

2023 UNION OF NATIONAL EMPLOYEES CONVENTION COMMITTEE GUIDELINES

1. A convention committee is a body created by convention. Its primary purpose is to ensure that each resolution is in a form that will be acceptable for convention to consider. When the committee arrives at a recommendation on a resolution, that recommendation becomes part of the committee's report to convention.
2. A convention committee report includes a recommendation on each resolution referred to the committee. In most cases, a recommendation is one of concurrence or non-concurrence. It may also include a committee amendment.
3. An amendment must be relevant to the question and may not have the effect of negating or significantly changing the intent of the resolution. A committee amendment may clarify, amplify or extend the intent of the resolution or make editorial corrections.
4. A convention committee may propose a composite resolution or policy paper to cover the intent of two or more resolutions dealing with the same subject. If the convention accepts the committee's composite resolution or policy paper, all resolutions covered by these will be deemed to have been handled. The convention record will indicate that the resolutions concerned were covered by the applicable composite resolution or policy paper.
5. A committee motion of referral is used whenever a resolution under consideration is already embodied in a composite resolution or policy paper adopted by a previous convention. For example:

“Chairperson I move, seconded by (name of committee member), that Resolution #5 be referred back to (name of submitting body) since it is already embodied in a resolution of record.”

“Chairperson, I move, seconded by (name of committee member), that Resolution #6 be referred back to (name of submitting body) since it is already embodied in Policy Paper No. _.”

6. During a committee meeting, any one of the following motions may be moved, depending on the committee recommendation for each resolution:

“Chairperson, I move, seconded by (name of committee member), concurrence in Resolution #15.”

“Chairperson, I move, seconded by (name of committee member), non-concurrence in Resolution #16.”

“Chairperson, I move, seconded by (name of committee member), concurrence in Resolution #17, as amended by the committee.”

7. Committee amendments, composite resolutions or policy papers are moved as follows:

“Chairperson, regarding Resolution #17, the committee has amended it as follows: (state the amendment). I move, seconded by (name of committee member), concurrence in Resolution #17, as amended by the committee.”

“Chairperson, the committee has combined Resolutions # 10, 21 and 26 into Composite Resolution #10A as follows: (state composite resolution). I move, seconded by (name of committee member), concurrence in Composite Resolution #10A.”

“Chairperson, the committee has covered Resolutions #14, 18, 26 and 32 by a policy paper entitled (name)”, I move, seconded by (name of committee member), concurrence in Policy Paper (name).”

8. A committee should include in its written report the entire composite resolutions, policy papers and amended resolutions.
9. A committee comes to a decision on recommendations and all members should respect and support that decision. Where a member votes against a committee recommendation, the member has the right to record against the recommendation. This is a right, however, that should be used only on an exceptional basis. Members should not "record against" simply because they disagree with the committee recommendation. Rather, they should only "record against" where there is a significant concern, such as a fundamental matter of principle. The names of members who "record against" will be noted in the committee report and read by the chairs during convention. Abstentions are not recorded.

At convention, only committee members who have been recorded against may speak against a committee recommendation.

10. The committee chairperson or both co-chairpersons present the committee report to convention.
11. At convention, the convention chairperson remains in the chair during committee reports. Accordingly, debate, questions, and procedural motions by delegates will be directed to the convention chairperson; not the committee chairperson. In addition, a committee chairperson or committee member cannot speak until recognized or called upon by the convention chairperson.
12. Any resolution dealing with collective bargaining demands or the priority of a demand should not be dealt with by the convention. In other words, only collective bargaining resolutions that address a policy matter will be placed before the convention delegates. All collective bargaining demands should have been returned to the submitting body with the above explanation.
13. Resolutions sometimes have the effect of negating or modifying existing resolutions of record or policy papers. If the committee is

recommending concurrence in such a resolution, the appropriate changes to the resolution of record or policy paper should be made.

14. The Rules of Order do not normally permit a committee report (which includes the committee motions explained above) to be amended by the convention. This means a resolution cannot be amended from the floor. If the convention does not agree with a committee recommendation, the convention may only refer the matter back to the committee, with instructions.

Where a committee recommendation of non-concurrence is lost on the vote of the convention, the resolution becomes the property of the convention and can be moved and seconded by convention delegates. When a committee recommendation of concurrence is defeated there is no need to have the convention delegates adopt a motion of non-concurrence.

15. Since it is likely that the convention will not be able to examine all resolutions submitted, the committee must establish priorities for the presentation of the resolution.