

OCSEA 33RD Biennial Convention 2019
Our Movement • Our Moment



Convention

DELEGATE

GUIDE 2019

August 29-31, 2019 • Columbus, Ohio





This quick guide has been developed to help delegates understand the process of the OCSEA Biennial Convention. We hope it helps make you an active and more knowledgeable participant in the convention process.

Convention Delegate Guide

How delegates got here

In February 2019, the **Convention Call** was mailed out to all chapter, assembly and district council presidents. In the months following, **chapters** held delegate elections by secret ballot in which members democratically decide the delegates who represent them at the OCSEA Biennial Convention. Once a delegate election is held, chapter officers certify that the delegates were properly elected and send in **credential forms** to OCSEA's Central Office by the deadline set forth in the OCSEA Convention Call.

Assemblies and district councils are each allotted one **delegate-at-large** pursuant to Article IX, Section 1 of the OCSEA State Constitution. Substitutions for delegates-at-large are determined by the lines of succession outlined in Section 1(A)(2), not by election.

If OCSEA's Central Office does not receive a delegate's credentials by the set deadline, a delegate is considered to be an "irregular delegate." At convention, irregular delegates cannot be seated on the convention floor until the **Credentials Committee** has approved their credentials and the convention delegates approve their seating. Irregular delegates are designated as "guests" until full credentials status is given.

So, why is it so important that credential forms be turned in by the deadline? When a delegate's registration is late, there is not enough time for OCSEA's Central Office to review the delegate's membership status, verify the proper number of delegates per chapter, or determine if challenges have been filed regarding the delegate election procedure. Because all delegates are considered officers for the purposes of convention, they must be elected in accordance with OCSEA's constitutional procedures. If the proper procedure is not followed, the union could find itself in violation of the OCSEA and AFSCME International constitutions as well as federal laws on conducting union business as outlined by the U.S. Department of Labor.

ID Badges

The **OCSEA ID Badge** will serve as the convention badge for all delegates. This is a personalized identification card that includes each member's photo and associated barcode. The ID is scanned and used as your delegate badge throughout the week. *Keep this ID badge with you at all times.*

The ID badge must be used by delegates to register at Convention. Delegates must also present the ID badge to the Sergeant-at-Arms in order to gain entrance to the main floor of the convention. The ID badge is required to vote, to contribute to the OCSEA Political Action Committee (PEOPLE), to enter in prize drawings and more at booths, and to attend any luncheons, workshops and many events and receptions.

All questions regarding IDs, including lost cards, can be answered at the customer service booth at registration.

Convention bag

Registered delegates and alternates, who have paid the registration fee, will receive a **convention bag**. The following are items that are included in the bag:

- Delegate Guide
- Committee Appointments
- Lanyard
- Convention pen
- Proposed Constitutional Amendments & Resolutions
- Announcement fliers

Keeping informed

Each day the agenda, news stories, photos and all related documents will be published on the convention website to help keep you up-to-date regarding convention activities. The website, *which is mobile-friendly*, highlights convention actions of the previous day and outlines upcoming events

and topics of interest. Daily e-mail to delegates will also keep you informed. The convention program, available at registration and throughout convention, includes the full agenda, speaker bios as well as workshops and other special events.

If you have any questions, staff will be available at customer service. If you need to have an announcement made during general session (i.e., hospitality suite, lost or found item) give your message to one of the Sergeants-at-Arms, if you are on the convention floor, or an OCSEA Communications Department staff member. Additionally, if you need to get a message to another delegate, leave your message at the customer service booth at registration.

Convention rules

In a gathering of hundreds of people, **rules of order** are necessary so that business may be conducted in an organized and democratic way. Becoming familiar with and following the rules of the convention will make your participation more effective. The official rules of the OCSEA Convention are adopted during Thursday morning's opening session, immediately following the Credentials Committee report.

OCSEA uses *Robert's Rules of Order Newly Revised* as its guide for setting the rules of the convention. However, the OCSEA Constitution takes precedence over *Robert's Rules of Order*, and all rules must be consistent with the constitution. Where a rule is silent, or not covered in the OCSEA Constitution, the body must then adhere to the AFSCME International Constitution.

