

UNITED STATES POWER SQUADRONS DISTRICT 9 STANDARD OPERATING PROCEDURE

Title:

COUNCIL MEETING PLANNING

No. **42**

Date Created: 21 Jan 2006

Last Revised: 27 Oct 2012

The following guidelines assume a Council meeting held on a date and place other than the Conference weekend. Should it be decided by the Commander and Council to hold both the Council and Conference meetings on the Conference weekend, the guidelines are subject to modification as necessary subject to the best interests of the Council, Conference, and District 9.

1. COUNCIL MEETING DESCRIPTION

A. Number and Timing of Meetings—per Article 5 of USPS D/9 Bylaws

1. The Council determines the number of its regular meetings provided, however, that there shall be at least two, one of which shall be held within 40 days prior to each conference.
2. Regular meetings of the Council shall be held at places, on dates and at times selected and fixed by the district commander with the approval of the Council.

B. Council Composition, Substitutions, Quorum, Voting and Floor Privileges— per Articles 3 & 5 of USPS D/9 Bylaws

1. The Council shall be composed of the elected bridge officers, the past district commanders of this district who are active members of district squadrons, the chairs of the general committees, and the squadron commanders, which persons shall be voting members of the Council.
2. In the absence of a squadron commander, the squadron executive officer or administrative officer may act for the commander and in the absence of an officer for whom there is an elected assistant; the assistant may act for the principal.
3. At any meeting of the Council, 50 percent of the members of the Council shall constitute a quorum.
4. Voting at a meeting of the Council shall be by members of the Council only.
5. At any meeting of the Council, the squadron bridge officers, the national officers and the district lieutenants may have the floor when recognized by the presiding officer, who may limit the time thereof.

2. FINANCE AND OVERSIGHT

A. Finance

1. The budget for the Council meeting should be planned on a break-even basis at minimum. Any net revenue is retained by the host squadron.
2. The host squadron should plan to recover legitimate costs incurred for meals and social activities through the revenue generated by ticket sales.

3. A final financial statement should be completed within 60 days of the Council meeting.

B. Oversight

1. Any squadron can host a Council meeting.
2. Requests to serve as host for Council meetings should be submitted to the district commander.
3. The host should pick a date taking care not to conflict with major meetings of USPS, its partners or religious holidays.
4. The host enters into contractual agreements with the meeting site and any vendors necessary for hosting the Council meeting.

3. DISTRICT RESPONSIBILITIES & TIMING

A. District Commander

1. Determines uniform of the day and meeting time.
2. Creates personal message of invitation relative to Council meeting.
3. Delivers all to district secretary not less than 40 days prior to Council meeting.

B. District Secretary

1. Creates a "Call to Council" packet which at a minimum will include:
 - a. Cover memo stating place, time, dress code, luncheon timing, specified enclosures, description of resolution presentation and description of voting members.
 - b. Personal message of invitation from the district commander.
 - c. Agenda Issue Request Form
 - d. Invitation from the hosting squadron commander.
 - e. Council registration information
 - f. Map(s) and directions.
 - g. Upcoming Conference registration information (as available).
2. Sends "Call to Council" packet to members of the Council, district committee chairs, Chief Commander, National Executive Officer and National Secretary not less than 30 days prior to the date of the meeting.

C. District Flag Lieutenant

1. Brings, sets up and removes:
 - a. Ceremonial flags
 - b. Bridge officers name signs and flags.
 - c. Squadron name signs
2. Completes room setup not less than one hour prior to call to order of Council meeting.

3. Communicates with host squadron flag lieutenant not less than 14 days prior to Council meeting to discuss room layout and if district ceremonial flags will be used or if host squadron will provide.

4. HOST SQUADRON RESPONSIBILITIES & TIMING (recommended practice)

A. Commander

1. Creates a Council Meeting Host Committee made up of a chairperson, meeting coordinator, registration/event coordinator and flag lieutenant.
2. Creates invitation letter containing Council meeting location and RSVP information.

B. Host Committee Chairperson

1. Facilitates host committee.
2. Plans the meeting around a "break even" budget. Net income is retained by host squadron.
3. Creates Council meeting registration sheet, which at a minimum will include:
 - a. Date of meeting.
 - b. Name of meeting place and address.
 - c. Schedule including time of breakfast (if provided), business meeting and lunch.
 - d. Contact information for local hotels and special rates if applicable.
 - e. Information concerning any organized event following the business meeting (typically maritime related i.e. a boat cruise in the fall or visit a local Museum).
 - f. Registration form to be returned with information such as name, squadron, contact information, breakfast/lunch check-off and RSVP information w/deadline.
4. Delivers squadron commander's invitation, registration sheet, map(s) and directions to district secretary not less than 40 days prior to Council meeting.

C. Meeting Coordinator

1. Books a meeting place which will seat approximately 100 attendees.
2. Books an additional meeting room at the same facility for use by the District Nominating Committee in conducting candidate interviews.
3. Organizes continental breakfast (if provided) prior to meeting.
4. Organizes luncheon following meeting.
5. Creates map(s) directions to locate meeting place.
6. Greets meeting attendees and provides information about site (meeting room, exit and restroom information, etc.).

D. Registration/Event Coordinator

1. Recruits assistance as needed for the following activities.
2. Prepares registration lists, tickets and materials as needed.
3. Receives incoming registration forms.
4. Staffs registration table and greets attendees.

5. Distributes meal tickets and event information at registration table.
6. Maintains petty cash on hand to facilitate change for ticket purchases.

E. Flag Lieutenant

1. Organizes meeting room layout as follows (approx. 100 attendees):
 - a. District Bridge (tables & seating for 6) placed at the front of meeting room as a head table with a centered podium and microphone.
 - b. Squadron Commanders (tables & seating based on current number of squadrons in district) and past district commanders placed facing district bridge at the front of the room.
 - c. Chairs of general committees and all other attendees. Tables preferred but a minimum of chairs for all attendees, placed behind squadron commanders.
2. Communicates with district flag lieutenant not less than 14 days prior to Council meeting to verify flag arrangements and room setup.
3. Assists district flag lieutenant with placement and removal of bridge officer and squadron name signs and ceremonial flags, as needed.

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