

2024 Jurisdiction Convention Checklist



This checklist is not exhaustive. Your particular Jurisdiction may have additional items to plan or complete, depending on your needs.

	HOME OFFICE	JURISDICTION
By July 15th, 2023	<ul style="list-style-type: none"> ■ Hold an informational Zoom meeting on Monday, June 26, at 12 p.m. CT. ■ Provide Jurisdictions with: <ul style="list-style-type: none"> – Planning guidelines – Example meeting agenda – Zoom recording 	<ul style="list-style-type: none"> <input type="checkbox"/> Reserve your Convention location and room blocks. <input type="checkbox"/> Send contracts to Judy James for Home Office signature and payment of deposit (if required). <input type="checkbox"/> Schedule a Jurisdiction meeting (online or in person) to finalize convention details and provide date and location to the Home Office.
August 2023	<ul style="list-style-type: none"> ■ Sign all contracts and provide deposit payment. ■ Publish in the magazine the dates and locations of Jurisdiction Conventions. ■ Publish the process and deadline for members of Jurisdiction holding courts to submit to be a delegate to the Jurisdiction Convention. 	<ul style="list-style-type: none"> <input type="checkbox"/> Hold a Jurisdiction meeting to determine the following: <ul style="list-style-type: none"> <input type="checkbox"/> Schedule of events <input type="checkbox"/> Business agenda <input type="checkbox"/> Special guest list <input type="checkbox"/> Menus <input type="checkbox"/> Mass? <input type="checkbox"/> Will a delegate guest be permitted to meals? <input type="checkbox"/> Is audio/visual equipment needed? <input type="checkbox"/> Any signage or other materials needed? <input type="checkbox"/> Any other needs? <input type="checkbox"/> Fraternal/Service Activity (optional) <input type="checkbox"/> Finalize Jurisdiction Convention details with the venue(s) <ul style="list-style-type: none"> <input type="checkbox"/> Schedule of events <input type="checkbox"/> Menus <input type="checkbox"/> Provide meeting minutes and all Convention details to the Home Office. <input type="checkbox"/> Local Courts elect delegates no earlier than October 16, 2023, and no later than December 31, 2023.
September 2023	<ul style="list-style-type: none"> ■ Assist Jurisdictions as needed. 	
October 2023	<ul style="list-style-type: none"> ■ Notify Local Courts and Jurisdictions of the number of delegates and alternates to the Jurisdiction Conventions via mail and email. 	
November 2023	<ul style="list-style-type: none"> ■ Assist Jurisdictions as needed. 	
December 2023	<ul style="list-style-type: none"> ■ Publish in the magazine the process for members to nominate themselves or others to be delegates to the National Convention or Jurisdiction Officers or Trustees. ■ Confirm Jurisdiction Convention details with the venue(s) and vendors. ■ Process Jurisdiction Meeting Officer remuneration (upon receipt of meeting minutes). 	

2024 Jurisdiction Convention Checklist



HOME OFFICE	JURISDICTION
<p>January 2024</p> <ul style="list-style-type: none"> ■ Send the Jurisdiction Officers the list of legally elected and qualified delegates and alternates from Local Courts and qualified delegates and alternates from the Jurisdiction holding court. ■ Contact delegates and special guests to collect their registration information such as: <ul style="list-style-type: none"> – Overnight stay – Dietary restrictions – Guests (if Jurisdiction allows) – Guest payments (when applicable) – Anticipated mileage 	<ul style="list-style-type: none"> <input type="checkbox"/> The Jurisdiction Officers determine who will be on each committee: <ul style="list-style-type: none"> <input type="checkbox"/> Credentials Committee <input type="checkbox"/> Resolutions/Petitions Committee <input type="checkbox"/> Nominating/Elections Committee <input type="checkbox"/> Fraternal Activities Committee (optional) <input type="checkbox"/> Determine if/when Resolutions/Petitions and Fraternal Activities Committees will meet (online prior to the convention or morning of convention). <input type="checkbox"/> Assign volunteers to the following positions: <ul style="list-style-type: none"> <input type="checkbox"/> Delegate check-in <input type="checkbox"/> Event contact(s) for delegates <input type="checkbox"/> Other positions such as Parliamentarian, Sentinels, Conductors, etc. <input type="checkbox"/> If audio/visual equipment is used, determine content. Provide/work with the Home Office. <input type="checkbox"/> All Convention planning should be completed.
<p>February 2024</p> <ul style="list-style-type: none"> ■ Send the Nominating/Elections Committee the list of qualified National Convention delegate candidate names that were collected. ■ Send the Nominating/Elections Committee the list of qualified Jurisdiction Officer and Trustee candidate names that were collected. 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm Jurisdiction Convention details with the venue(s) and vendors. <input type="checkbox"/> Credential Committee Meeting (day of convention after delegates check-in) <input type="checkbox"/> Nominating / Elections Committee Meeting (day of convention after delegates check-in) <input type="checkbox"/> Jurisdiction Conventions take place. <input type="checkbox"/> Collect post-convention forms from each delegate to forward to the Home Office
<p>March – May 2024</p> <ul style="list-style-type: none"> ■ Reserve guest rooms with hotel. ■ Finalize banquet menu with venue. ■ Send reminder to attendees. ■ Provide the following: <ul style="list-style-type: none"> – Delegate/Alternate registration information. – Attendee Badges – Convention Program – Meal / Drink Tickets – National Delegate Ballots – Jurisdiction Officer & Trustee Ballots – Signage or other needed materials – Post-convention forms ■ Provide payment to venues/vendors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Send the following to the Home Office: <ul style="list-style-type: none"> <input type="checkbox"/> Jurisdiction Convention minutes <input type="checkbox"/> Jurisdiction Constitution and Bylaws <input type="checkbox"/> Post-convention delegate forms <input type="checkbox"/> List of elected National Convention delegates and alternates <input type="checkbox"/> List of elected Jurisdiction Officers/Trustees
<p>Post-Convention</p> <ul style="list-style-type: none"> ■ Process payment of remuneration, <i>per diem</i>, mileage, etc. to delegates and Jurisdiction Officers and Trustees, as applicable. ■ Contact elected National Convention delegates to register them for the National Convention. 	