

**STANDING RULES OF THE 23rd INTERNATIONAL CONVENTION  
OF THE SERVICE EMPLOYEES INTERNATIONAL UNION  
JUNE 21 – 23, 2004**

**Rule 1.     CREDENTIALS**

(a).    The Credentials Committee, directly after the opening ceremonies of the first business meeting, shall report the number of delegates and alternates registered as present with proper credentials, together with the total number of votes entitled to be cast. Written copies of the Committee's report(s), listing the credentialed delegates of each delegation, shall be made available. If there are any changes from the prior report, the Committee shall make supplementary reports after the opening exercises at the beginning of each day that business continues and immediately prior to the nominations and elections of officers. All protests over the seating of delegates must be properly filed pursuant to Article IV, Section 11, of the Constitution and Bylaws.

(b).    A member registered as an alternate may, upon proper clearance by the Credentials Committee, be transferred from alternate to delegate status at any time during the continuance of business meetings. If a delegate who has registered with the Credentials Committee permanently leaves the Convention, or fails to attend and register, the designated alternate from the delegate's local union shall be entitled to succeed the delegate, or if that person is not present, the highest ranking alternate.

(c).    If those locals which are in trusteeship do not have delegates eligible to attend the Convention, the Trustee may appoint members from the Local Union to attend the Convention and to participate in floor discussions of issues. The number of such individuals, to be known as "Guest Delegates" shall be limited to the number of delegates that the Local Union otherwise would have been entitled to send under the Constitution's formula for convention representation. Guest delegates shall be seated on the floor and may address the Convention in the same manner as delegates, but may not make motions or vote on any matters.

(d).    For newly chartered locals that have not elected Convention delegates or officers, the Local Union President may attend as a "Guest Delegate" and may appoint members from the Local Union as "Guest Delegates" to attend the Convention and to participate in floor discussions of issues. The number of "Guest Delegates" shall be limited to the number of delegates that the Local Union otherwise would have been entitled to send under the Constitution's formula for convention representation. Guest delegates shall be seated on the floor and may address the Convention in the same manner as delegates, but may not make motions or vote on any matters.

**Rule 2. CONVENTION FLOOR: Seating, Distribution, Notice**

(a). For admission to the assembly hall, to facilitate identification and seating, delegates, alternates, guest delegates, authorized guests, staff and others shall be required to wear the badge issued by the Credentials Committee upon registration. To ensure adequate space, reserved seats shall be provided to all Local Union delegations including delegations entitled to attend solely as "Guest Delegates." Additional seating for authorized guests and alternates shall be provided in designated areas. At the discretion of the Chair, seating for alternate delegates, authorized guests, and staff may be provided on the Convention floor, subject to limitations as required for voting purposes or by the Sergeant-at-Arms.

(b). All materials which may be disseminated in the assembly hall, including campaign materials for or against candidates in the convention election for international officers and executive board, shall be submitted to the Sergeant-At-Arms Committee for distribution. All such materials shall be provided to the Sergeant-At-Arms Committee at least 30 minutes before the morning or afternoon session at which the material is to be distributed. Materials shall be germane to the Convention or otherwise authorized.

(c). Notices for announcement to the Convention shall be in writing, signed by the person (or proper representative of the persons) under whose authority the announcement is issued, and shall be submitted to the International Secretary-Treasurer.

(d). In order to minimize noise on the Convention floor during proceedings, there shall be no use of mechanical or electronic voice amplification equipment or cell phones in the assembly hall by delegates, alternates, guest delegates, guests or others during the Convention proceedings, unless expressly authorized.

**Rule 3. RESOLUTIONS AND AMENDMENTS**

(a). There shall be a Committee on Laws, also known as the Constitution Committee, which shall report on amendments to the Constitution and Bylaws and related matters, and there also may be committees as designated by the International President over the subject matter of resolutions and other topics, as indicated in the designation.

