



AMVETS Riders National Mid-Year Rally Bidding and Selection Guidelines

1. Chapters or departments desiring to host the Annual Mid Year rally may express their intent by providing a comprehensive bid package to the Riders National secretary no later than 1 April. This bid package should be as complete as possible denoting all aspects of hosting the event including but not limited to Date of event, post or hotel facilities for meetings, airports, lodging info including price, food availability and associated cost , entertainment and activities, and any other specifics deemed pertinent by the proposing entity.
2. The Riders National secretary shall archive the proposal and then forward copies of the proposals to the NEB and the Mid Year Committee. As well the proposals shall be posted on the National Riders Website for viewing of all members.
3. The NEB and Midyear committee shall review the proposals and forward questions to the bidder via email no later than 15 April. Prompt communications are mandated by all parties.
4. Bidding chapters may make a live presentation to the membership at the current year Midyear rally in concert with the Midyear committee meeting. This presentation may be time restrained if warranted due to number or bidders.
5. Information and advertisement of proposal is highly welcomed but will require NEB approval
6. All proposals will be judged on their own merits and specifications including date and year of proposed event.
7. National officers shall not sit the midyear committee except for chair and nonvoting ex-officio members.
8. No member from a chapter proposing may sit in recommendation of the committee, whereas they may be committeemen abstaining from vote of recommendation to the body.
9. After giving due interest and debate to each proposal the committee shall vote on a recommendation to the body as well as first alternate.
10. The committee chair shall state the committee recommendation to the body at the Midyear rally general meeting and the body shall render a decision by vote for selection and alternate.
11. The awarded chapter shall provide to the NEB, as soon as possible information that they have to forfeit the award, for any reason, and at such time the alternate selection will be given the award.

12. The awarded chapter shall submit a schedule of activities (including hotel information) to the National Executive Board no later than November 15th the year prior to the Midyear they are hosting.
13. All activities scheduled by the hosting chapter shall be pre-approved by the National Executive Board prior to any advertisement and/or promotion.
14. The awarded chapter shall appoint a Midyear hosting committee and that committee shall meet with the National Executive Board via conference call no less than 2 times prior to the Midyear they are hosting. The dates and times of the calls shall be set by the National Executive Board. Additional calls may be requested by the National Executive Board or the hosting chapter.
15. Activities and/or times may be subject to change in order to accommodate the AMVETS Riders National agenda.
16. It will be prudent that all bidding chapters inquire about all logistics and cost guarantees as well as obtaining required permissions and/ or required permits to host the function.
17. Proper open and timely communications are paramount to the success of an event of this scope. Diligent research on past events and logistical requirements should be considered in the proposal.
18. All details relative to collection and distribution of funds shall be denoted in proposal as well as lead point of contact for the proposal.

The above guidelines are a basic lineup of the Mid-Year bidding, selection and planning process and may be adjusted and/or revised as deemed necessary by the AMVETS Riders National Executive Board.

These Guidelines set forth January 6th, 2017 by the AMVETS Riders National Executive Board