

CAL FIRE LOCAL 2881
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**OPERATING PROCEDURES HANDBOOK
SECTION 1200**

1200 CAL FIRE LOCAL 2881 CONVENTION

1201 Policy

- .01 The general vice president is responsible for the entire CAL FIRE Local 2881 General Convention (Section 0230.03.B).
- .02 The general vice president shall inspect and negotiate the contracts with convention facilities (Section 0230.03.B).
- .03 The general vice president is the chair of the convention management team (Section 0230.03.B).
- .04 Convention registration fees shall be approved by the executive board and any chapter or district may appeal to the executive board, due to economic reasons, for waiver of that fee.
- .05 Registration of delegates to the general convention will be held the first day.
- .06 Proxy votes shall pay the same registration fee as any other voting delegate to the convention.
- .07 The president, through the general vice president (the convention management team chairperson) shall provide an education program at each year's general convention on an interesting topic(s).
- .08 The CAL FIRE Local 2881 Operating Procedures Handbook, the convention rules, and Roberts Rules of Order (latest edition), in the order stated, constitute the order of authority for complete rules of this convention (see procedure on parliamentary motions, Section 1270.02.). **(5-16)**
- .09 Annual convention locations shall not be limited to California.
- .10 A current copy of the CAL FIRE Local 2881 Constitution and Operating Procedures Handbook shall be provided to the C&OP committee members prior to the convention. **(12-99) (5-16)**
- .11 There shall be an executive board meeting immediately preceding the general convention, and immediately following adjournment of general convention.

1202 Convention Dates

CAL FIRE Local 2881 shall hold a general convention in the month of January. **(12-10)(3-11)(8-15)**

1203 Convention Arrangements

It will be the responsibility of the convention management team to make the arrangements. **(09-97)(09-13)**

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1210 Convention Rules

- .01 The convention chairperson shall present the proposed convention rules to the executive board at least two weeks prior to its September meeting. The executive board must approve the rules annually at the September meeting, and the approved rules shall be included in the convention packet.
- .02 Only delegates may make motions, debate or vote in general session.
- .03 Any member may address the body when a delegate waives his/her time to them.
- .04 Time allowed to a delegate:
 - .A Delegates are not allowed more than five (5) minutes before the general session.
 - .B Additional time is allowed by waiver of privilege by another delegate:
 - .01 Time shall not exceed one (1) minute per waiver.
 - .02 No more than three (3) waivers per speaker will be recognized by the chair.

1211 Proxy: General Session and Committee Meetings

Any delegate or committee member voting a valid proxy shall clearly and separately identify such proxy on any standing or roll call vote.

1212 Ad Hoc Committees

The presiding officer may appoint ad hoc committees to hear appeals and make recommendations to the general session.

1220 Convention Funding

(07-98)

- .01 CAL FIRE Local 2881 has a line item to provide a source of funding for our convention. Additional funding shall come from registration fees (Policy 1201.01) and/or donations.
- .02 The convention management team shall be responsible for the accounting of the convention fund, the convention fund bank account and payments of all convention expenses. An annual audit will be done by the CAL FIRE Local 2881 CPA/audit firm.
- .03 The convention management team will prioritize all functions/programs for the convention and prepare a proposed budget.
 - .A Their recommendations will be forwarded to the executive board prior to the September executive board meeting.
 - .B The executive board will review, make any needed changes and adopt the convention plan, including the registration fee, preliminary budget and tentative agenda at the September executive board meeting.

