

CONFERENCE MANUAL

FOR



2002 JCI-ASPAC SENDAI

MAY 17 (Fri.) - 20 (Mon.)



Entrepreneurs in Action

**Happiness
SENDAI !**

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2002 JCI-ASPAC SENDAI CONFERENCE

DATE / TIME	PROGRAM	VENUE	ROOM	Dress Code
HEAD QUARTER ROOM				
15.MAY - 20	JAPAN JC HQ	KOYO GRAND	3F OSHIDORI	
	JCI SECRETARIAT	KOYO GRAND	3F TANCHO	
	COC HQ	KOYO GRAND	3F HAKUCHO	
16 - MAY, THURSDAY				
08:00-20:00	REGISTRATION	KOYO GRAND	1F LOBBY	
09:00-19:30	PRIME (SESSION 1)	AER	SEMINAR 2-A	SUIT
14:30-15:30	SENDAI ASPAC PRESS CONFERENCE	KOYO GRAND	4F KOHAKU	
16:00-18:00	APDC MEETING (1)	KOYO GRAND	4F SHINJU	SUIT
17:00-18:00	AREA B TEAM MEETING	KOYO GRAND	NOT ANNOUNCED	SUIT
19:00-21:00	CONFERENCE CHAIRMAN'S RECEPTION by INVITATION ONLY	KOYO GRAND	5F HO-OH(EAST)	SUIT
17 - MAY, FRIDAY				
08:00-14:00	PRIME (SESSION 2)	AER	SEMINAR 2-A	SUIT
08:00-20:00	REGISTRATION	KOYO GRAND	1F LOBBY	
08:30-11:30	NOM PRESIDENT'S MEETING / CONFERENCE BRIEFING SESSION	KOYO GRAND	4F HISUI	SUIT
09:00-17:00	JCI MEMBERSHIP SUPPLIES SALES	KOYO GRAND	2F	
09:00-17:00	AWARD SCRAP BOOK SUBMISSION	KOYO GRAND	1F LOBBY	
11:30-13:00	VIP LUNCHEON Hosted by FUKUOKA JC by INVITATION ONLY	SENDAI HOTEL	KATOREA	SUIT
16:20-16:50	IMPERIAL FAMILY RECEPTION by INVITATION ONLY	YUME MESSE		FORMAL
17:00-19:00	OPENING CEREMONY	YUME MESSE		FORMAL
19:00-21:00	WELCOME NIGHT	YUME MESSE		CASUAL
19:30-21:00	JCI PRESIDENT'S RECEPTION by INVITATION ONLY	BEER PORT SENDAI		FORMAL
18 - MAY, SATURDAY				
08:00-14:00	PRIME (SESSION 3)	AER	SEMINAR 2-A	SUIT
08:00-20:00	REGISTRATION	KOYO GRAND	1F LOBBY	
09:00-12:00	GENERAL ASSEMBLY (OPENING)	KOYO GRAND	5F HO-OH	SUIT
09:00-11:00	SEMINAR "SEEK, KNOCK & ASK" (SPONSORSHIP SOLICITATION)	SENDAI PLAZA	2F KEYAKI WEST	CASUAL
09:00-18:00	SEMINAR "1-HOUR SEMINAR MARATHON" (JC BASICS)	SENDAI PLAZA	2F AOI	CASUAL
09:00-12:00	DEAD LINE FOR AWARD SCRAP BOOK SUBMISSION	KOYO GRAND	1F LOBBY	
09:00-17:00	JCI MEMBERSHIP SUPPLIES SALES	KOYO GRAND	2F	
09:00-17:00	HOSPITALITY PROGRAM by REGISTRATION	MIYAGI		CASUAL
11:00-13:00	SEMINAR "I Am ALWAYS RIGHT." (CUSTOMER SATISFACTION)	SENDAI PLAZA	3F MATSUSHIMA EAST	CASUAL
12:00-14:00	DELEGATES LUNCHEON	TBA		CASUAL
12:30-14:00	VIP LUNCHEON Hosted by METRO CEBU "UPTOWN"JC by INVITATION	KOYO GRAND	4F GINGA	SUIT
13:00-13:30	ENTREPRENEURS PLAZA OPENING CEREMONY	KOYO GRAND	2F	CASUAL
13:00-17:00	ENTREPRENEURS PLAZA [BUSSINESS BOOTH]	KOYO GRAND	2F & 3F KUJAKU	CASUAL
13:30-16:00	SEMINAR "JCI ACADEMY BRIEFING SESSION"	KOYO GRAND	4F SHINJU	CASUAL
14:00-17:00	SEMINAR "SURVIVE, THRIVE & DRIVE (MOTIVATION & SELF-IMPROVEMENT)	SENDAI PLAZA	2F KEYAKI WEST	CASUAL
14:00-17:00	SEMINAR "NEW ENERGY SEMINAR FOR FUTURE CITIZEN" (OPEN FORUM FOR LOCALS)	S.I.C.	MAIN HALL	CASUAL
14:00-18:00	AWARDS JUDGING COMMITTEE	NOT ANNOUNCED		
16:00-17:00	ASPAC SENATE BOARD MEETING	SHOZANKAN	2F ZUIUN	SENATE
17:00-18:00	ASPAC SENATE GENERAL ASSEMBLY/ASPAC SENATE OPENING CEREMONY	SHOZANKAN	4F SAIUN	SENATE
18:00-20:00	JOINING WITH SENDAI AOBFA FESTIVAL "YOI MATSURI"	MEDIATHEQUE	1F OPENSQUAER	CASUAL
18:00-20:30	JAPAN JC PRESIDENT'S RECEPTION by INVITATION	SENDAI PLAZA	3F MATSUSHIMA ALL	FORMAL
20:00-23:00	SISTERHOOD FRENDSHIP	KOYO GRAND	2F	CASUAL
21:00-23:30	KOREA NIGHT	KOYO GRAND	4F HISUI	CASUAL
21:00-23:30	CEBU NIGHT	KOYO GRAND	4F GINGA	CASUAL
21:00-23:30	MALAYSIAN NIGHT	KOYO GRAND	5F HO-OH(Center)	CASUAL
21:00-23:30	TAIWAN NIGHT	KOYO GRAND	4F SHINJU	CASUAL
21:00-23:30	INDIAN NIGHT	KOYO GRAND	5F TENPYO	CASUAL
21:00-23:30	HONG KONG NIGHT	KOYO GRAND	5F HO-OH(EAST)	CASUAL

