

2025 RULES AND ORDER OF BUSINESS

RULE 1. The Credentials Committee shall make its first report directly after the opening ceremonies of the first business meeting. The Credentials Committee shall be responsible for the review of each delegate's eligibility. Acceptance of the Credentials Committee's report of delegates to be certified by the convention shall be the final determination regarding seating of delegates. In order to be entitled to vote and participate in the convention, a delegate must be properly seated by the convention. The Credentials Committee shall make a Supplemental Report at the beginning of each day that business continues.

RULE 2. Delegates shall go through Registration prior to being seated. There, they will be informed if they need referral to the Credentials Committee. Registration is open for most of the convention sessions plus in the evening. It is closed for a short time after the Credentials Committee report is prepared and re-opened after the report is accepted.

RULE 3. Delegates must have their OCSEA ID scanned by a sergeant at arms in order to enter or leave the convention floor while the convention is in session. Only delegates on the convention floor will be recognized by the Convention Chair.

RULE 4. Any delegate who must end his/her presence at the convention should promptly report his/her departure to the Credentials Committee and locate the properly accredited alternate, if any.

RULE 5. A member registered as an alternate may, upon approval by the Credentials Committee, be transferred from alternate to delegate at any time during the convention.

RULE 6. If an alternate is to replace a delegate who has previously registered, proper evidence of that delegate's withdrawal must be presented to the Credentials Committee and the alternate must be re-registered as the new delegate before he/she can sit or vote as a member of the convention.

RULE 7. A delegate's temporary absence from the convention hall does not entitle an alternate to make motions, speak in debate or cast the delegate's vote – even with the delegate's authorization.

RULE 8. Before a delegate is granted the floor, the delegate must proceed to a microphone and inform the sergeant at arms whether the floor is being sought to speak on a matter of business, for a point of order or point of privilege. Upon being recognized by the Chair, the delegate shall first make known his/her name and the subordinate body he/she represents before making any statement.

RULE 9. No motion shall be subject to debate until it has been made, seconded and stated by the Chair.

RULE 10. If a "call for the question" or a motion to cease debate is adopted but both sides of the issue have not been presented for debate, the Chair shall permit at least one speaker, but not more than three (3) speakers to be heard on the side previously unheard before taking a vote on the motion. This selection shall not be subject to appeal.

RULE 11. A delegate may not make a motion to cease debate or move the previous question immediately after speaking on the pending issue.

RULE 12. If a delegate's remarks are called out of order while he/she is speaking, the delegate shall, at the request of the Chair, be seated until the question of order is decided.

RULE 13. No delegate shall interrupt another's remarks, except to rise to a point of order. The Chair shall determine whether the issue raised is a point of order and, if it is, whether it should be upheld.

RULE 14. Should two or more delegates rise to speak at the same time, the Chair shall decide which one is entitled to the floor. This decision is not subject to appeal

RULE 15. An appeal from a decision of the Chair shall not be entertained unless it has the support of at least twenty-five percent (25%) of the certified delegates.

RULE 16. Speeches on matters of business shall be limited to two minutes, but the time may be extended by a majority vote of the delegates present and voting.

RULE 17. A delegate may not speak a second time upon the same question until all delegates wishing to speak upon the same question have had an opportunity to do so.

RULE 18. If a delegate wishes to challenge the announced result(s) of a voice vote, the delegate must request a visual standing vote. Any delegate who is unable to stand shall be provided with a flag to be waved in lieu of standing. The Chair shall announce the results of the visual standing vote.

RULE 19 In preparation for a roll-call or counted standing vote, the Chair shall appoint three (3) tellers and three (3) alternate tellers to record the votes as cast. The identity and location of the tellers shall be announced to the Body. Three (3) of the six (6) tellers shall participate in each roll call or counted standing vote.

RULE 20. If the Chair is in doubt or if a delegate challenges the announced results of a visual standing vote, a counted standing vote shall be provided. The sergeant at arms shall perform the count. Sergeant at arms shall be assigned a specific cluster of tables for each count.

RULE 21. The count for each cluster of tables shall be written down, signed by the sergeant at arms performing the count and provided to the tellers. The tellers shall present the totals in writing to the Chair for inclusion in the records. The Chair shall announce the results of the counted standing vote.

RULE 22. If a delegate wishes to challenge a counted standing vote, the delegate may only do so by requesting a roll-call vote.

RULE 23. A roll call vote shall require the support of at least twenty-five percent (25%) of the certified delegates. If a roll call vote has been approved, no adjournment, recess or special order of business shall be in order until the vote has been taken and the results announced.

RULE 24. The count shall be coordinated by the Secretary-Treasurer.

RULE 25. Registration, if open, shall be closed from the commencement through the conclusion of any roll call vote.

RULE 26. Roll call voting lists shall be generated by the Credentials Committee after each acceptance of the Credentials Report by the Convention. Lists shall contain the names of the certified delegates, in alphabetical order, by District and contain space for the tally. State Board Members shall be included in their appropriate district.

RULE 27. When a Roll Call Vote is requested, the Secretary-Treasurer shall first call the names of the members of the Credentials Committee. Thereafter, the Secretary-Treasurer shall call the name of each certified delegate. Each delegate shall stand, proceed to a microphone, state his/her name and cast his/her vote. In the event a delegate does not respond after three (3) calls, the Secretary-Treasurer shall proceed to the next delegate. At intervals, the Secretary-Treasurer will confer with the tellers in order to ensure an accurate count.

RULE 28. During a Roll Call Vote, the Credentials Committee shall meet to generate a Supplemental Credentials Report. When the current Roll Call Voting list has been exhausted, the Credentials Committee shall be called to present a Supplemental Report to the Convention. Upon acceptance of the Supplemental Report, a list of names of newly certified delegates, if any, shall be supplied to the Secretary-Treasurer.

