## NFMC MEETINGS

The general directives given in this section may apply to NFMC Biennial conventions, NFMC conferences or special meetings.

## RULES COMMITTEE

At least two months prior to an NFMC meeting, the President shall appoint a Rules Committee. This committee shall prepare such rules as may be required for the timely and orderly discharge of official business.

## POLICY RESOLUTIONS COMMITTEE

The Vice President chairs a committee on Policy Resolutions. Members of the committee, representative of all regions, are appointed by the President in consultation with the Vice President.

Any individual or organization member desiring to present a resolution to the annual voting delegates shall first present it to the Policy Resolutions Committee for consideration. All such resolutions that are in conformity with established objectives and policies and do not involve matters of a religious or political nature will be reported for action. All other resolutions shall be referred to the Board of Directors for consideration.

The NFMC Policy Resolutions designed to highlight the work of the organization for the Biennium shall be presented to the convention body as set forth in the program.

## COURTESY RESOLUTIONS COMMITTEE

Prior to the NFMC annual meeting, the President shall appoint a committee for Courtesy Resolutions**.**

All resolutions of thanks and appreciation shall be referred to this committee for action.

Resolutions expressing thanks to those who were instrumental in making the convention a success shall be prepared by this committee. Courtesy Resolutions shall be presented to the convention for adoption near the close of the meeting.

## COPY OF RESOLUTIONS TO BE FILED

A copy of the Policy Resolutions and of the Courtesy Resolutions shall be placed in the files of the Recording Secretary and a copy of each given to the Historian. A copy of Policy Resolutions shall be appended to minutes sent to Board members and a copy will be included in the NFMC Manual.

## OFFICIAL CALL

The winter issue of MCM shall include the Official Call to the meeting.

1. The dates and place of meeting and general information.
2. Dates and times of the meetings of the Board of Directors and State Presidents.
3. The complete Official Call and schedule will be posted on the NFMC website February 1 and published in the Spring issue of the MCM

In the year of an NFMC convention, the call shall include the following:

1. Report of the Nomination Committee listing nominees for members-at-large on the Board of Directors.
2. Report of the Nomination Committee listing state representatives to the new Board of Directors.
3. Date and time of election of the Members-at-Large, including the time for closing registration to establish voting strength.
4 Report of the Nomination Committee for Officers including names and qualifications for each office.

The spring issue of MCM shall include the following:

1. Credential requirements and form
2. Memorial recognition form
3. Copy of all proposed amendments to the Bylaws that have been received prior to February 1. Other changes will be posted to the website 30 days prior to the national meeting.
4. An updated program of events.

## REGISTRATION FEE

*The amount of the Registration shall be set by the Board of Directors*. (Bylaws, Article VI, Section C3**)**

## MEETING AGENDA

The meeting agenda shall include the following:

1. Appointments of Sergeants-at-arms, Timekeepers and Reading Committees
2. Roster of meeting committees
3. Deadline for Registration to obtain voting credentials
4. Presentation of reports as needed. These may include the following: Credentials, Rules, Program, Nominations, Elections, Policy Resolutions, and Courtesy Resolutions.
5. Acceptance of reports of State Presidents and Chairs of Divisions, Committees and Regional Vice Presidents. These will be presented on CD or in printed form.
6. Meetings of all divisions, Board of Directors, Executive Committee and Council of State Presidents and select committees.
7. Regional Luncheons
8. Memorial observance or Memorial Breakfast
9. Luncheon honoring RFT Fellows, Division Chairs and other honored guests
10. Elections (in convention year) of Board of Directors, officers and committee chairs.
11. Election (in non-convention year) of Nomination Committees, *Music in Song* Chair, YA Presentation Chair and any chair vacancies
12. Presentation of Citations (if any)

## NFMC MEETING COMMITTEE

The National Meeting Committee, serving a 2-year term, shall be comprised of the NFMC President, 1st Vice President, a representative from each region appointed by the President, and the Office Manager. The Chair of the meeting shall be appointed by the President and shall be approved by the Board of Directors. The Chair and the President shall appoint other members of the meeting committee. Rev. Feb. 2022

The NFMC President and Committee shall select dates and places for all NFMC meetings (conventions, conferences, and special events.). (Approved 2004)

The NFMC National Meeting Committee should check hotel charges for items or events not covered by the contract. Amenities should not be assumed.

The inside front cover of the Convention/Conference program book ("Save the date") will be reserved for the following year's national meeting site.

