

Japanese American Citizens League

# Convention Handbook

June 2004

This Handbook outlines the basic requirements for  
convention events

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## NATIONAL BUSINESS OFFICE

General Business operations supporting the meetings of the National Council and National Board.

Schedule Placement	One Day prior to Day #1 One Day following Close
Time Allocation	Must be available on a 24 hour basis
Facility Requirements	Approximately 700 Sq. Ft. 6-8 8' tables 25 chairs  High volume copier Medium volume copier Laser printer One phone line One phone/data line Bulletin board
Materials	Office supplies Delegate Packets Convention Reports and forms
Participants	National Staff
Special Comments	Proximity to National Council Meetings Security of office; under staff control is desired

## CONVENTION COMMITTEE BUSINESS OFFICE

General Business operations supporting the Convention Committee

Schedule Placement	One Day prior to Day #1 One Day following Close
Time Allocation	Business Hours
Facility Requirements	Approximately 700 Square Feet 8' Tables and Chairs as needed  One phone line for phone/fax/answering machine One phone/data line Bulletin board
Materials	Office supplies Convention registration forms
Participants	Convention Committee, Volunteers
Special Comments	Proximity to Registration Desk

## CONVENTION REGISTRATION

Hosted by convention committee

Schedule Placement	Entire week of Convention
Time Allocation	Variable; open one-half hour before the first event of the day, and close one half hour after the start of the last event.
Facility Requirements	Location in centralized hotel area Counter or table and chairs Large standing bulletin board
Materials	Convention Information Program Booklets, Registration and event tickets, Pacific Citizen.
Participants	Staffed by Convention Committee
Special Comments	

## MEETING OF NATIONAL BOARD

Schedule Placement:	Day #1: Prior to first Business Session
Time Allocation	4 hours
Facility Requirements	Approximately 700 Square Feet 40 people Hollow square for 20 people Theater seating for 20 people Coffee and Water service
Materials	National Board Packets
Participants	National Board members Convention Committee Chair Resolutions Committee Chair Nominations Committee Chair Credentials Committee Chair Constitution/Bylaws Committee Chair Program for Action Chair National Staff
Purpose:	Report of Convention Activities Report of Resolutions, Nominations, Credentials, Constitution/bylaws, and Program for Action Committees Review of National Council Agenda Other National Board Business
Special Comments:	New National Board will convene morning following close of Convention

**MEETING OF RESOLUTIONS COMMITTEE  
 MEETING OF CREDENTIALS COMMITTEE  
 MEETING OF NOMINATIONS COMMITTEE  
 MEETING OF CONSTITUTION/BYLAWS COMMITTEE  
 MEETING OF PROGRAM FOR ACTION COMMITTEE  
 MEETING OF YOUTH COUNCIL  
 ET. AL.**

Schedule Placement	Day #1 Following meeting of the National Board and prior to Delegate Orientation
Time Allocation	3 hours
Facility Requirements	Approximately 250 Square Feet for each Meeting 10 people per each meeting Hollow Square for 10 people  Water service
Materials	Resolutions Committee: copies of all proposed resolutions and by-law amendments; copies of current JACL Constitution and By-Laws; Resolutions Guidelines;  Credentials Committee: Copy of Rules of Procedure, Chart of Motions, one copy of Robert's Rules of Order, Delegates List, Credentialing of Delegates  Nominations Committee: Nominations, Elections procedure
Participants	One representative from each JACL district to each committee; Chairpersons to Resolutions, Nominations, Constitution/Bylaws, Program For Action and Credentials Committees; National Staff as assigned
Purpose	Prepare committee work for convention



## DELEGATE ORIENTATION

Schedule Placement	Day #1 Following Credential Committee meeting
Time Allocation	2 hours
Facility Requirements	Approximately 7,000 Square Feet Classroom seating for 2 delegates from each chapter (250) with additional gallery space for alternates and boosters (50)  Front podium microphone on riser and two floor microphones. Two eight-foot tables with 8 chairs for credentialing process, at entrance of room.
Materials	Convention Rules of Procedure, National Constitution and By Laws, Nominations and Elections Guidelines, Resolution Guidelines, Bylaw Amendment Guidelines
Participants	National President: Welcome and National Council Agenda VP/General Ops: Presiding Officer Resolutions Chairperson Nominations Chairperson Credentials Chairperson Legal Counsel Delegates and Alternates National Staff Boosters
Purpose	Overview of National Council Agenda Overview of Convention Activities Presentation of Rules of Procedure Presentation of Nominations/Elections Procedure Voting Procedures Credentialing for Official Delegates Announcements

**WELCOME RECEPTION**  
Hosted by Convention Committee

Schedule Placement	Day #1 Evening
Time Allocations	(varied) 5 hours
Facility Requirements	May be off site  Attendance: 300 people Table and chairs (cocktail rounds)  Catering: hors d'oeuvres or strolling dinner and no host bar  Podium and microphone
Materials	1000 Club ribbons
Participants	1000 Club members Delegates, Alternates, Boosters National Board National Staff
Program	Informal program developed by convention committee and 1000 Club

