

**STANDING RULES OF THE 26<sup>th</sup> INTERNATIONAL CONVENTION  
OF THE SERVICE EMPLOYEES INTERNATIONAL UNION  
MAY 22-24, 2016**

Rule 1. The Convention program shall be the order of business. However, the presiding officer may make changes as necessary to expedite the session proceedings or to accommodate guest speakers.

Rule 2. For admission to the convention building and to facilitate identification and seating, delegates, alternates, and others shall be required to wear the badge issued by the Credentials Committee upon registration.

Rule 3. The Credentials Committee, directly after the opening of the Convention, shall report the number of delegates and alternates registered as present with proper credentials, together with the total number of votes entitled to be cast. If there are any changes from the prior report, the Credentials Committee shall make a supplementary report after the opening exercises at the beginning of each day that business continues.

Rule 4. Notices for announcement to the Convention shall be in writing, signed by the person (or a proper representative) under whose authority the announcement is issued, and shall be sent to the International Secretary-Treasurer. Any Convention report or other communication required to be "in writing" under these rules or any other governing documents may be provided on printed paper or electronically.

Rule 5. The Convention shall adjourn no later than Tuesday, May 24, 2016.

Rule 6. The rules contained in the current edition of *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)* shall govern the Convention in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and these Standing Rules. In case of any discrepancy among different language versions, English shall be the language of record for the text of resolutions and constitutional amendments.

Rule 7. Reserved seats shall be provided to all delegates and Guest Delegates. Each Local Union delegation shall be assigned a reserved seating area. Additional seating for authorized guests and alternates shall be provided in designated areas. At the discretion of the presiding officer, seating for authorized guests, alternates, youth representatives, and staff may be provided on the Convention floor.

Rule 8. No signs or banners, other than official Convention signs and banners, shall be permitted in the assembly hall, except during the nominations and election of International officers, during which period signs or banners promoting candidates will be permitted in the delegates' and alternates' seating areas, except in the aisles and on the walls. Union-provided resources, such as iPads or the Convention phone app, should not be used for internal union campaign purposes.

Rule 9. Materials may be distributed by delegates, alternates, and authorized guests in designated areas of the convention building, which area will be outside the assembly hall, provided that the entrance and exit of individuals to and from the assembly hall is not impeded and subject to any rules of the convention center and considerations of decorum and orderliness.

Rule 10. All materials which may be disseminated in the assembly hall, including campaign materials for or against candidates in the elections for international officers and executive board, shall be submitted to the Sergeant-At-Arms Committee for distribution at least one hour before the commencement of the morning or afternoon session at which the material is to be distributed. Materials shall be germane to the Convention or otherwise authorized.

Rule 11. There shall be no use of electronic voice amplification or talking on cell phones, unless expressly authorized. Texting is permitted as long as there is no audible signal. Unauthorized videotaping, recording, or transmission of the Convention proceedings is prohibited. Cell phones shall be turned off or to vibrate.

### **CREDENTIALING**

Rule 12. Locals in trusteeship that do not have eligible delegates may have "Guest Delegates" appointed by the Trustee from the members of the Local Union. The number of Guest Delegates shall be limited to the number of delegates that the Local Union otherwise would have been entitled to at the Convention. Guest Delegates shall be seated on the floor and may debate issues, but may not make motions or vote.

Rule 13. Newly chartered locals that do not have eligible delegates may have "Guest Delegates" appointed by the Local Union president from the members of the Local Union. The number of Guest Delegates shall be limited to the number of delegates that the Local Union otherwise would have been entitled to at the Constitution. Guest delegates shall be seated on the floor and may debate issues, but may not make motions or vote.

Rule 14. Members of the International Executive Board who are not otherwise delegates to the Convention shall be "Guest Delegates." Guest delegates shall be seated on the floor and may debate issues, but may not make motions or vote. Any Guest Delegate may nominate or second nominations for International Union office or for Board of Auditors.

Rule 15. Delegates who end their presence at the Convention shall promptly report their departure to the Credentials Committee. If a delegate registered with the Credentials Committee permanently leaves the Convention, or fails to attend and register, a designated alternate from the delegate's Local Union shall be entitled to succeed the delegate.

## RESOLUTIONS AND AMENDMENTS

Rule 16. A Constitution and Laws Committee shall report on amendments to the Constitution and Bylaws. The International President may appoint other committees over the subject matter of resolutions and other topics.