2002 JCI-ASPAC SENDAI CONFERENCE

DATE / TIME	PROGRAM	VENUE	ROOM	Dress Code
19 - MAY, SUNDAY				
07:30-16:00	ASPAC SENATE GOLF TOURNAMENT	NEW WORLD G.C.		CASUAL
08:00-20:00	REGISTRATION	KOYO GRAND	1F LOBBY	
09:00-12:00	SEMINAR "LEAD 1" (LOM OFFICERS PROGRAM)	SENDAI PLAZA	3F MATSUSHIMA EAST	CASUAL
09:00-12:00	WORLD SPEAKING COMPETITION	SENDAI PLAZA	2F AOI	SUIT
09:00-12:00	SEMINAR "SHAMPOO YOUR MIND" (CREATIVITY & LIFE ENHANCEMENT)	SENDAI PLAZA	2F KEYAKI WEST	CASUAL
09:00-17:00	AWARDS JUDGING COMMITTEE	NOT ANNOUNCED		SUIT
09:00-17:00	JCI MEMBERSHIP SUPPLIES SALES	KOYO GRAND	2F	
10:00-17:00	ENTREPRENEURS PLAZA [BUSSINESS BOOTH]	KOYO GRAND	2F & 3F KUJAKU	CASUAL
12:00-14:00	DELEGATES LUNCHEON	TBA		CASUAL
12:30-14:00	VIP LUNCHEON Hosted by 2002 JCI LAS VEGAS W-CONGRESS by INVITATION	SENDAI PLAZA	3F MATSUSHIMA SOUTH	SUIT
13:30-17:00	SISTERHOOD FRENDSHIP	KOYO GRAND	2F	SUIT
14:00-16:00	SEMINAR "SIZZLING MANAGEMENT (PEOPLE MANAGEMENT & PROBLEM SOLVING)	SENDAI PLAZA	2F AOI	CASUAL
14:00-16:00	SEMINAR "ENTREPRENEURS SYMPOSIUM" (OPEN SEMINAR FOR LOCALS)	S.I.C.	MAIN HALL	CASUAL
14:00-18:00	SEMINAR "LEAD 2" (NOM OFFICERS PROGRAM)	SENDAI PLAZA	3F MATSUSHIMA EAST	CASUAL
15:00-17:00	SISTER JC TWINNING CEREMONY	KOYO GRAND	4F HISUI	SUIT
18:30-19:30	ASPAC SENATE JOINT BOARD MEETING	SHOZANKAN	2F ZUIUN	SENATE
19:30-21:30	ASPAC SENATE PRESIDENTIAL BALL	SHOZANKAN	4F SAIUN	SENATE
20:30-23:30	JAPAN NIGHT	SPORTS CENTER		CASUAL
20 - MAY, MONDAY				
09:00-12:00	GENERAL ASSEMBLY (CLOSING)	KOYO GRAND	5F HO-OH	SUIT
09:00-17:00	JCI MEMBERSHIP SUPPLIES SALES	KOYO GRAND	2F	
10:00-12:00	ENTREPRENEURS PLAZA [BUSSINESS BOOTH]	KOYO GRAND	2F & 3F KUJAKU	CASUAL
12:00-14:00	DELEGATES LUNCHEON	TBA		CASUAL
12:30-14:00	VIP LUNCHEON by INVITATION	KOYO GRAND	4F HISUI	SUIT
15:00-17:00	APDC MEETING (2)	KOYO GRAND	4F SHINJU	SUIT
16:30-17:00	AWARD JUDGES RECEPTION	S.I.C.	2F HAGI	SUIT
17:00-18:40	AWARDS CEREMONY	S.I.C.	MAIN HALL	FORMAL
20:00-24:00	CONFERENCE BALL	SUN-FESTA		FORMAL

