

District Convention Sample Agenda—2023

Please note: The agenda for a virtual or conference call Convention may be modified to simply include all that is absolutely necessary.

1. Opening of Convention by Pre-Convention Chairman
 - a. Pledge of Allegiance
 - b. Singing of Anthems (Polish then American)
 - c. Moment of Silence for Deceased Members
 - d. Introduction of National Officers
 - e. Introduction of District Officers
 - f. Introduction of Guests
 - g. Greetings from Host Nest President
2. Pre-Convention Chairman turns Meeting over to District President
 - a. Report of Credentials Committee
 - b. Swearing In of All Delegates by National Officer
 - c. Appointment of Convention Committees
3. Establish Convention Secretary's Reimbursement
4. Election of Convention Officers Chairperson, Co-Chairperson, Secretary
5. Swearing In of Convention Officers by National Officer
6. District President turns Meeting over to Convention Chairman
 - a. Accept Minutes of Last Convention
 - b. District Officers' and Directors' Reports
 - c. Financial Report (Treasurer)
 - d. Audit Committee Report
 - e. National Director's Report
 - f. Nest Presidents' Reports
7. Breakout Session, Committees Meet
8. Standing Committee Reports
 - a. Technical Committee
 - b. Falconette Committee
 - c. Legion of Honor Committee
9. Convention Committee Reports
10. Unfinished Business (if any)
11. New Business
12. Nominations Committee Report
13. Election of Officers and Directors
14. Election of Audit Committee
15. Election of Golf and Bowling Commissioners
16. Select Time and Place for next District Convention
17. Good of the Order
18. Swearing In of New Officers
19. Adjournment

ADDITIONAL NOTES

Reports

All reports of Officers, Directors, National Director, and Nests, should be done in writing prior to the Convention. Copies of the reports should be distributed to the Delegates when they register for the Convention. If the reports are distributed before the Convention, there is no need to read all the reports during the Convention. The individual can present a summary and/or just comments relating to the content of the written report.

A District Director's report is different from the Nest President's report. The Director reports on their activity as a District Director. This is not a report of their Nest. The Nest Presidents, however, present a report on the activities of their Nest.

Treasurer Report and Audit Committee Report

The Treasurer actually makes two reports at the District Convention. The first is of their activities and duties as the Treasurer. This report is presented with all of the Officers' reports. The second is the financial report of the District. This report should be presented after the Officers' reports. At this point, no action is taken on the report. Immediately after financial report, the Audit Committee gives its report of the financial reports. A motion is made to accept (or not accept) the Audit Committee report. If approved, then a motion is made concerning the Treasurer's financial report.

Committees

Convention Committees should be appointed by the District President prior to the Convention. It is a good practice to ask Members if they want to serve on Committees before the Committees are announced. Also, all Committee Members should receive a written explanation of the duties and responsibilities of each Committee to which they have been appointed. The Standing Committees of a District are established by the PFA. Standing Committees are the following: Technical, Falconette, and Legion of Honor.