Rule 17. One delegate from a Local Union which has properly submitted a resolution or amendment to the Constitution and Bylaws shall be given an opportunity to address the appropriate Committee in support for up to five (5) minutes. The Committee may also establish procedures for receiving comments from other delegates, which shall be limited to three (3) minutes per speaker. Space permitting, committee meetings may be open to other registered Convention participants to observe, unless the committee goes into executive session. Committees may elect to schedule hearings at which delegates may address the committee.

Rule 18. Committees shall prepare suitable resolutions or amendments to carry into effect recommendations referred to them, and shall submit to the Convention, with the relevant Committee's own recommendations as to appropriate action, those and all other referred resolutions or amendments. A Committee may (1) choose to report only one of several resolutions or amendments on the same subject, (2) combine into a single resolution the whole or portions of several resolutions or amendments on the same subject and report the combined resolution as original text, with the original resolutions and amendments being subsumed, or (3) decide not to report out a proposed resolution or amendment. There shall be no minority report. The Convention by a majority vote may suspend this rule and order a Committee to report a resolution at a certain time, even if the Committee has voted not to report it. Upon unanimous consent of the Convention, a delegate may offer a resolution in the nature of an original main motion from the floor of the Convention which shall be sent to the International Secretary-Treasurer and shall be referred to the appropriate Committee. Such resolution shall be in writing and signed by the maker and seconder, each of whom shall be voting members of the Convention.

Rule 19. Prior to the formal consideration of certain resolutions, the International President may call for a period of "table work" to allow delegates to informally discuss topics related to a resolution without the formality of parliamentary procedure.

Rule 20. Committees may report out multiple resolutions in one motion to be considered and voted upon as a block. The Convention by a majority vote may remove any resolution from a block for separate consideration and a vote.

Rule 21. Any report of the Constitution and Laws Committee shall not be subject to motions to amend, but shall be voted on as presented by the Committee. If the Committee report as presented is voted down, it shall be referred back to the Committee, which shall amend such report in accordance with the intent of the Convention and shall bring back its amended report for a vote of the delegates. After referral back to the Constitution and Laws Committee, any subsequent report from the Committee on the same matter may be amended from the floor. Following the final report of the Constitution and Laws Committee, the Convention by a

majority vote may suspend the rules to order the Committee to report a resolution, even if the Committee has voted not to report it.

## **DEBATE**

Rule 22. All delegates and guest delegates wishing to speak from the floor to the Convention shall do so from designated microphones after being recognized by the presiding officer and identifying themselves by name and local number. Any delegate who offers an amendment to a pending motion of more than a few words may be required by the presiding officer to submit it in writing.

Rule 23. No delegate shall speak in debate more than twice on the same question on the same day, or longer than three minutes each time, without permission of the assembly granted by a two-thirds vote without debate. No delegate is entitled to the floor a second time in debate on the same motion on the same day as long as any other delegate who has not spoken on the motion desires the floor.

Rule 24. The reporting member of a Committee may exercise the right of reply even after debate has been closed.

Rule 25. No delegate speaking in debate may move the Previous Question.

Rule 26. Total time on any main motion and pending secondary motions, including amendments, shall not exceed a total of forty minutes unless extended by a majority vote of the convention.

Rule 27. Either the presiding officer or any delegate seconded by ten (10) delegates can demand a division (uncounted rising) of the vote. Either the presiding officer or any delegate seconded by 200 delegates can demand a count of the rising vote, which shall be taken by the Sergeants-At-Arms. Either the presiding officer or any delegate seconded by 400 delegates can demand a roll call of the vote, which shall be taken as follows:

(a) The International Secretary-Treasurer or designee shall call the roll of the Local Unions in numerical and then alphabetical order (beginning with Local 1). As each Local Union is called, the reporting member of the delegation shall announce the delegates' votes. The reporting member shall also mark a written open ballot indicating how Local Union delegates have voted, and shall hand that written ballot to a representative of the Roll Call Committee prior to the time that the Local Union's votes are announced. On challenge by any member of the delegation, a poll shall be taken of the vote of each delegate from the Local Union. A demand for polling of the delegates must be made when the vote is reported and before the next Local Union has responded to the roll call. Delegates not wishing to vote may abstain. If a Local Union is not prepared to announce its vote when called, it may "pass" and shall then be called one more time in numerical and then alphabetical order after the first roll call. If during the roll call the votes previously cast make certain the outcome of the vote, then the presiding officer in his or her discretion may suspend the calling of the roll and announce the result of the vote, in

which case all unions which have not announced their vote may mark, sign, and submit a ballot to the Roll Call Committee reflecting the votes of each delegate present in the delegation.

