

NORTH SHORE AFL-CIO FEDERATION OF LABOR DELEGATE PROCEDURAL GUIDE

Based on Article III: Composition and Delegates & XIV: Rules, Parliamentary Authority & Amendments

1. GENERAL RULES

- The North Shore AFL-CIO follows AFL-CIO Rules Governing Local Central Bodies on boycotts, strikes, collective bargaining, unfair lists, and publications.
- Resolutions must be submitted in writing to the Executive Secretary by noon on the Monday before the Executive Board and Delegate meetings.
- For parliamentary procedure, we follow Robert's Rules of Order, Revised.
- The order of business may be suspended by a majority vote to address urgent matters.
- Disruptive side conversations (whispering, talking over members, etc.) are out of order.
- Matters of policy may be:
 - Referred to the appropriate committee, or
 - Decided by the Chair based on precedent.
 - Committees must report back at the next meeting.

2. DEBATE RULES

- To speak:
 - a. Stand, address the Chair respectfully.
 - b. Wait to be recognized.
 - c. State your name and union affiliation.
- If multiple members rise at once, the Chair decides who gets the floor.
- Speakers must stay on topic.
- Interruptions are only allowed for:
 - Points of Order
 - Points of Privilege
- If called out of order, you must sit until the Chair rules.
- If you disagree with the Chair's ruling, you may appeal to the body.
- Time limits:
 - 5 minutes max per speech unless given permission.
 - You may not speak more than twice on the same issue without majority consent.
- The presiding officer does not debate from the chair (except on points of order). If there's a tie, the Chair casts the deciding vote.

3. Motions

- The Chair may require resignations and motions in writing.
- A motion must be seconded before debate begins. Both the mover and seconder must stand, be recognized, and state name and affiliation.
- The mover may briefly explain the purpose before debate begins.
- Motions to amend are allowed, but you cannot amend an amendment to an amendment.
- A decided question may be reconsidered at the same meeting by majority vote, but only if the motion is made and seconded by two members who voted with the majority.
- Unless otherwise noted, all questions are decided by majority vote.

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4. Priority Motions (Privileged Questions)

When a motion is on the floor, only the following motions are allowed—in this exact order of precedence:

1. To adjourn
2. To lay on the table
3. To call the previous question (end debate)
4. To postpone to a given time
5. To refer or commit
6. To amend
7. To substitute

Non-debatable motions:

- To adjourn
- To lay on the table
- To call the previous question

Special notes:

- A motion postponed indefinitely may only be brought back by majority vote.
- When voting on amendments:
 - a. Amendment to the amendment
 - b. Amendment
 - c. Original motion
- **A motion to adjourn is always in order, except:**
 - When a member has the floor
 - When a vote is in progress

5. Voting

- Before a vote, the Chair asks: “Are you ready for the question?”
- After voting, the Chair immediately announces the result.
- Any member may request a division of the house (a standing vote). The Chair must then conduct it.

For more information, consult the North Shore AFL-CIO Constitution & Bylaws.