INFORMATION: HQ HOTEL : KOYO GRAND HOTEL
 SUB HQ HOTEL : HOTEL SENDAI PLAZA
 S.I.C. : SENDAI INTERNATIONAL CENTER
 TBA : TO BE ANNOUNCED



LII JCI ASPAC 2002 SENDAI - JAPAN

AGENDA APDC Meeting 1

DATE : Monday, May 16, 2002 (16:00 - 18:00)
VENUE : KOYO GRAND HOTEL 4F / SHINJU room
CHAIRMAN : Michelle Tang, 2002 APDC Chairman

This meeting is for APDC Councilors and Development Officers. Discussion will center on APDC activities for 2002 and plans for development of Junior Chamber in Area B.

1. Opening Exercises
 - a. Call to Order
 - b. Recitation of JCI Creed
 - c. Introduction of Guests
2. Roll Call
3. Adoption of Agenda
4. Adoption of Minutes of APDC Meeting in Macau
5. Matters arising from minutes of last meeting
6. Opening remarks by APDC Chairperson
7. Remarks by
 - a. Immediate Past Chairperson
 - b. Special Guest
8. Reports
 - a. Chairperson
 - b. Immediate Past Chairman
 - c. Councilors
 - d. Treasurer
 - e. Secretary General
9. Any Other Business
 - a. Plan for NOM Development Activities (June-December)
 - b. Nomination of 2003 APDC Councilors
10. Announcements

11. Closing Remarks

12. Adjournment



LII JCI ASPAC 2002 SENDAI - JAPAN

AGENDA NOM Presidents' Meeting Conference Briefing Session

DATE : Friday, May 17, 2002 (09:00 - 12:00)
VENUE : KOYO GRAND HOTEL 4F / HISHUI room
CHAIRMAN : Marcelo N. Fernan Jr.
2002 JCI EVP/Conference Chairman

This meeting is for JCI officers and Area B NOM presidents. Discussion will center on NOM activities for 2002 and plans for 2003 as well as the information on ASPAC activities and program.