## BUSINESS SESSION I

Schedule Placement	Day #2
Time Allocation	4 hours
Facility Requirements	Approximately 7,000 Square Feet Classroom seating for 250 Theater seating for 50 Head table on riser for 6 with podium microphone and 2 table microphones  2 eight foot tables side of room with 8 chairs for credentialing  2 eight foot tables at back of room for handouts  two standing floor microphones  water service
Participants	National President (presiding officer) Parliamentarian (appointed) Court Reporter (contracted) National Council National Board JACL Staff Boosters
Materials	National President's Report National Director's Report Officer's, Youth Council, Pacific Citizen, Legal Counsel Reports Secretary/Treasurers Report 1st presentation of National Budget Program for Action Consent Resolutions
Special Comments	First presentation of major action items

## BUSINESS SESSION II

Schedule Placement	Day #2 or following Business Session I
Time Allocation	4 hours
Facility Requirements	Approximately 7,000 Square Feet Classroom seating for 250 Theater seating for 50 Head table on riser for 6 with podium microphone and 2 table microphones  2 eight foot tables side of room with 8 chairs  2 eight foot tables at back of room for handouts  two standing floor microphones  water service
Participants	National President (presiding officer) Parliamentarian (appointed) Court Reporter (contracted) National Council National Board JACL Staff Boosters
Materials	Resolution Committee Report Amendments to Constitution Nominations Committee Report Nominations of Candidates
Special Comments	Deadline: Submission of all resolutions with fiscal impact due at close of Business Session II to Resolutions Committee Chairperson

### **BUSINESS SESSION III**

Schedule Placement	Day #3 or Day #4 or following Business Session II
Time Allocation	4 hours
Facility Requirements	Approximately 7,000 Square Feet Classroom seating for 250 Theater seating for 50 Head table on riser for 6 with podium microphone and 2 table microphones  2 eight foot tables side of room with 8 chairs  2 eight foot tables at back of room for handouts  two standing floor microphones  water service
Participants	National President (presiding officer) Parliamentarian (appointed) Court Reporter (contracted) National Council National Board JACL Staff Boosters
Materials	Elections Constitution and Bylaws Amendments Emergency Resolutions Constitution and Bylaws (written ballots) Adoption of Budget
Special Comments	Deadline: Submission of all resolutions due at close of Business Session III to Resolutions Committee Chairperson.

## BUSINESS SESSION IV

Schedule Placement	Following Business Session III
Time Allocation	4 hours
Facility Requirements	Approximately 7,000 Square Feet Classroom seating for 250 Theater seating for 50 Head table on riser for 6 with podium microphone and 2 table microphones  2 eight foot tables side of room with 8 chairs  2 eight foot tables at back of room for handouts  two standing floor microphones  water service
Participants	National President (presiding officer) Parliamentarian (appointed) Court Reporter (contracted) National Council National Board JACL Staff Boosters
Materials	Final Session: Election of National Officers Runoff elections Adoption of National Budget Final Resolutions Other Business Closure activities Next Convention Report Acknowledgements
Special Comments	

## **BUSINESS SESSION V (if required)**

Schedule Placement	Following Business Session IV
Time Allocation	4 hours
Facility Requirements	Approximately 7,000 Square Feet Classroom seating for 250 Theater seating for 50 Head table on riser for 6 with podium microphone and 2 table microphones  2 eight foot tables side of room with 8 chairs  2 eight foot tables at back of room for handouts  Two standing floor microphones  Water service
Participants	National President (presiding officer) Parliamentarian (appointed) Court Reporter (contracted) National Council National Board JACL Staff Boosters
Materials	Final Session: Election of National Officers Runoff elections National Budget Final Resolutions Closure activities Acknowledgements
Special Comments	Extension of time to complete required business

## WORKSHOPS

Schedule Placement	Flexible scheduling (a separate day from Business Sessions preferred)
Time Allocation	1 ½ to 2 hours per session
Facility Requirements	Chairperson of each Workshop must provide requirements for audience size and room set up. Suggest Classroom for 50 750 square feet for each workshop
Materials	Chairperson of each Workshop to provide materials
Special Comments	Workshop topics require approval of the National Board.  National and Convention Committee to sponsor 4 workshops each



## CANDIDATES FORUM

Schedule Placement	Flexible scheduling: Following nominations and prior to elections
Time Allocation	3 hours
Facility Requirements	Approximately 7,000 Square Feet Classroom seating for 250 Theater seating for 50 Head table on riser for 6 with podium microphone and 2 table microphones  2 eight foot tables side of room with 8 chairs  two standing floor microphones  water service
Participants	Candidates of national elected offices Delegates Nominations Committee
Materials	Candidates Presentations and Q/A
Special Comments	