(b). All resolutions and proposed amendments to the Constitution and Bylaws must be submitted in writing by a Local Union to the International Secretary-Treasurer at least thirty (30) days prior to the Convention and unless so submitted may not be considered by the Convention except on unanimous consent of the delegates present. Resolutions and proposed amendments to the Constitution and Bylaws, may be presented to the Convention by the International

Executive Board at any time during the Convention without requiring unanimous consent; provided that such resolutions or constitutional amendments shall be distributed to the delegates in writing at least one hour in advance of consideration. Recommendations made in reports of officers that are not in the form of resolutions, shall be referred without debate to the appropriate Committee.

(c). Upon unanimous consent of the Convention, a delegate may offer a resolution in the nature of an original main motion from the floor of the Convention which shall be sent directly to the International Secretary-Treasurer and shall be referred to the appropriate Committee. Such resolution shall be in writing, signed by the maker and the seconder -- each of whom shall be voting members of the Convention.

(d). One delegate from a local union which has properly submitted a resolution or amendment to the Constitution and Bylaws shall be given an opportunity to address the appropriate Committee in support thereof for up to 5 minutes if he/she so requests. The Committee also may establish procedures for receiving comments from other delegates on an expeditious basis. All Committee meetings shall normally be open to any delegates who wish to observe, provided that upon a two-thirds (2/3) vote of its members, a committee may go into executive session. A Committee also may elect to schedule hearings at which a delegate may address the Committee on matters specified by the Committee:

(e). The appropriate Committee shall prepare suitable resolutions or amendments to carry into effect recommendations made in the reports of officers or divisions referred to it, and shall submit to the Convention, with the Committee's own recommendations as to appropriate action, those and all other resolutions or amendments referred to the Committee. A Committee may (1) choose to report only one of several resolutions or amendments on the same subject, or (2) combine into a single resolution the whole or portions of several resolutions or amendments on the same subject and report the combined resolution as original text, with the original resolutions and amendments being thereby subsumed.

(f). The Convention, by a two-thirds vote, may suspend this Rule 3 (e) and may immediately order a Committee to report a resolution at a certain time, even if the Committee has voted not to report it.

(g). A Committee may group resolutions or amendments which it recommends for adoption or rejection. In such cases, after the subject of each of the resolutions or amendments has been briefly stated, the presiding officer of the Convention shall take the vote on all resolutions in gross.

(h) Except as otherwise provided, all Constitutional amendments shall be effective immediately upon adoption by the Convention.

**Rule 4. APPEALS**

The following procedures shall govern appeals:

(a). The Appeals Committee of the Convention shall, as soon as reasonably possible, meet to hear argument and consider all appeals. An appeal shall be taken from the decision of the International Executive Board, and the Committee shall not consider or hear any evidence other than that which has already been presented before previous hearing bodies or officers of the International Executive Board.

(b). The Appeals Committee of the Convention shall be authorized to make any necessary and proper rules of execution of the duties assigned to it and shall allocate a definite period of time for the hearing of the appeal of each party.

(c). After hearing, the Appeals Committee of the Convention shall reduce its report to writing and present it to the Convention with its recommendations.

(d). When the Committee's report is presented and read to the Convention, the question on each appeal shall be: "Shall the decision of the International Executive Board be sustained." In accordance with Article XVII, Section 7 of the SEIU Constitution, if the appellant is a Local Union or a member appealing an expulsion from membership, the appellant shall have a right to appear before the convention itself under such conditions and for the period of time fixed by the Convention; an individual appellant, other than one appealing an expulsion from membership shall have a right to appear before the Convention itself only with the consent of the Convention. At the conclusion of consideration of the report on each appeal, the Convention shall, by majority vote, decide that appeal.

