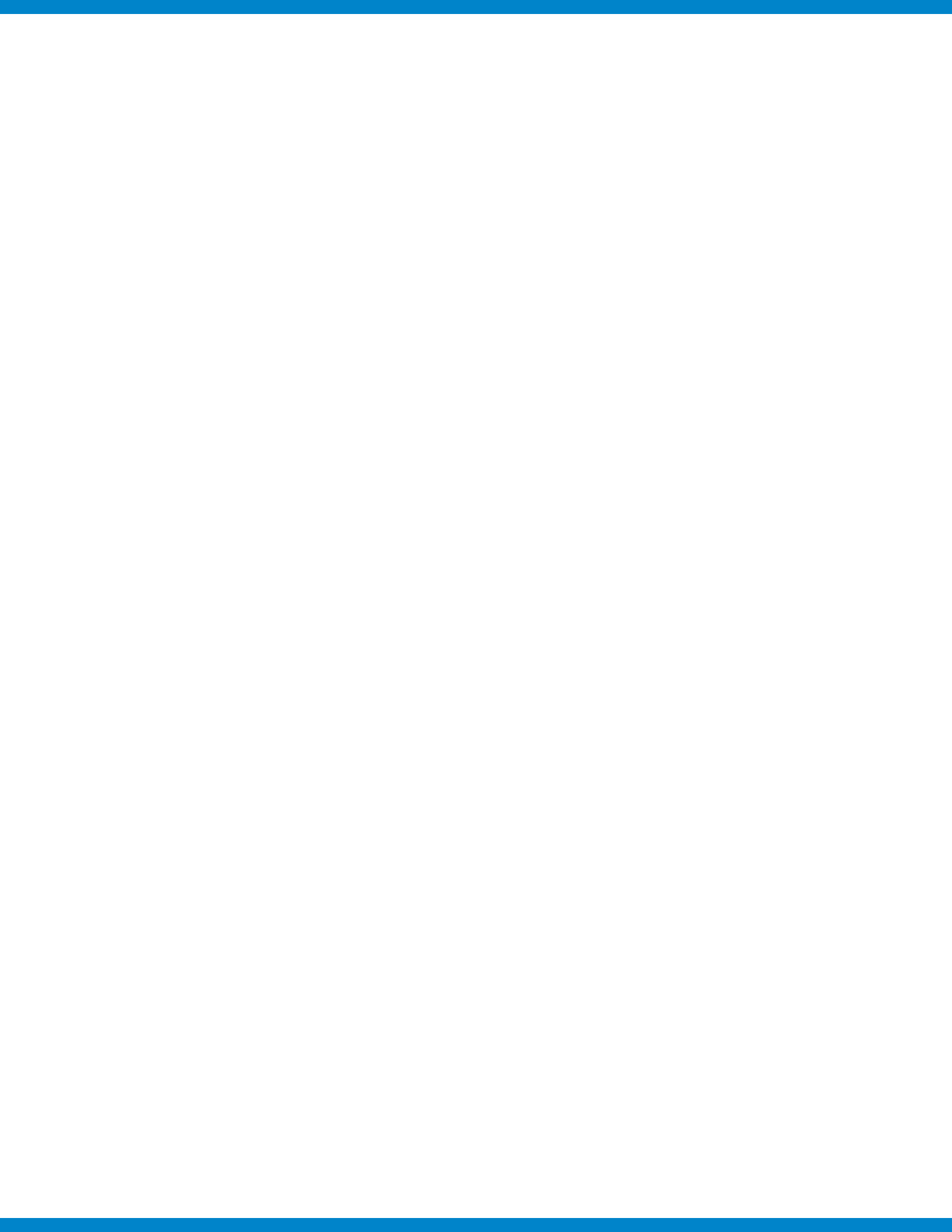


2022 Representative Convention Rules



**THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS**



REPRESENTATIVE CONVENTION RULES

Updated from the rules approved at the 2019 Representative Convention

RULE 1 – DELEGATE SEATING ARRANGEMENT

- A. The Representative Convention shall be divided into the following sections: delegates, alternates, invited guests and visitors.
- B. Delegates, alternates, invited guests and visitors shall wear the appropriate badge and sit only in their designated area.
- C. Access to the floor of the Representative Convention is by badge only. Alternates, invited guests and visitors may not be seated in the delegation designated area on the floor of the Representative Convention.
- D. The President shall arrange the seating by election districts.
- E. The hall is the area of the facility in which the business meeting of the convention takes place. It is divided into an area where only delegates and others with a floor privilege ribbon may enter (the floor) and an area in the rear where alternates, awaiting upgrade, invited guests and visitors may sit. There will be security personnel at each entry of the Representative Convention hall to monitor access to the hall. Security personnel have no privilege of participation in the business of the Representative Convention.

RULE II – CREDENTIALS

- A. To receive a badge, delegates and alternates must be certified by the Credentials Committee.
- B. Delegate registration, and alternate upgrades to delegate status by the Credentials Committee, must be completed by 10:00 a.m. on the Saturday of the Convention.

- C. The Credentials Committee shall report on the Friday evening of the Convention, and after the close of the upgrading of alternates on the Saturday of the Convention. The Credential Committee report made to the Representative Convention shall serve as a basis for quorum until the next Credential Committee report is provided to the Representative Convention.
- D. Staff members and Representative Convention committee members who must access the floor of the Representative Convention shall wear a floor privilege ribbon.