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- 1220 .04** Activities not specific to the needs of operating the convention (example: spouse or significant other activities, tours or trips, memorabilia, etc.) will be funded through participation fees and/or specific donations received for such purposes. This section does not pertain to the convention luncheon or dinner program.
- .05** Convention funding and/or registration fees shall not be utilized for any other purpose. **(12-97)**
- 1230 Order of Business** **(12-09)**
- .01** Orders of business for the general convention shall be:
- .A** The general convention will be called to order at 9 A.M. the first day.
 - .B** Introduction of guests to the general convention.
 - .C** Presentations and speeches by officers and guests.
 - .D** Report of the finance director.
 - .E** Credentials chair report. **(09-08)**
 - .F** General convention will recess for committee meetings each day. **(09-97)**
 - .G** The general convention will be called back to order the second day and succeeding days as needed to provide for partial committee reports. Roll call of districts is required each day that the convention is called to order. **(09-97)**
 - .H** Election of CPF/IAFF delegates will be held on the second to the last day of the convention as required (Section 0920.02). **(09-09)(03-14)**
- 1230 .01 On the last day of the convention:**
- .I** Election of state officers. **(03-14)**
 - .J** Introduction of guests.
 - .K** Credentials chair report. **(09-08)**
 - .L** Constitution & Organizational Policy Committee Report. Vote on remaining Constitution & Organizational Policy Committee resolution recommendations. **(09-09) (09-12)**
 - .M** Retirement & Disability Committee Report. Vote on remaining Retirement & Disability Committee resolution recommendations. **(09-09) (09-12)**
 - .N** Health, Safety & Insurance Committee Report. Vote on remaining Health, Safety & Insurance Committee resolution recommendations. **(09-09) (09-12)**
 - .O** Benefits - Supervisors Committee Report. Vote on remaining Benefits - Supervisors Committee resolution recommendations. **(09-09) (09-12)**

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- .P** Benefits - Rank & File Committee Report. Vote on remaining Benefits - Rank & File Committee resolution recommendations. **(09-09) (09-12)**
- 1230 .Q** Benefits - Joint Report. Vote on remaining Benefits-Joint Committee resolution recommendations. **(09-09) (09-12)**
- .R** Finance Committee Report. Vote on remaining Finance Committee resolution recommendations. **(09-09) (09-12)**
- .S** Establishment of priorities (Section 1240). **(09-09)**
- .T** Installation of officers.
- .U** Close of convention.
- .V Oath of Office**
- "I, _____, do solemnly swear that I will support and defend the constitution and objectives of CAL FIRE Local 2881; that I will bear true faith and allegiance to the constitution of the United States and the constitution of the state of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."
- .W** Adjournment of general convention.
- .X Executive Board Meeting Following the Convention.** An executive board meeting will be held immediately after adjournment of the general convention.

1235 Convention Committee Procedure

- .01 Resolution Sponsor:** Each resolution brought before any committee must have a sponsoring delegate present to introduce it and answer questions. Committee members may sponsor resolutions if they have adequate knowledge of the intent of the resolution.
- .02 Speaker Registration:** Each member desiring to speak before the committee must register with the committee sergeant-at-arms or chairperson, providing the speaker's name, chapter and district, and the resolution number. Registration with the sergeant-at-arms or chairperson shall be completed before the resolution is heard by the committee.
- .03 Presentation Time Limit:** Any CAL FIRE Local 2881 member will be allowed to speak on any and all resolutions but will be limited to one (1) three (3) minute presentation per resolution, or additional time upon waiver of a registered speaker.
- .04 Resolution Hearing Order:** Resolutions that have a per capita amount attached by the finance director or the finance committee shall be heard in the respective committees first and should be acted upon by the general convention body as the first order of business during the committee reports. **(12-97)**
- .05 Announcement of Hearing Order Change:** Any change in resolution hearing order will be announced immediately and posted with the sergeant-at-arms or chairperson.

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- .06 Debate:** After the presentation by the resolution sponsor, debate in the committee should proceed as follows: **(12-03)**
- .A** The chair speaks to the resolution (Section 1270.03).
 - .B** Each committee member has an opportunity to speak to the resolution.
 - .C** Each committee member has an opportunity to rebut previous speakers.
 - .D** Members of the committee audience who have registered to speak may make their presentation, by the first signed up, first heard routine.
 - .E** At the chair's option, speakers may be limited in number by a motion to suspend the rules.
 - .F** The committee members are offered an opportunity to speak in summation.
 - .G** The chair speaks last.

