

Delegate's Guide to MGEU Convention 2016

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Welcome and Congratulations on being elected as your Local's delegate to the MGEU Biennial Convention. If you're not sure what to expect or need a Convention refresher, this guide will help to explain some of the procedures and rules.

Your Role in Determining the Union's Future

The Board of Directors are empowered under the Constitution to carry on the day-to-day administration of the Union between Conventions and to report back to delegates.

During Convention, you and your fellow delegates will determine the direction the Union will take over the next twenty-four months. This is your chance to listen, debate, and vote on resolutions submitted by the Union's Standing Committees, Component Executives, Area Councils and Locals.

A Respectful Convention

The MGEU endeavors to create a respectful and harassment-free environment. As with all MGEU events, our Harassment Policy will be in effect. At Convention social events where alcohol is served, if you choose to drink, please do so responsibly.



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It's Your Job to Decide

As you are aware, Locals like yours have submitted resolutions to be dealt with at Convention by you and your fellow delegates.

This is an important task. It's your job to read all of the resolutions and be familiar with them (the entire list is available at www.mgeu.ca). Do your homework and research each resolution if you intend to speak on them with confidence. Weigh the pros and cons of each argument and listen to the speakers before you establish a position.

A motion to amend the Constitution requires a two-thirds majority vote. A motion to amend the Bylaws requires a majority vote.

Emergency Resolutions

In some cases, emergency resolutions will be brought to the Convention floor. These resolutions deal with issues that arise at the last minute, so you won't be able to review them in advance. That means you need to pay close attention to what's being said on the floor in order to make an educated decision before you vote.

Tips For Speaking at the Floor Mic

DO stand with your mouth about six inches from the microphone . You can adjust the microphone up or down (be gentle!) if you need to.

DON'T hit the microphone to see if it is working. It is.

DO look straight ahead as you speak - when you are projected onto the big screen, it will seem that you are looking right at all delegates.

DO wait to be recognized by the Chair who will say:
"The Chair recognizes the delegate on microphone #_"

DO start by stating your name and your local number/name.

DO speak clearly. The microphone is controlled by an audio technician who will adjust the volume of the microphone. Please give them a good speaking voice to work with. They can adjust the volume down if you are too loud, but they can do very little if you are too quiet.



Rules of Order at the MGEU Convention

The MGEU conducts Convention business using Bourinot's Rules of Order. Here are some of the important rules which delegates are asked to follow to ensure fairness and efficiency in our discussions and decision-making.

1. The Convention will be called to order at 9am, Friday, October 21, 2016.
2. There are two basic types of motions at Convention:
 - Resolutions from Locals, Area Councils, Component Executives, or Standing Committees, deal with major issues such as the Union's structure, finances, policy, campaigns, etc. Only one resolution can be discussed on the Convention floor at one time.
 - Procedural motions suggest how to deal with a resolution or the debate about it. (See #17)
3. There are separate "pro" and "con" microphones. If you wish to speak in favour of a recommendation on a resolution, you must go to the "pro" microphone. If you wish to speak against a recommendation, you must go to a "con" microphone. Wait for the Chairperson to indicate when you can speak (see table on page 7).
4. You will have up to three (3) minutes to speak.
5. If you have been recognized to speak, state your name and your Local's name, indicate whether you are speaking in favour or against the recommendation and then proceed to explain why. i.e. Lynn Smith, Poseidon Care Centre. I'd like to speak in favour of the recommendation for the following reason(s)...
6. You cannot speak more than once on a motion until all other delegates who wish to speak have had an opportunity to do so.
7. You cannot interrupt another delegate who is speaking except to raise a Question of Privilege or a Point of Order (see # 17 b, d below).
8. If you are called to order by the Chairperson while you are speaking, you must take your seat until the point of order has been decided.