## RESPONSIBILITIES

### FINANCE

1. The meeting chair will work with the NFMC President & Office Manager regarding finances; National meetings will have a separate checking account; the NFMC operating budget will list the NFMC operating budget-covered expenses. At the close of each annual meeting, all bills will be paid, host allocation made, and the remaining funds will be transferred into existing NFMC funds at the direction of the committee. All registrations are sent to the national office, the checks are deposited, and the event information is forwarded to the meeting chair.
2. The signatories on the account may write checks for all expenses as authorized by the meeting chair or the NFMC President. Without permission, no other chair is authorized to incur expenses. If this should occur, the individual will be responsible, and all people working on the meeting should be notified.
3. The budget should be approved by the National Meeting Committee at one of the first planning sessions.
4. Financing of the National meeting is the responsibility of NFMC.
5. NFMC may not accept contributions toward national meeting expenses from NFMC financial advisors.
6. The NFMC President shall submit an application for credit in the name of NFMC to the hotel two months in advance or according to the terms of the contract.
7. Twenty-five percent (25%) of the net revenue will be given to the state in which the meeting is held.

### INCOME

1. Sources of income include Registration Fees (Daily, Full, Junior & Student/Collegiate), grants, solicitations approved by the President, advertisements, donations, souvenirs, etc. All monies must be deposited into the annual meeting account within a week of receipt.
2. The amount of the Registration must be approved by the Board of Directors in the year preceding the meeting.
3. Requests for registration refunds must be postmarked prior to the opening day of the meeting. An administrative fee of ten percent (10%) or $25, whichever is greater will be retained by NFMC.

4. Committee members are encouraged to apply for grants and find sponsors for signature events. Program advertising is encouraged.
5. NFMC may accept contributions toward National meeting expenses from donors other than the NFMC financial advisors.
6. Tours - self sustaining
7. Meals - self sustaining

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**EXPENSES**

National meeting expenses include, but are not limited to the following:

1. Fees and travel expenses for artists and speakers.
2. Food - complimentary meals for artists, speakers, and any other guests stipulated by the NFMC President, meals (self-sustaining) and receptions.
3. Expenses for the National Chair, credentials, nametags, meal tickets, and meeting programs.
4. Tours (self-sustaining)
5. Piano rental, moving, and tuning
6. Decorations and hospitality
7. Audio-visual needs other than those available from NFMC
8. For all National meetings, NFMC shall pay budgeted expenses for the Parliamentarian, the Office Manager, and Photographer
9. Registration shall be given without charge by NFMC to the current National President and spouse or companion, the Past National Presidents and spouses, the Office Manager, the Parliamentarian, and the official photographer.
10. Scheduled meals shall be paid by NFMC only for the current National President and spouse or companion, the Parliamentarian, the Office Manager, and official Photographer. In addition, for national meetings, the lodging, registration, regional luncheons, and presidents' banquet meals expenses can be claimed within the Past National President' allocation.
11. If the hotel room block for a national meeting does not reach an amount sufficient to guarantee a complimentary room for the NFMC President, the President's room will be the responsibility of the President. (Approved by the Finance Committee in 2005.)
12. NFMC shall provide a continental breakfast for the Elections Committee at the NFMC Biennial Convention.
13. All NFMC Biennial Convention Young Artist Competition expenses and winners' recital expenses are to be paid by NFMC from the Young Artist Fund.
14. Ellis Competition winners' expenses at the NFMC Convention in the year in which they are declared winners.
15. Citation printing and framing; travel, meals, and hotel expenses for Citation recipients.
16. Shipment of publications, state flags, and audio equipment.

## GUIDELINES FOR NFMC CHAPLAIN

The Office Manager shall receive both the names of donors and persons being memorialized/honored and the accompanying donations (minimum $25 contribution per memorialized/honored person).

The Office Manager shall send the Memorial/Honoree list of names to the NFMC Chaplain for inclusion in the Convention/ Conference Memorial and Recognition Service program.

The Office Manager will deposit all designated M&R donations into the specified Award(s) Account(s) and will deposit all undesignated M&R donations into the FAMA account.

Deceased Member List – State Presidents shall send a list of names of deceased members since the last NFMC meeting (names only, no donations) to the NFMC Chaplain who will format the complete list of deceased members' names in alphabetical order by state and send it to the NFMC Office Manager.

## TWO LISTS

(1) the list of names that have been memorialized/honored with donations and

(2) the state president's list of deceased members since the last NFMC meeting**.**

Both lists will be printed and placed in the Convention/Conference Memorial and Recognition service program.

## CREDENTIALS CHAIR

The Treasurer shall be the Credentials Chair.

## OBTAINING CREDENTIALS

Voting Credentials may be obtained by either mail or e-mail from the Office Manager or designee by following the instructions on the form provided in the spring/summer issue of MCM.

