



## RETIRED PUBLIC EMPLOYEES' ASSOCIATION OF CALIFORNIA

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# General Assembly 2018 Special Rules of Order & Participation for Delegates

1. The Delegate's General Assembly badge is proof of registration and membership in good standing. A Delegate must wear it at all times as proof of being a Delegate and therefore entitled to sit on the Assembly floor, speak, make motions and vote.

A Delegate will not be permitted entrance to the convention floor without the Delegate badge. An Alternate Delegate may enter the Delegate area when authorized by the Area Sergeant at Arms.

2. A Delegate temporarily (1 hour or less) leaving the Conference floor may not relinquish his/her badge to an alternate to vote in his/her stead. If an alternate is to replace a registered Delegate, proper evidence of that Delegate's withdrawal from such status must be approved by the Master Sergeant at Arms before that person can sit or vote as a member of the Assembly. No alternate can substitute for a Delegate who remains active.
3. Delegates shall sit at the seat assigned for their Area and shall be in their seats promptly at the scheduled meeting time.
4. Delegates who wish to speak to any motion must line up at the appropriate microphone. The only exception to the above shall be to accommodate Delegates with physical disabilities. The Area Assistant Sergeant at Arms will bring the portable microphones to those members.

*Before speaking, a Delegate must first identify him/herself for the record by clearly stating his/her first and last names, and then his/her chapter name and number.*

The presiding officer will rotate recognition of speakers at the microphones by rotating recognition of each of the microphones until all have spoken who wish to do so or until a motion is carried to end debate. Should there be no Delegate seeking recognition at the microphone next in rotation, the presiding officer will proceed to the next microphone in sequence on the floor.

5. Delegates who wish to make a motion to end debate or to offer a substitute motion or amendment may use any of the microphones.

A Delegate must be officially recognized by the Chair to make a motion to end debate. Simply calling out “Call for the Question” or “Question” will not be recognized as a motion to end debate.

The President will then call for a vote on the motion to end the debate. It will take a 2/3 vote to pass. If the motion to end debate passes, the motion will be addressed in its proper order.

6. A Delegate need not be at a microphone to call a “Point of Order” and may interrupt a speaker **only if a breach of the rules is observed.**

A “Point of Order” is used to call the Chair’s attention to a breach of the Rules. In other words, when a Delegate feels that the agreed-upon RULES of the Assembly or proper parliamentary procedures are being ignored or violated, he/she may interrupt the proceedings and request that the Rule or procedure be followed.

A “Point of Order” has the effect of immediately STOPPING all proceedings until a ruling has been made on the matter. When a “Point of Order” has been called, the Chair will interrupt any speaker who has the Floor and will recognize the Delegate wishing to make the “Point.” When the Chair asks the Delegate to “state your point,” the Delegate will simply state what Rule, in his/her opinion, was being violated and how. The Chair will then make a ruling on whether a violation has occurred and if appropriate, will take the necessary action to correct the violation.

“Points of Order” must be taken care of immediately, at the time the violation occurs. One cannot raise a “Point of Order” half an hour after the violation has occurred and expect the Chair to go back and correct it. The Point must be raised immediately. “Points of Order” must not be used as a tool to obstruct the business of the Conference.

7. Debate shall be limited to two (2) minutes for each speaker, except for the Delegate presenting the official reports and recommendations on resolutions which are properly before the Delegate for action.
8. A Delegate representing the “originator” of a resolution shall be entitled to be first speaker in the debate on the resolution following the official report and recommendation on the resolution. Said Delegate shall also be extended the right to first debate on any amendment or substitute motion offered by the Committee presenting the resolution, following the explanation or rationale for the motion.
9. A Delegate may only speak TWICE to the same motion and may not speak a second time to the same motion until all others desiring to speak to the motion have done so.
10. A Delegate may NOT move to end debate at the end of a speech. The Delegate must be recognized for the sole purpose of moving to end debate.
11. The Chair shall not accept a motion to end debate until a minimum of two “pro” and two “con” arguments have been heard, unless there are not two “pro” or two “con” speakers at the microphones.

12. Requests for a “Roll Call Vote” or a “Written Ballot” (other than those which may be ordered by the Chair) must be made as an official motion which shall require a two-thirds (2/3) vote to carry.
13. Delegates shall remain in their assigned seats until the voting has been completed.
14. Resolutions placed on the floor do not need a “second” because they have gone through the resolution hearing process.

### *An RPEA Point of View*

The issues affecting RPEA members are common to many areas, but differences do arise. The unity of ideals and diversity of tradition, so much a part of California itself, appear at the RPEA General Assembly. In spite of a common interest in gaining decent benefits and playing a positive and effective role in the retirement community, and in keeping RPEA a strong organization, differences of opinion on issues are certain to appear among Delegates from various areas.

