



# 2021 National Convention

## Grand Chapter Delegate and Alternate Responsibilities

### Constitutional Requirement

- The supreme legislative body of Phi Sigma Pi is the Grand Chapter, which is composed of representatives from each Chartered Collegiate Chapter, Alumni Chapter, National Alumni Association and the National Officers.
- The Grand Chapter Meeting will discuss national Fraternity business which includes the 2021-23 National Council Elections. Each Chapter will have their selected Delegate and Alternate who will participate in discussion and voting on national issues and deciding on the future of the Fraternity.
- Every Chartered Chapter is constitutionally required to send an official representative, a Delegate, to the Meeting of the Grand Chapter. An Alternate is not required, but recommended ([National Constitution](#), Article V, Section 3).
- The selection of the Delegate is up to the Chapter. The process may be included in the Chapter's policies. Many Chapters have a nomination and an official election process for the Delegate and Alternate, which is recommended.
- Delegates and Alternates are responsible for taking the information and business covered during the Grand Chapter Meeting back to their Chapter.
- Please note: Because Grand Chapter Business is mandatory per the National Constitution any Chapter that does not have an official Delegate present during the Grand Chapter Meetings may be fined \$350 plus the cost of one full (\$129) National Convention registration (total of \$479). Additionally the Chapter will be placed on probation until the Chapter has met the requirements set forth by the National Council (outlined in the [National Operating Policies](#)).
- Resources
  - [Who Should Attend National Convention](#)
  - [Funding National Convention](#)
  - [Ask Letter](#) (can be shared with the College/University to request funding)

### Pre-Convention

- Register for National Convention by June 8 at [phisigmapi.org/nationalconvention](https://phisigmapi.org/nationalconvention)
  - When registering, designate themselves as the Chapter Delegate or Alternate.
- June 28 - July 11\*: Watch the National Council Candidate Speeches
  - In order to vote, Delegates and Alternates are required to watch all of the National Council Candidate speeches.

- The speeches will be posted in the CORE [E-Learning Center](#). Delegates and Alternates will have a two week period to watch all of the speeches on their own time.
- The National Office will send an email to all registered Delegates and Alternates when the speeches are accessible. Additionally, there will be emails and announcements in CORE and online.
- After watching the speeches, the Delegates and Alternates will have the option to submit questions to the Candidates.
- If there are viewing issues, the Delegate or Alternate should contact [convention@phisigmapi.org](mailto:convention@phisigmapi.org) immediately.
- July 19 - 27\*: Read the National Council Candidates written question responses
  - The National Council Candidates will write their responses to the questions submitted by the Chartered Chapter Delegates and Alternates.
  - The document will be posted in the E-Learning Center for Delegates and Alternates to read prior to the start of the Grand Chapter Meeting.
  - The National Office will send an email communication to Delegates and Alternates to announce that the responses are posted.
- July 22 at 8 p.m. ET: Attend the Grand Chapter Orientation session
  - During this session, the National Council will review the structure and logistics of the virtual Grand Chapter Meeting.
  - The National Office will open the National Convention virtual host platform, PheedLoop, so Delegates and Alternates can login and get acquainted with the system.
- Receive the NC21 Attendee Box
  - During registration, Delegates and Alternates will have a choice to receive printed Grand Chapter materials, or opt to receive them electronically.

*\*Dates are subject to change*

## **National Convention July 28-30**

- Grand Chapter Meeting Schedule
  - Wednesday, July 28 from 2-5 p.m.^ ET
  - Thursday, July 29 from 2-5 p.m.^ ET
  - Friday, July 30 from Noon-2 p.m.^ ET
  - ^Grand Chapter Meeting times may adjust as business requires
    - [Time Zone Map](#)
- Attend all Grand Chapter Meeting sessions in their entirety
  - Every Chartered Chapter in good standing will have one vote.
  - Chapter Delegates and Alternates may participate in discussion and voting. The Alternate can participate in discussion, but the Delegate has the final choice on how the Chapter will vote, unless the Delegate is unable to vote.
  - Technical support will be available from the National Staff via LiveChat in the virtual event platform.

- National Council Elections
  - The Grand Chapter Meeting Chair (often the National President) will open debate for each National Council Candidate. If a Delegate or Alternate would like to provide a pro or con for the Candidate, they will submit an online form which will add them to the virtual pro/con "line/queue" to speak at the mic. The Chair then will call the pros/cons in the order that they were received. Delegates and Alternates should be prepared to speak when called upon.
  - Once debate has concluded for a decided timeframe, an email will be sent to the Delegate and Alternate of each Chartered Chapter that is eligible to vote. The email will contain the unique link to the online voting ballot and the Chapter's login credentials. The Chapter Delegate will log into the voting system (Simply Voting) to cast their vote. If the Delegate is unable to vote during the allotted time, the Alternate should login and submit the ballot.
  - There will be a set period of time for eligible Chartered Chapter Delegates to submit their ballot. The National Office/Staff will only be able to see that the Chapter submitted their ballot, and will not be able to see how they voted.
  - After the voting period is closed, the National Staff (acting as Tellers per the National Constitution) will share the results with the Grand Chapter Meeting Chair, who will announce the results of each election.
  - If a run-off vote is needed, the electronic ballot(s) will be sent out to eligible Chartered Chapter Delegates and Alternates in the same manner.

*If you have questions about registering your Delegate, Alternate, or any Chapter Member, contact the National Office at 717-299-4710 or [convention@phisigmapi.org](mailto:convention@phisigmapi.org).*