



June 13, 2023

Dear Jurisdiction Officers and Trustees,

Below and enclosed is important information regarding your 2024 Jurisdiction Conventions.

First, your Jurisdiction Liaison has changed. Going forward, please contact me for all matters related to your Jurisdiction, including Jurisdiction Meetings and your 2024 Jurisdiction Convention.

Jurisdiction Officers are responsible for the planning and execution of the Convention. If you have not done so already, the following must be completed as soon as possible, but no later than July 15, 2023:

1. Reserve your convention location and room blocks.
2. Send related contracts to me for Home Office signature and payment of deposit (if required).
3. Schedule a Jurisdiction meeting to finalize details such as a schedule of events, a business agenda, menus, etc. Please provide the meeting date and location to me. If you would like to meet on Zoom, the Home Office can set it up for you, just let me know.

Enclosed is information you may find helpful as you plan your convention.

The Home Office is hosting an optional but recommended Zoom meeting on Monday, June 26, at 12 p.m. CT to cover this information and provide an additional opportunity for questions. A recording will be made available after the meeting.

Zoom meeting link:

<https://tinyurl.com/23-COF-INFO>

Meeting ID: 816 0689 5920

Passcode: 2024

Or dial in:

(309) 205-3325

Meeting ID: 816 0689 5920

Passcode: 2024

Thank you,

A handwritten signature in cursive script that reads "Judith M. James".

Judith M. James
Vice President, Fraternal

Enc. 2024 Jurisdiction Convention Guidelines – June 2023

2024 Jurisdiction Convention Guidelines

June 2023

JURISDICTION HOME OFFICE CONTACT

Judy James

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(630) 983-4937

Jurisdiction Convention Timeline

As soon as possible	<ol style="list-style-type: none">1. Reserve your Convention location and room blocks.2. Send contracts to Judy James for Home Office signature and payment of deposit (if required).3. Schedule a Jurisdiction meeting to finalize details such as schedule of events, business agenda, and menus, etc., are due to the Home Office.4. Attend the optional but recommended Zoom meeting on Monday, June 26, at 12 p.m. CT to cover the information and provide an additional opportunity for questions.
August 2023	<ol style="list-style-type: none">1. The High Court will publish in the magazine the dates and locations of Jurisdiction Conventions. It will also publish the process and deadline for members of Jurisdiction holding courts to submit to be a delegate to the Jurisdiction Convention.
Early October 2023	<ol style="list-style-type: none">1. The High Court will notify Local Courts and Jurisdictions of the number of delegates and alternates to the Jurisdiction Conventions.
Mid-October to end of December 2023	<ol style="list-style-type: none">1. Local Courts elect delegates no earlier than October 16, 2023, and no later than December 31, 2023.2. Finalized Jurisdiction Convention details such as schedule of events, business agenda, and menus, etc., are due to the Home Office.3. The High Court will 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. Names collected will be forwarded to the appropriate Jurisdiction Nominating/Election Committee.
Mid-January 2024	<ol style="list-style-type: none">1. The High Court will send the Jurisdiction Officers and Credentials Committee the list of legally elected and qualified delegates and alternates from Local Courts and qualified delegates and alternates from the Jurisdiction holding court that were selected according to High Court rules.
Mid-February 2024	<ol style="list-style-type: none">1. The Jurisdiction Officers will determine who should be on each committee, especially the Nominating/Elections Committee.2. All Convention-related planning should be completed.
March – May 2024	<ol style="list-style-type: none">1. Jurisdiction Conventions take place.

Jurisdiction Convention Planning

- Jurisdiction Officers are responsible for the planning and execution of the Convention.
- Jurisdiction Officers should obtain draft contracts from their venue and vendors and forward them to the Home Office. If you need assistance, please let us know.

The Home Office will: Sign contracts and provide payment to vendors related to Jurisdiction Convention activities.

- Jurisdiction Conventions can be held in person. Jurisdictions interested in having the business portion of the Convention online, can contact the Home Office.
- Jurisdiction Convention Committees are Credentials, Nominating/Elections, Resolutions and Petitions, and Fraternal Activities (optional). Committees shall have the number of members as decided by the Officers.
- Jurisdiction Convention activities must include the business meeting. Optional activities are lunch, dinner/banquet, Mass, and fraternal or service activities.

The Home Office will: Produce attendee badges, a 1-page (double-sided, folded-in-half) program, and drink and meal tickets for each Jurisdiction Convention. If there is space, it can include a message from the High Court and JCR. The Jurisdiction Constitution will not be provided in print but will be available online.

- The business meeting agenda should include adopting Jurisdiction Court Bylaws based on Model Bylaws approved by the High Court, recommending resolutions and petitions, electing Jurisdiction Officers and Trustees, and electing delegates to the National Convention.
- The Jurisdiction Secretaries are responsible for recording Convention minutes. If they wish to audio record the Convention to aid in their creation of minutes, the delegates must approve of such recording at the beginning of the Convention.

