

**SEIU Local 503, Oregon Public Employees Union  
2024 General Council Rules Committee Report  
Portland Hilton Downtown, Portland, Oregon & Online Hybrid Event  
August 1-4, 2024**

**Rule I**

Adoption. The adoption of this report by a two-thirds (2/3) affirmative vote of the delegates present and voting provides the rules under which the business of this General Council shall be conducted. After adoption, these rules can be amended or suspended only by a two-thirds (2/3) affirmative vote.

**Rule II**

Procedural Authorities. The supreme authority for General Council procedures are the Bylaws of the Union and the SEIU International Constitution and Bylaws, as provided in Local 503's affiliation agreement. These rules and the Administrative Procedures and Policies (AP&P) of the Union adopted by General Council constitute the secondary authorities. These rules are followed by the procedures found in Robert's Newly Revised Rules of Order insofar as Robert's Rules are not in conflict with the Bylaws, the AP&P, or these rules.

**Rule III**

Order of the Day. These rules include the published agenda as submitted to the General Council. This agenda shall constitute the Order of the Day. The Order of the Day can be amended or suspended only by a two-thirds (2/3) affirmative vote of the delegates present and voting.

**Rule IV**

Admission to Council. For security purposes and to facilitate identification and seating, delegates, alternates, staff, and others shall be required to wear an issued badge at all times while at General Council. Delegates attending remotely will be required to log in via direct link provided to them. Delegates attending remotely shall identify themselves with their full name and Local.

## Rule V

Credentials Report. The Credentials Committee, directly after the opening of the Council, shall report the number of delegates and Locals registered to attend.

## Rule VI

### Resolutions Debate.

Section 1. The author or a delegate from the sponsoring group shall be given the opportunity to open debate and to close in rebuttal. The delegate opening or closing debate on a resolution or on a motion may speak for one and one-half (1 ½) minutes each time. Delegates needing interpretation which is not simultaneous or other accommodation to speak on a resolution may speak up to three (3) minutes. These opening and closing statements shall not be counted against the total time limit for debate on the resolution.

Section 2(a) Other delegates wishing to speak in **FAVOR** of a resolution or motion on the floor shall seek the chairperson's recognition by going to a mic designated as **"PRO" (GREEN)** or, for remote delegates, by messaging the moderator online that they wish to speak in favor of a resolution. Delegates wishing to speak in **OPPOSITION** to a motion on the floor shall seek the chairperson's recognition by going to a mic designated as **"CON" (RED)** or, for remote delegates, by messaging the moderator online that they wish to speak in opposition to a resolution. The chairperson shall try to alternate recognition, as far as possible, between those favoring the resolution or motion and those opposed. The Chair shall also alternate between in-person and remote delegates as practical and shall prioritize alternating between those speaking in favor or in opposition, regardless of their method of attendance. Such alternating does not strictly require alternating from one delegate in-person to one delegate online but may be decided at the discretion of the chair, balancing the number of people in the queue both in-person and online. Delegates wishing to **MAKE A SUBSIDIARY MOTION** shall seek the chairperson's recognition by going to any mic and holding up a **BLUE CARD** or by messaging the moderator that they wish to make a subsidiary motion and shall be recognized in the order by which they sought the floor. Remote delegates wishing to second (or third) a motion may do so by messaging the moderator that they wish to second the motion. To make a point of order, delegates may bypass the line and hold up a **YELLOW CARD** for a question or clarification or message the moderator that they are making a point of order with their question and the Chair shall recognize the point of order before continuing.

(b) Delegates may speak up to one and one-half (1 ½) minutes (90 seconds) on resolutions or debatable motions. Remote delegates shall be unmuted by the moderator when recognized by the Chair until their time to speak has elapsed. Remote delegates are encouraged, but not required, to appear on camera while speaking if their internet bandwidth permits. Delegates needing interpretation which is not simultaneous or other accommodation to speak on a resolution or debatable motion may speak up to three (3) minutes.

(c) If three delegates consecutively speak in favor because no delegate has risen to speak in opposition for the first time, or three delegates consecutively speak in opposition because no delegate has risen to speak in favor for the first time, and no delegate is holding a blue or yellow card or otherwise indicated they wish to make a subsidiary motion, then debate on the resolution shall close and the resolution shall proceed to a vote of the delegates.

