



RULES OF ORDER

2025 Convention
Wisconsin Council 32

- RULE 1** **REGISTRATION:** Registration for the convention will be held:
- Friday, April 11 – 1:00 to 3:15 pm
Saturday, April 12 – 9:30 to 10:30 am
- Credentials Committee members will be allowed to independently register prior to the opening of the Friday general registration.
- RULE 2** **CONVENTION SESSIONS:** The meetings of the convention of Wisconsin Council 32 shall be called to order as follows:
- Friday, April 11 – Call to Order at 3:00 pm
 Recess for the day no later than 6:00 pm
- Saturday, April 12 – Call to Order at 10:15 am
 Adjourn upon completion of business before the Convention.
- RULE 3** **MASKS:** Wearing a mask is optional throughout the duration of the convention.
- RULE 4** **NO SMOKING:** Smoking shall not be permitted in convention sessions, committee meetings or any other business meetings of the convention.
- RULE 5** **CELL PHONES:** Cell phones and other electronic devices should be muted or turned off during convention sessions, workshops, and other official meetings of the convention. Cell phone conversations shall not be conducted on the convention floor.
- RULE 6** **ALCOHOLIC BEVERAGES:** Alcoholic beverages shall not be permitted in convention sessions or any other business meetings of the convention.
- RULE 7** **QUORUM:** A quorum for the transaction of business at any regular or special convention shall consist of delegates representing not less than twenty-five percent (25%) of the affiliated locals entitled to representation at the convention.
- RULE 8** **RESOLUTIONS:** Any local or member may submit a resolution for convention action prior to the opening session of the convention. When the convention is in session, any voting delegate may submit a resolution for convention action.
- RULE 9** **RECOGNITION FROM CHAIR:** To be granted the floor, a delegate shall stand at the microphone on the convention floor and receive recognition from the Chair. The delegate shall state their name and local number before the delegate's views are expressed.
- RULE 10** **DEBATE PROCEDURE:** No question shall be subject to debate until it has been made, seconded, and stated by the Chair. All participants in the debate shall speak from the convention floor.

- RULE 11** **QUESTION OF ORDER:** If a question of order is called while a delegate is speaking, the delegate shall, at the request of the Chair, be seated until the question of order is decided.
- RULE 12** **ENTITLEMENT TO FLOOR:** Should two or more delegates rise to speak at the same time, the Chair shall decide which one is entitled to the floor. This decision is not subject to appeal.
- RULE 13** **QUESTION OF PRIVILEGE:** No delegate shall interrupt another delegate who has the floor except to rise to a point of privilege. The Chair shall determine whether the point raised is a question of privilege. Appeals from the decision of the Chair shall have the support of 1/3 of the voting delegates.
- RULE 14** **TIME LIMITATION:** Speeches on matters of business shall be limited to five minutes, but the time may be extended by a majority vote of the delegates present and voting.
- RULE 15** **ORDER OF SPEAKING:** A delegate may not speak a second time about the same question until all delegates wishing to speak have had an opportunity to do so.
- RULE 16** **REQUEST FOR DIVISION:** A call or demand for a division of the convention shall require the support of 1/3 of the voting delegates.
- RULE 17** **REQUEST FOR ROLL CALL:** A request for roll call vote on any motion shall be supported by 1/3 of the voting delegates.
- RULE 18** **PRIORITY OF VOTE:** Whenever a roll call or division of the convention has been ordered, no adjournment or recess or special order of business shall be in order until the vote has been taken and the results announced.
- RULE 19** **ROLL CALL PROCEDURE:** Whenever a roll call vote is to be taken, the Executive Director, or their designee, shall call each Local by name and by number, and shall indicate the number of votes to which each is entitled. Locals shall be called in numerical order by district, and the order of districts shall be determined by lot. The Chair of the Local delegation shall stand at the microphone on the convention floor, state name, and cast the votes as determined by such Local. A Local shall be entitled to pass the first time it is called in the roll call procedure. When the roll call has been completed within any district, those Locals that passed or did not respond at the time of the first call shall again be called in numerical order. A Local failing to cast its votes in response to the second call shall be deemed to have forfeited its right to vote.
- If the accuracy of the vote cast by a Local is questioned by any other delegate from such Local, such delegate shall rise, state name, and challenge the vote from the floor. In the event that a vote is so challenged, the Executive Director, or their designee, shall poll the delegates from such Local individually. Such Local votes shall be recorded in accordance with the votes cast by the delegates individually.
- RULE 20** **ROLL CALL TELLERS:** Whenever a roll call vote is to be taken, the Chair shall appoint three official tellers who shall record the votes cast by each Local.
- RULE 21** **RESULTS ANNOUNCED:** Whenever a roll call vote has been taken and all delegates present have had an opportunity to cast their votes, the ballot shall be declared closed. Announcement of the vote shall be made by the Chair as soon thereafter as the results have been tabulated by the official tellers.

