



Welcome, Delegates!

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Agenda

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- ▶ Delegate Roles and Responsibilities
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- ▶ Procedural Motions
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- ▶ Resolutions and Electronic Binder
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- ▶ Debate and Microphone Etiquette
- ▶ Electronic Voting
- ▶ Tiling Guidelines
- ▶ Elections: National and Regional
- ▶ UNE Convention Etiquette/Common Mistakes
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Objectives

By the end of this session, participants will be able to:

- ▶ Outline the various proceedings at convention
- ▶ Understand voting procedures at convention, and
- ▶ Participate in convention procedures using the rules of order

Housekeeping

- ▶ Harassment Prevention Policy
- ▶ No Scent Policy
- ▶ Allergies

Registration and Delegate Kit



What's in your kit?



Electronic Binder

Delegate Role and Responsibilities



REPRESENT YOUR LOCAL
AND ITS VIEWS/PRIORITIES



BE ON TIME FOR
SCHEDULED EVENTS



ACTIVELY ENGAGE IN
RESPECTFUL DEBATE ON
THE CONVENTION FLOOR



VOTE

Attendance & Where Do I Sit?

- ▶ Refer to the Convention agenda and know where you must go and when
- ▶ Attendance is important
- ▶ How the Convention Floor is designed
- ▶ Sit with your Region
- ▶ Delegate vs Observer
- ▶ Late Delegate procedure

Caucuses

Regional

Employer

Equity

Rules of Order

Rules of Order

- ▶ Rules of order are procedures that govern convention. Such rules help to facilitate the convention process, help everyone understand and ensure that an efficient and democratic process is at work.

Point of Order

- ▶ A point of order may be raised if the rules appear to have been broken. This may interrupt a speaker during debate, or anything else if the breach of the rules warrants it. The point is resolved before business continues.

Point of Privilege

- ▶ Questions of privilege affecting the assembly may include matters of comfort, amplification, technology or safety. For example, it may be difficult to hear the speaker. In this case, a question of privilege could be raised to close the doors.

PSAC Rules of Order

- ▶ The national president, shall take the chair at the time specified and shall preside at all sessions.
Trusteeship: PSAC National Executive Vice President will chair.
- ▶ Hours of sitting are determined as per the agenda adopted by the Convention delegates
- ▶ Delegates wishing to speak shall proceed to a microphone for that purpose and wait to be acknowledged. Once recognized by the chair, they shall give their name, delegate number and state the purpose for speaking.
- ▶ Accommodation Procedure for Roving Microphone
- ▶ Speeches or arguments are limited to 3 minutes.
- ▶ A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.

Procedural Motions

- ▶ Acceptance of Late Delegates
- ▶ Adoption of Rules of Order
- ▶ Adoption of Convention Agenda
- ▶ Ratification of UNE Policies & National Executive Decisions
- ▶ Appointment of Convention Committees
- ▶ Referral of Resolutions & Recommendations
- ▶ Per Diem
- ▶ Report from the Trustee
- ▶ Credentials Committee Report

Convention Committees



FINANCE



CONSTITUTION &
BYLAWS



GENERAL

Resolution Example

- ▶ **The Union of National Employees Will** have a party every three weeks for members
- ▶ **Because** in the current rates outlined in the PSAC's Constitution under Regulation 6, members deserve more pizza and pop.
- ▶ **Because** members are faced with the rising costs of everything and pizza is a comfort food.

Convention Committees

- ▶ Committees submit resolutions on the floor
- ▶ Resolutions to UNE vs. Resolutions to PSAC
- ▶ Resolutions may not be presented in the same order as they appear in the convention binder
- ▶ The committee decided on the final order to be presented to ensure priorities and efficiency of the debate
- ▶ For each resolution, the committee has adopted a recommendation of concurrence or non-concurrence, provided a rationale and its costing
- ▶ Some resolutions may have been combined and/or amended. However, all original resolutions are presented as submitted for transparency.
- ▶ Debate is based on the recommendation
- ▶ You vote on the Committee's recommendation

Resolutions in the Electronic Binder

- ▶ Resolution is presented and then debated
- ▶ <https://unesen.ca/events/convention/>

Carried

Defeated

**Referred back
to committee**

Procedures



CALL THE QUESTION –
REQUIRES 2/3 VOTE,
THEN THE ACTUAL VOTE



MOTION TO REFER



SIMPLE MAJORITY
VS. 2/3
(DIFFERENCES BETWEEN
COMMITTEES)



HAND VOTE VS
STANDING VOTE



SECRET BALLOT

Debate & Microphone Etiquette

- ▶ How speakers list is managed
- ▶ Recognition by Convention Chair
- ▶ Credentials – Name and Delegate Number
- ▶ Be comfortable
- ▶ Do not speak directly into the microphone
- ▶ Speak clearly, normal pitch and slower
- ▶ Be passionate
- ▶ Have the purpose of your position clearly identified
- ▶ Be aware of time
- ▶ Have notes with you

Electronic Voting

General Procedures:

- ▶ Prior to voting, delegates will be provided with an orientation to electronic voting.
- ▶ Your responsibilities – Smart Card and Device
- ▶ Need for accommodation
- ▶ Door Tiling

Voting Procedures:

- ▶ Electronic Voting will be used for all National Elections in the main plenary
- ▶ Electronic Voting will be used in some Regional Elections
- ▶ Ballot books may be used in some smaller caucuses and as a backup in case of electronic failure

Tiling Guidelines

- ▶ Credentials
- ▶ Tiling the doors : When and why?
- ▶ Accommodations requests – your responsibility
- ▶ Process for a person on the Voting Accommodation list

Elections

Elections take place on Thursday

It remains on the agenda until all elections are completed

National elections are held on the Convention Floor

Regional elections take place in regional caucuses/rooms

National Elections

- ▶ National President
- ▶ National Executive Vice-President
- ▶ National Vice-President for Human Rights
- ▶ National Vice-President for Occupational Health & Safety
- ▶ Assistant National Vice-President for Human Rights
- ▶ 1st Alternate National Executive Vice-President
- ▶ 2nd Alternate National Executive Vice-President

Nomination forms can be downloaded from the website and submitted to the office

All-Candidates Debate

Nominations can come from the floor

Position Descriptions for all positions are in the UNE Bylaws.

Regional Elections

- ▶ Regional Vice President;
- ▶ First Assistant Regional Vice-President;
- ▶ Second Assistant Regional Vice-President;
- ▶ Third Assistant Regional Vice-President; (sometimes)
- ▶ Human Rights Representative;
- ▶ 1st Alternate Human Rights Representative;
- ▶ 2nd Alternate Human Rights Representative;
- ▶ Delegates to PSAC Convention (*PSAC delegate allocation*)
- ▶ Alternates to PSAC Convention (*you may elect as many alternates as you wish*)

Common Mistakes



Being intimidated by seasoned delegates



Not speaking up



Microphone etiquette



Not speaking with other delegates



Not coming forward if you need accommodation



If you go to the microphone with a question, ask the question first, then you can proceed into debate

UNE Convention Etiquette

- ▶ Listening devices
- ▶ Cell phone
- ▶ Room temperature
- ▶ Talk to guests
- ▶ Network, strategize and meet with others
- ▶ Double-check the agenda/timetable
- ▶ Side-conversations
- ▶ Don't get tiled (locked) out of the convention room unnecessarily
- ▶ When you go to the microphone
- ▶ Don't use procedure to stop debate prematurely

Convention Helpdesk

Any questions
regarding hotel,
accommodation,
nominations,
expense claims,
etc...



Questions?