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9. If you refuse the Chairperson's direction to take your seat, you can be removed from Convention by a majority vote of delegates present.
10. You may request, for information purposes, that a motion being discussed be re-read, but not while another delegate is actually speaking.
11. If the Convention Chairperson wishes to speak about a resolution that is being discussed, s/he must first temporarily hand over the Chair to one of the Provincial Officers.
12. Voting on motions will be by a show of hands unless another method is determined by a majority vote of delegates or a decision of the Chairperson.
13. Voting on elections will be by secret ballot.
14. Any dispute on voting procedures will be resolved using Bourinot's Rules of Order.
15. A Committee report can only be changed if the change is referred back to the Committee and is acceptable to the Committee.
16. Resolutions must be received by July 15th in a Convention year. The only exceptions are:
 - (a) Constitutional Resolutions submitted by the Constitution, Bylaw and Structure Committee, and
 - (b) Emergency Resolutions submitted in response to a serious development that occurs after July 15. These resolutions will be referred to the Provincial Officers who then make a recommendation to the rest of the Board of Directors for a decision regarding whether or not any particular resolution is in fact an Emergency Resolution and therefore, if it should be introduced on the Convention floor.
17. **Procedural motions:** to direct how to deal with a resolution that is being discussed by Convention. Any procedural motion presented to the Chairperson is the property of Convention and can only be withdrawn by the original mover and seconder followed by a majority vote. More than one procedural motion can be on the floor at one time. When this happens, the procedural motions are dealt with in the order that they are listed below. For example, if one delegate moves a Point of Privilege (b), and a second delegate then moves to Adjourn (a), then motion to Adjourn must be decided first.

The various procedural motions that you can move are listed below, in order.

(a) **Adjourn:** to suspend the meeting to another time and/or place. (Majority vote required)

(b) **Point/Question of Privilege:** to be raised if you feel that your ability to participate in the discussion/debate is being hindered i.e. you cannot hear speakers because of noise in the room, room is too hot/cold, etc. Can also be raised if you feel that a speaker has attacked or questioned the character or intentions of yourself or another member. (Chairperson makes a ruling, directs meeting accordingly)

(c) **Appeal or Overturn a ruling of the Chairperson:** to challenge a ruling of the Chairperson right after s/he makes it. When this happens, the current Chairperson hands over the chair responsibilities to another Provincial Officer. If you are making the appeal, you then state your reason(s) for the appeal and the original Chairperson states her/his reasons for the ruling. The new Chairperson then calls for a vote on the motion to confirm/sustain the original ruling. (Majority vote required)



(d) **Point of Order:** to be raised if you feel that the rules of order have been breached. For example, if you feel that a delegate is not speaking to the motion at hand or if any amendment contradicts the intent of the main motion. The Chairperson may permit discussion on your point of order and make a ruling.

(e) **Suspend the rules:** to temporarily suspend the normal rules of order of Convention to allow an extraordinary or emergency matter to be dealt with. For example to allow a representative of a striking union to appeal to the Convention for support. (Unanimous vote required to suspend rules)

(f) **Table:** to cease discussion of a motion in order to deal with a more urgent matter. When the meeting is again ready to consider the motion, a motion



is required “to take the motion from the table”. For example, the MGEU budget is usually introduced but then tabled until later in Convention.

(g) **Move/put/call the previous question or limit debate:** to limit debate or end debate and move immediately to a vote. (2/3 majority vote required) The Chairperson may ask if there is any objection to moving to a vote and if there is none, do so.

(h) **Postpone to a definite time:** to delay consideration of a motion until a specified time in the future. Often done with the realization that related issues must be discussed first. (Majority vote required)

(i) **Refer:** to send a motion to another appropriate body (i.e. Provincial Officers, Board of Directors, Committee, etc.) to study and report back to either the current or next Convention. (Majority vote required)

(j) **Amend:** to alter a resolution by adding, deleting or substituting words without changing the basic intent of the motion. It must be moved, seconded and ruled in order by the Chairperson. If the mover of the main or original motion (i.e. Local, Area Council, Component Executive, Standing Committee) supports the amendment, it is considered “friendly” and no vote is required. If the amendment is not “friendly” a majority vote is required. Once an amendment is dealt with, discussion returns to the main motion. Amendments can also be amended by sub-amendments.