- RULE 22** **VOTING ELIGIBILITY:** To be entitled to vote, a delegate must have been properly seated by the convention. The Credentials Committee reports, as approved by the convention, shall be the basis for determining which delegates are properly seated.
- RULE 23** **MOTION TO RECONSIDER:** A motion to reconsider shall not be entertained by the Chair unless made by a delegate who voted with the prevailing side, and such motion shall be entertained only during the session and the first following session when the question to be considered was acted upon.
- RULE 24** **APPEARANCE BEFORE CONVENTION COMMITTEES:** All delegates shall be given an opportunity to appear before convention committees at such time as the committees may establish for appearances. Such presentation of views shall be limited by such committee as to the length of time each delegate may speak. During the deliberations of the committees and during any vote that may occur in the committee meetings, the committee may, by majority vote, exclude the delegates who are not members of the committee.
- RULE 25** **COMMITTEE REPORTS:** Motions pertaining to reports of committees shall be subject to amendment from the floor of the convention in the same manner as other motions and resolutions.
- RULE 26** **NOMINATIONS:** Following the nominating procedures, nominees shall be afforded the opportunity to decline, and the name of any person so declining shall not appear on the ballot. No person shall be a candidate for more than one office.
- A.** **Officers:** A special order of business for nomination of officers shall be conducted during general session on the first day of the convention. The Elections Committee Chair shall call for the nominations, and immediately after nominations are closed, shall announce to the convention the names of all candidates and the office for which they are nominated. In case only one candidate is nominated for office, such nominee shall be declared elected at the close of nominations for each office.
- B.** **District Executive Board Members:** Nominations for district executive board members shall be conducted on the second day of the convention by separate caucus meetings for each district. Only delegates representing members employed in a jurisdiction within a district shall be eligible to nominate candidates for executive board members from such district. Each district shall elect executive board members based on membership numbers as stated in the Council Constitution. In the event the number of candidates nominated in any district is equal to the number of executive board members that said district is entitled to elect, such nominees shall be declared elected at the close of nominations for that district.
- C.** **Sector Executive Board Members:** Nominations for sector executive board members shall be conducted on the second day of the convention by separate caucus meetings for each sector. Only delegates representing members employed within a sector shall be eligible to nominate candidates for executive board members from such sector. A candidate for sector executive board member must be employed within the sector jurisdiction in which they seek office. Each sector shall elect executive board members based on membership numbers as stated in the Council Constitution. In the event the number of candidates nominated in any sector is equal to the number of executive board members that said sector is entitled to elect, such nominees shall be declared elected at the close of nominations for that sector.

RULE 27 **ELECTION OF OFFICERS AND EXECUTIVE BOARD MEMBERS:** Prior to the election, the President shall appoint an Elections Committee, one of whom shall be designated as the Chair and shall be in charge of the election. No member of the Elections Committee shall be a candidate for office in the pending election.

The election of the officers shall begin at 9:00 am on the second day of the convention. A polling booth shall remain open until 10:00 am on that day.

The election of the district and sector executive board members shall begin at 3:00 pm on the second day of the convention. A polling booth shall remain open until 3:45 pm on that day.