1. Opening Exercises

- (a) Call to Order
- (b) Invocation
- (c) JCI Creed
- (d) Introductions

2. Establishment of Quorum

3. Chairman's Opening Remarks

4. Adoption of Agenda

5. National Presidents' Reports

- ✓ a. Australia: NOMP David Clark 9:23 - 9:25
- ✓ b. Bangladesh: NOMP Waqar Choudry 9:25 - 9:34
- ✓ c. Fiji: NOMP Anil Kumar Ram No 2
- ✓ d. French Polynesia: Chief Delegate Tamatoa Pommier 9:35 - 9:45
- ✓ e. Hong Kong: NOMP Tony Chan 9:45 - 9:50
- o f. India: NOMP Vallabhdas Harish Kumar 9:50 - 10:00
- ✓ g. Indonesia: NOMP Kutondi Sri Moljond 10:00 - 10:07
- ✓ h. Japan: NOMP Shusaku Matsumoto 10:07 - 10:10
- ✓ i. Korea: NOMP Dae-Sam Park
- ✓ j. Macau: NOMP Raymond Lei ~10:11
- ✓ k. Malaysia: NOMP Velvet Ooi ~10:20
- ✓ l. Mongolia: NOMP Ochirkhyag D ~10:27
- ✓ m. Nepal: NOMP Prakash K.C. ~10:43
- ✓ n. New Zealand: NOMP Carl Wilson
- o. Pacific: Chief Delegate Myung Sam Ha

- p. Pakistan: NOMP Muhammed Zubair 1043-1048
- q. Philippines: NOMP Mabel Mamba 1054
- r. Singapore: NOMP Gina Lim
- s. Sri Lanka: NOMP Pradeep Peiris - 11:11
- t. Taiwan: NOMP Elton Liou - 11:04
- u. Thailand: NOMP Roongsaeng Suthiwongkit
- v. Uzbekistan: NOMP Dmitriy Matsoyan

✓ 6. APDC Report 11:12-11:15

✓ 7. Progress reports of 2003 ASPAC and 2002 World Congress ~ 11:20

✓ 8. Announcement of Deadlines ^{NOON Sat. 18/5}

- (a) Submission of Award Bid Books (Noon, Saturday, May 18, 2002)
- (b) Nomination of APDC Councilor (Noon, Saturday, May 18, 2002)

✓ 9. Information and guidance during ASPAC ~ 11:40

- (a) National parties
- (b) Delegate Luncheon
- (c) Receptions
- (d) Opening Ceremony

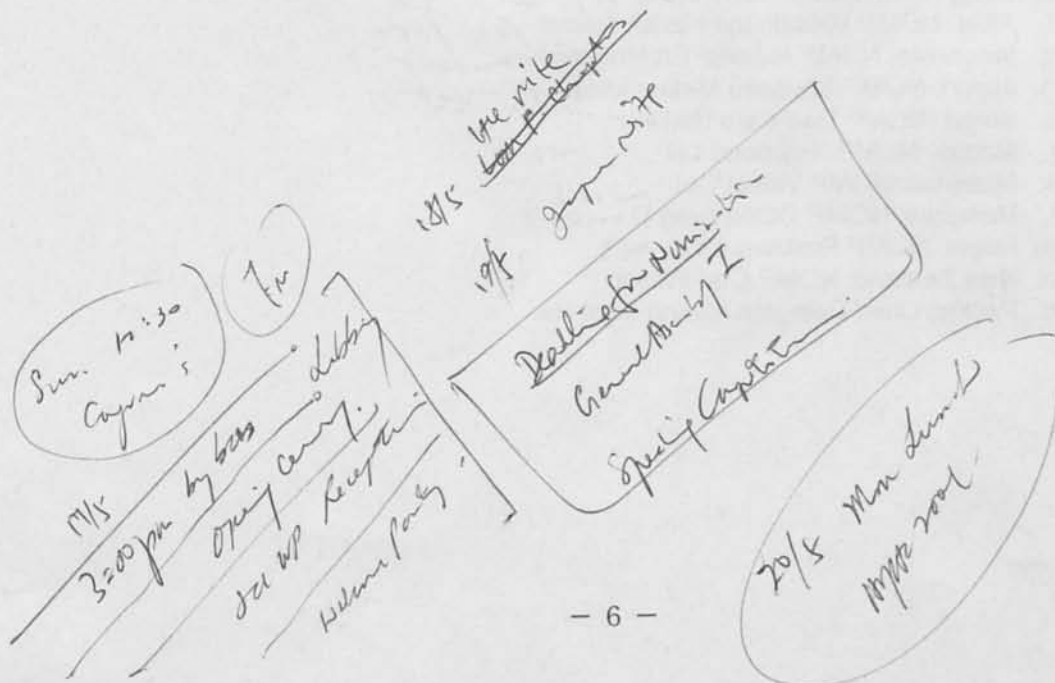
17/ - Fukunaka
18/ - Las Vegas
19/ - with MPM/HE