**Rule 5 RECOGNITION AT THE MIKE / DEBATE**

All delegates and guest delegates wishing to speak from the floor to the Convention shall do so from designated microphones after being recognized by the presiding officer and identifying himself or herself by name and local number. No delegate or guest delegate shall speak in debate more than once on the same question on the same day or longer than three minutes, without permission of the Convention granted by a two-thirds vote without debate. The reporting members of a Committee may exercise the right of reply notwithstanding that the previous question may have been ordered. After speaking on a pending motion, a delegate cannot then move to end debate or lay the matter on the table.

**Rule 6**      **MOTIONS**

(a). Any delegate who offers an amendment to a pending motion of more than a few words may be required by the presiding officer to submit it in writing.

(b). Any full or partial report(s) issued by the Committee on Laws shall not be subject to motions to table or amend but shall be voted on as presented by the Committee. If the Committee report(s), as presented, is voted down, it shall be referred back to the Committee, which shall amend such report in accordance with the intent of the Convention and shall bring back its amended report for a vote of the delegates.

After referral back to the Committee on Laws, any subsequent report(s) which issues from the Committee on the same matter may be amended from the floor as otherwise permitted by these rules.

**Rule 7.**      **VOTING ON MOTIONS**

(a). The initial vote on motions requiring a majority vote for adoption shall normally be by voice vote. If the presiding officer is in doubt of the result of the voice vote, or if the motion being voted on requires a two-thirds vote, the vote shall normally be taken by a division (Rising) vote. One delegate, seconded by ten (10) other delegates, may demand by division (Rising) vote. If the presiding officer is in doubt of the result of a division (Rising) vote, or if any delegate who is seconded by 200 delegates so demands, a Counted Division vote shall be taken and counted by the Sergeants-At-Arms. Thereafter, if the presiding officer so determines or if any delegate who is seconded by 400 of the delegates so demands, a Roll Call vote shall be conducted as follows:

(b) The International Secretary-Treasurer or his or her designee shall call the roll of the local unions in numerical order (beginning with Local 1). As each local union is called, the reporting member of the delegation shall announce his/her delegates' votes. The reporting member of the delegation shall also mark a written open ballot indicating how the local union delegates have voted, and shall hand that written ballot to a representative of the Roll Call Committee prior to the time that the local union's votes are announced on the floor of the Convention. On challenge by any member of that delegation, a poll shall be taken of the vote of each delegate from the local union. A demand for polling the delegates must be made when the vote is reported and comes too late if the next local union has responded to the roll call. If a delegate does not wish to vote, he/she may abstain. If a local union is not prepared to cast its vote when it is called, it may "pass" and shall then be called one more time in numerical order after the completion of the first roll call.

(c) In the alternative, and in the interest of saving time, the presiding officer may, in his or her discretion, determine that the roll call vote be conducted as follows:

The Roll Call Committee shall conduct voting by open written ballot only, during a designated period of time specified by the presiding officer. The delegation chair of each local union shall mark and sign a ballot reflecting the votes of each delegate present in his/her delegation. The delegation chair will then take the ballot to the designated Roll Call area for counting. Only ballots submitted during the designated election period will be counted, provided however that delegation chairs in line when the designated period has ended will have the delegation's ballots counted. Any member of a delegation may accompany the delegation chair to ensure the accuracy of the votes cast. The business of the Convention may proceed without interruption, but the Convention shall not adjourn until the result of any pending roll call vote is announced for the record.

(d) Only accredited delegates present on the floor at the time of the roll call may vote. No proxy voting will be allowed. The voting strength of each local union delegation shall be calculated in accordance with Article IV, Section 12 of the Constitution and Bylaws, with the votes of the local union to be equally divided, by fractions if necessary, among the delegates present and voting.

(e) The conclusion of voting having been reported to the presiding officer of the Convention, the presiding officer shall declare voting closed, and the Roll Call Committee shall proceed to count the votes and prepare its report which it shall make as a privileged report to the Convention in session in the assembly room. The tally sheet of the Committee showing the number of votes cast by each local union in the affirmative or in the negative, and the number of those recorded as abstaining, shall become part of the record of the Convention, and shall be posted as soon as possible.

