

04 – Annual General Meeting and World Conference	Standing Rule 04.01
Revised 18 October 2015	<b>Bid Requirements and Selection Process</b>

**Purpose**

To establish the requirements that potential hosts must meet in bidding to host the Annual General Meeting and World Conference, herein referred to as the AGM, of the Organization and establish the procedures through which bids are presented to and accepted by the Organization.

**Section 1 – Organizational Eligibility**

In order to be eligible to bid as a potential host of the Annual World Conference of the Organization, a member organization must:

- A. be a Full Member organization in good standing for at least four (4) consecutive years;
- B. have attended three (3) of the previous four (4) Annual World Conferences;
- C. has produced a conference type event within the last 5 years;
- D. have an annual budget of at least USD\$50,000 and
- E. be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of gross revenues in the most recent consecutive three (3) year fiscal period.

**Section 2 – Location Eligibility**

In order to be eligible to bid as a potential host of the Annual World Conference of the Organization, any proposed host city must have at least one airport, within a fifty (50) mile radius, offering direct international flights and have substantial airline service from at least one major airline.

**Section 3 – Notice**

Bids to hosts a future AGM are accepted at the AGM two (2) years before the proposed conference. Any eligible member organization intending to make a bid to host a future AGM must follow these deadlines in order to help give the Conference Structure and Integrity Committee (CSIC) time to review the bid and to ensure it meets the of InterPride’s standing rules, policies and procedures.

- A. Informal Intent Declaration: At the AGM one year before the presentation of the bid.
- B. Letter of Intent Deadline: April 1<sup>st</sup> of the year the bid is to be made
- C. Waiver Request Deadline: May 1<sup>st</sup> of the year is to be made
- D. Waiver Decision Deadline: June 1<sup>st</sup> of the year the bid is to be made
- E. Bid Deadline: July 1<sup>st</sup> of the year the bid is to be made

**Section 4 – Bid Content Requirements**

Any bid presentation made by a member organization to host the AGM must include the following:

- A. Endorsements or letters of support or invitation from:
  - a. local and/or state/provincial, and/or national governments;
  - b. tourism offices and/or convention/visitors’ bureau;
  - c. local and/or state/provincial and/or national peer LGBTI organizations.
- B. Detailed information on the proposed host hotel and conference venue(s), including room rates, internet service and parking rates.
- C. A letter of intent from the proposed host hotel.
- D. The proposed dates of the AGM. The conference must be at least four (4) days long, include both days of a given weekend and take place no earlier than 15 September and no later than 15 November during the year for which bids are being accepted.
- E. General information concerning the host city including language(s) spoken.
- F. Outline of proposed educational tracks, workshops and caucuses and possible presenters/leaders.
- G. Information on the local LGBTI community infrastructure (including entertainment options) and an outline of proposed social activities during the AGM. This should include a map showing the city, points of LGBTI interest and the location of the proposed host hotel and conference venue(s).

- H. Detailed information demonstrating an understanding of diversity in relation of those likely to attend the AGM, including (but not limited to) disabled access, translation and interpretation services and dietary requirements.
- I. A proposed budget or outline of intended financing for the AGM. This must include the proposed registration fee(s) for delegates.
- J. The bidding organization *Statements of Financial Income & Expense* and *Statements of Financial Position* for the most recent consecutive three (3) fiscal years.
- K. A schedule of transportation costs that delegates could incur attending the AGM in the proposed host city.

All figures presented must be in United States Dollars.

### **Section 5 – Bid Timeframe**

The Membership of the Organization at any AGM shall decide the venue for the AGM two years hence. Only bids relating to the AGM to be held in that year shall be permitted to make a presentation to the Membership, as outlined in Section 6 below. Indications of interest to host AGM outside of this timeframe may be made after the conclusion of the selection process noted below in Section 7.

### **Section 6 – Bid Presentation**

Each bidding organization shall be provided ten (10) minutes to make their presentation during the second plenary session of an AGM. A question and answer period must follow presentation of all bids at a specific conference

An AGM's Host Organization, in consultation with CSIC, may provide additional opportunities during that AGM outside plenary sessions to permit bidding organizations to provide the Membership with additional information regarding their bid. Such additional opportunities shall be provided to all bidding organizations on an equal basis. Private parties and excessive ancillary spending by a bidding organization is strongly discouraged.

