

UTLA HOUSE OF REPRESENTATIVES 2024 - 2026
RULES OF PROCEDURE In Person and Virtual Meetings
Adopted February 5, 2025 by the HOR

I. RULES RELATED TO MEMBERS, COMMITTEES AND THE HOUSE
In Person Meetings

1. Each regularly scheduled meeting of the House of Representatives shall be called to order at 6:00 PM, and the scheduled time of adjournment shall be 9:00 PM.
2. The Area Chairperson or their designated representative shall be responsible for the credentialing of House members and alternates from their area. The designated representative for the members with no specific area designation shall be responsible for the credentialing of those House members
3. 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.
4. 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.
5. Visitors shall sit in a specifically designated area of the room.
6. A parliamentarian shall be appointed by the Chair and shall be present at all meetings of the House.
7. The Order of Business (agenda) shall be established by the Chair with input from the House of Representatives.

Virtual Meetings

8. Members will register online in advance of the HOR Meeting. Registration should be completed by noon on the day of the HOR meeting.
9. In a virtual meeting, the Chair may halt the meeting to resolve technical issues.
10. The chat box may be used for communication purposes with the host and co-host(s) and as determined by the Committee on Rules and Reference (formerly referred to as House Rules Committee).

II. RULES RELATED TO SPEAKING

11. For in person and virtual meetings, there shall be a limit of two (2) guest speakers at any one meeting.
12. Members, on being recognized at a microphone by the Chair, shall address the Chair and identify themselves by name and area. For virtual meetings, members who wish to speak will use the raise hand feature. Members will be unmuted once recognized by the Chair. Members are also required to turn on their cameras when speaking, unless a connectivity issue develops.
13. All questions by any member of the House shall be addressed through the Chair. In a virtual meeting, members wishing to make a point of order or other interrupting motion, shall use the raise hand feature and add the party favor emoji or verbally make a statement when called upon.
14. The Chair shall make every effort to alternate between pro and con speakers.

15. 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. For virtual meetings, members will use the raise hand function, and once unmuted, declare if they are pro or con.

16. Speakers shall, in case of amendments, remain at the same microphone and position, or in a virtual meeting, remain unmuted and silent until addressed by the Chair.

17. Debate on any motion and its amendments shall not exceed ten (10) minutes.

A. Debate may be extended in increments of five (5) minutes, by majority vote twice.

B. Further extensions shall be considered a suspension of the rules and would require a 2/3 vote.

C. Each speaker is limited to two (2) minutes, and speakers will be given a 10 to 15 second warning that his/her time is about to expire.

D. Individual speakers may request a one (1) minute extension, subject to a 2/3 vote of the House.

18. In a virtual meeting, the chair may mute the microphone of any speaker who exceeds time, makes abusive comments, or is not on topic.

III. RULES RELATED TO MOTIONS

19. Motions may be submitted by individual members to Standing Committees of the House of Representatives meeting or through an Area Meeting.

20. All Standing Committees and individual members of the House of Representatives must submit their motions to the Committee on Rules and Reference in writing no later than 5:00 PM on the day of the House meeting. For in person meetings, any motions received after 5:00PM will be considered by the Committee on Rules and Reference at their next meeting.

For virtual meetings, motions must be submitted to the person designated by the Secretary by 6:00PM on the day before the House meeting for the purpose of having a written document ready for the HOR. For virtual meetings, any motions received after 6:00PM will be considered by the Committee on Rules and Reference at their next meeting.

22. All motions must include the following information, any motion that does not contain this information will be deemed incomplete and will be returned to the maker for completion:

1. A statement of the proposal or action 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. The number of votes for and against the motion
5. The number of members at the meeting in which the motion was adopted.

23. 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.

24. The order motions shall be considered by the House is

1. Motions from Areas
2. Motions from Standing Committees
3. Motions from individuals submitted prior to the House meeting

4. For in person meetings only, motions from the floor (New Business) (All such main motions must be in writing on a motion form.)
25. Amendments proposed from the floor to any motion must be in writing, on a motion form. The Chair may suspend this rule if the amendment is simple enough that writing is not needed. In a virtual meeting, the amendment may be written in the chat box. A member of the Committee on Rules and Reference will add it to the displayed motion document.
26. 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.
27. All motions presented by committees, areas, or other sources not sent out with the House Agenda and Notice 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. In a virtual meeting, motions shall be added to a document and shared via chat and screen share.
28. Motions may be introduced from either the left or right microphone. In a virtual meeting, the Chair will call on the maker of the motion.
29. Reports which regularly appear on the agenda of the House of Representatives (specifically those of the President and other appropriate officers) may be made available in writing to each member and alternate attending the meeting sometime prior to that meeting.
30. Committees and Areas are limited to three (3) motions per House meeting.
31. No motion may die in the committee to which it was referred, though committees may offer amendments to the motion.
32. 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 Committee on Rules and Reference, whether or not they have been acted upon by said bodies, unless such motion has been referred by the Board to another committee or to legal counsel.
33. Any motion referred to the Board of Directors shall be reported to the House in a separate report for that House meeting which immediately follows the Board of Directors meeting at which it was acted upon; said report shall include the nature of action taken, if any, by the Board. Any further action on these motions must originate in and be initiated by the House.
- A) This rule shall not be construed in any way as diminishing the authority or prerogatives of the House of Representatives as given in *Article V, Section 9B* of the UTLA Constitution.
34. The following pertains to all motions brought before the HOR:
- A. Financial Matters to be referred to Finance Committee:
1. Motion contains cost items in excess of \$500.00.
- a. The motion must contain a tax identification number for UTLA donations from the general fund designated to non-profit organizations and specific actions.

b. A W-9 form will be submitted and returned before submitting a check.

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.

B. Approval of PACE funds are subject to PACE bylaws

C. Motions to endorse a candidate shall require a 60% vote to pass (as per PACE rules).

IV. RULES RELATED TO VOTING

35. Voting may be done by voice, raising of the cards, or electronic means. For virtual meetings, Yes/No votes will be taken via the polling function on the video conferencing platform.

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

A. The procedures for a roll call ballot shall be:

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

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

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

V. RULES RELATED TO HOUSE RULES

37. Adoption of the House Rules shall initially be by majority vote.

38. Any changes in the Rules after initial adoption shall require previous notice and a two-thirds (2/3) vote.

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

40. 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.