

## PAGES

This Page committee is responsible for assisting all attendees in locating meeting rooms and other facilities, answering questions, facilitating the flow of communication during the business sessions.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Recruit pages through Council visits, Newsletters, correspondence, etc.
3. Coordinate with Conference Coordinator to determine number of pages required for each function.
4. Determine method of identification and approximate cost keeping within budgeted amount. Let’s be creative and keep the cost down.
5. Develop work schedule for each page.

## PAGES (Cont.)

15. Business meeting pages help monitor the debate of the assembly. Pages will bring motion forms from delegates to the presiding officer. Delegates/members will line up according to PRO and CON on the motion. The presiding officer will let the maker of the motion speak first on the merits of the motion. The maker may vote against the motion but may not speak against the motion. A speaker may only speak twice on the motion during debate. The pages should alternate between PRO and CON speakers to present all views to the assembly.
16. When a rising vote is called, the business meeting pages will be responsible to count the vote of the delegates. In some cases, the presiding officer cannot determine by voice vote if the motion passed when there is a close vote. Bylaw amendments also require a 2/3 vote to pass and it is important to get an accurate count. The presiding officer will first ask the Delegates in favor to stand and the pages will count those standing. The presiding officer will next ask for those not in favor to stand and the pages will count those standing. The Chairman of the Business Pages will announce the results of the vote to the presiding officer.

## TIMERS

The committee is responsible in keeping track of the timing of each conference session and gives a general timing report when called on by the President.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Recruit timers through Council visits, Newsletters, correspondence, etc.
3. Coordinate with Conference Coordinator to determine number of timers required for each function. The Speech Contest Chairman may secure timers for the contest.
4. Assign timers for each session of the conference.
5. Coordinate with the Conference Coordinator on seating arrangements for timers. The timers should be seated in a central location that can be seen from the Head Table.
6. During business sessions, timers will be responsible for monitoring the time for debate for delegates and members.
7. During training workshops, timers track the time allotted for each workshop and help notify the workshop speaker when time as been expended.
8. Obtain the timing signs and devices from the Signs/Properties Chairman.
9. Fill out Timers Report Form and give report when called on by the President.

## Timer Worksheet

Conference Session (Beginning & Closing Time)	Participant Name	Time allotted	Actual time
Friday, Plenary Session			
Compere			
Workshop #1			
Compere			
Workshop #2			
Friday, Delegates Briefing			
Friday, Opening Ceremonies			
Call to Order			
RECESS			
Friday, Business Session I			
Friday, Speech Contest			
Friday, Speech Contest Dinner			
Saturday, Plenary Sessions			
Compere			
Workshop #3			
Compere			
Workshop #4			
Compere			
Workshop #5			
Saturday, Business Session II			
Saturday, Installation Banquet			
Sine Die			
Final Timers Report			
Total Business Time:			
Total Education Time:			
Total Time in Session:			