✓ 10. Other Business ^{Promoter of Trip Seminar} ~ 11:45

11. Chairman's Closing Remarks ~ 11:50

12. Adjournment ~ 11:55

Gathering Time:





LII JCI ASPAC 2002 SENDAI - JAPAN

AGENDA GENERAL ASSEMBLY

DATE : I Saturday, May 18, 2002(09:00 - 12:00)
II Monday, May 20, 2001(09:00 - 12:00)

VENUE : KOYO GRAND HOTEL 5F/ HO-OH room

CHAIRMAN : Marcelo N. Fernan Jr.,
2002 JCI EVP/ASPAC Conference Chairman

1. **Opening Exercises**
 - a. Call to Order
 - b. (Invocation)
 - c. JCI Creed
 - d. Introductions
2. **Establishment of Quorum**
 - a. Roll Call of National Organization Members (NOMs)
 - b. Announcement of Quorum for General Assembly
 - c. Announcement of Current Financial Status of NOMs
3. **Messages of Greeting**
4. **Chairman's Opening Remarks**
5. **Remarks by JCI President Salvi Batlle**
6. **Adoption of Agenda**
7. **Appointments/Ratification**
 - a. Parliamentarian: Past JCI VP Henry Oh
 - b. Secretary: Hong Kong / China Junior Chamber
 - c. Awards:
 - Chairman: JCI GLC Bruce Rector
 - Vice Chairman: JCI Senator Lilia Diaz
 - d. Awards Ceremony MC: JCI GLC Bruce Rector and Past JCI EVP Caroline Au-Yeung
 - e. Bid Certification Committee:

Shusaku Matsumoto, NOMP Japan JC
Dae-Sam Park, NOMP Korea JC
Mabel Mamba, NOMP JC Philippines
Elton Liou, NOMP Taiwan JC
Edson A. Kodama, JCI Executive Director

- f. World Speaking Competition:
Chairman JCI VP Boydee Dizon
Vice Chairman JCI VP Srikant Shah
- g. Twinning Ceremony:
Chairman: JCI VP Ing Ing Ngui
- h. First Timers Competition:
Chairman JCI VP Anwar Mumtaz
Vice Chairman JCI VP Tomo Hiroe
- i. Chief Coordinator of Training Program: JCI Senator Teresa Alberto

- 1. **8. Announcement of Deadlines**
 - a. Submission of Award Bid Books (Noon, Saturday, May 18, 2002)
 - b. Nomination of APDC Councilor (Noon, Saturday, May 18, 2002)
- 9. **Keynote Speech (Saturday, May 18, 2002, 10:30~11:30)**
 - a. Professor Hirotaka Takeuchi, Dean Hitotsubashi University
Dean Hitotsubashi University, Graduate School of International Corporate Strategy.
- 10. **Report of Conference Director Dave Chikara Sakagami**
- 11. **Report from APDC Chairman Michelle Tang**
- 12. **Report of JCI Vice Presidents:**
 - a. JCI VP Srikant Shah
 - b. JCI VP Amwar Kashif Mumtaz
 - c. JCI VP Boydee Dizon
 - d. JCI VP Ing Ing Ngui
- 13. **Congress and Conference Promotions (Saturday, May 18, 2002, 10:30)**
 - a. 2003 Business Congress in India
 - b. 2003 Cebu ASPAC
 - c. 2003 Copenhagen World Congress
 - d. 2002 Las Vegas World Congress
- 14. **JCI Training Institute Presentation (Monday, May 20, 2002, 09:30)**
 - a. TIP Trainers
 - b. TIP Graduates (PRIME)
- 15. **Election of APDC Councilors (Monday, May 20, 2002, 09:45)**
- 16. **Bids to Host 2004 Area B Conference (Monday, May 20, 2001, 10:00)**