1240 Convention Procedure to Establish Priorities

- .01** The list of priorities as established in this manner shall serve as a guideline and shall not in any way diminish the flexibility of the executive board. The establishment of priority guidelines shall be the next-to-last order of business before the adjournment of the general convention. All submitted priorities shall include a reference to a resolution or have a definition or have an explanation. **(12-04)**
- .02 Establishment of Priority Guidelines.** The next-to-last order of business before adjournment of the general session is to establish priorities for the following year, as guidelines for the executive board.
- .03 District Priorities.** Each district delegation, prior to the final day of the general session; will establish a list of their highest priorities.
- .04 Convention Committee Priorities.** Each committee shall establish a list of their highest priorities before adjournment of their committee.
- .05 Number of Priorities.** Such lists of priorities shall not exceed **three (3)** items.
- .06 Posting of Priorities.** Committee's list of priorities shall be included in the committee convention report, and the district priorities shall be compiled by district to be distributed at the executive board meeting following the post-convention board meeting. **(09-12)**
- .07 Compiling Convention Priorities.** The presiding officer will tally the priorities as listed by the districts and committees. The item with the highest number of districts and committees supporting it will become the number one priority for the next year. This process will continue until a maximum of six (6) priorities has been established. The six (6) convention priorities shall be presented at the executive board meeting following the post convention executive board meeting and shall be recorded into the minutes of the executive board meeting. **(09-12)**
- .08 Ties in Ranking.** In the event of a tie for any priority, each will be listed as equal.

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- .09 Establishment of Secret Priorities.** The final order of business before adjournment of the CAL FIRE Local 2881 convention general session is to vote on secret priorities for the coming year.
- 1240 .10 Delegates.** Each convention delegate will submit their No. 1 priority on a slip of paper, with the slips then being sealed in an envelope to be turned over to the negotiating team for their use in the following year's negotiations.
- .11 Negotiating Team Use.** The envelope will be opened by the negotiating team at a later date and secret priorities will be known only to the team members.
- .12 Revealing Secret Priorities.** Following conclusion of the negotiations, the secret priorities will be revealed in the "CAL FIRE Local 2881."
- .13 Purpose of Secret Priorities.** The purpose of the secret priorities is to enable the negotiating team to know the priorities of the delegates without revealing this information to the "other side" during negotiations.

1245 Selection of IAFF and CPF Delegates

Election of IAFF and CPF delegates shall be held on the third day of the CAL FIRE Local 2881 General Convention immediately prior to the next IAFF or CPF convention (see Section 0920.02). **(9-09)**

1250 Delegates: General Session

- .01** Only delegates to the CAL FIRE Local 2881 General Convention and those persons having official convention duties shall be permitted in the assigned delegate seating area, and each delegate shall show his/her delegate identification card to the sergeant-at-arms upon entrance to the floor. **(5-16)**
- .02** Delegates must be present at all general sessions and be seated at their designated tables unless excused by the presiding officer.
- .03** The credentials chairperson will conduct a roll call of delegates as part of each general session and just before committee reports commence. **(12-05)**
- .04** Delegates will be allowed not more than five (5) minutes to speak upon a matter currently before the general session. Additional time will be allowed by a waiver of privilege by another delegate, such time not to exceed one (1) minute for each waiver. Not more than three (3) waivers will be recognized by the presiding officer.
- .05** The floor shall be cordoned off from the audience and each district's seating shall be arranged to accommodate all of the district's delegates into one group and the seating shall be marked by district and visible to all.
- .06** Delegates will be determined by the PDR dated September 1, for the month of August. CAL FIRE Local 2881 headquarters shall provide the credentials committee with a list of:
- .A** Any members whose applications have been received at CAL FIRE Local 2881 headquarters before September 1 but who are not on that PDR;

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.B All retired members in good standing on September 1 and their chapter of affiliation.

1250 Those in **.A** above shall be included in the delegate count for the chapter in which they work. Retired members shall be included in the delegate count for the chapter in which they are a member.