### **Section 7 – Bid Selection**

The Membership shall vote on the venue for the AGM two years hence using the process outlined in the Bylaws, Article IX, Section 4, Subsection A. This vote will take place by ballot during the third plenary session of any given AGM.

### **Section 8 – Executive Committee Neutrality**

Members of the Executive Committee who are not part of a bidding member organization shall not endorse nor support any bid to host an AGM.

### **Section 9 – Requirement Suspension**

Any bidding organization can ask for a waiver of one or more provisions of this standing rule. The request must be received at least by May 1st before the AGM where their bid will be presented. CSIC will review this request and make a determination through the majority vote of those members of the committee present and voting. The committee's decision must be made and reported back by June 1st. Such waivers shall be disclosed to all bidding organizations.

### **Section 10 – Geographic Location**

CSCI will work with and encourage member organizations outside of North America to work towards the goal of hosting an AGM outside of North America at least once every four (4) years.

### **Section 11 – Enactment and Precedence**

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

### **Resolutions**

13-01

04 – Annual General Meeting and World Conference	Standing Rule 04.02
Revised 18 October 2015	<b>Annual General Meeting and World Conference Responsibilities and Requirements</b>

**Purpose**

To assign responsibilities and establish minimum requirements for the Annual General Meeting and World Conference, herein referred to as the AGM, of the Organization.

**Section 1 – InterPride Responsibilities**

InterPride shall be responsible for the following aspects of each year’s AGM:

- A. Through the Executive Committee:
  1. Defining the agenda for each plenary session, meeting of the Board of Directors and meeting of the Executive Committee.
  2. Providing the Host Organization with copies, paper or electronic, of all forms and other documents needed to facilitate the conduct of business (at a minimum, the Methods and Standards Guide) at the AGM no later than two (2) months prior to an AGM.
  3. Providing the content and facilitator for the required plenary business procedure orientation session as outlined in Section 9, Paragraph D, Subparagraph 2 of this Standing Rule.
  4. Conducting the delegation credentialing process at the AGM. The Treasurer shall provide verification of dues payment. The Vice President of Member Services will collect member organization and event information.
  5. Advising the Host Organization of any sponsorship arrangements and liaising with the Host Organization to ensure the fulfillment of any sponsorship obligations InterPride might have regarding the AGM.
- B. Through CSIC and its chair:
  1. Reviewing and approving the schedule for committee meetings as submitted by the Host Organization.
  2. Reviewing proposals for workshops and educational presentations to be hosted at the AGM as submitted by the Host Organization, and making suggestions regarding content and presenters.
  3. Reviewing the conference budget, as updated and submitted by the Host Organization.
  4. Approvals should take place no later than three (3) months prior to an AGM.
- C. Through the entire Board:
  1. Assisting with the marketing and promotion of the AGM.
  2. Coordinating a Mentorship program for new delegates.

**Section 2 – Host Organization General Responsibilities**

The Host Organization for an AGM shall be responsible for the following:

- A. Securing a host hotel and making all arrangements for the conference venue.
- B. Liaising with the host hotel and conference venue prior to and during the conference.
- C. Coordinating the provision of all meals required for or otherwise provided as part of the conference.
- D. Coordinating the conduct of all conference educational content, including providing CSIC and its chair with the outline of proposed educational content and caucuses no later than four (4) months prior to an AGM.
- E. Coordinating the conference-sponsored social activities, including providing directions and/or transportation should they occur outside of the conference venue.
- F. Developing and executing a marketing plan, including mailings, to promote the conference. All Marketing materials are to be shared with the Board so that they can assist with the promotion of the AGM.
- G. Developing and maintaining a database of conference attendees and their member organizations.

1. The list of delegates/attendees and member organizations registered must be sent to the chair of the Alumni subcommittee of the Member Services committee no later than three (3) weeks prior to the start of the AGM, for use in producing individual badges and organization certificates.
  2. In conjunction with the Board's mentorship program, a list of first time attendees must be sent to the Vice President of Member Services no later than one (1) week prior to the start of the AGM.
  3. The list of member organizations registered must be provided to the Secretary no later than one (1) day before the first plenary session of the AGM.
  4. The final registration list must be sent to the CSIC chair and the Alumni Subcommittee chair within one (1) week of the end of them AGM.
- H. Coordinating the fulfillment of any sponsorship obligations of the Organization.
- I. Providing indemnification and USD \$1,000,000 liability coverage that names InterPride, its officers and CSIC members.