Addressing Convention

If a delegate wishes to address the convention body, they can go to one of several microphones located on the convention floor. A Sergeant-at-Arms stationed at that microphone will ask the delegate whether they wish to speak on the issue, whether they have a question or a point of order or whether they wish to make a motion. The Sergeant-at-Arms will then signal the chair and indicate the reason the delegate wishes to speak. Once recognized by the chair, the delegate must state their name, the subordinate body they represent and why they wish to speak. *Note: A motion made as a part of a committee report may be amended in the same manner as other motions and resolutions.*

When speaking on a motion, there may be a time limit, as fixed by the rules. Once a delegate's time is up, they must stop speaking, unless the majority of the delegates vote to give that delegate an extension of time.

Delegates may not interrupt one another, except when they have a **point of order**. A point of order means that there has been a breach of Parliamentary Procedure or that the rules of the convention have not been properly adhered to. It takes precedence over any other motion that may be on the floor. If the chair decides the interruption is indeed a point of order, the interrupted delegate may be asked to wait until the point is decided. After that, he/she may resume speaking.

A delegate may speak more than once on the same question, but, usually, only after all other delegates wishing to speak on the question have done so.

Closing debate

If any delegate believes that a motion has been sufficiently debated and wishes to bring the issue to a vote, he/she may seek to close debate by **moving the previous question**. Simply stated, moving the previous question means to end debate on the motion. *Note: Robert's Rules of Order* states that a delegate cannot speak on a motion and then immediately move to close debate.

Once the previous question is moved and seconded, the chair is required to put it to a vote without any further discussion. If two-thirds of the delegates vote in favor, debate is closed and the delegates must then proceed to vote on the motion. However, if only one side of the issue has been heard at the time the previous question is moved, the chair is required to permit one delegate on the other side of the issue to speak before a vote is taken on the motion to close debate.

Voting for Officers

At every other convention, delegates elect **OCSEA President, Vice President and Secretary-Treasurer**. Only certified delegates whose seating has been properly approved by the full convention may vote. Delegates vote by **secret ballot** via voting machine and must have their delegate **ID badge** to vote.

Constitutional amendments

All timely-submitted proposed **Constitutional amendments** will be reviewed by the **Constitution**

Committee and, in some cases, the **Finance and Legislative Committees**.

Proposed amendments are provided to all delegates and will be voted on when the **Constitution Committee** makes its report to the full convention. Amendments to the constitution require approval by at least two-thirds of the certified delegates, present and voting, to pass. Amendments to by-laws or the subordinate body constitution take a majority vote to be adopted.

Resolutions

All timely-submitted **Resolutions** are assigned to the **Resolutions Committee** or the **Legislative Committee**, as appropriate, for discussion and recommendations. The resolutions are provided to all delegates and will be voted on when the Resolutions Committee makes its report to the full convention.

Resolutions are acted on by a vote of the full convention. The same general rules that apply to other votes also apply to votes on resolutions.

Voting on constitutional amendments and resolutions

Only certified delegates whose seating has been properly approved by the full convention may vote. Delegates cast votes on the floor for resolutions, amendments and committee reports.

A delegate who wants to appeal the announced result of a voice vote can request a **visual standing vote**. A visual standing vote, also called a **division of the house**, is a verification of a voting result by an uncounted rising vote. When a visual division of the house is challenged or in doubt, a counted standing vote, or counted division, may be taken. If a counted standing vote is in order, the delegates voting for the motion will first be asked to stand, followed by those opposed. In both cases, the Sergeants-at-Arms will count the number standing and report their counts to the chair. The chair will then announce the results.

A **roll call vote** requires the Secretary-Treasurer to read the name of every certified delegate, ask for their vote, and record their vote. This is a lengthy process when a convention includes hundreds of delegates, as is the case with OCSEA's. For that reason, the convention requires a support of a certain percentage of the certified delegates for a roll call vote. If a roll call vote is in order, the Secretary-Treasurer calls each delegate and each delegate answering must go to the nearest microphone, give their name, and vote. No adjournment, recess or

special order of business is permitted until the roll call vote is completed.

Convention committees

A lot of the work of the convention is done in committee. At convention, constitutional amendments that have been proposed and resolutions that need to be considered are reviewed in committees that then make recommendations to the full body.

The authority for appointing committee members lies with the OCSEA President. However, please note, because of OCSEA's size and the number of delegates, not all delegates can be appointed to a committee. Committees are limited to 10 to 25 delegates. Any more would simply be unproductive.

Committees generally meet before and after general sessions and make reports to the body throughout the convention.

