



# PENNSYLVANIA MOOSE ASSOCIATION

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## Annual Mid-year Conference Procedure

**ALL** Association Officers and Committee Chairman are required to submit a report whether or not they are speaking if the association is paying for their room.

**ALL** Association Officers and Committee Chairman must be in the convention hall during roll call to be counted as present. This includes Registration and Credential Committee Chairman. NO exceptions.

**ALL** Association Officers and Speaking Committee Chairman will dress in Jacket and Tie. NO exceptions.

**ALL** Association Officers and Speaking Committee Chairman will be in attendance during all sessions of the Mid-year Conference.

**ALL** Association Speaking Chairmen will all be seated at the table in front of the dais where the District President sat. The district president will be seated in the front row of the audience.

Speaking Committee Chairmen means all Committee Chairmen that the association has reserved rooms for and paying for.

Association Officers include Executive Board, District Presidents, Regional Manager, Assistant Regional Manger and all Supreme Lodge Representatives and Appointees who are LOOM members in good standing with their respective lodge, and whose lodge is in good standing with the Association



# PENNSYLVANIA MOOSE ASSOCIATION

## MID-YEAR CONFERENCE MARCH 10 - 13, 2011

### Instructions for those giving Reports or Remarks and those conducting Panel Sessions

\*\*Note; District president are not be giving a report at the Mid-year sessions, they will give roll call of their lodges. Reports are required, but will be turned in at the State Board Meeting Friday morning.

#### Those giving REPORTS/REMARK

1. Remarks should be 3 minutes to 5 minutes long.
2. Carry reports at all time during sessions, you may be called on at any time to give report.
3. Sergeant-at-Arms will seat you to the front of the hall prior to your report.

\*\* All Reports / Remarks must be remitted to State Secretary on Flash Drive Supplied to you at the State Convention Organizational Meeting.

#### PANEL SESSIONS

- Sessions will be 45 minutes to 1 hour long.
- Sessions will be held in their designated rooms and times.
- Remit one copy of outline of session to State Secretary

\*\* An outlines must be remitted to State Secretary on Flash Drive Supplied to you at the State Convention Organizational Meeting.