(b) In the interest of saving time, the presiding officer may choose to take the roll call by open written ballot conducted by the Roll Call Committee during a designated period of time specified by the presiding officer. The delegation chair of each Local Union shall mark and sign a ballot reflecting the votes of each delegate present in the delegation. The delegation chair will then take the ballot to the designated roll call area for counting. Only ballots submitted during the designated election period will be counted, but delegation chairs in line when the designated period ends will have their delegation ballots counted. Any member of a delegation may accompany the delegation chair to ensure the accuracy of the votes cast. While the business of the Convention may proceed without interruption, the Convention shall not adjourn until the result of any pending roll call vote is announced for the record.

(c) Only eligible delegates present on the floor when the delegation is called may vote. There shall be no proxy voting. The voting strength of each Local Union delegation shall be calculated in accordance with Article IV, Section 12 of the Constitution and Bylaws, with the votes of the Local Union to be equally divided, by fractions if necessary, among the delegates present and voting.

(d) Once voting has been concluded, the presiding officer shall declare voting closed. The Roll Call Committee, assisted by staff, shall count the votes and report to the Convention. The Committee's tally sheet showing the votes cast by each Local Union in the affirmative or in the negative, and the number of those recorded as abstaining, shall become part of the record of the Convention and posted as soon as possible.

## **ELECTIONS**

Rule 28. Nomination and election of officers may occur at different meetings of the Convention and shall be conducted under the supervision of the Roll Call Committee.

Rule 29. Nominations for particular offices shall be declared open by the presiding officer. The order of nominations shall be as follows: International President, International Secretary-Treasurer, Executive Vice Presidents, Vice Presidents, Executive Board Members, Retired Executive Board Member, any other International officer, and Board of Auditors. Roll call voting for contested offices shall not begin until nominations for all offices to be filled at the same time have been completed. If nominations for more than one office are scheduled at the same time, a member may be a nominee for only one office.

Rule 30. Nominations for any office shall not be accepted until nominations for the prior office have been completed. All nominations must be made from a microphone and must be seconded by at least one, but not more than two, delegates. A delegate may nominate or second as many candidates as he or she wishes. For the positions of Vice Presidents, International Executive Board members (including Retired Member) and Board of Auditors, a delegate may

nominate candidates as a slate, in which case the slate will be identified by number on the ballot. All candidates listed on a slate shall also be individually listed on the ballot.

Rule 31. Nominating speeches for candidates for International President and International Secretary-Treasurer shall not exceed five minutes, and seconding speeches (no more than two per candidate) shall not exceed two minutes. Nominating speeches for candidates for Executive Vice President and Vice President shall not exceed two minutes, and seconding speeches (no more than one per candidate or slate where applicable) shall not exceed one minute. Nominating speeches for candidates for Executive Board Members and for members of the Board of Auditors shall not exceed one minute, and there shall be no seconding speeches.

Rule 32. Any member wishing to challenge a candidate's eligibility must do so from a microphone at the time the candidate is nominated and must state the basis for the challenge on the record. The challenge shall be resolved by the Convention immediately or, in the discretion of the presiding officer, may be referred to the Roll Call Committee. If referred, the member submitting the protest and the challenged candidate shall meet immediately with the Roll Call Committee. The decision of the Roll Call Committee shall be reported to the Convention for a vote. If any candidate is declared ineligible following the close of nominations, nominations shall be reopened for that office.

Rule 33. Any member wishing to challenge the manner in which the election was conducted must do so from a microphone at the time of election and must state the basis for the challenge on the record. The challenge shall be resolved by the Convention immediately or, in the discretion of the presiding officer, may be referred to the Roll Call Committee. If referred, the member submitting the protest shall meet immediately with the Roll Call Committee, which shall determine the challenge. The decision of the Roll Call Committee shall be reported to the Convention for a vote.

Rule 34. Any member wishing to submit an election protest pertaining to any issue other than delegate credentials, candidate eligibility or the manner in which the election was conducted shall file such protest in accordance with the Constitution and Bylaws.

