws & PART Goals	1 cup Empathy
1 cup Time Management	1 cup Delegation of Work
½ cup Sharing Ideas	3 cups Creativity

Add a dash of Patience, Understanding and Thankfulness.  
Sprinkle liberally with Laughter & Encouragement.  
Mix well and bake in Sunshine.  
Top with LOVE and COMMITMENT for the organization.  
Serves ALL!

## HUGS

No moving parts, no batteries.  
No monthly payments and no fees;  
Inflation proof, non-taxable;  
Can't be stolen, won't pollute,  
One size fits all, do not dilute.  
It uses little energy,  
But yields results enormously.  
Relieves your tension and your stress,  
Invigorates your happiness;  
Combats depression, makes you beam,  
And elevates your self-esteem!  
Your circulation it corrects  
Without unpleasant side effects.  
It is, I think, the perfect drug:  
May I prescribe, my friend...the HUG!  
(and of course, fully returnable!)  
My friend, I hope your day is good for you.  
Need at least 7 hugs a day for good health,  
And most of us never reach that goal.

Have you hugged a friend today?

## CAN DO'S AND CANNOT DO'S

### A PAN AMERICAN ROUND TABLE CAN:

1. Foster friendship through exchange of letters, local publications and visits between persons and Table members.
2. Arrange to exchange suggestions and programs with other Tables.
3. Recognize peoples of other countries who are living or visiting in their locale.
4. Serve as Goodwill liaison citizens by introducing accredited Representatives of international movements, which are nonpolitical, nonsectarian and nonprofit making, to their own communities.
5. Organize Pan American Clubs among students.
6. Organize and contribute to Pan American libraries and museums.
7. Promote the study of the languages spoken in the Americas: Spanish, Portuguese and English.
8. Give full or partial scholarships to qualify applicants or assist in locating a qualified applicant for an existing scholarship.
9. Commemorate, in yearly programs, special dates such as:
  - a. Pan American Day (April 14<sup>th</sup>)
  - b. Founders Day (October 16<sup>th</sup>)
  - c. National Independence Day of the various countries of the hemisphere.

## **A PAN AMERICAN TABLE CANNOT:**

- 1. Affiliate with or sponsor any political organization Or movement.**
- 2. Violate the Constitution of the State or Alliance by Expressing an opinion as a group on international Political affairs.**
- 3. Endorse any individual or organization for any honors To be conferred upon them by another organization.**
- 4. Affiliate with other organizations. \*This means Becoming a dues-paying member of another organization as a Table. Individual members are free to join other organizations on their own, but not on behalf of the Table.**
- 5. Receive funds for Table maintenance from any Government, political party or church.**
- 6. Use Table funds for any purpose other than the regular business of the Table.**
- 7. Engage in any profit-making business.**
- 8. \*Refuse membership to an accredited member of a "sister" Table who comes to the community.**
- 9. Conduct an official business meeting or keep official records in language other than that of the country in which it is situated, except in so far as translations of an existing text may be used. \*English is the official language of all Zone I Tables in the Alliance. All Zone I Tables should be conducting their business meetings in English. Correspondence may be sent to members in both languages.**
- 10. \*Exercise the rights to vote in State and Alliance Conventions, if not in good standing with the Alliance.**

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