### **Section 3 – Conference Requirements – Finances**

The Host Organization shall adhere to the following requirements regarding finances for an AGM:

- A. The Host Organization is responsible for all conference income and expenditures. This includes the responsibility for collection of fees, payment of expenses and recordkeeping and accountability for all monies.
- B. The Host Organization shall present a preliminary conference budget to the chair of CSIC at the Mid-Year Meeting of the Board of Directors prior to the conference they will host. Once the budget is approved by CSIC, it shall be the official record of areas where funds may be spent for the conference. The Host Committee may adjust amounts in each category of the budget, as long as the net for the AGM remains the same. Budgeted amounts should not increase unless there is a corresponding increase from the projection to the actual number of delegates registered for the conference, or for sponsorships received. If unapproved additional budget categories are included in the final financial report, the Executive Committee will determine whether to accept and include them in the final calculation of the conference surplus or deficit.
- C. Auxiliary activities provided to conference delegates (Such as street parties, comedy festivals, movie nights, etc.) that are open to the public are not to be included as an expense of the conference, unless included in the budget approved by CSIC in advance.
- D. Expenses related to the hiring of outside consultants to help with aspects of hosting the conference by the Host Organization shall be paid from the surplus of the Host Organization (as defined in subparagraph I of this section) and may not be included when calculating any conference deficit.
- E. Conference registration fees should include breakfasts, lunches, workshops/educational presentations, social events and a banquet dinner. In all promotional materials the Host Organization must make clearly known any and all meals not included in the registration fee.
- F. The Host Organization is free to seek and obtain conference sponsors provided that no obligation is placed upon InterPride without its prior consent, as expressed in a duly-passed motion of the Executive Committee or Board of Directors.
- G. The Host Organization shall not grant any scholarship, working or otherwise, without seeking the guidance and approval of the Scholarship Committee. Any scholarship granted without the approval of the Scholarship Committee shall not be included in any calculation of a conference's surplus or deficit.
- H. The Host Organization will provide a final financial statement and corresponding receipts to the Executive Committee within sixty (60) days of the conclusion of the conference. If this is not provided, the Host Organization shall lose all InterPride member benefits, including voting rights, for two (2) years.
- I. Should the Host Organization generate a surplus, it shall retain seventy-five percent (75%) of any such surplus, with the remaining twenty-five percent (25%) going to InterPride. Such funds shall be due from the Host Organization along with its final financial statement to the Executive Committee, as outlined in subsection H, above.
- J. Should the Host Organization generate a deficit, InterPride shall provide funds to cover twenty-five percent (25%) or \$5,000 of any such deficit, whichever shall be the lesser amount. Such funds shall be paid by InterPride to the Host Organization no later than thirty (30) days after the presentation of the Host Organization's final financial statement and receipts to the Executive Committee, as outlined in Subsection H, above.

**Section 4 – Conference Requirements – Conference and Social Activity Venues**

The Host Organization shall adhere to the following requirements regarding conference and social activity venues at the AGM:

- A. The conference venue and all venues for official social activities must be accessible to the disabled.
- B. All conference rooms must have high speed internet access available to all attendees as part of the registration fee.
- C. The conference office must be located near the main conference area. It should be open and staffed, each day of the conference when activities are scheduled at the hotel. Office hours must be posted and adhered to.
- D. Any conference updates should be made both electronically and by posting notices as described below in Section 9, Paragraph F.
- E. A conference room at the conference venue must be designated as the Boardroom. The Boardroom must be available to members of the Executive Committee and Board of Directors at any time during the conference.
- F. The Boardroom must have the following items:
  - 1. a table or tables sufficient to seat at least thirty (30) people
  - 2. seating for another thirty (30) people in a gallery setting
  - 3. power strips and power in the Boardroom to accommodate at least thirty (30) portable computers
  - 4. high speed internet connection
  - 5. computer projector and screen
  - 6. ice and water service during conference hours
- G. Power strips and power must be provided at the plenary venue to accommodate at least ten (10) portable computers at the dais.
- H. The plenary venue must have at least one (1) microphone on the dais and two (2) on the floor.
- I. The Host Organization will provide staff in a convenient location and/or accessible by electronic communication that are familiar with the host city.