The committees are Credentials, Election, Rules, Sergeant-at-Arms, Constitution, Finance, Resolutions, and Legislative.

The major role of the **Credentials Committee** is to certify the number of properly-elected delegates to the convention. The committee reviews challenges raised regarding a delegate's credentials and makes recommendations to the full body of delegates regarding the seating of such delegate. Credentials is also responsible for any changes of an alternate to a delegate.

The **Election Committee** oversees the election of OCSEA President, Vice President and Secretary-Treasurer. The committee makes sure the election is conducted properly and fairly, which includes monitoring voting machines and overseeing the counting of the ballots. The Election Committee also oversees nominations, seconding speeches and candidate acceptance speeches. If no candidate gets a majority of votes, the committee authorizes a run-off election. If there are any election challenges, the committee makes a recommendation, which is then voted on by the delegation.

The **Rules Committee** recommends the rules of procedure for the convention at opening session. Delegates vote on the rules as recommended. The rules will be available on the convention floor and on the convention website.

The **Sergeant-at-Arms Committee** plays a key role in maintaining proper order and decorum within the convention hall. Members of this committee assist delegates in being heard during discussions, ensure

that only persons with approved credentials are on the main convention floor and are responsible for counting delegates in any counted standing vote.

The **Constitution Committee** reviews proposed amendments to the OCSEA Constitution and makes recommendations to the delegates regarding the amendments.

Proposed amendments that could have financial impact are referred to the **Finance Committee**. The Finance Committee reviews these constitutional amendments and then makes recommendations of action to the Constitution Committee. The Committee also assists delegates in making informed decisions by providing them with relevant information about fiscal matters.

The **Resolutions Committee** reviews all resolutions that call for OCSEA to take a stance on a wide-range of specific issues. Past resolutions, for example, have dealt with issues pertaining to privatization, coalition building and organizing, Right to Work and the PEOPLE Program.

Any resolutions or constitutional amendments that relate to OCSEA's position on legislative matters are referred to the **Legislative Committee**.

Committee meetings

Any delegate may attend any committee meeting, but only committee members have a right to speak to and vote on matters before the committee (exception: the committee chair may, from time to time, permit members of the audience with a particular knowledge of the subject to address the committee). During deliberations, any committee may, by a majority vote, exclude the presence of delegates who are not members of the committee.

Role of officers during convention

The **President** is the presiding officer of the convention. Although the President will chair most meetings, he/she may at any time call on any delegate to preside during any meeting.

The President has the responsibility for enforcing the rules of order for the convention and will have the assistance of a professional parliamentarian throughout the convention.

As chair of the convention, the President makes judgments on voice votes, recognizes persons wishing to speak, calls on committee chairpersons for reports, introduces guests and speakers and guides the delegates through the business of the convention. Additionally, the President presents a

"State of the Union" address. The **Vice President** assists the President when called upon.

The **Secretary-Treasurer** serves as the secretary of the convention. It is also the Secretary-Treasurer's responsibility to receive the credentials of delegates to the convention and to submit them to the Credentials Committee. As chair of the Finance Committee, the Secretary-Treasurer may provide relevant information with regard to the financial impact of an action that the body is considering. During the convention, the Secretary-Treasurer will present a report on his/her activities and will maintain all records of the convention proceedings.

Guest speakers will address the convention on topics of national and local interest and will appear throughout the convention proceedings.

Committee chairpersons report throughout the convention on the business of their committees. They will be called on as their committees present items for action by the full convention.

Effective participation

The following are some hints for effective participation during convention:

- Have your OCSEA ID badge at all times.
- Keep up on convention news, events, photos, important documents and more by accessing the convention website (mobile friendly) on your personal tablet or smart phone. Check your e-mail often for updates and news. Use your program as your guide.
- Attend the New Delegates Workshop on Wednesday night or Thursday morning. Make sure to check out all the other workshops too.
- Familiarize yourself with the rules of order of the convention.
- Attend all business sessions, including morning and afternoon sessions where applicable.
- Understand the procedures for introducing and acting on amendments to the OCSEA Constitution. Become versed in the different kinds of voting you will be doing.
- Find out when and where committees are meeting and, whether you serve on a committee or not, feel free to attend to learn more about the issues.
- Contact an OCSEA staff person or subordinate body leader if you have any questions at all.
- **Have fun!!!**



2019 OCSEA/AFSCME Local 11, AFL-CIO
33rd Biennial Convention

Printed in-house by