.07 Standing Votes. Delegates' votes for standing votes shall be done by districts of delegates, ayes counted first. The delegates in that district will then be seated. After all ayes have been counted, the noes will be counted by districts. After all ayes and noes are counted, then the abstentions will be counted by districts. **(12-06)**

.08 Roll Call Votes. Roll call votes will be counted by district with the district vice president reporting the votes cast to the chair.

.09 Delegates may not leave the convention floor during a vote.

1255 Resolutions: General Session and Committee Meetings

Resolutions will be submitted, processed and considered by the delegates in accordance with the following rules:

.01 The resolutions chairperson shall sign, date and time all resolutions submitted, and prepares them for consideration by one of the following convention policy committees: Benefits - Rank & File; Benefits - Supervisors; Constitution & Organizational Policy; Retirement & Disability; Health, Safety & Insurance; Finance; or Benefits - Rank & File/Benefits - Supervisors Joint Committee.

.02 The Benefits Rank & File/Benefits - Supervisors Joint Committee shall be a joint ad hoc committee to consider the resolutions that have been determined beneficial to both of the standing convention committees. This committee is to be jointly chaired by the Benefits - Rank & File and Benefits - Supervisors chairpersons. The voting members of the joint committee shall be the voting members of the two committees with each voting member having full voting rights at the committee meeting for those resolutions assigned. In the event of a tie, the president shall break a deciding vote.

.03 Resolutions that have a per capita amount attached by the finance director or the finance committee shall be heard in the respective committees first and should be acted upon by the general convention body as the first order of business during the committee reports. **12-97)**

.A Resolutions that are amended or consolidated where there may be a change in the cost factor shall be referred to the finance director for cost factor determination prior to the final committee recommendation. **(9-06)**

.04 Each committee shall make one of the following recommendations to the general session on each resolution referred to it for study:

.A Adopt in original form; adopt as amended in committee;

.B Adopt as a consolidation of several resolutions;

.C Refer to executive board for study and appropriate action;

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- .D** Withdrawn by author;
- .E** Or reject – The maker of a motion to reject a resolution that passes shall write the rejection statement on that resolution and submit it to the committee chair prior to the close of the committee session that day. **(1-10)**
- .05** All resolutions for consideration by a committee must be acted upon prior to final adjournment of the committee.
- .06** There shall be no change to the subject or intent of a resolution. **(04-13)**
- .07** When called upon by the presiding officer, the chairperson of each committee shall report to the general session its resolution recommendations of that committee. The resolutions considered by the Benefits - Rank & File/Benefits - Supervisors Joint Committee will be presented to the convention body by the Benefits - Supervisors chairperson. The committee resolution recommendations as presented constitute a motion that they be adopted and must be seconded before discussion. **(09-12)**
- 1255 .08** After the committee chair has presented the committee report to the convention body each day, the president takes over as the chair for purposes of discussion and vote. The committee chair will remain standing at the podium provided to offer explanatory notes as to what the intent of the committee was, and would be an advisor to the body. The president will preside over the body after the committee chair gives the report. **(09-97)**
- .09** Any delegate whose motion is seconded by at least six (6) other delegates and is adopted by a majority vote may have a resolution returned to the floor, considered in its original form by the delegates in general session. **(09-97)**
- .10** If a motion to adopt refers to the executive board or reject is not accepted by the general session, the resolution continues as a subject before the general session and must be disposed of by subsequent action (committee as a whole). **(09-97)**
- .11** A motion to accept the committee resolution recommendations in total is not in order if the delegates have not been furnished with the written committee recommendations at least six (6) hours prior to presentation of the final committee report to the general session. Each district vice president is responsible for obtaining and distributing the committee reports to their delegation. **(09-97) (09-12)**
- .12** Resolution recommendation of the finance committee cannot be accepted in total at any time. Each resolution recommendation of the finance committee must be acted upon individually by the delegates in general session. The final budget is considered a resolution and shall be the last order of business for committee reports. **(09-97) (09-12)**
- .13** The finance committee may submit resolutions with cost factors to the convention delegates during the general convention session for a vote to accept them so they can go to a committee for action. **(09-97)**
- .14** Resolutions with a financial impact must be passed with a 2/3rds majority standing vote (Const. Art. XI Sec.5). Resolutions which fail to achieve a two thirds vote to adopt shall be considered as rejected. **(12-05) (1-10)**
- .15** Late resolutions must comply with Operating Procedures Section 1150.01 **(9-09)**

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- .16 A resolution to change employee compensation and/or amendments to the budget line item are not in order (Operating Procedures 0350.01) **(3-11) (04-13)**
- .17 A resolution to change the compensation for contract labor and/or amendments to the budget line item are not in order (Operating Procedures 0350.01). **(3-11) (04-13)**
- .18 **Committee Considerations** – Each committee may submit up to three (3) non-binding issues that are germane to the committee that the committee members feel are important for the membership and shall be referred to the state executive board for consideration. **(09-12)**

1260 Motions: General Sessions and Committee Meetings

The following rules apply to motions on any subject before a committee or the delegates in general session:

- .01 Only one amendment and one amendment to an amendment may be pending concurrently.
- .02 A substitute motion is not in order.
- .03 A motion to table a motion is not in order.
- .04 A motion to reconsider requires a two-thirds vote and can be made only by a delegate or committee member when in committee, who voted on the prevailing side. It may be amended. It is debatable. If the motion prevails, this restores to the floor the motion, which resulted in the action that was considered. **(09-01)**
- .05 A motion to rescind requires a two-thirds vote. It is debatable.
- .06 A motion for the previous question requires a two-thirds vote and may be made only by a delegate who rises solely for this purpose. The motion must be seconded by one other delegate. It is not debatable. After adoption of the previous question, a summary debate of two (2) minutes for each side is permissible. **(09-01)**

1265 Voting: General Session & Committee Meetings

The following rules apply to votes on all actions before a committee or the delegates in general session.

- .01 **Voting**
 - .A Only delegates may move or second an issue or vote in general session,
 - .B But any CAL FIRE Local 2881 member may address the body when a delegate waives time in the same manner as provided under Section 1210.03 above.
 - .C Voting members of committees may be delegates or members if designated by the district vice president.
 - .D They must be a member of the district represented.
- .02 Actions on motions shall be by voice, standing or roll call vote. A request for a standing or roll call vote must be concurred in by at least 20 delegates.

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- .03 A request for a standing or roll call vote must be made before another motion is initiated or accepted by the presiding officer.
- .04 The presiding officer may call for a standing vote at his/her discretion.
- .05 Prior to taking any roll call vote, the presiding officer shall direct the sergeant-at-arms to instruct all delegates who are away from the convention floor on official business to return for the vote.

1270 PARLIAMENTARY MOTIONS - CAL FIRE LOCAL 2881 GENERAL CONVENTION

.01 Convention Rule Suspensions: General Session and Committee Meetings

A motion to suspend a convention rule is in order, provided the maker of such a motion states the purpose for which the suspension is requested. The motion requires a second and is adopted if supported by a two-thirds (2/3) vote of the delegates present and voting on the motion. The motion may not be amended. It is not debatable. No other business may be transacted during the time a suspension motion is being considered.

.02 STEPS TO PUTTING A MOTION ON THE FLOOR AND DISPOSING OF IT (according to CAL FIRE Local 2881 Convention Rules & Robert's Rules of Order Newly Revised):

.A Obtain the Floor

- .1 Rise and address the chair: "Mr. President." or "Madam President"
- .2 Be recognized

.B Make the Motion: Proper words are "I move _____"

.C Second the Motion: Seconded need not rise nor have their name recorded in the minutes unless custom or bylaws so state.

.D State the Motion: The chair states the motion (not until stated by the chair is the motion before the assembly).

.E Open the Question for Discussion: "Are you ready for the question?" or "Is there any discussion?"

.F Putting the Question: Putting the question is taking the vote –
"All those in favor, say 'Aye'." "All those opposed, say 'No'."
(In a standing vote, it would be those in the affirmative and those in the negative).

.G Announcing the Vote: The chair announces the vote results: "The motion is carried and we will _____" or "The motion is lost and we will not _____." (The action is not legal until the chair announces the result.)

- 1270 .03 CAL FIRE Local 2881 Parliamentary Rules** The main motion is the foundation upon which all procedure is built.

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PURPOSE	HOW STATED	SECOND NEEDED	DEBATABLE	AMENDABLE	VOTE REQUIRED
<u>MAIN MOTION</u>					
To introduce new business	"I move to ____."	Yes	Yes	Yes	Majority
<u>SUBSIDIARY MOTIONS:</u>					
To suppress action To kill the motion	"I move to postpone the question indefinitely"	Yes	Yes	No	Majority
To change or modify a motion	"I move to amend the motion by ____"	Yes	Yes	Yes	Majority
(Ways of amending: insert, strike out, strike and insert, and add - convention rules say that <u>substitute</u> is not in order.)					
To change an amendment	"I move to amend the amendment by ____"	Yes	Yes	No	Majority
(Only one primary and one secondary amendment may be on the floor at one time - they must be germane.)					
To delay to get more information	"I move to refer the question to the executive board or the ____ committee"	Yes	Yes	Yes	Majority
To delay action for a definite time	"I move that the question be postponed until ____ (time)"	Yes	Yes	Yes	Majority
(Not beyond the last business session of the convention.)					
<u>Limit of debate in convention rules is five minutes per speaker.</u>					
To stop debate and any further amendments	"I move the previous question"	Yes	No	No	2/3
(Must be made by a delegate rising for that purpose. After adopting the motion, summary debate of two (2) minutes for each side is permissible.)					
To delay temporarily	"Lay on the table" is not in order				

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PURPOSE	HOW STATED	SECOND NEEDED	DEBATABLE	AMENDABLE	VOTE REQUIRED
<u>PRIVILEGED MOTIONS</u>					
To get back to the agenda if the body has strayed	"I call for the orders of the day"	No	No	No	Chair decides
To request help in comfort (too hot, can't hear, etc.)	"I rise to a question of privilege"	No	No	No	Chair decides
To dismiss the meeting for a time	"I move we recess for ___minutes"	Yes	No	Time	Majority only
To consider a motion again (Must be made by one who has voted on the prevailing side. Amendable according to convention rules and 2/3 vote.)	"I move to reconsider the vote on ____"	Yes	Yes	Yes	2/3
To repeal previous action	"I move to rescind the motion that ____"	Yes	Yes	Yes	2/3
<u>INCIDENTAL MOTIONS</u> (arise out of business on floor):					
To suspend the rules (Never applies to operating procedures and policy, but may suspend convention rule for that meeting only.)	"I move to suspend the rule that interferes with ____"	Yes	No	No	2/3
Withdraw a motion (only the maker)	"I request leave to withdraw my motion"	No	No	No	Majority
To vote again. Call for a vote again. (Must be done before another motion is on the floor.)	"I call for division"	No	No	No	One person's request
Call attention to a breach of rules. (Must be made when breach occurs. Must be in form of a question.)	"I rise to a point of order"	No	No	No	Chair
To ask a parliamentary question (Should be pertinent to the pending business)	"I rise to a parliamentary inquiry"	No	No	No	Chair
To request information from the chair	"I rise to a point of information" or "I would like to ask the speaker a question"	No	No	No	Chair
To disagree with the decision of the chair	"I appeal from the decision of the chair"	Yes	No	No	Majority

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(Chair speaks first in debate; then each member speaks once; then the chair may speak last. A tie vote sustains the chair; chair may vote to make a tie.)

The use of parliamentary procedure protects the rights of the majority and the minority and expedites business.