

Rules of Order

For the MPFFU's 53rd Biennial Convention

1. The business session of the Convention, with the exceptions hereafter noted, shall be as follows: The Convention shall be called to order daily at 9:00am beginning on Tuesday, May 8, 2018 and will remain in session until 12:30 pm; it shall reconvene at 1:30pm and remain in session until 5:30pm each day of the Convention unless otherwise directed by the body. On Thursday, May 10th, the Convention must adjourn no later than 12:00pm.
2. Registration will close on Wednesday, May 9, 2018 at 12:00pm. All delegates and alternates must **personally** check-in by 12:00pm on Wednesday, May 9, 2018. The Chairman of each Delegation is responsible to ensure that the delegates and alternates from his/her local check-in on time. He/she is also responsible to inform alternates from his/her local to change their status to delegates if a registered delegate fails to check-in on time. A two-thirds vote of the delegates assembled will be required to allow seating of late arriving delegates or alternates after 12:00pm on Wednesday, May 9, 2018.
3. The following order of business shall govern the Convention proceedings unless otherwise ordered by a majority vote of the delegates:
 - Report of the Convention Credentials Committee
 - Convention Rules of Order
 - Reports of Convention Committees as available
 - Guest Speakers as determined by MPFFU President
 - Election Rules
 - Nomination and Election of Officers as provided in these rules
 - Convention Site Presentations & Selection
 - Reports of Special Committees
 - Unfinished Business
 - New Business
 - Adjournment
4. The Credentials Committee shall see that each delegate, that is entitled to be seated, has been issued an identification card that must be shown upon entering the Convention hall. On the identification card will be the name of the delegate and the name of the local that they represent.

- 38 5. No delegate credentials shall be registered after 12:00 pm on Wednesday, May 9, 2018.
39 The Credentials Committee shall make its final report to the Convention at approximately
40 2:00 p.m. on Wednesday, May 9th on the seating of delegates for the duration of the
41 Convention.
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- 43 6. Alternates, guests and visitors will not be permitted to occupy the area provided for the
44 seating of delegates; they will be seated in a separate designated area.
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- 46 7. Members of the IAFF, MPFFU Emeritus Officers, MPFFU Lifetime Members, Sgt. of Arms,
47 and others as authorized by the MPFFU President, may occupy the delegate area but
48 they are not permitted to participate in voting or debate on any issues.
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- 50 8. Alternates shall be permitted to replace delegates from their local at any time during the
51 Convention by taking **both** the alternate and delegate badge to the MPFFU office for
52 reissue. If the delegate badge is not available, an alternate may replace the delegate
53 with approval of the credentials committee.
54
- 55 9. Resolutions received after May 3, 2018 shall only be considered at this Convention with
56 the authorization of the Convention Resolutions Committee or by a majority vote of the
57 Convention delegates. Late resolutions must be manifestly of such a nature as to require
58 late submission to be considered in this manner.
59
- 60 10. Before there can be debate on a resolution, the Convention Committee Chairman to
61 which that resolution has been referred, shall have the right to report on the resolution
62 and to give the reasons for the committee recommendations. Committee
63 recommendations do not require a second.
64
- 65 11. The manner of reporting by committee shall be as follows:
66 a. If the Committee is in favor of the resolution as submitted, the reporting member
67 shall state: ***"On behalf of the Committee, I move to adopt the resolution."***
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69 b. If the Committee is opposed to the resolution as submitted, the reporting member
70 shall state: ***"On behalf of the Committee, I move to reject the resolution."***
71
72 c. If the Committee makes amendments, revisions, modifications or other changes in
73 the resolution as submitted, the reporting member shall state, ***"On behalf of the***
74 ***Committee, I move to adopt the resolution as revised."***
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76 d. If the Committee offers a substitute resolution in place of the resolution or
77 resolutions as submitted, the reporting member shall state: ***"On behalf of the***
78 ***Committee, I move to adopt the substitute resolution."***
79
80 e. If a Committee has referred to it more than one resolution dealing with the same
81 subject matter, the Committee shall consider such resolutions jointly and may
82 dispose of all such resolutions through the recommendation of a single resolution

or a substitute resolution. In reporting to the Convention, the Committee shall inform the delegates that ***in acting on the resolution before it, the Convention will be disposing of Resolutions #____, #____, and #____ which cover the same subject matter.***

12. The manner of reporting minority reports shall be as follows:

- a. The Committee report shall be made first and if a minority report is offered, it shall have precedence over the majority report and shall be disposed of first.
- b. A minority report of the Committee may be made by one or more members of a committee who do not agree with the majority of the committee. (Note: the majority vote of the committee shall be the Committee report.)
- c. A minority report must be in writing and must state the reasons for not agreeing with the majority. A member of the minority reads the minority views and then says: ***"I move that the minority views be substituted for the Committee report."*** The motion is an amendment by way of substitution.
- d. If the minority report is concurred in the Convention, the minority report is adopted.
- e. If the Convention does not concur with the minority report, the delegates shall then consider the Committee report. The Convention will then follow the voting procedures as outlined herein.