**Section 5 – Conference Requirements – Electronic Mailings and Marketing**

The Host Organization shall adhere to the following requirements regarding electronic mailings and marketing in support of the AGM:

- A. All electronic mailings and other marketing materials shall be subject to the review and approval of CSIC.
- B. The first required electronic mailing shall occur no later than forty-five (45) days prior to the deadline for early registration deadline or one hundred and fifty (150) days prior to the conference. Additional electronic mailings shall occur no later than forty-five (45) days prior to any subsequent fee deadlines. Theseis electronic mailings must include information about the dates, conference venue, host hotel, costs of attendance, and current conference schedule.
- C. The final required electronic mailing shall occur no later than forty-five (45) days prior to the conclusion of „early registration“ for the conference and is subject to the same requirements as outlined in Subsection B, above.
- D. The Host Organization shall make the above-referenced conference information and registration documentation available online, either via a Host Organization-operated conference website or the InterPride website no later than ninety (90) days prior to the start of the conference.
- E. The Board shall have the option to include information in any electronic mailing. If the Host organization is doing a postal mailing in addition to the electronric mailing, the information should be limited to two (2) sheets of standard paper.
- F. A member organization without email or internet access may request a mailed copy of the materials, which the Host Organization must provide.

**Section 6 – Conference Requirements - Personnel**

The Host Organization shall adhere to the following requirements regarding personnel arrangements at the AGM:

- A. The Host Organization will designate a roster of “on call” personnel. At least one (1) such person must be available at any time during the conference. A schedule of such personnel and their appropriate contact information will be provided to all delegates in their registration packets.
- B. Host Organization members will be trained to answer general conference questions. Host Organization members assigned to the conference office should be well-versed on the workings of the conference and any last-minute changes that may occur.
- C. Host Organization members must be easily identified by highly visible means (shirt, hat, badge, etc).
- D. The Host Organization will maintain a visible presence throughout the conference. This will include providing monitors for all educational sessions. These monitors will ensure that facilitators are adequately supported, collect information on the number of attendees in each session, and collect session evaluations from all participants.

### **Section 7 – Conference Requirements - Logistics**

The Host Organization shall adhere to the following requirements regarding logistical arrangements at the AGM:

- A. At least one (1) computer and one (1) printer will be made available for use by registered delegates at the conference office or another designated location.
- B. The Host Organization will provide a large master schedule in the main conference area.
- C. The Host Organization is not responsible for the duplication of educational materials unless it volunteers to provide such services.
- D. The Host Organization will create and place at least one (1) “drop box” where replies to InterPride business (Methods and Standards revisions, theme proposals, etc.) may be deposited. They should be in an easily accessible location and prominently marked. The drop box(es) must be locked if it will be left in an unstaffed location.
- E. A sound system must be available in any location that a conference-sponsored meal occurs so that announcements can be made, if necessary.
- F. If provided by the Host Organization, vendor space should be located away from the entry to workshops or other educational presentations.

### **Section 8 – Conference Requirements – Registration and Credentialing**

The Host Organization shall adhere to the following requirements regarding registration and credentialing during the AGM:

- A. The Host Organization will provide all delegates with a “goodie bag”, which must include local orientation materials. These goodie bags must be assembled prior to the commencement of registration at the conference. The Host Organization is encouraged to provide the local orientation materials via electronic means in advance of the conference.
- B. The Host Organization will provide badges to all delegates upon their registration at the conference. At a minimum, these badges must contain: delegate’s first name and last name, and member their organization name. Additionally, badges must indicate whether the delegate is in any of the categories: Executive Committee member, Regional Director (or alternate), speaker/presenter, and/or Host Organization member.
- C. The Executive Committee will provide to the Host Organization copies of all forms required by delegates and must be included by the Host Organization in the attendees’ registration packets or the credentialing packet (one per member organization), as appropriate. These forms must also be made available at the conference office. It is encouraged to provide these forms electronically in advance of the conference.
- D. Registration forms must request whether attendees will require translation and/or interpretation services, or if they have dietary restrictions (and if so, what they are). Every attempt should be made by the Host Organization to accommodate such requests.

