

## I.S. CONVENTION - RULES OF PROCEDURE

I. The chairperson plays a crucial role in guiding the convention through procedural hassles. The c.p. should be a member of the Convention Steering Committee (described below). The chair should have considerable discretionary power in ruling on procedural questions. The check on this power is Motion to Overrule the Chair: 1) Requires seconding by estimated 10% of the body; 2) Maker of the motion gets 1 minute for the motion; 3) Chair 1 minute against; 4) Immediate vote. The chair's ruling may not be challenged, nor may there be a demand for a show of delegates cards (except at the chair's discretion) on those rulings involving estimation of number of seconds where the chair rules the number sufficient. The chair may be challenged where she or he rules the number of seconds insufficient for consideration of the motion.

II. Convention Steering Committee shall be established or approved at the start of the Convention. It shall recommend to the body Chairpersons, a general agenda, and procedures for handling the substantive points on the agenda. Its recommendations shall be put before the body for approval with no discussion unless there is a minority viewpoint on the committee. In such a case limited discussion shall precede a vote. Alternate procedures may, of course, be proposed from the floor.

III. Seating. Delegates and alternates for delegates will be seated at the beginning of each session for the entire session. Seating of delegates or changing of delegates during a session is permitted only under exceptional circumstances and when approved by the Convention Steering Committee in advance of the specific session. A general exception to this rule and the use of proxy votes will be permitted for the last session of the convention.

IV. A Quorum shall consist of 50% of the registered seated delegates (seated alternates count toward a quorum). A call for a quorum must come from a speaker recognized by the chair, but may be raised on a point of procedure. A call for a quorum is out of order for one hour following a previous call. Quorum is established by raising of delegate cards.

V. Voting may be done in any of the following ways: 1) Voice vote; 2) Delegate card showing (on demand of any delegate or the chair's discretion); 3) Delegate card count (on demand of 10% of the delegates estimated by the chair); 4) Delegate roll call (on demand of 25% of the delegates, as estimated by the chair).

VI. Unless otherwise specified, all motions require a simple majority (50%+1) of the delegates present voting aye or nay.

### VII. Substantive Motions

A. The steering committee shall make recommendations for each session of the procedure for discussion and voting on substantive questions. The committee may recommend suspension of the rules described herein in its procedures.

#### B. Motions

1. No substantive motion or amendment may be entertained unless it has first been submitted to the Convention Secretary in writing.
2. All motions or amendments ruled "stylistic" by the chair shall be submitted to a styles committee established by the convention.
3. No substantive motion or amendment of more than one paragraph or 50 words in length shall be entertained which has not been mimeographed and distributed, unless seconded by one-third of the delegates.
4. All substantive motions or amendments must have an estimated 10% of the delegates as seconds to be considered, unless placed on the agenda as part of the Steering Committee's report.

VIII. Miscellaneous Motions

- A. To table: requires simple majority, not debateable.
- B. To commit (i.e. to a committee) or postpone (to a specific time) requires a simple majority, with limited debate at the chair's discretion (e.g. two speakers for, two against.) This procedure may be suspended in a proposal by the steering committee.
- C. To reconsider: must be made by someone who voted on the prevailing side and seconded by an estimated 10% of the delegates. Limited debate. This procedure may be suspended by the Steering Committee in a proposal from it.
- D. Procedural (suggesting a procedure on a given point). Non-debatable except by chair's discretion; requires simple majority.
- E. To recess: non debatable except by chair's discretion; may be ruled out of order if previously made within an hour; requires simple majority.
- F. To end debate and come to a vote (call or move the question): non-debatable. Chair must ask for a voice vote first showing those who do not wish to end debate, and then take a normal vote. Requires simple majority.
- G. To adjourn: same procedure as to recess. The meeting is not adjourned until the chair declares it is adjourned. The chair at his or her discretion may announce or inquire about the business remaining before the body.

IX. Discussion.

- A. The Steering Committee shall recommend the time of presentations, floor discussion and summaries.
- B. Unless otherwise provided, no speaker may speak more than three minutes nor more than once in the same round of floor discussion.
- C. Where no time limit has been proposed by the steering committee, the chair must propose one.
- D. Speaking rights are limited to delegates, seated alternates, CC and EC members. Special speaking rights will be given to the authors of documents, amendments, etc. for the session involved.

X. Miscellaneous Points.

- A. Point of personal privilege: to be used only when there is an impairment to participation in the meeting such as a draft, high noise level, etc. It may not be used as a way of getting the floor if verbally attacked or even slandered by another speaker.
  - B. Point of procedure: motion to alter or add to the procedure of the body.
  - C. Point of order: to be used when it is felt that the body or chair has deviated from its previously established rules or procedures. May not be used to challenge the relevance of a speaker's remarks. May challenge the ruling of the chair.
  - D. Point of information: to ask a question of the chair. May not be used to give information or interrogate another delegate.
  - E. Point of clarification: there is NO SUCH THING.
- All these points may be made by shouting out. Except for personal privilege, they may not interrupt someone while she or he is speaking. The chair is not required to recognize all persons who rise to various points if he or she feels that the meeting is degenerating or seriously impaired.