Section 3. Delegates shall only be entitled to speak again on a resolution or motion after any delegates that wish to speak for the first time have been heard. No speaker shall be entitled to hold the floor for longer than one and one-half (1 ½) minutes, except as outlined in Sections 1 and 2 with regard to interpretation or accommodation requirements. Total debate on any resolution, and main motion and pending secondary motions, including amendments, shall not exceed a total of 15 minutes, unless extended by a two-thirds majority vote of the delegates, or at the discretion of the chair with unanimous consent. When the time for debate has elapsed, the Chair may offer to entertain a motion to extend debate. Extensions shall be in 10-minute increments. Debate shall be limited to delegates unless a person named and present has permission to speak through a majority vote.

Section 4. No delegate may speak more than twice on any question unless granted an exception by the Chairperson/President.

## **Rule VII**

### Committee Process. (Chairperson Voting.)

Section 1. The chairperson or co-chairs of a General Council Committee have the right to vote only when their vote will affect the outcome. If the chairperson or co-chairs cannot break a tie, the President shall be notified and shall cast the deciding vote.

Section 2. The author or a delegate from the sponsoring group shall be given the opportunity to open debate and to close in rebuttal. Committee debate shall observe the same time limits for debate as set out in these Rules for floor debate. However, the Chair(s) of each committee may, on their own authority, decide to change these time limits on debate and the frequency with which a delegate may speak in order to accommodate Committee needs.

Section 3. Committee chairs shall recognize both in-person and remote delegates who wish to speak to a resolution based on the sign-up list available to delegates. Committee chairs shall alternate between pro, con, and neutral (see for example, Rule XIV) statements. If a delegate is not available to speak when called on, their name will be moved to the end of the sign-up list. Delegates who request someone to read their statement into the record as an accommodation shall notify the Chair(s).

## **Rule VIII**

### Eligible Voters.

Section 1. Voting delegates of the General Council shall be those members for whom proof of their election has been received and accepted by the Credentials Committee. Members elected or appointed midterm to an office that requires them to serve as a delegate to the General Council shall succeed the delegate accredited for that office during the regular session. Members who became entitled to delegate accreditation in the interim between regular sessions shall be entitled to vote upon certification of their election.

Section 2. Staff advisors are non-voting members of the General Council Committees.

Section 3. Non-Voting Delegates. Non-voting delegates, including past presidents of SEIU 503 who are non-voting delegates under the Bylaws, may not vote on resolutions or motions, or make or second motions. They may speak to resolutions and motions or make a point of order.

## **Rule IX**

Section 1. Conduct. Attendees shall observe the right of Union members to have opinions heard and respected, and the responsibility of members to treat all workers and members fairly, as provided in the Union's Bylaws and Code of Conduct. Disrespectful or

disorderly conduct shall be handled by the General Council and committee chairpersons as provided in Robert's Rules of Order.

Section 2. Recording and Streaming. Committee meetings and General Council proceedings shall be recorded and streamed to remote attendees. Delegates consent to official recordings made by SEIU Local 503 by attending through notice online and at the event. Delegates shall not make their own recordings of any delegates without permission of the persons being recorded.

Section 3. Display of Union Election Campaign Material. Attendees shall not display buttons, stickers, virtual backgrounds, or other Union election campaign material when they are on any stage, acting as a committee member, presenting in a workshop, or otherwise addressing General Council or a committee while being recorded and streamed by the Union.

Section 4. Facility Rules. Animals: Only service animals, which must be identified as service animals, are permitted within the event space. Safety: For the safety of all, no firearms or weapons are allowed on the premises.

Section 5. No Smoking Rule. There shall be no smoking in the facility. Smoking is allowed outside the facility at least 10 feet away from any entrances, exits, or accessibility ramps. Smoking includes electronic smoking, including vaping.

Section 6. Violations. Deliberate violations of any of the Conduct Rules prescribed above in Sections 1-5 are a violation of the ethical duties of delegates and may result in charges of misconduct under the Union's Bylaws.

## **Rule X**

Voting System. Voting within the full session of General Council shall primarily be conducted electronically via electronic voting devices or by online vote. The following voting procedures shall be followed:

Procedures for checking out electronic voting devices: Delegates attending General Council in-person shall be issued electronic voting devices which they will keep until General Council concludes. Delegates are responsible for protecting and retaining electronic voting devices throughout General Council. If a delegate loses or damages a

device, the delegate shall inform the credentials table who shall terminate the previous device and shall issue a replacement device, upon the delegate signing a form recognizing responsibility for the cost of the device if a second device is lost. If a delegate does not wish to be issued a second device, they may also request to convert their voting registration to online voting. Delegates may visit the credentials table with any questions related to electronic voting. Remote delegates may message the moderator with online voting questions.

The chairperson shall use electronic voting, except for minor subsidiary motions (not including amendments to resolutions) such as ending debate and calling the question or extending debate, which may be conducted by simple voice vote (aye or no). Electronic voting on resolutions and major motions shall be held open for at least one (1) minute and shall be closed at the discretion of the chair.

