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**RULES OF THE  
19<sup>TH</sup> BIENNIAL CONVENTION 2024  
AS ADOPTED AND PROPOSED BY THE  
ASEA EXECUTIVE BOARD**

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ASEA/AFSCME Local 52, AFL-CIO  
ASEA Executive Board Meeting  
February 7, 2024

The proposed Rules may be amended by the Convention Rules Committee. The Committee's proposed Rules may be further amended and made permanent by the assembled delegates upon reporting by the Rules Committee, after the Business Session is called to order.

**CONVENTION RULES AND ORDER OF BUSINESS**  
**19<sup>th</sup> BIENNIAL CONVENTION, 2024**  
**ASEA/AFSCME LOCAL 52**

**As Adopted and Proposed by the ASEA Executive Board – February 7, 2024**

The Convention Rules and Order of Business are adopted by the Rules Committee, as set out below. These proposed Rules may be amended and made permanent upon reporting by the Rules Committee and adoption by the Assembly.

**GENERAL**

1. The Convention, called to order on Saturday, March 16, 2024, shall function under the provisions of *Robert's Rules of Order (Newly Revised)*, the Constitution of ASEA/AFSCME Local 52, the AFSCME International Constitution, and such additional rules as may be adopted by this convention. A credentialed parliamentarian shall be appointed for the duration of the Plenary and General Sessions of the Convention.
2.
  - A. Registration of delegates, alternates, and invited guests shall take place between 5:00 p.m. and 7:00 p.m., Friday, March 15, 2024
  - B. No later than 10:15 a.m., Saturday, March 16, 2024, the Credentials Committee shall furnish a roll containing the names of all duly accredited, registered, and seated delegates (the Assembly) to the Presiding Officer and the Secretary of ASEA/AFSCME Local 52. A final report for the purpose of seating delegates will be given by the credentials committee at 12:00 noon or before the start of business, whichever comes first. This roll shall serve as the voting Assembly of the Convention.
3. The Rules Committee shall offer this document, with any amendments, as the proposed Convention Rules and Order of Business for adoption by the Assembly.
4. Announcements and messages through the online platform may be made by the Presiding Officer or placed in the “chat” function of the meeting software. All in-person announcements and messages to be made must be presented timely in writing to the Presiding Officer through a member of the Sergeant-at-Arms Committee.
5. Non-convention related material may not be distributed or displayed on the Convention Floor without permission from the Presiding Officer through the Sergeant-at-Arms Committee.
6. Attendees shall refrain from distracting work sessions or workshops by having audible electronic devices; attendees may be muted to facilitate an efficient meeting. Cell phones shall be turned off or set to silent/vibrate mode while in General Session. No calls are to be made or received within the Convention Ballroom area.
7. Amendment or suspension of these Rules requires a two-thirds (2/3rds) vote of the Assembly after they have been adopted.
8. A quorum for the transaction of business shall require the presence of a majority of the Assembly on the Convention Floor.
9. There shall be no campaigning or electioneering for union office during pre-convention training sessions, committee meetings, sponsored union activities, on the Convention Floor or on the meeting platform, including distribution or display of candidate banners, signs, flyers, buttons or t-shirts. Backgrounds (real or virtual) shall adhere to these rules.
10. A summary of adopted Resolutions will be available by the Executive Board meeting to be held in May 2024 following the close of the Biennial Convention.
11. Convention Minutes Committee: within 60 days of the close of this convention a summary of adopted resolutions will be presented to the Executive Board. Within 100 days of the close of this

convention, the Secretary of ASEA/AFSCME Local 52 and one delegate from each of the five regions named in ASEA Constitution Article 7 shall review and approve the minutes of this convention. The Chair shall appoint the committee members, subject to the approval of the Assembly.

### **Electronic Meeting Requirements**

1. Login time. The president or president's designee shall initiate the meeting no less than 15 minutes before the advertised start time of each online session and workshop.
2. Quorum. The presence of a quorum shall be established and announced by the president, president's designee or Committee Chair who has ability to see the online list of participating members. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members. Members may demand verification of a quorum following any vote for which the announced totals add to less than a quorum.
3. Technical requirements and malfunctions. Each attendee is responsible for his or her electronic connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented him or her from participating in the meeting or workshop.
4. Forced disconnections. The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting. Additionally, the Tech Team may mute an attendee's connection if it is causing undue interference with the meeting.
5. Recordings. The Secretary will maintain a recording of the proceedings during the Plenary and Business Sessions. Attendees shall not record any session or workshop.
6. To seek regular recognition by the chair, a member shall type in the chat feature the purpose for which recognition is being sought.
7. Identification of speaker. When recognized by the chair, members shall state their name and chapter.
8. Motions submitted in writing. A member intending to make a main motion or to offer an amendment, shall, before being recognized, write the motion using the chat feature.
9. Display of motions. Main motions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible, until disposed.
10. Name of members making motions. Minutes of the Annual Session shall not include the name of the seconder of any motions.
11. Voting. Votes online shall be taken by unanimous consent, yes/no or the polling feature of the meeting service unless otherwise ordered by the Assembly or required by the rules. Roll call votes may be taken in accordance with rule #5 under speaking and voting procedures. Objections to unanimous consent shall be made by.
12. The chat feature in the online platform shall be for official convention business only.

