

2022 Delegate Assembly Standing Rules

Minnesota Association of Professional Employees

A. Registration, Seating and Quorum.

1. The registration procedure shall be under the direction of the Credentials Committee.
2. The Credentials Committee shall entertain challenges to the credentials of any delegate or delegation and shall present its finding to the Assembly, which will render a final decision. (Bylaws, Article X, Section 3) *
3. Delegates and alternates must be members of the local they are elected to represent at the time of the Assembly. (Bylaws, Article X, Section 1) *
4. In these rules, a seated alternate is referred to as a delegate.
5. Only elected Delegates and Delegates appointed in conformance with the Election Rules or Bylaws may sign-in for delegate assembly.
6. The Credentials Committee shall admit registered delegates and members of the Board of Directors as voting delegates.
7. Alternates, authorized guests and non-participating staff may view the delegate assembly live but shall not be admitted as voting delegates, except as provided under Rule A.9. below.
8. Regional directors, or their designees, will serve as chairs for their locals' delegations.
9. Alternates may substitute for Delegates who have notified the local president that they are unable to attend or continue attending Delegate Assembly. Alternates will be seated as ranked; i.e., first alternate is offered seating first, etc.
10. The Credentials Committee report submitted after 8:00 a.m. will be the basis for quorum.
11. A quorum is a majority of the delegate positions authorized. (Constitution, Article VI) *
12. Each member is responsible for their connection to the internet and webinar; no action shall be invalidated on the grounds that the loss of, or quality of, a member's individual connection prevented the member from participating in the meeting, provided that at least a quorum of members was connected and adequately able to participate.

B. Conduct of Business.

1. There shall be an official parliamentarian, to whom questions may be directed, only through the presiding officer (the Chair), while the Assembly is in session.
2. To change the agenda after its adoption requires a 2/3 vote, a vote of a majority of all the delegates approving the revised agenda, or unanimous consent.
3. The report or motion under consideration by the Assembly will be displayed so that it is visible to delegates.
4. Only video of the Chair, Executive Committee member or Executive Director will be broadcast to delegates. Video of individual delegates will not be broadcast when speaking in debate.
5. The Board shall approve the Minutes of DA at their next meeting.

C. Debate. (These rules require two-thirds vote to pass, modify once passed, or suspend.)

1. While addressing the Assembly, speakers will direct their comments to the Chair.
2. A delegate wishing to speak must use the question box to seek recognition by the chair.
3. The following information must be included in the question box:
 - *Name*

- *Local*
 - *Purpose for which delegate seeks recognition; will be indicated by typing one of the following numbers:*
 - #1. To make of a point of order or appeal a decision
 - #2. To speak in favor of a motion
 - #3. To speak against a motion
 - #4. To offer other motions or amendments
 - #5. To request to stop debate. (Note C. 10)
 - #6. To request information, raise a point of personal privilege, or similar reason
4. Once a delegate seeks recognition using the question box, the request will be placed in a queue on a first-come, first-served basis.
 5. The delegate will be called when it is their turn to speak. The delegate's microphone will be unmuted by staff and the delegate will need to unmute themselves also.
 6. The first member to speak in favor of the resolution will be a member submitting the resolution. This is defined as the first "Contact Name" appearing on the resolution. If that person is not in attendance, the Chair will call for another person listed as a Contact on the Resolution to speak in favor. .
 7. There shall be a maximum of three (3) speakers for and three (3) speakers against each motion or resolution. Speakers on a motion being considered by the Delegate Assembly shall be alternated one (1) in favor and one (1) opposed, as far as possible, beginning with a delegate to speak in favor. The Assembly, by a majority vote, may allow additional speakers on a motion or resolution.
 8. Each speaker shall be allowed two (2) minutes per speaking time.
 9. A delegate shall speak only once per motion.
 10. At least two speakers on each side of a question shall be afforded the opportunity to speak to an issue before a motion to move the previous question (stop debate) shall be in order.
 11. After there have been two speakers on one side and the Chair has asked three times for a speaker on the opposing side without response, the debate will be ended.
 12. Because the budget was discussed by the membership at a prior Budget Forum and resulting amendments could have been proposed to the Board of Directors, the budget shall first be presented for consideration at the Delegate Assembly without permitting additional amendment. If it fails to pass, the motion to adopt the budget may be renewed and additional amendments may be considered.
 13. Any person who is not a delegate but wishes to address the Assembly may speak at the discretion of the Chair but may not speak for or against a motion or resolution unless listed as a Contact on a motion related to a Resolution being considered by the Assembly.
 14. Endorsements of political candidates are not proper business to come before the Assembly.

D. Voting.

1. The Chair may appoint timekeepers and assistants to help administer voting, speaking order, communications and technology.
2. Only delegates who are registered and signed-in are eligible to vote.
3. Voting on motions and amendments will occur using the voting feature on the digital platform.
4. The amount of time for each vote is three (3) minutes.
5. Once a vote is called, a poll will be displayed, and delegates may vote.
6. Once a vote is submitted, the vote cannot be changed.

7. When the voting has completed, the results will be displayed. The Chair shall read the number of votes for, the number of votes against and declare whether or not the motion prevailed.
8. Amendments proposed on the day of the Assembly must be entered into the questions box when the motion to amend is made. Amendments to resolutions may be electronically pre-filed by sending the amendment to the Statewide Secretary before the Delegate Assembly. Pre-filed amendments will be considered after the first member speaks on the motion to be amended; if multiple amendments are offered to the same motion, the amendments will be considered in the order they were received by the Statewide Secretary. (Note that, in some cases, adoption of an earlier amendment may render a later amendment out of order.)
9. General consent shall be used where applicable. Request for Division, when called after a call for general consent, will not be recognized.
10. No roll call votes will be taken.
11. The number for and against will be recorded in the minutes.
12. Block (unit) voting is allowed but individual delegates have the freedom to vote however they choose.

E. Resolutions and Other Motions.

1. The deadline to submit resolutions is posted on the MAPE website.
2. Resolutions must be submitted to C&RCommittee@mape.org , or a printed copy received at MAPE Central by the deadline.
3. Resolutions to change a governing document (Constitution, Bylaws, and Election Rules) cannot be initially submitted at the Assembly.
4. A two-thirds vote of the Assembly will be required to consider other resolutions if they are initially submitted at the Assembly.
5. If the marked-up language differs from the resulting language, the vote will be on the resulting language.
6. A motion to postpone indefinitely applies only to a main motion immediately available for debate.

F. Amendments to the Governing Documents (Constitution, Bylaws, Election Rules).

1. Amendments to the Constitution require a two-thirds vote. (Constitution Article VIII) *
2. Amendments to the Bylaws require a majority vote. (Bylaws Article XVI) *
3. Amendments to the Election Rules require a majority vote. (Election Rules Article XI) *
4. Prior, written notice must have been given at least 30 days in advance of the Assembly. (Constitution Article VIII, Bylaws Article XVI, Election Rules Article XI) *
5. When the Constitution, Bylaws or Election Rules changes are to be considered, the motion or resolution before the Assembly shall be the proposed amendment as presented by the Constitution and Rules Committee.

* Provided here for reference only