(k) **Postpone indefinitely:** to delay consideration of a motion to an unspecified time in the future. In the future, the meeting would have to pass a motion to resume consideration of the motion. (Majority vote required both to postpone and resume consideration)

(l) **Reconsider:** to review or re-examine a motion that has already been passed. A motion to reconsider must be moved by someone who voted with the majority or prevailing side during the first vote. If the motion passes, it serves as notice that a new debate on the motion will occur at the next sitting of Convention. (2/3 majority vote required)

(m) **Repeal or Rescind:** to actually cancel or reverse a decision previously made by the meeting. Notice of motion should have been served at the previous sitting or in the agenda for the current Convention. (2/3 majority vote required)

Special Announcements

Any special announcements must be made by the Chairperson at the beginning or end of a session. If you have an announcement you would like made, please provide the information to the registration desk and they will liaise with the Chairperson to accommodate your request.

Voting on committee recommendations, motions and resolutions is usually done by a show of hands or a standing vote.

Show of Hands

This is a quick, efficient way to vote. Those for and against the motion are, in turn, asked to raise their hand. The result is announced and the motion declared either carried or defeated. It is usually unnecessary to count hands since the will of the majority can be judged by the Chairperson at a glance.

Standing Vote

As the name implies, a standing vote is used when delegates stand to show their position on a question. Those supporting and those against the motion under consideration are asked, separately, to stand in order to be counted.

Acceptance/Rejection

All motions coming to Convention from either the Resolutions Committee or a Standing Committee will receive a recommendation from the committee to “accept” or “reject” the proposed resolution. It’s up to delegates to decide by voting “yes” or “no”.

Therefore, when you vote, you must answer two questions...

- 1. Do I support the main motion?**
- 2. Do I support the committee’s recommendation on this motion?**

If the recommendation on the main motion is acceptance	And you AGREE with the motion	Vote YES to acceptance
If the recommendation on the main motion is acceptance	And you DON’T AGREE with the motion	Vote NO to acceptance
If the recommendation on the main motion is rejection	And you AGREE with the motion	Vote NO to rejection
If the recommendation on the main motion is rejection	And you DON’T AGREE with the motion	Vote YES to rejection



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Ballot

Certain Bylaws or regulations may require votes be registered by ballot. When this occurs, the question is put forward and those qualified to vote are given a ballot to fill out. The completed ballots are collected, counted and the Chairperson announces the question decided in either the affirmative or negative.

When a vote is taken by ballot it is appropriate, before balloting, to appoint scrutineers. They will ensure proper conduct during the voting process, count the completed ballots, and provide the Chairperson with the result.



Election of Officers

The Provincial Officers of the Union are the President, First Vice-President, Second Vice-President, Third Vice-President and Fourth Vice-President. Under the terms of the MGEU Constitution, Provincial Officers are elected to a two-year term by a secret ballot majority vote of the accredited delegates present and voting at Convention.

Nominations must be in by noon on Friday, October 21, 2016.

Each position is voted upon separately, with nominees and nominators given their chance to speak before each vote.

Before balloting commences, the doors are tiled and only delegates present in the Convention hall will be eligible to cast a ballot.

No person can be nominated as a Union Provincial Officer unless they are an active member in good standing.

Reporting Back to Your Local

Once Convention has adjourned, you can return to your Local, knowing that you have helped shape the future of the Union.

But your job is not finished - you must report back to your Local and inform them of the actions taken on any of the resolutions the Local has submitted.

You also need to provide a report on other business conducted at Convention, particularly election results, campaign discussions, financial resolutions and constitutional changes that will affect the Local or Area.

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