## QUALIFIED VOTERS (Bylaws, Article V, Section 3)

*Qualified voters are members of the Board of Directors; appointed officers who are not members of the Board; Division and Committee Chairs; State Presidents or their alternates; Senior Individual members; and elected delegates from each organization holding active membership in the Senior or Student/Collegiate Divisions; and one Counselor to represent each active organization in the Junior Division.*

## FILE OF REGISTERED VOTERS

The Credentials Chair shall keep an alphabetical list of all voting persons registered for the National meeting. This list shall indicate the source of the voting privilege of each registrant and, if a delegate, the name of the organization represented. This list shall be used to identify voters as they enter the polling place. The Treasurer shall be in charge.

## VOTING CREDENTIALS

Voting members are issued a voting credential, found in the registration packet.

## YOUTH

For the purpose of convention registration, "Youth" shall be interpreted as being MEMBERS of the Student/Collegiate or Junior Division. Student/Collegiate Advisers and Junior Counselors shall be considered as adult registrants.

## APPOINTMENT (Of the Elections Committee)

The President shall appoint an Elections Committee and the Committee Chair. The number on the committee shall be at least seven if the whole committee works the entire time, and twice that if there are two shifts dividing the time.

## DUTIES

The Elections Committee is in charge of the election of the Members-at-Large of the Board of Directors. All members may be asked to report for a planning and instruction meeting prior to the day of the election at the time designated in the Call or by the chair.

The committee is expected to report in advance of the opening of the polls on the day of the election. When the polls are closed, the tabulated results must be attested by the signatures of all the committee.

## ADVANCE PREPARATION

Before the day of the elections, the physical facilities of the elections room should be surveyed and all arrangements planned.

## PREPARATION OF BALLOTS/BOARD MEMBERS-AT LARGE

All of the names for ballot voting of NFMC Board Members-at-Large shall be listed alphabetically, with no distinction being made between Nomination Committee nominees and those nominated from the floor.

## VOTING FOR BOARD MEMBERS-AT-LARGE

It shall not be a requirement to vote for a specific number of Board Members-at-Large.

## CREDENTIALS TO BE CHECKED

The alphabetical list of registered voters which is prepared by the Credentials Committee is used to identify voters as they present their Voting Credential at the door of the polling place. No person shall be admitted to the polling place without a Voting Credential. The National Treasurer/Credentials Chair shall identify voters as they enter the polls at the time of the elections and present their credentials

## COMMITTEE ASSIGNMENTS

One member of the Elections Committee must be assigned to each voting station at all times.

Two members of the Committee should be assigned to the door, one on the outside to be sure that members have their voting credential with them, to answer questions, and to supervise the order of entrance; the one on the inside announces when more voters may be admitted.

## PARLIAMENTARIAN

The Parliamentarian is present to supervise the elections during the entire time that the Committee is at work from the time of the meeting before the polls open until the polls are closed, the vote tabulated, and the final report prepared. In the waiting room, he/she may answer questions relating to general information. He/she must be called if voters have questions after entering the voting booths.

## CLOSING OF POLLS

When the established hour for closing the poll arrives, any eligible voter waiting in line shall be admitted to the room and permitted to cast his/her vote. At the appointed hour, the Chair announces that the polls are closed, and no one else is admitted.

## TABULATING THE VOTE

After the polls have closed, the vote is tabulated by members of the Elections Committee and attested by the Parliamentarian. Forms for this tabulation are provided by the Chair of the Committee.

## REPORTS

The Final report should show

1. The total number eligible to vote as reported by the Credentials Chair and adopted by the Members as the polling list.
2. Total number of ballots cast.
3. The plurality necessary for election.
4. Total number of votes for each nominee.

## REPORT PROCEDURE

In reporting the vote for Members-at-Large, nominees shall be listed in the order of the number of votes received, listing first the person receiving highest number of votes.

The final report shall be signed by all members of the Elections Committee.

Two tabulation sheets and one copy of the final report shall be placed in a sealed envelope and given to the Recording Secretary together with two copies of the final report, one for the Secretary and one for the President.

The Chair of the Elections Committee shall give the final report to the President, who shall then declare the winners, as scheduled on the Convention programs. Any spoken announcement of the elected NFMC Members-at-Large shall be made in the order of the number of votes received, but the actual number of votes received by each individual shall not be given.

In the event that not all the Members-at-Large are elected by the Convention, the Board of Directors shall complete the election.

## TABULATION SHEETS AND REPORT FORMS

The Elections Chair is responsible for the preparation of tabulation sheets and report forms. The tabulation sheets should list the names of the nominees for Members-at-Large in alphabetical order according to their surnames. These names should be arranged with a column for filling in the figures.