RULE 28 **ELECTRONIC BALLOTS:** All elections will be held electronically on members' own devices. The names of the nominees for each office shall appear on the ballots in the order of nomination. The Elections Committee shall provide a polling booth for those members who encounter a problem and cannot vote on their device.

RULE 29 **POLLING CAPTAINS AND TELLERS:** The Chair of the Elections Committee shall assign a member of the Elections Committee as captain and teller of the polling booth.

RULE 30 **BALLOTING PROCEDURE:** The Credentials Committee shall supply the Elections Committee an electronic record containing the list of the Locals represented at the convention, the number of votes to which each is entitled, the names of the delegates from each Local properly seated at the convention, and the number of votes to which each delegate is entitled.

The delegate shall mark the electronic ballot and hit submit. Once the ballot is submitted, the delegate will not be able go back to change their vote. A delegate representing Locals from more than one district or sector must cast the ballots of each Local in the district or sector of origin.

RULE 31 **DIVISION OF VOTES:** If a Local is represented by more than one delegate, the votes to which the Local is entitled shall be equally divided with any remaining votes assigned to the Chair of the Local delegation. No fractional votes may be cast.

RULE 32 **SPLITTING OF VOTES:** A delegate must inform the Chair of the Elections Committee no less than one-half hour before the voting begins if they want to split their votes between candidates for the same office.

RULE 33 **REDISTRIBUTION OF VOTES:** If a delegate has to leave the convention prior to the election, the other delegates from that local must turn in the missing delegate's name badge to the Chair of the Elections Committee no less than one-half hour before the voting begins in order for the local's votes to be redistributed to the remaining delegates. If the Chair of the Elections Committee is not notified prior to that half hour, the votes of the missing delegate will not be counted.

RULE 34 **INVALID BALLOTS:** Each ballot shall clearly indicate the number of candidates for which votes must be cast. All blank or unmarked ballots shall be ignored and shall not be reported. Write-in votes will not be accepted on electronic ballots.

- RULE 35** **TABULATION OF VOTES:** Any delegate that doesn't receive a ballot or has a problem with their email should contact the Chair of the Elections Committee immediately, and before the end of the election period, in order to vote on a Council provided device. Upon closing the polls, the Elections Committee shall tabulate the votes for each office and submit to the convention a report showing the results of the elections.
- RULE 36** **ELECTION BY MAJORITY:**
- A. **Officers:** A majority of the votes cast for the offices of President, Vice President, Treasurer, and Secretary shall be required to elect. If no candidate for such office receives a majority, then a new ballot shall be prepared which shall contain the names, in order of their nomination, of the two candidates for such office receiving the greatest number of votes, and a run-off election shall be held.
- B. **Executive Board Members:** In districts or sectors where more than one executive board member is to be elected, those candidates receiving the greatest number of votes shall be elected, provided they each have received a majority of the votes cast. In the event that one or more of the offices shall remain vacant because no candidate received a majority vote for such office, a new ballot shall be prepared which shall contain the names, in the order of their nomination, of two candidates for each vacant position. Such candidates shall be those who had the greatest number of votes but who did not have a majority and a run-off election shall then be held.
- RULE 37** **RUN-OFF ELECTION:** In the event that a run-off election shall be required, such run-off election shall be a special order of business to be conducted as soon after the first election polls close as is possible.
- RULE 38** **CAMPAIGN MATERIALS:** The distribution and display of campaign materials will be allowed on the tables in the convention hall. Posters, literature, buttons, etc. will not be allowed in the registration room, election room, and headquarters room.
- RULE 39** **SUSPENSION OF RULES:** These Rules of Order may be suspended by a simple majority of voting delegates.
- RULE 40** **VOTING CLARIFICATION:** All motions or procedural votes will pass or fail based on voting delegates.
- RULE 41** **ROBERT'S RULES OF ORDER:** *Robert's Rules of Order, Newly Revised* shall be the guide in all cases in which they are applicable, and in which they are not inconsistent with the Constitution, these rules, and other special rules of this organization.