

UTLA HOUSE OF REPRESENTATIVES
Proposed 2015-2016 RULES OF PROCEDURE
(Adopted 2/18/2015)

1. The Area Chairperson or their designated representative shall be responsible for the seating of House members and alternates from their area. The designated representatives for the House members elected by special caucus shall be responsible for the seating of House members and alternates from their area.
2. No member shall be seated as a voting member of the House of Representatives unless he/she has been elected as a regular House member or alternate in accordance with the provisions of the UTLA Constitution.
3. Each regular House member or alternate shall be seated by a specific number card by signing the attendance roster. The card shall be used to obtain recognition and is non-transferable.
4. Voting may be done by voice, raising of cards, or electronic means.
5. (a) Visitors shall sit in a specifically designated area of the room.
(b) There shall be a limit of two (2) guest speakers at any one meeting.
6. Members, on being recognized at a microphone, shall address the Chair and identify themselves by name and area.
7. All questions by any member of the House shall be addressed through the Chair.
8. A parliamentarian shall be appointed by the Chair and shall be present at all meetings of the House.
9. The Order of Business shall follow Robert's Rules, subject to the discretion of the chair, and a 2/3rds vote.
10. Motions may be submitted by individual members to Standing Committees of the House of Representatives meeting or through an Area Meeting. All Standing Committees and individual members of the House of Representatives must submit their motions to the House Rules Committee in writing no later than 5:00 p.m. on the day of the House meeting. Any motions received after this time will be considered by the House Rules Committee at their next meeting.

All motions must include the following:

1. A statement of the proposal to be considered for adoption;
2. The name and employee number of the person proposing the motion;
3. The name and employee number of the person seconding the motion;

4. All motions from Standing Committees shall be labeled according to their origin (Area, Committee, or Individual) and shall be considered in the appropriate place on the agenda, according to existing policy.

11. New Business motions in writing shall take precedence over motions from the floor. New business motions (written) not acted upon at the House meeting for which they were submitted shall be returned to the House Rules Committee for appropriate routing.

Main motions and amendments must be in writing, and presented to the Secretary, prior to being made. Unwritten motions are not in order.

Motions sent out with the agenda, for the purposes of this rule, shall be considered to have had a first reading, and may be voted on per regular procedures.

Upon a 2/3 vote of the members present of the House, a motion not sent out with the agenda that has not had a prior first reading may be granted "Urgency" status, and voted on.

11b. All motions presented by committees, areas, or other sources not sent out with agendas shall be presented in writing, with sufficient copies that members of the House may each receive a written copy prior to the completion of the first hearing of said motion, or prior to voting on the motion if granted "Urgency" status. The House Rules Committee can make editorial corrections and combine motions addressing the same topic. The Chair of the Rules Committee shall establish the procedure for duplication of all motions by committees, areas or other sources.

12. Motions may be introduced from either the left or right microphone. The Chair shall make every effort to alternate between pro and con speakers. At the discretion of the Chair, the left microphone (chair's left) will be the pro microphone and the right microphone (chair's right) will be the con microphone. Speakers shall, in case of amendments, remain at the same microphone and position.

13. Debate on any motion and its amendments shall not exceed ten (10) minutes. Debate may be extended in increments of five (5) minutes, by majority vote twice. Further extensions shall be considered a suspension of the rules and would require a 2/3 vote. Each speaker is limited to 2 minutes. Speakers will be given a 10 to 15 second warning that his/her time is about to expire.

14. Reports which regularly appear on the agenda of the House of Representatives (specifically those of the President and other appropriate officers) shall be made available in writing to each member and alternate attending the meeting sometime prior to that meeting. Each report shall be allotted 10 minutes. By majority vote a report can twice be extended in increments of five (5)

minutes. Any further extensions shall be considered a suspension of the rules and shall require a 2/3 vote.

15. Committees and Areas are limited to three (3) written consecutive motions at a time on a rotating basis.

16. A roll call vote will take place if requested by a majority of members of the House of Representatives present.

The procedures for a roll call ballot shall be:

(a) The UTLA Secretary will call off the names and record the vote as the Area Chairs, Committee Chairs or designee oversees their respective roster;

(b) The UTLA Secretary shall record the vote yea or nay as verified by the Area Chairs, Committee Chairs or designee;

(c) The UTLA Secretary shall report the results of the ballot to the presiding officer.

17. The House Rules Committee shall consist of at least eight (8) members of the House of Representatives, at least one from each area, nominated by the steering committee of that area.

18. The President shall appoint one of the released-time officers of UTLA to preside over the House Rules Committee.

(a) The House Rules Committee, at its next regularly scheduled meeting immediately following the area meetings, shall route area motions to the appropriate committee of the House of Representatives. Area motions that are submitted to the House Rules Committee Chair by 12:00 noon on the day following the area meeting shall be routed prior to the next scheduled committee meetings; motions that are submitted after this deadline will be routed at the next scheduled House Rules Committee meeting. No motion may die in committee, though committees may offer substitute motions. All motions referred to standing committees or the Board of Directors shall be placed on the House of Representatives meeting agenda of the second House meeting after receipt by the House Rules Committee, whether or not they have been acted upon by said bodies.

(b) Any motion referred to the Board of Directors shall be reported to the House in a separate section of the agenda for that House meeting which immediately follows the Board of Directors meeting at which it was acted upon; said report shall include nature of action taken, if any, by the Board. Any further action on these motions must originate in and be initiated by the House.

(c) Part (“b”) above shall not be construed in any way as diminishing the authority or prerogatives of the House of Representatives as given in Article V, Section 10a of the UTLA Constitution.

19. (a) House Rules Committee shall cause a report to be prepared after each of its meetings; such report shall list all new motions and the committees to which each has been assigned.

(b) One copy of each House Rules Committee Report shall be sent to each Area Chair prior to the next scheduled area meeting.

(c) The House Rules Committee shall meet prior to, but on the same date as regularly-scheduled meetings of the House of Representatives.

(d) The House Rules Committee shall prepare a “Consent Agenda” to be sent out prior to the next House meeting as needed.

20. (a) Area meetings shall begin with the committee chairs, House Rules Committee and UTLA officers’ traditional school year.

21. UTLA standing committee attendance shall be taken at each regularly-scheduled meeting of the committee.

22. Each UTLA standing committee shall submit an annual report by June 1 of each year to the President.

23. Adoption of the House Rules shall initially be by majority vote. Any changes in the Rules after initial adoption shall require previous notice and a two-thirds (2/3) vote.

25. Any House of Representatives rule may be suspended (e.g., special orders) by a two-thirds (2/3) vote of the House.

26. Each regularly-scheduled meeting of the House of Representatives shall be called to order at 6:00 p.m.

27. The current edition of Robert's Rules of Order Newly Revised shall govern the meetings and procedures of this House in all cases not otherwise specifically provided for in the constitution, bylaws or rules or where superseded by legal authority.

28. The following pertains to all motions brought before the HOR:

Financial Matters to be referred to Budget Committee:

1. Motion contains cost items in excess of \$500.00. The motion must contain a tax identification number for UTLA donations from the general fund designated to non-profit organizations and specific actions. A W-9 form will be submitted and returned before submitting a check.

a) Approval of PACE funds are subject to PACE bylaws.

2. Motions creating ongoing and continuing cost commitments beyond the current fiscal year.
3. Motions with unknown costs, unless explicitly limited to \$500 or less. (amended March 6, 2013)
4. Motions to endorse a candidate shall require a 60% vote to pass.