## **Rule 8. ELECTIONS**

Nomination and/or election of officers may occur at different meetings of the Convention and shall be conducted under the supervision of the Roll Call Committee in accordance with the following Election Rules and Procedures:

(a). Nominations for particular offices shall be declared open by the presiding officer.

(b). The order of nominations shall be by office as follows: President, Secretary-Treasurer, Executive Vice Presidents, Vice Presidents (Non-Canadian), Executive Board Members (Non-Canadian), Retired Executive Board Member, any other International officer, and Board of Auditors. Roll call voting for contested offices shall not begin until the nominations for all offices to be filled at that meeting of the Convention have been completed. Where nominations for more than one office are scheduled at the same time, a member may be a candidate for only one office.

(c). The elections for the Canadian Vice Presidents and Executive Board Members were held at the Canadian Council convention in accordance with Article VI, Section 1 of the Constitution and Bylaws.

(d). No nominations shall be accepted for any office until the nominations for the prior office have been completed. The presiding officer shall recognize accredited delegates for the purpose of making nominations. All nominations must be seconded by at least one, but not more than two, delegates. A delegate may nominate or second as many candidates as he or she wishes. For the positions of Vice Presidents, International Executive Board members (including Retired Member) and Board of Auditors, a delegate may designate candidates as a slate, in which case the slate will be identified by number on the ballot form. All candidates listed on a slate shall also be individually listed on the ballot form. Any delegate wishing to nominate or second a candidate must do so from a microphone. No nominating speech shall exceed two minutes, and seconding speeches of one minute will be in order for each office.

(e). Any delegate wishing to challenge the eligibility of any candidate must do so at the time the candidate is nominated, and must state the basis for his or her challenge on the record. Challenges by delegates to eligibility must be made orally at a mike.

(f). After all nominations for a particular office have been received, the presiding officer shall declare the nominations closed. The presiding officer shall inquire before the closing of the nominations for each office whether any of the candidates desire to decline their nomination. If only one candidate or the requisite number of candidates as set forth in the Constitution have been nominated for a particular office, the roll call vote shall be waived for that office and such candidate shall be declared elected by acclamation.

(g). After nominations for all offices to be filled that day have been received and declared closed by the presiding officer, the presiding officer shall refer any challenge(s) to the Roll Call Committee and direct that the challenger(s) and challenged candidate(s) meet immediately with the Roll Call Committee, which shall determine the candidate's eligibility. In any such challenge, the challenger must provide evidence to support his/her challenge to the eligibility of any candidates. The decision of the Roll Call Committee shall be reported to the Convention. If any candidate is declared ineligible, the nominations shall be reopened for that office.

(h). After nominations for all offices to be filled that day are finally completed, a list of all nominees by office shall be prepared for each contested office. Each nominee for office, other than for full-time officer positions, shall be assigned a number. The list of candidates and their assigned numbers and, where applicable, slate numbers, shall be made available to the various local union delegations. A delegation may vote by slate number only if all delegation votes cast are by slate.

(i). At any time prior to the commencement of the roll call, a candidate or prospective candidate may appoint one delegate to serve as observer by submitting his or her name in writing to the Chairperson of the Roll Call Committee. The observers of candidates in contested elections shall be entitled to observe the tabulation of votes by the Roll Call Committee. Any observer who wishes to observe the tabulation of votes shall present himself or herself to the Chairperson of the Roll Call Committee just prior to the commencement of the roll call.

(j). A candidate may withdraw from the election at any time.

(k). Only accredited delegates present on the floor at the time of the roll call may vote in the election. No proxy voting will be allowed. The voting strength of each local union delegation shall be calculated in accordance with Article IV, Section 12 of the Constitution and Bylaws, with the votes of the local union to be equally divided, by fractions if necessary, among the delegates present and voting. By way of example, if four (4) of five (5) registered delegates in a delegation representing 4,000 votes remain on the floor, each remaining delegate will vote 1,000, rather than 800, votes.