A quorum for a voice vote shall be one-third of registered delegates and shall be presumed present, but any delegate questioning the presence of quorum or the results of the voice vote may motion the chair to conduct an electronic vote. Upon a second and third delegate supporting the motion, the Chair shall conduct an electronic vote. A quorum being present, resolutions affecting the Bylaws are adopted by a two-thirds (2/3) vote of the delegates voting.

Delegates who change from in-person to remote or online participation shall participate online for the remainder of General Council.

### **Rule XI**

Resolutions Withdrawal. Any resolutions submitted to the General Council can be withdrawn only by a majority vote of the delegates voting.

### **Rule XII**

Resolutions in Committee. No committee shall change the subject of a resolution. These committees are given the responsibility and authority to modify, hold in committee, combine, divide, and subsequently present resolutions to the General Council in the form of recommended amendments.

### **Rule XIII**

Resolution Transfer. The chairpersons of the involved committees must advise the President of recommendations to move a resolution from one committee to another prior to the next convening of the general assembly. The President shall approve all transfers and shall report the transfers as the first order of business.

### **Rule XIV**

#### Committee Reports.

Section 1. Each resolution as presented by the committee shall be regarded as the main motion under consideration. A second is not required. The Committee shall make a report recommending adoption or rejection of each resolution except those held in committee. The main motion under consideration shall be a motion to adopt or reject the resolution as presented.

Section 2. The chair of the committee that reports the resolution may speak for five (5) minutes on the adoption of a resolution as presented, and other delegates may speak for one and one-half (1 ½) minutes. Total debate on any main motion and pending secondary motions, including amendments shall not exceed 15 minutes, unless extended by a two-thirds majority vote of the delegates or at the discretion of the chair with unanimous consent. When the time for debate has elapsed, the chair may offer to entertain a motion to extend debate. Extensions shall be in 10-minute increments. The chair's opening report shall not be counted against the total time limit for debate on the resolution.

### **Rule XV**

Section 1. Amendments. Amendments in committee or on the floor are limited to the subject of the resolution(s). Amendments to modify style or grammar may be offered in committee but are out of order on the floor unless necessary to clarify the resolution. Amendments on the floor of General Council may only be offered to the "Be it Resolved" portion of the resolution directing the action of the resolution and may not be offered to amend the "Whereas" clauses of the resolution, which provide the reason(s) the resolution is proposed.

Section 2. If an amendment is offered on the floor which is substantially similar to an amendment considered in committee, the Committee Chair may offer a point of order to explain the reason why the amendment was rejected by the Committee.

### **Rule XVI**

Held in Committee Action. Any resolution "held in committee" by a two-thirds vote of the committee may be brought before the General Council by simple majority vote of the delegates on a motion to do so. Such a motion shall be regarded as the main motion under consideration and must be done before the next committee report begins.

### **Rule XVII**

Motion to Postpone or Table. A motion to postpone or table is in order but only if the motion is to postpone or table to a specific time during the proceedings of this General Council.

### **Rule XVIII**

Reconsideration. A motion to reconsider earlier action is in order but only once per issue and must be done before the next committee report begins.

### **Rule XIX**

Section 1. Electronic Devices. Mobile devices shall be made silent in both the general assembly and the committee meeting rooms.

Section 2. Sidebar Conversations. In that sidebar conversations can be disruptive to the business at hand, delegates and staff are encouraged to move these conversations off of the council floor, and outside committee rooms. Pages and Sergeants-at-Arms are authorized to ask delegates and staff to take disruptive sidebar conversations off the floor. Group chat functions for remote attendees shall be turned off.

Section 3. Wheelchair/scooter courtesy. In recognition of the Union's support of ADA/accessibility accommodations, courtesy will be extended to people using mobility devices in moving on the council floor. Delegates are asked to allow people using mobility devices and their assistants to move ahead of the line for services/food.

Section 4. Signs or Banners. No signs or banners, other than official Council signs and banners shall be permitted on the Council floor. Signs and banners will be permitted in the gallery/observer seating area except as restricted by Rule IX regarding the display of Union election campaign material.

### **Rule XX**

The Standing Rules Committee. The Standing Rules Committee is authorized to edit all adopted amendments to the Bylaws to ensure these amendments conform to existing language; such editing shall be non-substantive in nature. The committee shall report any such editing to the Board of Directors within ninety (90) days of the adjournment of the General Council.

### **Rule XXI**

Rules Committee Report. This report of the General Council Rules Committee shall be presented to the General Council for appropriate action by motion of the chairperson of said committee.