



Rules of Order for Delegates Assembly

1. Attendance will be taken as Delegates arrive for the Assembly
2. Please bring the **post card** that you received in the mail [6 points Attendees only].
3. Delegate Assemblies begin at 6pm and end no later than 8pm.
4. Roberts Rules of Order will govern the Delegate Assemblies.
5. The Union President or President designees will chair the Delegate Assemblies. The Chair has the duty to declare out-of-order for those who do not follow the Rules.
6. Speakers from the floor:
 - a. 1199 Delegates and Staff only
 - b. Must state your full name and institution
 - c. Will respect the 2 minutes limit and the time keeper
 - d. All resolutions from the floor must see the Recorder.
7. The President of the Union with the consent of the Executive Council will set the agenda for Delegate Assemblies. A Delegate desiring to include a matter on the Agenda of a Delegates Assembly shall forward such request in writing to the Executive Council at least thirty (30) days prior to such meeting.
Reference: Constitution "Article VII- Section 12- 2 (g)".
8. After each report, Delegates should address their questions or comments to the subject that was presented.
9. There will be a Good and Welfare open agenda item at the end of each agenda to provide an open period for Delegates to speak on any matters they wish to address.

¹**Note:** *Officers and Organizers are available 1½ hour before the 6pm starting time of each Delegates Assembly to meet with Delegates on specific issues Delegates may have. ²Delegate Assemblies are for Delegates, activist, and Chair invited guest only.*