An informed Delegate is sensitive to divergent points of view and tries to understand those of other Delegates. The Delegate should be aware that problems may have more than one solution. The Delegate participates in debate by speaking or listening and shares in the art of political compromise which develops policies on a broad rather than a local basis, and for the interests of the entire Association rather than for one of its chapters or areas.

### *Doing Your Homework*

The business of the Assembly arises from resolutions submitted by Chapters or the Board of Directors, or from the work of various committees. Delegates receive advance notice of the business to come before the Assembly. Proposed resolutions are sent to Delegates by the Association, and the Assembly program is summarized in the newsletter.

#### **The conscientious Delegate:**

- *Attends the resolutions hearings.*
- *Is aware of the chapter’s opinions on the issues to be presented.*
- *Reads and studies the resolutions and other materials in the Delegate Packet which is issued prior to the Assembly.*
- *Listens carefully to the debate on the issues and considers what is best for the Association as a whole before casting his/her vote.*
- *Shares Assembly information with the chapter upon return.*
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### *Vital People*

Continuity in the Association develops through leaders who have attended several previous Assemblies. The following individuals can offer help to a Delegate:

- *The Board of Directors*
- *Assistant Area Director*

- *Standing Committee Chairpersons*

A wise Delegate knows who these people are, gets acquainted with them and takes time to talk with them about areas of concern.

### **Participation**

The Delegate should study the contents of the Delegate Packet as soon as possible after receipt. Items contained in the packet include:

- **DAILY SCHEDULE** – *A concerned Delegate checks the program for time and place of all meetings and special events; attends all business meetings; arrives before the meeting starting time and stays until the end.*
- **RESOLUTIONS** – *Resolutions affect Bylaws changes, important legislative matters and policy issues guiding the Association’s actions. They should be studied carefully, since the vote on these resolutions will help decide the direction of the Association for the ensuing two years.*
- **REPORTS OF RESOLUTIONS REFERRED FOR STUDY** – *Contains reports and resolutions from prior Assemblies which were referred for study.*

The Delegate Packet contains many other informative items to assist the Delegate toward fuller participation and enjoyment of the Assembly.

### **Following the Rules**

Every deliberative body has rules of procedure which enable the Assembly to take care of the necessary business in an orderly fashion, and which protect every Delegate’s right to be heard on any issue properly brought before the Assembly for discussion. Those governing this Assembly are:

- **The Special Rules of Order** which will be submitted for adoption at the First Business Meeting.
- **Article V**, which can be found in the RPEA Bylaws included in the Delegate Packet.
- **Robert’s Rules of Order**, latest revision. This is RPEA’s basic guide to debate, and most of the “Special Rules” for this Assembly follow Robert’s.

### **How a Motion is Brought To a Final Vote**

The resolutions will be presented and acted upon in the order in which they are printed in the Resolutions section of the Delegate Packet.

The presiding officer will first place the resolution on the floor for action by stating the motion to ADOPT the resolution and noting the automatic second as provided by the Special Rules.

The Committee Chairperson responsible for presenting the resolution will read the resolution and the Committee’s analysis, budget impact, if any, and the Committee’s recommendation.

Following the Committee’s report and recommendation, the authoring Delegate who submitted the resolution will have an opportunity to speak first in the debate. This first speaker representing the authoring unit has five (5) minutes unless extended by the presiding officer.

Once the author's first discussion has been given, the resolution will then be open to further debate and discussion from the Floor as prescribed by the Special Rules of Order. The author may respond to questions or issues raised in the debate at the discretion of the presiding officer. When discussion and debate is concluded, the Chair will call for a vote on the motion to ADOPT the resolution.

Any of the resolutions that affect RPEA's Bylaws require a two-thirds majority vote for passage. All others require only a simple majority. The Chair will indicate the vote required as the vote is called for each resolution. Resolutions proposing a revision to per capita dues require a written ballot vote, and the two-thirds majority vote.

### *What Can Delegates Do With A Motion?*

A Delegate may debate any issue which has been properly placed before the Delegate body for action. The maker of a motion is entitled to speak first.

**When a motion has been made and a Delegate has been recognized, the Delegate may:**

- *Speak in favor*
- *Speak in opposition*
- *Move to amend, and speak to the amendment*
- *Move to postpone discussion to a definite time (at this conference)*
- *Move to refer to a committee (or the Board)*
- *Ask a question about the issue*
- *Raise a point of order*
- *Move to end debate*

**Motions to amend are usually stated in one of the following forms:**

- A. "I move to amend by striking (deleting); adding (additional words at the end of a sentence or paragraph); inserting (new words to be included, other than at the end)..."
- B. Motions to amend should be submitted in writing to be given to the Secretary/Treasurer for clarification and inclusion in the record.

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