## ORATORICAL CONTEST

Schedule Placement	Flexible scheduling: Traditionally the day before Sayonara Banquet.
Time Allocation	2 hours
Facility Requirements	Approximately 7,000 Square Feet Classroom seating for 250 Theater seating for 50 Head table on riser for 6 with podium microphone and 2 table microphones  2 eight foot tables side of room with 8 chairs  water service
Participants	District Oratorical Contestants Delegates Boosters
Materials	
Special Comments	

## YOUTH LUNCHEON

Schedule Placement	Day #2
Time Allocation	2-1/2 hours
Facility Requirements	Approximately 6,500 square feet Meal for 2-300 (Allow 17-20 square feet per person) Rounds of 10 Head table on riser with podium microphone Reserved Seating: Past National Presidents Honorees and guests Corporate sponsors VIPs
Participants	National Youth /Student Council General Audience
Materials	Printed Programs VIP, Head Table cards Awards Program Script
Special Comments	National Youth/Student Council Awards and Recognition

## AWARDS BANQUET/LUNCHEON

Schedule Placement	Noon or Evening of Day #2 or Day #3
Time Allocation	1 hour reception 3 hour dinner/program  May also be scheduled as a Luncheon (2-1/2 hour)
Facility Requirements	Approximately 7,500 square feet Rounds of 10 for 3-400 (Allow 17-20 square feet per person) Head table on riser with podium microphone Reserved Seating: Past National Presidents Honorees and guests Corporate sponsors VIPs
Participants	General Audience VIP Guests National President Host District Governor Host Chapter President/Convention Chairperson Minister: Invocation/Benediction Local Public Officials Award Recipients Chairperson/National Awards & Recognitions Committee National Director & Staff
Materials	Printed Programs VIP, Head Table cards Awards Program Script
Special Comments	National Awards and Recognition: JACLER of the Biennium Edison Uno Civil Rights Award George Inagaki Chapter Award Ruby Pin

## SAYONARA BANQUET

Schedule Placement	Evening of Day #4 or Day #5
Time Allocation	1 hour reception 3 hour dinner/program Dance to follow
Facility Requirements	Approximately 10,500 square feet Hosted Reception (traditionally by Congressmembers) Dinner: 4-500 (Allow 20 square feet per person) Podium microphone on Riser Reserved Seating: Past National Presidents Honorees and guests Corporate sponsors VIPs
Participants	General Audience VIP Guests National President (Outgoing) National President (Incoming) Host District Governor Convention Chairperson Minister: Invocation/Benediction Local Public Officials Award Recipients Chairperson/JA of the Biennium Committee National Director/National Staff
Materials	Printed Programs VIP, Head Table cards Awards Program Script Installation Oath
Special Comments	Past National President's Pin JA of the Biennium Installation of Officers

## **MISCELLANEOUS EVENTS**

## YOUTH COUNCIL

Schedule Placement	Concurrent with Convention
Time Allocation	as needed
Facility Requirements	Approximately 600 square feet Office/Meeting room for 30
Materials	Bulletin Board, Dry-Erase Easel
Special Comments	Facilities for Youth to meet for Workshops/ Discussions, etc.

## **DISTRICT CAUCUSES**

Schedule Placement	Nights, after dinner
Time Allocation	2-3 Hours
Facility Requirements	Meeting room for 10-50 depending on District size. District Suites may suffice.
Materials	Resolutions, Campaign Materials, etc.
Special Comments	Delegate discussions of district priorities



**1000 CLUB RECEPTION**

Schedule Placement	Prior to a dinner or evening event
Time Allocation	2-3 hours
Facility Requirements	No Host Reception for 300 Allow 10 square feet per person
Materials	1000 Club Ribbons
Special Comments	Social gathering for 100 Club recruitment

## VIP/SPONSOR RECEPTION

Schedule Placement	Prior to Sayonara Banquet Reception
Time Allocation	1 ½ to 2 hours
Facility Requirements	Hosted Reception for 50 Presidential Suite or equivalent
Materials	Favors and gifts for participants
Special Comments	Invitation only reception for sponsors and special guests

## **EXHIBITS/VENDOR FAIR**

Schedule Placement	Every day during convention
Time Allocation	Usual business hours (8-5)
Facility Requirements	Room size varies with number of vendors/exhibitors Allow 100 sq.ft. per vendor or exhibit
Materials	8' table and two chairs for each
Special Comments	If Ford, or other vehicle manufacturer wishes to display a vehicle, determine requirements of venue for fuel and battery.

## FOLLOW UP

Schedule Placement	Subsequent to convention
Time Allocation	Varies
Facility Requirements	Room size varies with number of participants
Materials	8' table and two chairs for each
Special Comments	Send a copy of the program booklet and an acknowledgement to each of the sponsors, advertisers, and speakers.  Meet with the succeeding committee to pass on your evaluation of the planning process and the difficulties encountered