

## **RULES OF CONDUCT FOR THE 2022 CONVENTION**

### **1. SERGEANTS-AT-ARMS**

- a. Sergeants-at-arms shall at all times keep proper check on delegates and guests, and see that they are seated in their proper places and that order is maintained.
- b. Specially designated sergeants-at-arms shall be assigned to each floor microphone to facilitate their proper use.
- c. Sergeants-at-arms assigned to the entrance doors to the convention hall shall not admit anyone to the hall when a vote is in progress.
- d. Sergeants-at-arms shall not permit the display of caucus or political signs or placards or the distribution of caucus or political material within the convention hall. Parades or demonstrations shall not be permitted.

### **2. FLOOR MICROPHONES**

- a. Microphones available for debate on any questions before the convention shall be utilized in rotation, beginning with microphone No. 1 for each new business session. Within each business session, rotation of microphones is defined as the continuation of numerical order. All microphones shall be live at all times during business sessions.
- b. When a question before the convention is put to a vote, all microphones shall be cleared of all delegates in line awaiting their turn to speak.

### **3. RECOGNITION TO SPEAK**

- a. A delegate desiring to speak to a question on the floor must remain at his or her microphone position until recognized by the chair in rotation.
- b. A delegate recognized by the chair must state his or her name and local number before speaking.
- c. If a delegate, while speaking, is called to order, he or she shall, at the request of the chair, remain silent until the question is decided.
- d. No delegate shall be allowed to speak twice on any issue until all who are desirous of doing so and are entitled to do so have had a chance to speak.

### **4. SPECIAL ORDERS OF BUSINESS**

- a. Special Orders of Business must be printed and available to all convention delegates one business session prior to consideration.
- b. Special Orders of Business must address issues that because of timeliness could not have been dealt with through the resolutions procedure outlined in Article IV, Section 4 of the AFT bylaws.

### **5. MOTIONS AND AMENDMENTS TO MOTIONS**

- a. A motion or an amendment to motion duly made and seconded shall not be open for discussion until it has been clearly repeated to the convention by the chair.
- b. The chair, at his or her discretion, may require a motion or amendment to be submitted in writing.
- c. No motion or amendment shall be voted upon until the mover or introducer has had an opportunity to speak to it if he or she so desires.
- d. The chair shall repeat the motion or amendment before the convention immediately prior to the vote thereon.

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### **6. LIMITATIONS ON DEBATE**

A delegate shall be allowed to speak to any question for a period not to exceed three minutes. He or she shall be notified when two minutes have elapsed and again at the close of the third minute, at which time the speaker must return to his or her seat.

### **7. POINTS OF ORDER**

When the chair entertains a point of order, no further points of order can be raised until the point before the body is disposed of.

### **8. APPEALS**

A delegate desiring to appeal a decision of the chair must be recognized for the purpose of such appeal before any other delegates are recognized for any other purpose.

### **9. VOTING**

Except on roll-call votes, all voting shall be by voice or by a show of hands, but the chair may call for a standing vote when in doubt. No division shall be taken unless the vote is challenged and the challenge supported by one-third of the delegates assembled rising in their places or if the chair so decides.

### **10. GUEST SPEAKERS**

Guest speakers invited by the executive council or the convention shall be introduced at their convenience by the chair, provided, however, that no speaker on the floor shall be interrupted.

### **11. COMMITTEE MEETINGS**

- a. The chair of each committee shall, at the opening of the committee meeting, appoint a secretary to record the proceedings, two timekeepers to ensure that time limits are followed, and several tellers to assist the chair in determining votes. A sufficient number of sergeants-at-arms shall be assigned to each convention committee meeting to check badges and to maintain order.
- b. Attendance shall be taken, and only those delegates properly assigned to the committee in question shall be permitted to attend and to participate in committee business.
- c. All the foregoing rules of the convention that can be made applicable to committee meetings shall apply, such as the limitations on debate, appeals of the decision of the chair, voting procedures (except that there be no roll-call votes), and procedures for motions and amendments.
- d. At the opening of each committee session and before any business has been transacted, the chair shall read to the assembled committee members Sections 6, 7 and 8 of Article IV of the bylaws so that they may be reminded of their responsibility to select the resolutions or business the committee considers most important.
- e. It shall be the responsibility of the chair and secretary of each committee to see to it that the resolutions that the committee wants to report to the convention are submitted to the convention office for duplication and are available on the floor of the convention for distribution to delegates prior to consideration.
- f. For purposes of clarity and consistency, committee recommendations should be presented in a uniform manner: The committee recommends concurrence in favor of the resolution, or the committee recommends non-concurrence in opposition to the resolution.
- g. The committee chair shall report the recommendations of the committee to the convention on the basis of a majority vote of its members present and voting.