### **REGISTRATION AND ADMISSION**

1. All delegates must be officially registered.
2. Delegates will be issued name badges that will also serve as their voting credential and invited guests will be issued guest badges. Delegates and Alternate will be admitted to the work sessions and workshops based on the committee assignments. The designated hosts will change the participant's name on the platform to reflect the committee and their name.
3. Badges are required for admission to all in-person convention meetings, workshops, and the Plenary and Business Sessions. Delegates are requested to be in attendance at the start of the online plenary session and present on the Convention Floor before the opening of the Plenary and Business Sessions.

4. Other union members and invited guests may attend all convention sessions and presentations; however, other members and invited guests must sit exclusively in the gallery or designated areas during the Plenary and Business Sessions.
5. Without exception, only registered and duly accredited voting delegates may sit in the Assembly designated area on the Convention Floor.
6. Alternates and other union members and guests may observe the business session via broadcast.
7. Representatives of the news media may be admitted to the plenary session with consent of the Presiding Officer, or during Business Session with consent of the Assembly.

## **IRREGULAR DELEGATES**

1. Any delegate whose credential is not received at ASEA/AFSCME Local 52 Headquarters forty-five (45) days prior to the start of convention, or fails to be received by the designated deadline shall be considered an irregular delegate/alternate.
2. Irregular delegates cannot be seated on the convention floor until the delegates have adopted a motion to seat irregular delegates.

## **ALTERNATES**

1. Prior to commencement of the convention, chapters may elect an alternate delegate for each delegate to serve for the duration of the convention in the place of a delegate's inability to serve; one alternate per delegate.
2. Alternates shall be selected from the remainder of the candidates after the delegation has been selected. The first alternate shall be the candidate with the highest votes of those remaining. The second alternate shall be the candidate with the second highest votes of those remaining and so forth.
3. At the Convention, if a Delegate fails to register with the Credentials committee during the appointed registration time, that Delegate will be considered absent, and the first alternate will become a delegate. If the first alternate is not available to be seated or absent, the second alternate will become the delegate and so forth.
4. In the event of a family or medical emergency, a delegate may resign from the convention. The delegate must submit resignation to the credentials committee. The credentials committee may select an alternate to replace the delegate who has resigned by following the procedure in #2 above, and by making a supplemental report to the assembly. Alternates so seated may vote and participate until they are officially seated unless their seating is challenged.

## **SPEAKING AND VOTING PROCEDURES**

1. During a roll call vote, delegates, other than Sergeants-at-Arms, must be in their assigned seating arrangement by Chapter, as this is critical in order to assure timely and accurate roll call votes.
2. With the exception of ASEA Constitution 6.05.B, voting delegates each have only one vote of equal strength, on all matters coming before the Convention. Physical presence of a voting delegate is required for voting purposes.  
Delegates with more than one vote, per ASEA Constitution 6.05.B, shall cast their votes using a labeled voting paddle.
3. Delegates must show their voting credential for the privilege of making motions, debating and voting. Only delegates may make, speak to, and/or vote on a motion.
4. No one shall be permitted to enter or leave during a standing or counted vote. The announced result of a vote shall be displayed on the screen.

