

# 2023 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 findings to the Assembly, which will render a final decision (Bylaws, Article X, Section 3).
3. In these rules, a seated alternate is referred to as a delegate.
4. Admittance to the delegate/alternate seating area shall be by badge.
5. Delegates leaving the Assembly room before the Assembly adjourns must notify the Credentials Committee, which will seat the appropriate alternate.
6. Alternates will be seated as ranked if Delegates and Alternates were elected for contested positions; i.e., first alternate is offered seating first, etc.
7. The first Credentials Committee report submitted for the day will be the basis for a quorum.

### B. Conduct of Business

1. There shall be an official parliamentarian, to whom questions may be directed, only through the Chair, while the Assembly is in session.
2. The Chair may appoint timekeepers and assistants to help administer voting, speaking orders, communications, and business conduct.
3. The Board shall approve the Minutes of DA at their next meeting.

### C. Debate

1. Delegates must be recognized by the Chair before speaking. Speakers will give their name, position, and local number before addressing the Assembly. While addressing the Assembly, speakers will direct all comments to the Chair.
2. Delegates shall stand with a green note card to identify their desire to speak in favor of the motion or resolution on the floor. Delegates shall stand with a red note

card to identify their desire to speak in opposition to the motion or resolution on the floor. Delegates shall stand with a yellow note card to identify their desire to seek the floor for another purpose (e.g., point of order, clarification, etc.).

3. The first Delegate to speak in favor of a resolution will be a member submitting the resolution. This is defined as the first "Contact Name" appearing on the resolution. If that member is not in attendance, the Chair will call for another member listed as a Contact on the Resolution to speak in favor.
4. Debate of each main motion shall be limited to thirty minutes (which shall include the consideration of any secondary motions) unless otherwise ordered by the Assembly by a two-thirds vote without debate. 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.
5. Each speaker shall be allowed two (2) minutes per speaking time.
6. A delegate shall speak only once per motion.
7. The budget will be presented in two parts. The expenses will be considered first, without amendment, for an up or down vote. If it fails to pass, motions to amend will be considered. The revenue will be presented next, without amendment, for an up or down vote. If it fails to pass, motions to amend will be considered.
8. 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.

#### **D. Voting**

1. Only delegates who are registered and signed-in are eligible to vote.
2. Delegates must be in the delegate/alternate seating area to be eligible to vote.

#### **E. Resolutions and Other Motions**

1. Motions or amendments greater than five (5) words must be provided to the Secretary in writing.

2. Resolutions to change the Constitution, Bylaws, or Election Rules cannot be initially submitted during the Assembly. \*
3. A motion to postpone indefinitely applies only to a main motion immediately available for debate.

**FOR REFERENCE:**

- Changes to the Constitution require a two-thirds vote (Constitution Article VIII)
- Changes to the Bylaws require a majority vote (Bylaws Article XVI)
- Changes to the Election Rules require a majority vote (Election Rules Article XI)
- Any changes to the Constitution, Bylaws, or Elections Rules require 30-days-notice before consideration (Constitution Article VIII, Bylaws Article XVI, Election Rules Article XI) \*
- A quorum is a majority of the delegate positions authorized (Constitution, Article VI).
- 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)
- Alternates and non-delegates shall be seated apart from the delegates and be identified by a type of badge different from that of delegates.
- Endorsements of political candidates are not proper business to come before the Assembly.