

**CALIFORNIA STATE FEDERATION OF CHAPTERS**  
**POLICY 7**  
**POLICY FOR FEDERATION CONVENTIONS**

This policy includes guidelines and procedures related to Convention Committees and Convention Host Committees.

As provided in Article I, Section 2.c of the Federation Bylaws, the Federation President is empowered to appoint members to committees to perform specific duties and to name the Chair and Vice Chair for all committees. Basic guidance is contained in Article II, Section 3 a. and b. of the Bylaws.

**I      Guidelines for Convention Committees and Procedures:**

- A.      Convention Committee Credentials Committee POL 7A
- B.      Convention Committee Ballot & Tellers Committee POL 7B
- C.      Convention Committee General Resolutions Committee POL 7C
- D.      Convention Committee National Bylaws Committee POL 7D
- E.      Convention Committee Rules Committee GL POL 7E
- F.      Convention Committee Sergeant-At-Arms Committee GL POL 7F

**II     Committee Chair and Members:**

- A.      Members of these committees are appointed from the list of delegates submitted by member chapters in reply to the Federation Secretary's convention call. Committees should consist of at least one member from each District, except that the Sergeant-At-Arms Committee should consist of about 20 members with each District represented, if possible. Committee members shall serve from date of appointment until convention adjournment. ***No appointee can be a member of a current Standing Committee.***
- B.      Committee appointees will be notified of their appointment by the Federation Secretary not later than thirty (30) days prior to the opening date of the convention

**III    Reports: Committee reports will be made to the convention upon request from the Presiding officer.**