



# *United for Action*

## **PSAC North 4<sup>th</sup> Triennial Convention**

*Yellowknife, NT • May 30 – June 1, 2008*

### **RULES OF ORDER**

1. The Regional Executive Vice-President (REVP), or in the absence of the REVP or on the delegation of the REVP, the Alternate REVP shall take the chair at the time specified and shall preside at all sessions.
2. Hours of sitting shall be determined as per 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 Chair, they shall give their name, delegate number and the body they represent, 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 Chair, take a seat until the question of order has been decided.
8. Should a delegate persist in unparliamentary conduct, the Chair shall name the delegate and submit the conduct to the judgement 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 Chair shall state the motion prior to debate.
10. When the 'previous question' is moved and seconded, no further discussion is permitted on a main motion or amendment and the Chair



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

11. Any delegate may challenge a decision of the Chair and the challenge shall require a seconder. Immediately and without debate, except that the appellant and the Chair may respectively give their reasons for the appeal and the decision, the Chair shall put the question: "Shall the decision of the Chair be sustained?"
12. In the event of a tie vote on any matter other than the election of officers, the Chair may cast a deciding vote. The Chair shall not take part in a debate without leaving the chair and cannot return to it until the matter in question has been disposed of.
13.
  - (a) No motion that has been reviewed by a Committee can be amended by the floor unless a Committee recommendation has been rejected by the delegates.
  - (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 first amendment and the first 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.

14. (a) Committees may combine resolutions or prepare a composite resolution or a Policy Paper to cover 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 to review with instructions shall be in order.
  - (c) Committees shall be permitted to present their priority resolutions. Subsequent to the debate on priority resolutions, it shall be in order for a delegate to move a motion establishing the next resolution to be debated.
  - (d) Committees shall not sit while the Convention is in plenary session, unless a majority of the delegates approve such action.
  - (e) On presenting the committee's recommendation to the Convention, the Chair of the Committee shall present a motion in the following form: "I move, seconded by ... concurrence/or non-concurrence in Resolution No. ...".
15. A motion to refer must be seconded and is not debatable except the mover may give reasons. A motion to refer must include instructions to the committee or officer to which the motion is referred.
  16. Resolutions and other matters of business submitted after the closing date of the agenda will be referred to the Convention as late resolutions. The Convention may refer them to the appropriate officer or committee. Late resolutions that are, in the opinion of the Chair, of an emergency nature shall be debatable at any time. Late resolutions not deemed to be of an emergency nature shall be considered after all business listed on the agenda has been dealt with.
  17. All motions calling for the expenditure of money shall be placed in writing and together with all proposals and amendments referring to the same, shall be costed by the appropriate committee or officer responsible for finances, before any vote is taken on the issue.
  18. A motion to limit debate shall be in order once the Chair has stated the motion. 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.

19. The report of a committee, when adopted, becomes the decision of the Convention that adopted it.
20. 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) Questions 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.

21. 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.
22.
  - (a) The Chair shall order a standing vote if a voice/show of hands vote is unclear or inconclusive.
  - (b) If the results of a voice vote or a vote taken by a show of hands as announced by the Chair is doubted, upon request of any delegate, the Chair shall order a standing vote.
  - (c) A vote by secret ballot shall be taken only on a substantive motion at the request of one-third of the delegates present.
  - (d) A vote by secret ballot shall not be permitted on a procedural 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.

- (e) Once the Chair has called the question, it shall not be in order to request a secret ballot.
  - (f) 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.
23. When a standing vote or a vote by secret ballot has been called by the Chair, no one, except with the permission of the Chair and in accordance with the "Tiling Guidelines" attached, shall be permitted to enter the floor until the results of the vote have been announced.
  24. None but accredited delegates of the Public Service Alliance of Canada North, authorized members of the staff and guest speakers shall be permitted on the Convention floor during the business sessions.
  25. One-third of the delegates at the Convention, may request and have ordered, a recorded vote. Upon receiving such request, the Chair shall have the roll called and have recorded the names of those delegates voting in the affirmative and in the negative. Once the Chair has called the question, it shall not be in order to request a recorded vote.
  26. Election of officers shall be conducted in accordance with the provisions of the PSAC North By-laws.
  27. In calling for further nominations from the floor in accordance with the provisions of the PSAC North By-laws, the Chair of the Nominations Committee will declare nominations closed after calling: "Are there any further nominations?" three times, without response.
  28. The Chair of the Nominations Committee will announce after each vote by ballot:
    - (a) The number of cast ballots;
    - (b) The number of spoiled ballots, if any;
    - (c) The number of ballots required to elect is: (a) the number of ballots cast; less (b) the number of spoiled ballots, if any; X 50% rounded to the next highest whole number.
  29. Each candidate for an office may nominate a scrutineer who shall be entitled to observe all phases of the election and the counting of ballots for that particular office.

30. In the event of a close decision, it will be in order for delegates to request a recount. If the Chair of the Nominations Committee rules against a recount, the ruling may be appealed in the same manner as the ruling of the Chair may be appealed under rule number 11.
31. A quorum is 50% of accredited delegates.
32. Bourinot's Rules of Order shall govern in all matters not regulated by the rules set out above or as provided by the PSAC Constitution.