

Convention Rules of Order

1. The President, or in the absence of the President, or on the delegation of the President, a Vice-President shall take the chair at the time specified and shall preside at all sessions.
2. Hours of sitting shall be as determined by the agenda adopted by the Convention delegates.
3. Delegates wishing to speak shall proceed to one of the microphones provided for that purpose. When recognized by the Chairperson they shall give their name and the body represented, state the purpose for which they rise, and confine remarks to the question at issue.
4. Speeches shall be limited to three minutes.
5. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A delegate shall not interrupt another, except to rise to a point of order or question of privilege.
7. A delegate called to order shall, at the request of the Chairperson, take a seat until the question of order has been decided.
8. Should a delegate persist in unparliamentary conduct, the Chairperson shall name the delegate and submit the conduct to the judgment of the Convention. In such case, the delegate whose conduct is in question should explain and then withdraw, and the Convention will determine what course to pursue in the matter.
9. When a motion has been made and seconded, the Chairperson shall state the motion and then ask: "Are you ready for the question?"
10. Any delegate may appeal a decision of the Chairperson and the appeal shall require a seconder. Immediately and without debate, except that the appellant and the Chairperson may respectively give their reasons for the appeal and the decision, the Chairperson shall put the question: "Shall the decision of the Chair be sustained?"
11. In the event of a tie vote on any matter other than the election of officers, the Chairperson may cast a deciding vote. The Chairperson shall not take part in a debate without leaving the chair. Having left the chair, the Chairperson shall not return to it until the matter in question has been disposed of.
12. Previous Question and Amendments
 - a) When the "previous question" is moved and seconded, no further discussion is permitted on a main motion or amendment thereto and the Chair must take a vote on the motion for the previous question immediately by asking: "Shall the question be now put?" If a two-thirds majority vote that the question be now put, the motion or amendment shall be put without debate. If the motion to put the question is not passed by a two-thirds majority vote, discussion will continue on the motion or amendment

thereto. The previous question cannot be proposed by a delegate who has spoken on the motion or the amendment thereto.

- b) Any motion or amendment to a motion may be amended, provided the amendment is relevant to the question and does not have the effect of simply negating the question. If a second amendment has been moved and seconded, the Chair will not entertain any further amendments until the second amendment has been disposed of.
- c) Amendments are always voted on in reverse order to their introduction. That is, the second amendment must be disposed of before the amendment and the amendment must be voted on before the main motion. Whether or not the amendments have carried, the main motion must always be voted on; otherwise the principal question remains undecided.

13. Convention Committees

- a) Committees may combine resolutions or prepare a composite resolution or a Policy Paper to cover the intent of the question at issue.
- b) The Reports of Committees are not subject to amendment by the Convention but a motion to refer back to the committee for reconsideration and direction shall be in order.
- c) Committees shall not sit while the Convention is in plenary session, unless a majority of the delegates approve such action.
- d) On presenting the committee's recommendation to the Convention, the Chairperson of the committee shall present a motion in the following form:

I move, seconded by (name of Co-Chairperson of committee) concurrence (or non-concurrence) in Resolution No. ...; or,

I move, seconded by (name of Co-Chairperson of committee) concurrence in Resolution No. ..., as amended by the committee; or,

I move, seconded by (name of Co-Chairperson of committee) concurrence in the Policy Paper No.... or composite Resolution No. ... as prepared by the committee; or,

I move, seconded by (name of Vice-Chairperson of committee) acceptance of the committee recommendations.

- 14. A motion to refer must be seconded and is not debatable except the mover may give reasons. A motion to refer may include instructions to the committee or officer to which the motion is referred.
- 15. The report of a committee, when adopted becomes the decision of the Convention that adopted it.
- 16. The following motions shall be in order at any time and in the order stated:
 - a) To adjourn (not debatable).
 - b) To recess (not debatable).
 - c) Question of Privilege (the Chair must rule immediately before going on to further business).
 - d) Point of Order (the Chair must rule immediately before going on to further business).
 - e) To Lay on the Table (not debatable except the mover may give reasons).

- f) To Put the Previous Question (not debatable).
 - g) To Postpone to a Future Time (not debatable except the mover may give reasons).
- None of these motions shall be moved a second time until there has been an intermediate proceeding of business dealt with by the Convention.

17. A motion may be reconsidered, providing the mover and the seconder of the motion to reconsider voted with the prevailing side, and notice of motion has been given for reconsideration at the previous sitting. A motion to reconsider shall require a two-thirds majority to pass.
18. Voting Procedures
 - a) If the results of a voice vote or a vote taken by a show of hands as announced by the Chairperson is doubted, upon request of ten (10) delegates the Chairperson shall order a standing vote.
 - b) A vote by secret ballot shall be taken only on a substantive motion at the request of one-third of the delegates present.
 - c) A vote by secret ballot shall not be permitted on a procedural or dilatory motion with one exception: if the initial question was resolved by a secret ballot, a secret ballot will be permitted on a motion of reconsideration.
 - d) Once the Chairperson has called the question, it shall not be in order to request a secret ballot.
 - e) When a standing vote or a vote by secret ballot has been ordered, no adjournment or recess shall take place until the results have been announced.

The Chairperson shall have the number of delegates voting in the affirmative and the negative recorded.
19. When a standing vote or a vote by secret ballot has been called by the Chairperson, no one, except with the permission of the Chairperson, shall be permitted to enter or leave the floor until the results of the vote have been announced.
20. None but accredited delegates of the Government Services Union and authorized members of the staff shall be permitted on the Convention floor during the business sessions.
21. One-third of the delegates at the Convention may request, and have ordered, a recorded vote. Upon receiving such request, the Chairperson shall require the secretary to call the roll and record the names of those delegates voting in the affirmative and in the negative. Once the Chairperson has called the question, it shall not be in order to request a recorded vote.
22. Proposals and other matters of business submitted after the closing date of the agenda will be referred to the Convention and be dealt with according to GSU By-law 12, Sections 12 and 13. The Convention may refer them to the appropriate officer or committee.
23. All motions calling for the expenditure of money shall be placed in writing and together with all proposals and amendments referring to same, shall be referred to the appropriate committee or officer responsible for finances, for consideration before any vote is entertained thereon.
24. A motion to limit the debate shall be in order once the Chairperson has stated the question. It must be moved and seconded and is not debatable. A motion to limit debate may limit the

number of speakers or the time allotted and the motion must so state. Such a motion shall require a two-thirds majority to pass.

25. Election of officers shall be conducted in accordance with the provisions of GSU By-law 8.
26. In calling for further nominations from the floor, the Chairperson of the Elections will declare nominations closed after calling: "Are there any further nominations?" three times.
27. The Chairperson of the Elections will announce after each vote by ballot:
 - a) the number of ballots cast
 - b) the number of ballots cast for each candidate; and
 - c) the number of spoiled ballots, if any
28. Each candidate for an office shall have the privilege of nominating a scrutineer who shall be entitled to observe all phases of the election and the counting of ballots for that particular office, except in the case of an Electronic Ballot
29. In the event of a close decision, it will be in order for a delegate to request a recount. If the Chairperson of the Elections rules against a recount, the ruling may be appealed in the same manner as the ruling of the Chair may be appealed under rule n° 10.
30. Quorum shall be 50% plus one of the accredited delegates to the body in session.
31. Bourinot's Rules of Order shall govern in all matters not regulated by the rules set out above or as provided by the Constitution.