### **Section 9 – Conference Requirements – Conference Content**

The Host Organization shall adhere to the following requirements regarding conference content before and during the AGM:

- A. The Host Organization shall present a preliminary conference schedule to the Board at the Mid-Year Meeting of the Board of Directors prior to the conference they will host.

- B. The schedule for the conference shall provide for meetings of all committees and subcommittees authorized by standing rule. These meetings must be held prior to the first plenary session of the AGM.
- C. The Host Organization will make every effort to ensure that educational content is facilitated in such a manner as to be relevant to member organizations of varying size and status.
- D. Each conference shall be required to have the following content:
  - 1. A conference and plenary business orientation session prior to the first plenary session; which the organizers should highly encourage first-time delegates to attend.
  - 2. A minimum of two (2), hour-long regional caucuses, one each on Friday and Saturday after the plenary sessions on those days. While regions may choose to hold joint meetings, multiple regions should not be scheduled to meet in the same space if at all possible.
  - 3. The caucuses mandated by the Standing Rules of InterPride. Each of these caucuses must occupy a different time slot during normal conference hours, and may not be scheduled opposite any plenary session or meal.
  - 4. A presentation of a report and educational session on the „State of International Human Rights“; the Host Organization should liaise with the Human Rights and Diversity Affairs Committee in this regard.
  - 5. An educational session on the history of the Lesbian, Gay, Bisexual, Transgender and Intersex civil rights movement.
  - 6. A session to facilitate the selection of the annual International Pride theme. This session shall occur no earlier than the deadline for theme submissions and no later than the second plenary session.
- E. Educational sessions shall be defined by track, with track identification to be included in any published description of the workshop.
- F. A complete printed conference schedule must be provided in each delegate’s registration packet. Changes to the published schedule must be posted in the conference office, registration area, plenary area, at the specific location of the changed session and in the general area of the conference session breakout rooms. Announcements of the schedule change will also be made as opportunities permit.
- G. An electronic copy of the program should be available by either a conference mobile app or a micro website. Electronic distribution of the schedule in advance of the conference is strongly encouraged.
- H. Scheduled plenary sessions shall not run longer than three (3) hours.

### **Section 10 – Conference Requirements – Database and Conference Continuity**

The Host Organization shall adhere to the following requirements regarding databases and conference continuity before and during the AGM:

- A. The Host Organization shall create a database collecting the contact information (including, but not limited to names, member organizations, mailing and electronic mail addresses) as described in Section 2 of this Standing Rule.
- B. The Host Organizations will provide the InterPride VP of Member Services with a functional electronic copy of the database within 15 days after the close of the conference.
- C. The Host Organization will endeavor to stay in contact with the following year’s Host Organization and to provide all information regarding the planning and execution of the AGM. The Host Organization will also make provisions to have a member of the following year’s Host Organization observe and/or participate in the planning and execution of the AGM and *vice versa*.
- D. The Host Organization will provide monthly reports to CSIC for the final six (6) months leading up to the conference. Host organizations that do not provide the required reports may not receive financial assistance if the conference generates a deficit. The report shall contain:
  - 1. The number of people registered, and hotel room pickup.
  - 2. List of confirmed breakout sessions.
  - 3. Schedule updates which will include meals, meetings, and social activities.
  - 4. Other information deemed important by the Host Organization.
- E. The Host Organization will provide copies of all planning and execution documents and files for storage in InterPride’s electronic filing cabinet.

### **Section 11 – AGM Language**

The official language of InterPride is English, however all reasonable attempts should be made to offer translations in at least French, Spanish and German. These instances should include, but not be limited to:

- A. Official AGM documents (in print and electronic forms) that are the specific responsibility of the Host Organization.
- B. Important signage at the AGM.
- C. Print and electronic notifications regarding the AGM to the membership of InterPride, both prior to and during the conference.

Should the Host Organization need help fulfilling this requirement, both the Co-Presidents of InterPride and the Co-Chairs of the CSIC Committee will be available for guidance and assistance. This is accordance with the relevant Standing Rule associated with the Official Language By-Law.

### **Section 12 – Enactment and Precedence**

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.