13. In order for a motion to be entertained from the floor, the mover of the motion and the person who seconds must be recognized by the presiding officer and then shall state his/her name and the local he/she represents as a delegate.

14. A motion to amend a motion or a motion to amend a proposed amendment to a motion shall be in order; but no motion to amend an amendment to a proposed amendment shall be permitted. (In other words, amendments of the third degree are not permitted.)

15. Whenever an amendment is offered from the floor which would substantially modify any resolution, proposed constitutional amendment, or Committee revision of the same pending before the Convention floor, the amendment shall be referred to the appropriate Committee for consideration and recommendation prior to action by the delegates, provided that immediate action by the Convention may be ordered by a majority vote.

16. When a delegate desires to speak on a debatable motion, he/she shall proceed to the nearest microphone and, after being recognized by the Chair, he/she shall identify themselves by name and the local he/she represents. There shall be no appeal to the Chair's decision on granting recognition in assigning the floor for debate on a motion.

- 128 17. If a delegate wishes to rise to a point of order, or ask a question relating to pending
129 business, he/she will rise in his/her place and seek to attract the attention of the
130 presiding officer. After being recognized, the delegate will proceed to the nearest
131 microphone, state his/her name, the organization he/she represents, and raise the point
132 of order or ask the question.
133
- 134 18. A motion to stop debate shall not be in order until three (3) delegates desiring to speak
135 have spoken for, and three (3) delegates desiring to speak have spoken against the
136 pending motion. **This motion can only be adopted by a two-thirds vote.**
137
- 138 19. **A delegate shall have the right to speak twice (2) on the same question on the same**
139 **day for no longer than three (3) minutes. He/she cannot make a second speech on the**
140 **same question so long as any member who has not spoken on that question desires the**
141 **floor.**
142
- 143 20. No delegate shall interrupt another during his/her remarks, except for a point of order
144 and only then if the point is urgent. He/she shall specifically state the point and the
145 presiding officer shall decide the same without debate. Once a point of order has been
146 decided, the same point cannot be made again during the Convention.
147
- 148 21. If a delegate is called to order while speaking, he/she shall take a seat until the question
149 of order is decided. If decided to be in order, he/she may proceed, following recognition
150 by the Chair.
151
- 152 22. The President shall appoint Sergeant-at-Arms to maintain order and to perform such
153 other duties as the Chair may assign.
154
- 155 23. The regular order of business may be suspended at any time by a two-thirds vote at any
156 session of the Convention.
157
- 158 24. Manner of Voting:
159 a. The manner of voting shall first be by a **show of hands**; (except that any motion
160 that requires a two-thirds vote shall be taken by a standing vote.)
161
- 162 b. If the Chair is in doubt or upon request of a delegate after a vote by a show of
163 hands, the Chair shall call for a **standing vote**.
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- 165 c. If the Chair is still in doubt, a standing vote shall be re-taken, with delegates
166 **counted individually** by the Sergeant-at-Arms.
167
- 168 d. A motion for a **roll call vote** shall be ordered if supported by 30% of the delegates
169 present and voting. A ten-minute notice will be given prior to beginning the roll call
170 voting process. At the end of the ten-minute notice, no delegates will be permitted
171 to enter or leave the room until the voting is completed. During a roll call vote,
172 each local union shall be entitled to the number of votes set forth in the Secretary-

Treasurer's list. The roll call shall proceed numerically by local union number and in accordance with the list of delegates entitled to be seated in the most current record of the Credentials Committee. The total votes to which a local union is entitled may be cast by block by the Chairman of the delegation or the votes may be cast separately by delegates when one or more delegates request that the delegation be polled. When a roll call is ordered, no recess shall take place until the results have been announced.

25. Nominations and election of all officers of the Michigan Professional Fire Fighters Union shall be conducted pursuant to the rules prescribed by the Elections Committee and under its direction.

26. Committees shall not meet when the Convention is in session except with the permission of the MPFFU President.

27. A majority must be present in committee meetings to constitute a quorum.

28. Any question of parliamentary procedure not covered by these Rules of Order shall be decided by Roberts Rules of Order – 11th Edition unless otherwise provided for in the MPFFU Constitution and By-Laws.

29. Each officer and delegate shall conduct himself with dignity and decorum and in such a manner that the business of the Convention may proceed efficiently and orderly, and so that the rights of others shall be respected. The minority shall have the right to be heard and the majority on any matter shall prevail.

30. The Chairman of any MPFFU Standing Committee who is not a delegate of his local will be allowed to speak, with the permission of the MPFFU President, on any resolution or issue that is germane to his/her standing committee.

31. Any resolution not acted upon by the delegates by 12:00 pm on Thursday, May 10, 2018 shall be forwarded to the MPFFU Executive Board for action at the next Executive Board Meeting.

Submitted by: Michigan Professional Fire Fighters Union Executive Board
Presented by: Terrence H. Chesney, MPFFU Secretary-Treasurer
Convention Action: