



2018 Annual Meeting

August 13-16, 2018

New Delegate Tip Sheet

Terms to Know:

Alternate or Delegate - Each local is allotted a specific number of voting delegates based on the number of local members. Additional delegates are called alternate delegates. If you are filling in for a delegate, you will sit with your delegation on the floor or “be seated.” This gives you all the rights and responsibilities of a regular delegate. You can speak at the microphone and vote but only while you are seated with your delegation. Otherwise, alternate delegates typically sit in the observer section.

Annual Meeting Operating Procedures - These are contained in the workbook and outline how the meeting works. Take time to read them.

Caucus - There are a number of caucus meetings. These are subgroup meetings that occur prior to the Annual Meeting – they may be locals, interest groups or regional groups.

Many locals will also meet each day at some point. Your local leaders will let you know when. A local caucus can take place before the meeting begins, before or after the meeting is called to order on any day and from time to time during the meeting.

Caucus meetings can take place in the hall and outside the hall. In order for them to happen in the hall, the parliamentarian must announce them.

Credentials - This is your badge without which you will not get entry into the hall. Do not lose it. Do not give it away. One of the things functionaries do is ask to see your credentials every time you enter the hall.

Floor - This is the part of the hall where delegates sit. Only delegates, functionaries and staff are allowed on the floor.

Functionaries - A number of people ensure the meeting runs well. Collectively, they are called the functionaries. Should you ever have a question or need help, ask one of



the functionaries. Functionaries sit at the back of the meeting room and they are identifiable by the vests they are wearing.

Session - The meeting is organized into a number of sessions. Each half day constitutes a session. The business accomplished in each session is available at www.annualmeeting.ca.

What you will do as a Delegate to the Annual Meeting:

1. Debate and approve the budget

- First presented Monday night.
- The budget will change during the week as delegates pass costed resolutions.
- Debate and approve the final budget on Thursday.

2. Debate resolutions

- The parliamentarian will announce the resolution.
- It is moved and seconded.
- The parliamentarian will read the resolution.
- Debate will begin.
- Delegates will vote.

Constitutional resolutions require what is called ‘an enriched majority’ to pass - 60 per cent of registered delegates. Other resolutions require a simple majority.

New business resolutions are resolutions that address issues that could not have been anticipated by March 1 - the deadline for submission of resolutions. They cannot be constitutional resolutions because constitutional resolutions need “notice of motion.” In other words, people have to know they are coming ahead of time.

Rules of Order

1. The chair must recognize people wishing to speak. All debate is addressed to the chair, including questions.
2. Each motion to be debated must have a mover and a seconder.
3. Delegates must identify themselves by name and local prior to speaking.
4. Speakers for the motion will speak at a PRO microphone; those opposed will speak at a CON microphone.
5. The mover of a motion has the right to speak first in debate on the motion.
6. Amendments are dealt with first. Then the main motion (as amended) is voted on.
7. A motion to close debate (call the question) requires a two-thirds majority vote.
8. Comments are limited to two minutes per speaker.
9. If a delegate wishes to call the question, they cannot use some of their time to engage in debate.

Speaking from the Floor as a Delegate

- Decide what you want to say and practise. Some people will write out their comments ahead of time, word for word. They may use notes or speak from memory and they will use a variety of arguments.
- It might be personal; it might be statistical; it might be political. Just make sure it is related to the resolution.
- Remember to identify yourself.
- Take your time.
- There is no need to speak loudly as long as you are close enough to the microphone.
- Remember, people want you to be successful.

Meeting Decorum

- The parliamentarians work very hard to maintain dignity and decorum.
- Applause is not allowed during debate; neither is booing or hissing.
- Be on time.
- Be aware of allergy notices and keep any listed items out of the meeting hall.
- To assist members who experience sensitivity to Wi-Fi signals, please leave phones on airplane mode during the meeting.
- Do not do anything that could distract others.
- Arrange to attend the entire meeting and participate.
- Only use computers for meeting-related activities.
- Do not carry on side conversations during debate or presentations. If you need to talk with someone, go outside the hall.
- Listen carefully to the debate.
- Do not let an honest difference of opinion degenerate into a personality conflict.

JT
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