(l). The International Secretary-Treasurer or his or her designee shall call the roll of the local unions in numerical order (beginning with Local 1) stating the number of per capita votes the local union has and asking how it casts its delegates' votes. As each local union is called, the reporting member of the delegation shall announce his/her delegates' votes, using the numbers assigned to the candidates except that any contested election for a full time office shall be by name. The reporting member of the delegation shall also mark a written open ballot indicating how the local union delegates have voted, and shall hand that written ballot to a representative of the Roll Call Committee prior to the time that the local union's votes are announced on the floor of the Convention. On challenge by any member of that delegation, a poll shall be taken of the vote of each delegate from the local union. A demand for polling the delegates must be made when the vote is reported and comes too late if the next local union has responded to the roll call. If a delegate does not wish to vote, he/she may abstain. If a local union is not prepared to cast its vote when it is called, it may "pass" and shall then be called one more time in numerical order after the completion of the first roll call. When a particular local union's vote is announced, the Roll Call Committee, assisted by staff, shall record the vote for each local union. The calculation of the actual votes cast by each local for particular candidates (i.e., the number of delegate votes times per capita votes per delegate) shall be made by the Roll Call Committee, assisted by staff.

(m) In the alternative, and in the interest of saving time, the presiding officer may, in his or her discretion, determine that the roll call vote be conducted as follows:

The Roll Call Committee shall conduct voting by open written ballot only, during a designated period of time specified by the presiding officer. The delegation chair of

each local union shall mark and sign a ballot reflecting the votes of each delegate present in his/her delegation. The delegation chair will then take the ballot to the designated Roll Call area for counting. Only ballots submitted during the designated election period will be counted, provided however that delegation chairs in line when the designated period has ended will have the delegation's ballots counted. Any member of a delegation may accompany the delegation chair to ensure the accuracy of the votes cast. The business of the Convention may proceed without interruption, but the Convention shall not adjourn until the result of any pending roll call vote is announced for the record.

(n). Once all local unions have been afforded the opportunity to vote, the presiding officer shall declare the voting closed. The Roll Call Committee shall proceed to count the votes and prepare its report which it shall make as a privileged report to the Convention in session in the assembly room. The tally sheet of the Committee showing the number of votes cast by each local union for each candidate shall become part of the record of the Convention, and shall be posted as soon as possible.

(o). Candidates for each office shall be elected by plurality vote. Thus, the candidate or, where more than one position for an office is to be filled, the candidates receiving the highest number of votes shall be declared elected.

(p). Any delegate or member wishing to challenge the manner in which the election was conducted must file a written, signed protest with the Roll Call Committee, in care of the International Union's Legal Department at the Convention Office, within two hours of the announcement of the results of the election. The delegate or member filing the protests shall meet with the Roll Call Committee, which shall determine the protest. In any such protest, the delegate or member must provide evidence to support his/her challenge to the manner in which the election was conducted. The decision of the Roll Call Committee shall be reported to the Convention.

(q) Any delegate or member wishing to submit an election protest pertaining to any issue other than delegate credentials, candidate eligibility or the manner in which the election was conducted shall file such protest in accordance with the above unless the Constitution provides for another process.

(r). All records of the election, including a transcript of the proceedings and the credentials of all delegates, shall be kept by the International Secretary-Treasurer for at least one year following the election.

**Rule 9. ORDER OF BUSINESS**

The Convention's order of business shall generally follow the printed agenda although the International President, as the Convention's Presiding Officer under Article VIII §1(a) of the Constitution and Bylaws, may change the order of business as he or she deems necessary.

**Rule 10. CONVENTION PROCEDURES**

The Rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the Convention in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the union and these standing rules. English shall be the language of record for the text of resolutions and constitutional amendments.