

**IEB POLICY ON
PROCEDURES FOR DIVISION ASSEMBLIES
May 21, 2016**

1. Division Assemblies will be held on Saturday, May 21, 2016. There will be an Assembly for each division: Health Care, Property Services, and Public Services. The purpose of these Assemblies is to adopt the Division Plan and Call to Action for the next four years as developed by the Division Leadership Boards.
2. Each Division Assembly will be open only to delegates, alternates, youth representatives and guests, who have registered for the Convention as delegates-elect, alternates, youth representatives or guests (including workers who have been invited to attend). International staff will assist with the operations of the Assemblies.
3. Division Assemblies are not meetings of the Convention, which will not yet have convened. Delegates will not yet have been finally credentialed as the Convention Credential Committee will not have completed its deliberations, and the Convention will not have been presented with a list of delegates.
4. The Convention Standing Rules do not apply to Division Assemblies.
5. The proceedings will be conducted in an informal fashion by a Chair, who will be the Executive Vice President for the Division, or his or her designee. The Chair will call the Assembly to order, chair the proceedings, and declare the adjournment. The Assembly will consider for debate and adoption only the Division Plan and Call to Action.
6. There shall be no sound or video recordings or use of electronic voice amplification or cell phones unless expressly permitted by the Chair. Cell phones shall be turned off or to vibrate
7. The Division Plan and Call to Action adopted by the Division Assemblies will be incorporated by reference in the main program resolution presented to the Convention.
8. Delegates, alternates, youth representatives and guests who are SEIU members of that Division may be recognized by the Chair to speak to the adoption of the Division Plan and Call to Action. However, adoption shall be determined by vote of the delegates in attendance and voting at the Division Assembly.
9. Votes on the Division Plan and Call to Action shall be conducted by voice vote or rising vote. Each delegate will have one vote (one-person/one-vote).

10. The Chair of the Assembly shall ensure that the Division Plan and Call to Action is fully debated, allow each speaker up to a minute and a half to address a proposal, establish the order of speakers on an issue so that there is participation from as many different locals as possible, and set other appropriate guidelines that encourage orderly debate on issues and broad participation by members of all Division locals. No person speaking in debate may move the Previous Question.
11. Accurate minutes of the voting and the accompanying proceedings will be recorded by a person appointed by the Assembly Chair.