

**RULES OF ORDER**  
**OF THE**  
**NINTH PSAC-QUÉBEC CONVENTION**

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1. The President, or in the absence of the President or on the delegation of the President, a Co-Chair shall take the Chair at the time specified and shall preside at all sessions.
2. Hours of sitting shall be determined as per the agenda adopted by the Convention delegates.
3. Delegates wishing to speak shall proceed to one of the microphones provided for that purpose. When recognized by the Chairperson they shall give their name and the body represented, state the purpose for which they rise, and confine remarks to the question at issue.
4. Speeches shall be limited to three (3) minutes.
5. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A delegate shall not interrupt another delegate, except to rise to a point of order or question of privilege.
7. A delegate called to order shall, at the request of the Chairperson, take a seat until the question of order has been decided.
8. A delegate who persists in unparliamentary conduct shall have this conduct submitted to the judgement of the Convention. In such case, the delegate whose conduct is in question shall explain and then withdraw, and the Convention will determine what course to pursue in the matter.
9. When a motion has been made and seconded, the Chairperson shall state the motion and then ask: "Are you ready for the question?"
10. Any delegate may appeal a decision of the Chairperson and the appeal shall require a seconder. Immediately and without debate, except that the appellant and the Chairperson may respectively give their reasons for the appeal and the decision, the Chairperson shall put the question: "Shall the decision of the Chair be sustained?"
11. In the event of a tie vote on any matter other than the election of officers, the Chairperson may cast a deciding vote. The Chairperson shall not take part in a debate without leaving the Chair. Having left the Chair, the Chairperson shall not return to it until the matter in question has been disposed of.

12. When the "previous question" is moved and seconded, no further discussion is permitted on a main motion or amendment thereto and the Chair must take a vote on the motion for the previous question immediately by asking "shall the question be now put?" If a two-thirds majority vote that "the question be now put", the motion shall be put without debate. If the motion to put the previous question is not passed by a two-thirds majority vote, discussion will continue on the motion. The previous question cannot be proposed by a delegate who has spoken on the motion or the amendment thereto.
13. Committees may combine resolutions or prepare a composite resolution. The Reports of Committees and the resolutions are not subject to amendment by the Convention but a motion to refer back to the committee for reconsideration and direction shall be in order. Committees shall not sit while the Convention is in plenary session, unless a majority of the delegates approve such action. On presenting the committee's recommendation to the Convention, the Chairperson of the committee shall present a motion in the following form: "I move, seconded by (name of Vice-Chairperson of committee) concurrence (or non-concurrence) in Resolution No. ...." or, "I move, seconded by (name of Vice-Chairperson of committee) concurrence in Resolution No. ...., as amended by the committee" or, "I move, seconded by (name of Vice-Chairperson of committee) concurrence in the Policy Paper on .... (or composite Resolution No. ....), as prepared by the committee" or, "I move, seconded by (name of Vice-Chairperson of committee) acceptance of the committee recommendations."
14. A motion to refer, if seconded, may be debated only as to the propriety or advisability or such referral but not as to the main question. A motion to refer must include written instructions to the committee or officer to which the motion is referred.
15. The report of a committee, when adopted becomes the decision of the Convention that adopted it.
16. The following motions shall be in order at any time and in the order stated:
  - (a) To adjourn (not debatable).
  - (b) To recess (not debatable).
  - (c) Question of Privilege (the Chair must rule immediately before going on to further business).
  - (d) Point of Order (the Chair must rule immediately before going on to further business).
  - (e) To Lay on the Table (not debatable except the mover may give reasons).
  - (f) To Put the Previous Question (not debatable).
  - (g) To Postpone to a Future Time (not debatable except the mover may give reasons).

None of these motions shall be moved a second time until there has been an intermediate proceeding of business dealt with by the meeting.

17. A motion may be reconsidered, providing the mover and the seconder of the motion to reconsider voted with the prevailing side, and notice of motion has been given for reconsideration at the previous sitting. A motion to reconsider shall require a two-thirds majority to pass.
18.
  - (a) If the results of a voice vote or a vote taken by a show of hands as announced by the Chairperson is doubted, upon request of any delegate the Chairperson shall order a standing vote.
  - (b) A vote by secret ballot shall be taken only on a substantive motion at the request of one-third of the delegates present.
  - (c) A vote by secret ballot shall not be permitted on a procedural or dilatory motion with one exception: once the initial question has been resolved, a secret ballot shall be permitted on a motion of reconsideration.
  - (d) Once the Chairperson has called the question, it shall not be in order to request a secret ballot.
  - (e) When a standing vote or a vote by secret ballot has been ordered, no adjournment or recess shall take place until the results have been announced. The Chairperson shall have the number of delegates voting in the affirmative and the negative recorded.
19. When a standing vote or a vote by secret ballot has been called by the Chairperson, no one, except with the permission of the Chairperson, in accordance with the enclosed tiling guidelines, shall be permitted to enter or leave the floor until the results of the vote have been announced.
20. None but accredited PSAC-Québec delegates shall participate in the Convention debate. Authorized PSAC staff members, guests and observers shall be assigned to specific sections and shall not participate in the Convention debate.
21. One-third of the delegates at the Convention may request, and have ordered, a recorded vote. Upon receiving such request, the Chairperson shall require the secretary to call the roll and record the names of those delegates voting in the affirmative and in the negative.  
  