RULE 29. When both the original roll call list and the supplemental roll call list, if any, have been exhausted, the Secretary-Treasurer shall ask if any delegate wishes to change his/her vote. After all changes if any, are recorded, the voting shall then be declared closed.

RULE 30. Upon the conclusion of the count, the Secretary-Treasurer and the tellers shall complete a Roll Call Count Form. They shall sign the form and present it to the Chair for announcement of the vote and inclusion in the records.

RULE 31. Any material, including pamphlets, fliers, chachkas, etc., must be given to the sergeant at arms at 7:30 AM in order to be distributed on the convention floor. No inflammatory or derogatory material will be permitted. Any unauthorized distributions, as determined by the sergeant at arms, shall be removed.

RULE 32. All proposed resolutions for the convention shall be referred, without vote or debate, to the Resolutions Committee for review and recommendation.

Rule 33. The Judicial and Internal Affairs Committee (JIAC) reviewed each proposed constitutional amendment submitted by a subordinate body to determine whether it met the basic procedural requirements for submission. These requirements included use of the official submission form, valid officer signatures, a written rationale, and proposed language. In addition, JIAC requested meeting minutes from all the subordinate bodies to verify that the amendment was properly approved. JIAC reported its findings to the State Board of Directors. Amendments that were determined to be improperly submitted were not included in the official packet of proposed amendments distributed to delegates at least thirty (30) days prior to the Convention. However, such amendments shall still be forwarded to the Constitution Committee, but shall not be considered properly before the Convention unless a two-thirds vote of the certified delegates directs the Committee to report on a specific item.

Rule 34. The OCSEA Central Office reviewed each proposed resolution submitted by a subordinate body to determine whether it met the basic procedural requirements for submission. These requirements included use of the official resolution form, valid officer signatures, a clear subject statement, and proposed resolution language. In addition, the Central Office may have requested meeting minutes from the subordinate bodies to verify that the resolution was properly approved. Resolutions that were determined to be improperly submitted were not included in the printed materials distributed to delegates at the Convention. However, such resolutions shall still be forwarded to the Resolutions Committee, but shall not be considered properly before the Convention unless a two-thirds vote of the certified delegates directs the Committee to report on a specific item.

RULE 35. All proposed amendments to the OCSEA Constitution, By-Laws or Subordinate Body Constitution shall be referred, without vote or debate, to the Constitution Committee for review and recommendation.

RULE 36. All proposed amendments and resolutions which may have a financial impact shall be referred to the Finance Committee for review and recommendations. All proposed amendments and resolutions which may have political implications shall be referred to the Legislative Committee for review and recommendations. Both Finance and Legislative Committees shall forward their recommendations back to the original committee for presentation to the Convention.

RULE 37. Committees shall have the authority to alter, correct or modify any resolution and/or amendment before it. When there are two or more like resolutions or amendments on the same subject, the committees shall have the authority to combine them, use the language of one or more of the proposed resolutions or amendments, to amend such resolutions or amendments, or to offer a substitute for such resolution or amendment to the extent deemed appropriate by the committees.

RULE 38. Each Committee shall report its recommendation as to the appropriate action for each proposal, except for those proposals which the Committee by vote of two thirds of its members may decide not to report.

RULE 39. The convention, by a majority vote of the certified delegates, may order a Committee to report on a particular proposal which the Committee has voted not to report.

RULE 40. Where a portion(s) or section(s) of an Article of the State Constitution, By-Laws or Subordinate Body Constitution has been presented for amendment, no other portion(s) or section(s) of that Article may be amended. No changes may be proffered from the floor which affects a portion(s) or section(s) of an Article which was not previously proposed for amendment and, as such, distributed to convention delegates at least thirty (30) days prior to convention pursuant to Article XVII of the OCSEA State Constitution.

RULE 41. All recommendations on Resolutions and proposed Amendments shall be presented to the delegates as a positive statement. A 'Yes' vote will be for passage of the measure and a 'No' vote will count to defeat the measure. As the Chair calls up a resolution/amendment for action, the Chair will note the motion and second to adopt, this placing the resolution/amendment before the delegate body in a positive manner.

RULE 42. Motions pertaining to reports of committees shall be subject to amendment on the floor of the convention in the same manner as other motions. Any Resolution, proposed State By-law or Subordinate Body Constitution amendment may be amended by a majority vote of the delegates present and voting. However, any amended proposed state constitutional amendment which is subject to adoption by two-thirds (2/3) vote of the delegates present and voting, may only be amended by two-thirds (2/3) vote of the delegates present and voting.

RULE 43. Only one amendment and one amendment to the amendment may be pending at the same time.

RULE 44. Any proposed amendment to the State Constitution requires a two-thirds vote of the delegates, present and voting, to pass. Proposed Resolutions, Proposed Amendments to the State By-Laws and/or the Subordinate Body Constitution require a majority vote of the delegates, present and voting, to pass.

RULE 45. A Motion to reconsider shall not be entertained unless (1) it is made by a delegate who voted

with the prevailing side and (2) it has the support of at least twenty-five percent (25%) of the certified delegates. The motion must be made and voted upon no later than the next session following the session in which the vote to be reconsidered was taken.

RULE 46. Delegates may attend a committee meeting to observe. Such persons shall not cause any disruption or speak unless requested by the committee chairperson and may be requested by the committee to leave the committee meeting.

RULE 47. Roberts Rules of Order, Newly Revised, shall govern in all cases in which they are applicable and where they are not inconsistent with the OCSEA and AFSCME Constitutions, these rules or other special rules of this organization.