Rule 35. Prior to closing nominations for an office, the presiding officer shall ask if any of the nominees wish to decline their nomination. If nominations have been closed for a particular office and only one nominee or the requisite number of nominees has been nominated for that office, such nominee(s) shall be declared elected by acclamation, and that declaration may be made as soon as nominations have been closed for that particular office and before nominations are made for the next office.

Rule 36. After nominations for all offices to be filled that day are completed, a ballot of all nominees by office shall be prepared for each contested office. Each nominee for office, other than for full-time officer positions, shall be assigned a number. The ballot of candidates and their assigned numbers and, where applicable, slate numbers, shall be made available to Local Union delegations.

Rule 37. At any time prior to the commencement of the roll call, a nominee or prospective nominee may submit in writing to the Chairperson of the Roll Call Committee the name of a delegate to serve as observer. Observers shall be entitled to observe the tabulation of votes from a location designated by the Roll Call Committee in that election, so long as the observer presents himself or herself to the Chairperson of the Roll Call Committee just prior to the commencement of the roll call.

Rule 38. A candidate may withdraw from the election at any time.

Rule 39. Any election by roll call shall be taken as follows:

(a) Only eligible delegates present on the floor when the delegation is called may vote. There shall be no proxy voting. The voting strength of each Local Union delegation shall be calculated in accordance with Article IV, Section 12 of the Constitution and Bylaws, with the votes of the Local Union to be equally divided, by fractions if necessary, among the delegates present and voting.

(b) The International Secretary-Treasurer or designee shall call the roll of the Local Unions in numerical and then alphabetical order (beginning with Local 1) stating the number of per capita votes the Local Union has and asking how it casts its delegates' votes. As each Local Union is called, the reporting member of the delegation shall announce the delegates' votes, using the numbers assigned to the candidates except that any contested election for a full time office shall be by name. The reporting member of the delegation shall also mark a written open ballot indicating how the Local Union delegates have voted, and shall hand that written ballot to a representative of the Roll Call Committee prior to the time that the Local Union's votes are announced. On challenge by any member of that delegation, a poll shall be taken of the vote of each delegate from the Local Union. A demand for polling the delegates must be made when the vote is reported and before the next Local Union has responded to the roll call. Delegates not wishing to vote may abstain. If a Local Union is not prepared to cast its vote when it is called, it may "pass" and shall then be called one more time in numerical and then alphabetical order after the completion of the first roll call. When a particular Local Union's vote is announced, the Roll Call Committee, assisted by staff, shall record the vote for each Local Union. The calculation of the actual votes cast by each local for particular candidates (i.e., the number of delegate votes times per capita votes per delegate) shall be made by the Roll Call Committee, assisted by staff.

(c) In the interest of saving time, the presiding officer may choose to take the roll call by open written ballot conducted by the Roll Call Committee during a designated period of time specified by the presiding officer. The delegation chair of each Local Union shall mark and sign a ballot reflecting the votes of each delegate present in his/her delegation. The delegation chair will then take the ballot to the designated Roll Call area for counting. Only ballots submitted during the designated election period will be counted, provided however that delegation chairs in line when the designated period has ended will have the delegation's ballots counted. Any member of a delegation may accompany the delegation chair to ensure the accuracy of the votes cast. The business of the

Convention may proceed without interruption, but the Convention shall not adjourn until the result of any pending roll call vote is announced for the record.

(d) Once the voting has been concluded, the presiding officer shall declare voting closed. The Roll Call Committee, assisted by staff, shall count the votes and report to the Convention. The tally sheet of the Committee showing the number of votes cast by each Local Union for each candidate shall become part of the record of the Convention and posted as soon as possible.

Rule 40. Records of the election, including a transcript of the proceedings and the credentials of all delegates, shall be kept by the International Secretary-Treasurer for at least one year.

### **APPEALS**

Rule 41. The Appeals Committee shall meet to hear arguments and consider appeals as soon as reasonably possible. The Committee shall not consider or hear any evidence other than that which has already been presented before previous hearing bodies or officers of the International Executive Board.

Rule 42. The Appeals Committee shall be authorized to make any necessary and proper rules of execution of the duties assigned to it and shall allocate a definite period of time for the hearing of the appeal of each party.

Rule 43. After hearing, the Appeals Committee shall reduce its report to writing and present it to the Convention with its recommendations.

Rule 44. The question on each appeal shall be: "Shall the decision of the International Executive Board be sustained," which shall be determined by majority vote of the Convention.