- a. Certification of Eligibility
 - b. Presentations of Bidding Cities
Time Limit: 15 minutes will be allowed for bidder plus ten minutes for questions
 - c. Site Selection
- 17. Jaycees International (JCI) Foundation Presentation**
- 1. **Monday, May 20, 2002, 11:00**
 - (a) David Chua-Unsu Patrons
 - (b) Henry Giessenbier Fellows
 - (c) Phil Pugsley Patrons
- 18. Announcements**
- a. Bids for 2004 World Congress (Fukuoka)
 - b. Bids for 2005 World Congress and Beyond
 - c. Bids for 2005 Area B Conference and Beyond
 - d. Candidates for JCI Office in 2003
 - e. Others
- 19. Other Business**
- a. The 15th JCI Academy promotion (Monday, May 20, 2002, 10:30)
 - b. BBP-Best Business Program promotion (Monday, May 20, 2002, 10:45)
- 20. Sendai's Mayor Mr. Hajimu Fijii Remarks (Monday, May 20, 2001, 11:30)**
- 21. Chairman's Closing Remarks**
- 22. Hand Over of ASPAC Flag**
- 23. Adjournment**



LII JCI ASPAC 2002 SENDAI - JAPAN

AGENDA APDC Meeting 2

DATE : Monday, May 20, 2002 (15:00 - 17:00)
VENUE : KOYO GRAND HOTEL 4F / SHINJU room

This meeting is for APDC Councilors and Development Officers. Discussion will center on revision of APDC activities up to date and future actions for development of Junior Chamber in Area B.

1. Opening Exercises
 - a. Call to Order
 - b. Recitation of JCI Creed
 - c. Introduction of Guests
2. Roll Call
3. Adoption of Agenda
4. Adoption of minutes of last meeting
5. Matters arising from minutes of the last meeting (I) in Sendai on Thursday, May 16, 2002
6. Opening remarks by APDC Chairperson
7. Remarks by Immediate Past Chairperson
8. Remarks by Special Guests
9. Introduction of 2003 APDC Councillors
10. Remarks by 2003 APDC Chairperson
11. Any Other Business
 - a. Further development of plan of action
12. Announcements
13. Closing Remarks
14. Adjournment

JCI Officers and NOM Presidents Guidelines for Official Meetings during Sendai ASPAC

The 52nd
JCI-ASPAC
SENDAI



In order to help you with your many responsibilities and meetings during this Sendai ASPAC, here are some of the major items you will have to deal with:

1. HEADQUARTERS HOTEL

Members of the Area Team and International Councilors will stay at the Conference Headquarters Hotel. Unless other arrangements were made, each person is responsible for his or her own hotel expenses.

Koyo Grand Hotel

2-3-1 Honcho, Aoba-ku, Sendai, Japan

COC Secretariat: 3F Hakucho room

COC Tel. (81)(22) 222-9787

COC Fax (81)(22) 726-1777



2002
SENDAI

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SENDAI!**

2. CONFERENCE DIRECTOR

Please contact the Conference Director if you have any questions related to the Organizing Committee:

Conference Director: DAVE, Chikara Sakagami

SENDAI JUNIOR CHAMBER ASPAC SECRETARIAT

Koyo Grand Hotel

2-3-1 Honcho, Aoba-ku, Sendai, Japan

COC Secretariat: 3F Hakucho room

COC Tel. (81)(22) 222-9787

COC Fax (81)(22) 726-1777

E-mail: aspac2002@sendai-jc.or.jp

Internet: <http://www.sendai-jc.or.jp>

3. JCI STAFF OFFICERS

Please contact the JCI Staff Officer assigned to this Conference if you have any questions related to Junior Chamber International, the General Assembly and other meetings:

EDSON KODAMA, JCI Executive Director (JCILink@aol.com)

EDMOND SAKAI, JCI Area C Director (areac@juniorchamber.org)

LILLIAN CHIEN, JCI Foundation and Senate Manager

(Foundation@jcimail.com)

They are available during Sendai ASPAC attending/supporting several functions.

4. PROGRAM FOR INTERNATIONAL CONCILLORS AND NATIONAL PRESIDENTS

Please take particular note of the program for International Councilors.

- **MEETINGS.** You are expected to attend all official meetings, such as:
 - NOM Presidents Meeting
 - General Assembly (all sessions).

Check the agendas and with the Chairman, and make sure you know when you are expected to present a report.