Jurisdiction Convention Travel Expenses

Hotel

- One night stay is covered for all Jurisdiction Officers, Trustees and Delegates, unless a Jurisdiction chooses to hold a day event only.
- Jurisdiction Officers, Trustees and any Jurisdiction Delegates that live 150 miles or more from the Convention site are granted an extra night stay if they choose.

The Home Office will: Book lodging for eligible attendees and pay the nightly rate and associated taxes and fees directly to the hotel.

- Attendees will be responsible for incidentals and other stay-related charges.

Mileage

- Jurisdiction Officers, Trustees, and Delegates will be reimbursed for round-trip mileage at the then current IRS rate. Those who carpool and ride along do not qualify for mileage reimbursement.

Meals

- Breakfast is covered for the morning after a qualified night stay.

The Home Office will: Pay the hotel directly as the breakfast is likely included with the night stay or will be negotiated into the contract.

- Delegates, Officers, and Trustees who qualify for and elect to stay the extra night will be provided an additional \$25 per diem for dinner on the travel day. This will be paid post-Convention with other reimbursement.
- Lunch and banquet or dinner the day of the Convention is covered for Delegates, Officers, and Trustees. A boxed lunch (or similar) is appropriate for Conventions that plan to have a banquet. A more extensive lunch offering is appropriate for one-day Conventions without an evening banquet.

The Home Office will: Pay the venue directly for these meals.

- Jurisdictions wishing to gather for an hour prior to the banquet are permitted two drink tickets per eligible attendee.
- Jurisdictions may choose to permit guests to attend the Convention meals. If the Delegate, Officer, or Trustee guest (such as a spouse) is a COF member, there is no charge for attending the meal(s); otherwise, the delegate is responsible for covering the cost of the guest meal(s).

The Home Office will: Collect guest payment before the Convention during the pre-registration/reservation process.

- The Home Office Convention Coordinator(s) may use their discretion to determine the eligibility of other special guests or additional delegate family members in attendance as it pertains to covering the cost of their meal(s). Please work with the Home Office if your Jurisdiction has such requests.
- The Home Office Convention Coordinator(s) may use their discretion to determine an appropriate spending limit for banquet entertainment or speakers by Jurisdictions request.

The Home Office will: Process and pay remuneration, per-diem, and other reimbursable expenses to the Delegates, Officers, and Trustees after the Jurisdiction Convention.

Jurisdiction Convention Compensation

- Jurisdiction Officers, Trustees and Delegates will be compensated \$100 for attending participating in the Convention. This will be paid post-Convention with other reimbursement.

Jurisdiction Convention Delegates

- Jurisdiction Convention Delegates are elected in Local Court Elections in accordance with the COF Constitution and Bylaws.

The Home Office will: Notify Local Court Officers of the process and deadlines for electing Jurisdiction Convention delegates.

- Jurisdiction members who are not in a local court (i.e. they are assigned to the Jurisdiction holding court) can submit their desire to be a Jurisdiction Convention delegate.

The Home Office will: Notify Jurisdiction holding court members of the process and deadlines for applying to be a Jurisdiction Convention delegate by posting the information on the catholicforester.org website and in *Catholic Forester* magazine. Nominees will be collected via an online form hosted by the Home Office. Delegates shall be selected in accordance with rules and regulations established by the High Court, which is anticipated to be random drawing.

- All Jurisdiction members in good standing can attend the Jurisdiction Convention Business Meeting but have no voice or vote and do not qualify for covered expenses, reimbursement, or compensation.

The Home Office will: Provide the Credentials Committee with the list of legally elected and qualified delegates and alternates on or after the first day of the month preceding the Convention, but prior to the start of the Convention. At the Convention, delegates will present an acceptable form of identification, such as a picture ID to the Credentials Committee who will verify it against the list.

The Home Office will: Distribute, collect, and process registration information and any associated fees for delegates and guests attending Jurisdiction Conventions. This will be done online, unless a delegate requests paper forms. Registration forms will indicate anticipated mileage (based on home address to Convention site) and if they qualify for an extra night stay.

Election of National Convention Delegates and Jurisdiction Officers and Trustees

- Individuals interested in becoming a National Convention delegate and/or Jurisdiction Officer or Trustee shall submit their intent prior to the Jurisdiction Convention. This will be announced in the *Catholic Forester* magazine and collected via an online form hosted by the Home Office, who will provide the list to the Jurisdiction's Nominating Committee.
- The Jurisdiction Nominating Committee is responsible for conducting the election of Jurisdiction Officers and Trustees and the election of National Convention delegates. If online voting is desired, the Home Office will select the technology, cover the cost, and assist with administration.

The Home Office will: Provide National Convention Delegate ballots and Jurisdiction Officer ballots.