Once the Chairperson has called the question, it shall not be in order to request a recorded vote.
22. A motion to limit the debate shall be in order once the Chairperson has stated the question. It must be moved and seconded and is not debatable. A motion to limit debate may limit the number of speakers or the time allotted and the motion must so state. Such a motion shall require a two-thirds majority to pass.

23. Election of officers shall be conducted in accordance with the provisions adopted in Section 23 of PSAC Constitution.
24. The Chairperson of the Nominations Committee will announce after each vote by ballot:
  - (a) the number of ballots cast;
  - (b) the number of ballots cast for each candidate; and
  - (c) the number of spoiled ballots, if any.
25. Each candidate for an office shall have the privilege of nominating a scrutineer who shall be entitled to observe all phases of the election and the counting of ballots for that particular office.
26. In the event of a close decision, it will be in order for a delegate to request a recount. If the Chairperson of the Nominations Committee rules against a recount, the ruling may be appealed in the same manner as the ruling of the Chair may be appealed under Rule n<sup>o</sup> 10.
27. Quorums for this Convention shall be 50% of registered delegates as provided in the Constitution governing the body in session.
28. PSAC Rules of Order shall govern in all matters not regulated by the rules set out above or as provided by the Constitution.

Encl. : Tiling guidelines

## TILING GUIDELINES

1. Ensure that persons that enter are clearly displaying their delegate credentials.
2. Authorized staff may enter any door.
3. Upon call for secret ballot, the Chairperson should call "tile the doors". No one is to be allowed in or out without permission of the Chair until results are announced. Untile doors when the Chair announces that the doors can be opened and after the results are given. If it is a tie vote, await the decision of Chair. In all cases - wait for the announcement.
4. Members with disabilities who attend PSAC conferences and conventions should not have their ability to vote compromised by their disability. The PSAC will strive to accommodate those members.
5. Members with disabilities will be asked to self-identify with the conference/convention officer distributing credentials. If their disability is of a nature that precludes them from remaining in the conference/convention hall for the full time it sometimes takes to complete all of the stages of a secret voting procedure, the Credentials Committee or its representative, will accommodate their disability.
6. The Credentials Committee or its representatives will be supplied with the list of members who have self-identified as a person with a disability during registration. The Credentials Committee or its representatives will confirm/identify those members whose disability prevents them from participating in a prolonged balloting process by asking the following question: Are you a person with a disability? If so, does your disability prevent you from remaining in the plenary during a prolonged election process or secret balloting process?
7. If a delegate needs accommodation, specifically, the delegate has self-identified as a person with disability AND has stated that his/her disability prevents him/her from remaining in the plenary during a prolonged elections process or secret balloting process, then mark it on the delegate list under the "Voting Question".
8. The Credentials Committee, or its representative will add the member's delegate number to a special "Accommodation List".
9. If during an election process involving a secret balloting procedure, a person with a disability whose delegate number has been placed on the accommodation list, has to leave the floor, he/she may do so with the implied consent of the Chair.
10. The convention/conference will make every possible effort to ensure that persons with disabilities have an opportunity to vote first if they need to do so.
11. Persons with disabilities who have to leave the convention/conference hall before the culmination of a complete voting process will exit via designated exits.

12. The officer tiling the door at the designated exit will maintain the "Accommodation List" prepared by the Credentials Committee. When leaving or entering the hall, the officer will record the exit and entry by the delegate number of the accommodated member.
13. Persons with a disability whose delegate number appears on the Accommodation List, may exercise this option during a prolonged election process or secret balloting process after he/she has voted.
14. A person with a disability may re-enter the room before the vote is decided but only after all of the other delegates have finished voting.
15. During secret balloting, if a delegate other than those whose delegate numbers appear on the "Accommodation List", leaves the convention/conference floor for any other reason, and is granted permission by the Chair to do so, in accordance with accepted practice, he/she will not be allowed to re-enter the hall until final balloting results have been announced.
16. Convention/Conference doors should never be left unattended. If problems are encountered, get a relief tiler to staff door or to contact the Floor Coordinator to resolve problem.
17. Doors are to be staffed thirty minutes prior to every sitting until end of sitting.