During the Conference, the Chairman may call for special National Presidents Meetings. Always be ready for unexpected meetings.

- **RECEPTIONS.** There are many formal receptions you are expected to attend:

- President's Reception
- Conference Chairman's Reception
- Other special receptions hosted by National Presidents.

- **CEREMONIES.**

There are also a few ceremonies you must attend:

- Opening Ceremony.
- Twinning Ceremony (if scheduled)
- Awards Ceremony.

Formal dress is required for formal ceremonies.

- **MEETINGS WITH YOUR ASSIGNED JCI VICE-PRESIDENT.**

This will probably be your last chance to meet your assigned JCI Vice President before the World Congress. Prepare a schedule to meet with him or her to discuss the following items:

- Any questions you have regarding the Area Conference, when to present reports, how to meet with the Chairman and the JCI President, etc.
- Follow up on the recommendations and plans during the Vice President's visit to your National Organization. Reaffirm all commitments made by both sides.
- Other requests you may have regarding materials, assistance, etc., from the Vice President and the World Headquarters.

5. NATIONAL DUES

National organizations must have paid their dues to JCI to have speaking and voting rights at General Assembly.

If any of your assigned National Organizations have outstanding dues, please ask them to contact the JCI Area Director for payment before the opening of the first General Assembly.

6. PARTICIPATION

At all Area Conferences, *all National Organizations* shall be entitled to participate, and shall be entitled to:

- Announce and promote candidates for JCI office.
- Announce intentions to bid for a Congress or Conference.
- Bid for the site of a Conference or meeting in respect to the Area.

Chapters from Jeune Chambre Economique Française (Area B's French Polynesia: ie. JCE Tahiti) qualify to bid for the site of a Conference or meeting in respect to the geographical area where they are located.

Only National Organizations assigned to the Area in respect to which the Conference is held and that are in good standing, shall be entitled to:

- Submit entries for Conference Awards.
- Judge entries for Conference Awards.

Chapters from Jeune Chambre Economique Française (Area B's French Polynesia: ie. JCE Tahiti) qualify in respect to the geographical area where they are located.

7. VOTING RIGHTS

Only National Organizations assigned to the Area in respect to which the Conference is held and those in good standing and present shall have ONE vote, and shall be entitled to vote on any matter directly related to the Area which shall include:

- The selection of the site for a Conference or meeting in respect to the Area.
- The selection of any program for the Area.

8. PROXIES

No proxies are accepted at Area Conferences.

9. SPEAKING RIGHTS

All members of the JCI Board of Directors shall have speaking rights at all Area Conferences, but they shall have no right to vote.

10. GENERAL ASSEMBLY

International Councilors (Chief Delegates) representing fully affiliated National Organizations are members of General Assembly.

The International Councilor representing the National Organization at General Assembly is usually the National President; however, he or she may appoint an authorized representative to act as International Councilor, provided that he or she is an individual member of that National Organization.

• RULES OF PROCEDURE AT GENERAL ASSEMBLY.

The official rules used by Junior Chamber International are known as *Robert's Rules of Order, Revised*. However, the most important rule in the conduct of any business meeting is the rule of common sense. This means that it is the responsibility of the Chairman to ensure that the business of the meetings is conducted efficiently and fairly.

Each International Councilor can help ensure that business is handled efficiently by observing the following:

- When you wish to speak, hold up your voting stick until the Chairman calls the name of your National Organization.
- Speak clearly and slowly into the microphone to facilitate the simultaneous interpretation.
- Do not repeat an argument already expressed by a previous speaker, even though you may fully agree with it.
- Do not interrupt another speaker unless it is vital to the proper handling of the

business.

- **GENERAL VOTING PROCEDURES AT GENERAL ASSEMBLY.**

On all general issues, which require a vote at General Assembly, the voting will be done by raising the voting sticks.

When the Chairman calls for a vote, the International Councilor should raise the voting stick so those at the head table can count it easily.

In the selection of the Conference site, the International Councilors will vote by secret ballot, and the number of votes received by each bidder shall be announced immediately after the selection.

- **CALL TO ORDER.**

Because General Assembly sessions have a long tradition of starting on time, International Councilors are reminded to be in their assigned seats at least five minutes ahead of time.