



## **CONDUCT GUIDELINES FOR ALLIANCE CONVENTION MEETINGS**

- 1.- **BE PUNCTUAL:** IT IS A LACK OF CONSIDERATION TO KEEP PERSONS WAITING.
- 2.- **LOCATE YOUR PLACE** in your assigned seat.
- 3.- **ATTEND THE BUSINESS SESSIONS** and the Convention social events. During the sessions, assume your responsibility to your Table without leaving to take a walk.
- 4.- **ALL THE PERSONS PRESENT** should keep composure at all times and not chat when someone is addressing the assembly.
- 5.- **LISTEN** attentively to the business meetings.
- 6.- **IN ORDER TO ASK FOR THE FLOOR**, please raise your hand, stating your name and the Table to which you belong.
- 7.- **EACH INTERVENTION** must not exceed more than 3 minutes and it is not allowed to speak on the same subject more than 3 times.
- 8.- **EACH MOTION** must be made by a Member and seconded by another.
- 9.- **WHEN ASKING TO SPEAK**, only the Director General or the presiding officer may limit or end a long intervention.
- 10.- **REMEMBER THAT ONLY A DELEGATE FOR EACH TABLE MAY VOTE**, but all the Members have the right to speak. The Board members (minus the Pros) and the Permanent Committees have a vote.
- 11.- **NO CAMPAINING SHALL BE MADE IN FAVOR OR AGAINST A CANDIDATE**, during the time the Convention lasts, as of the Third Alliance Board and Advisory Council Meeting. Only the Tables may send the Pan American Curriculum of the person they nominate. Members must abstain from conducting campaigns of any kind.

12.- **DURING THE ELECTIONS**, the delegates and officers with right to vote, may not leave the Assembly hall, while matters are being discussed in the Assembly, since their absence may change the equilibrium of the voting.

13.- **AFTER THE ELECTIONS**, maintain calmness if your candidate is not elected.

14.- **IT IS IMPORTANT TO RESPECT THE RESULTS** of a majority vote, without creating confusion nor making demonstrations of dissatisfaction. The idea is to continue working united.

15.- **PROTECT YOUR BELONGINGS**, since due to error someone involuntarily may mistake your work bags for theirs.

16.- **WE MUST ALWAYS REMEMBER** that we are an organization of ladies and not a political party and that our behavior must be as such, always keeping impartiality at all times.

#### BIBLIOGRAPHY:

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