## BREAKFAST FOR ELECTION COMMITTEE

NFMC will pay for a Continental Breakfast for the Election Committee at the NFMC Biennial Convention.

## QUALIFICATIONS FOR NOMINATION TO AN NFMC ELECTIVE OFFICE

(**Refer to** Article VIII, Section 1)

## ELECTION OF NOMINATION COMMITTEE FOR OFFICERS

The BOD shall elect seven members who may or may not be members of the Board of Directors. Five of the seven members, one from each region, shall have been previously elected as nominees by their regions in order to be nominated at the board meeting. Additional regional nominations may be made from the floor as well as nominations for 2 members-at-large. The NFMC President shall name the Chair and Secretary from the elected committee. (**Refer to** By-laws Article VIII, Section 3B)

## ELECTION OF NOMINATION COMMITTEE FOR MEMBERS-AT-LARGE

(**Refer to** By-laws Article VIII, Section 3A.1 and 2)

## ELECTION OF STATE REPRESENTATIVES

Each qualified State Federation shall elect one person to serve on the NFMC Board of Directors from that State for a two-year term. Provisions shall be made in the Bylaws of the State Federation for the method of the election of this Representative. *No person shall serve as the President of a State Federation and as a State Representative on the National Board of Directors at one and the same time.* (**Refer to** Bylaws, Article VIII, Section 3.C.2,3)

## NOMINATION COMMITTEE FOR OFFICERS

The duties of the Nomination Committee for Officers are to receive all nominations for each office, confirm eligibility of nominees, edit biographies for publication, and report the complete list of eligible nominees to the President and Recording Secretary

## NOMINATION COMMITTEE FOR MEMBERS-AT-LARGE

(**Refer to** Article VIII, Section 3E.1)

## NOMINATIONS FOR MEMBERS-AT-LARGE

(**Refer to** Article VIII, Section D.1 and 2)

## ELIGIBILITY FOR REPRESENTATION ON BOARD OF DIRECTORS

A State Federation of three or more Senior Clubs which paid membership dues for the fiscal year by the postmarked deadline of December 1 in the even year prior to the Biennial Convention shall be known as a Qualified State and shall be entitled to representation on the National Board of Directors. One representative shall be elected by each Qualified State as provided in Article VIII, Section 3C. Each state shall provide in its own Bylaws for the method of electing its representative. (Bylaws, Article IV, Section 2B)

## OVERLAPPING TERMS

A State President whose term of office expires, or who intends to resign such office before July 1 in the year of the National election, shall be eligible to serve as a State Representative or a Member-at-Large on the Board of Directors.

## REPORTS TO OFFICERS BY NOMINATION COMMITTEES

**(Refer to** Bylaws, Article VIII, Section 3E, 2)

This report shall list elected State Representatives in alphabetical order by states and nominees for Board Members-at-Large alphabetically by last names. NO NAMES SHALL BE PLACED IN NOMINATION WITHOUT THE CONSENT OF THE NOMINEE.

## COPIES OF BOARD NOMINEES/OFFICERS AND MEMBERS-AT-LARGE

The Chair of each Nomination Committee shall present to the National Recording Secretary the Chair's office copy following their individual reports to the Convention.

## REPORT TO CONVENTION

(**Refer to** Bylaws, Article VIII, Section 4A)

## PERSONNEL ELIGIBLE TO VOTE FOR OFFICERS

**(Refer to** Bylaws, Article VIII, Section 5A)

## ADDITIONAL NOMINATIONS FOR OFFICERS

(**Refer to** Bylaws, Article VIII, Section 5B)

## ELECTION OF OFFICERS

(**Refer to** Bylaws, Article VIII, Section 5F)

## NEWS RELEASES/CHANGE OF PRESIDENTS

Preparations of news releases shall be planned so that no news releases in the name of a retiring National President will be distributed after a new President has been installed.

## ELECTIONS/NFMC CONFERENCE

The *Music in Song* Chair and the Nomination Committees for Members-at-Large and Officers shall be elected at the NFMC Conference. (8-4-10)

The Young Artist Presentation Chair shall be elected at the NFMC Conference and shall assume office at the beginning of the Biennial Convention, while being aided with the assistance of the outgoing chair, in order to assure a smooth transition when the new Young Artists are selected. (6-8-11)

## REPRESENTATION OF STATE PRESIDENTS AT NATIONAL MEETINGS

(**Refer to** Bylaws, Article IV, Section 2A)

## OPEN MEETINGS

(**Refer to** Bylaws, Article VI, Section 2D)