RULE III – SPEAKING REGULATIONS

- A. A delegate wishing to speak must go to a microphone, hold up a color-coded card indicating the purpose for seeking recognition, and wait to be recognized by the presiding officer. After being recognized, the delegate must identify himself/herself by name and local. No delegate shall speak more than twice on the same motion, nor longer than three (3) minutes each time, unless permission is granted by two-thirds (2/3) vote of the delegates present and voting.
- B. Speakers on a motion being considered by the Representative Convention shall be alternated one (1) in favor and one (1) opposed, as far as possible.
- C. A delegate shall not be recognized to speak a second time in debate until all other delegates seeking the floor to speak for the first time have been recognized by the presiding officer.
- D. A color-coded card system shall be used at the microphones. A delegate may show only one card at a time.
 - 1. White – This card shall be used to call the presiding officer’s attention to appeals, parliamentary inquiries and requests for personal privilege. This card shall be given priority over all other cards.
 - 2. Green – This card shall be used to speak in favor of a motion or to offer other motions or amendments.
 - 3. Red – This card shall be used to speak against a motion or to offer other motions or amendment.

4. A motion to order the previous question (close debate) may be made by using a green or red card. A motion to close debate will not be in order until two persons have spoken in favor of the motion and two persons have spoken against the motion, providing there are at least that number who wish to speak.
 5. A timekeeper shall be appointed to assist the presiding officer in all time limitations.
- E. Copies of any report shall be available to all delegates prior to the presentation of such report. Presentation of reports shall not exceed five minutes with the exception of the Committee or Task Force Chairs Reports.
 - F. A member not a delegate to the Representative Convention may request permission to speak to the Representative Convention through the presiding officer. Permission to speak is granted by a majority vote of delegates present and voting. If permission is granted, the member shall identify himself/herself by name and local. No member shall speak for more than three minutes, unless permission is granted by two-thirds vote of the delegates present and voting.
 - G. Guest speakers shall be allowed to address the Representative Convention at the discretion of the presiding officer.
 - H. A delegate wishing to call for division or a challenge to the chair may call out that motion from the floor. After the motion from the floor is recognized by the presiding officer, the delegate making the motion must go to a microphone and wait to be recognized.

RULE IV – VOTING

- A. All initial votes shall be taken by voice vote or standing vote as determined by the presiding officer except for elections or if there is a proper call for a ballot vote.
- B. A ballot vote shall be taken when at least one-fifth (1/5) of the delegates present and voting so request.

1. The presiding officer shall order the Representative Convention doors closed before balloting begins, and they shall remain closed until balloting is completed.
 2. The presiding officer shall appoint three (3) or more tellers to count all paper ballots and oversee the voting process.
 3. The Executive Director shall keep a record of ballot votes.
- C. No elections shall be held on the Friday of the Convention. The presiding officer shall announce, at the close of the Friday of the Convention evening session, the time and place for the elections on the Saturday of the Convention.
- D. Proposed changes to the Education Minnesota Constitution and Bylaws will be considered according to the order in which they would appear in the Education Minnesota Constitution and Bylaws.
- E. Statements of Principle are statements that serve as a policy or direction for officers, committees and staff of Education Minnesota.
1. The Representative Convention shall consider Statements of Principle from committees charged with development of these statements.
 2. Delegates who present Statements of Principle for debate must submit the Statements of Principle Form no later than 11:59 p.m., April 1.
 3. All amendments of ten (10) words or more must be presented to the presiding officer in writing.
 4. The presiding officer shall announce the time and process for voting on the Statements of Principle.
- F. Action Items are original main motions that direct an individual or group of individuals to take specific action within a specified time limit.
1. Action Item Forms shall be submitted no later than 11:59 p.m., April 1. Such items shall be assigned a number and will be displayed via video projection for the delegates at the time of their consideration. Action Items shall be considered in order of number assigned. Governing Board Action Items shall

be assigned a letter, and will be displayed via video projection for the delegates at the time of their consideration. Governing Board Action Items shall be considered before other action items.

2. All amendments of ten (10) words or more must be presented to the presiding officer in writing.
3. The Secretary-Treasurer shall review each Action Item and make a preliminary estimate of cost and whether such cost is covered in the current program budget.
4. The presiding officer shall announce the time and process for voting on Action Items.
5. If a second is not provided on the Action Item Form, a second will be called for prior to debate.

G. Legislative positions are the legislative platform of the organization.

1. The Representative Convention shall consider the Legislative positions received from delegates or from Committees charged with the development of these statements.
2. Delegates who present Legislative positions must submit the Legislative Position Form no later than 11:59 p.m., April 1.
3. All amendments of ten (10) words or more must be presented to the presiding officer in writing.
4. The presiding officer shall announce the time and process for voting on the Legislative positions. If a second is not provided on the Legislative Position Form, a second will be called for prior to debate.

RULE V – GENERAL RULES

- A. There shall be an official parliamentarian who shall advise the presiding officer on matters or questions of parliamentary procedure.
- B. There shall be no solicitation of funds or sale of any items among the delegates on the Convention floor except with the permission of the presiding officer.

- C. There shall be no printed material distributed among the delegates on the Convention floor except with the permission of the presiding officer or as prescribed in the Education Minnesota Election Guidelines for candidates.

RULE VI – AMENDMENTS

- A. The Representative Convention Rules may be amended only at the Representative Convention. Proposed amendments must be submitted to the President 100 days prior to the Representative Convention and shall be included with the official notice of the Representative Convention. Changes shall require majority vote of the delegates present and voting. The amendment shall become effective immediately unless a provision in the amendment provides for it to take effect at a later time.





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*Education Minnesota is an affiliate of the American Federation of Teachers,
the National Education Association and AFL-CIO.*

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