5. A roll call vote is weighted and, to be conducted shall require the support of twenty-five percent (25%) of the Assembly present, as determined by a rising counted vote. On a roll call vote, the total chapter membership, as noted in the Convention Call, is divided among each registered and seated delegate. No fraction of votes shall be permitted; therefore, any remaining votes, after the allocation to delegates, shall be cast by the chair of the delegation representing that chapter.
6. Voting delegates wishing to speak will go to an available floor microphone, show their delegate voting credential, and wait for recognition by the Presiding Officer before speaking. When recognized, delegates must state their name and identify the chapter they represent. No discussion or debate to take place while waiting to be recognized.
7. Voting delegates may speak for only two (2) minutes at one time on any subject under discussion and only twice on the same question. No one shall speak for the second time until all those seeking recognition have had an opportunity to speak.
8. No resolution or constitutional amendment may be considered for more than twenty (20) minutes and, with the exception of scheduled speakers, no item in the program may take more than fifteen (15) minutes (including points of order and points of information). Within this time frame the Presiding Officer shall recognize delegates “for” and “against” motions in alternating order. The clock may be stopped at the discretion of the Presiding Officer.
9. All delegates are free to vote their own conscience and no delegate may independently mandate delegate(s)’s votes.
10. No motion shall be subject to debate until it has been made, seconded, and stated from the Presiding Officer. The Chair may exercise authority to require that a main motion, an amendment, or instructions to a committee be put in writing.
11. Should two or more delegates rise to speak at the same time, the Presiding Officer shall decide which one is entitled to the floor, in compliance with Rule No. 7. This decision is not subject to appeal.
12. If a delegate is called to order while speaking, the delegate shall, at the request of the Presiding Officer, wait until the question of order is decided.
13. No delegate shall interrupt another’s remarks, except for those instances allowed under *Robert’s Rules of Order*, including but not limited to a Point of Order, a Question of Privilege, or a Point of Information. The Presiding Officer shall determine whether the point raised is a valid point of order. An appeal on the Decision of the Chair shall not be entertained unless it has the support of one-third of the Assembly.
14. If the Presiding Officer wishes to speak on an issue, the Presiding Officer must pass the gavel. The gavel shall remain passed until the original motion is completely resolved.
15. A motion to limit debate or for the previous question shall not be entertained until a pro and a con, if any, has been heard.

## **PROPOSED RESOLUTIONS**

1. Resolutions shall be submitted on forms provided. All properly submitted resolutions reviewed by the Resolutions Committee shall be deemed to have been moved and seconded
2. The Resolutions Committee shall have the authority to place proposed Resolutions in a logical order for consideration, eliminate duplication, correct grammatical errors, and make an overall recommendation to the Convention.
3. The Resolutions Committee shall have the authority to amend properly proposed Resolutions in any germane manner prior to consideration by the Convention Delegates by a two-thirds vote of the committee members.
4. The Resolutions Committee shall have the authority to “not report” or eliminate a resolution from consideration by the Convention by a three-fourths vote of the committee members.
5. The Resolutions Committee shall have authority to present resolutions or a group of resolutions

on a consent agenda or calendar to be voted on en masse. A minimum of five (5) delegates is required to remove resolutions from the consent agenda.

6. The body of delegates may suspend the power of the Resolutions Committee to amend or “not report” an individual motion by a majority vote.
7. Resolutions received in ASEA/AFSCME Local 52 Headquarters forty-five (45) days prior to the start of convention will be automatically considered by the resolutions committee and requires a majority vote to adopt the resolution.
8. Resolutions may be submitted by convention committees during the convention work sessions through the Resolutions Committee. The resolution must be adopted and signed by a majority of the convention committee submitting the resolution. Resolutions proposed by a committee must be referred to the Resolutions Committee for review and recommendation. Except for the Resolutions Committee, once the committee adjourns it has concluded business and may not reconvene. Resolutions submitted by a convention committee require a two-thirds (2/3) vote to adopt the resolution.
9. Copies of Proposed Resolutions must be certified by the Resolutions Committee as complying with these Convention Rules and governing documents of ASEA/AFSCME Local 52 before presentation to the Assembly.
10. Prior to presentation and debate, the Resolutions Committee shall provide the Assembly an copy of all proposed resolutions on which action is to be taken.
11. Proposed Resolutions from the Convention Floor must be sponsored by two-thirds (2/3) of the Assembly, and requires a two-thirds (2/3) vote by the Assembly for approval.
12. Combined resolutions shall maintain the date of the earliest submitted resolution.

### **PROPOSED CONSTITUTIONAL AMENDMENTS**

1. In accordance with the ASEA/AFSCME Local 52 Constitution, a Proposed Constitutional Amendment may not be submitted from the Convention Floor. All properly submitted proposed Constitutional Amendments reviewed by the Constitutional Amendments Committee shall be deemed to have been moved and seconded.
2. The Constitutional Amendments Committee shall have the authority to place proposed Constitutional Amendments in a logical order for consideration, eliminate duplication, correct grammatical errors and make an overall recommendation to the Convention.
3. The Constitutional Amendments Committee shall have the authority to amend properly proposed Constitutional Amendments prior to consideration by the Convention Delegates by a two-thirds vote of the committee members provided the amendments to the Constitutional Amendments do not exceed the scope of the proposed amendments.
4. Prior to presentation and debate, the Constitutional Committee shall provide to the Assembly a copy of all proposed constitutional amendments on which action is to be taken.
5. Proposed Constitutional Amendments must be approved by a two-thirds (2/3) vote of the Assembly.
6. The Constitutional Amendment Committee shall have authority to present Constitutional Amendments or a group of Constitutional Amendments on a consent agenda or calendar to be voted on en masse. A minimum of five (5) delegates is required to remove constitutional amendments from the consent agenda.

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