

UTLA HOUSE OF REPRESENTATIVES
2021 - 2023 RULES OF PROCEDURE

Adopted 2/10/21

These rules shall be altered temporarily for the duration of the pandemic restrictions as per the addendum attached.

I. RULES RELATED TO MEMBERS, COMMITTEES AND THE HOUSE

1. Each regularly-scheduled meeting of the House of Representatives shall be called to order at 6:00 p.m and the scheduled time of adjournment shall be 9:00 p.m.
2. The Area Chairperson and the designated representative for the special caucuses or their designated representative shall be responsible for the seating of House members and alternates from their area.
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 shall follow Robert's Rules, subject to the discretion of the chair, and a 2/3rds vote.
8. Area meetings shall begin with the committee chairs, House Rules Committee and UTLA officers' traditional school year.
9. UTLA standing committee attendance shall be taken at each regularly-scheduled meeting of the committee.
10. Each UTLA standing committee shall submit an annual report by June 1 of each year to the President.

II. RULES RELATED TO SPEAKING

11. There shall be a limit of two (2) guest speakers at any one meeting.

12. Members, on being recognized at a microphone, shall address the Chair and identify themselves by name and area.
13. All questions by any member of the House shall be addressed through the Chair.
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.
16. Speakers shall, in case of amendments, remain at the same microphone and position.
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 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 1 minute extension, subject to a 2/3 vote of the House.

III. RULES RELATED TO MOTIONS

18. Motions may be submitted by individual members to Standing Committees of the House of Representatives meeting or through an Area Meeting.
19. 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.
20. Any motions received after 5:00 p.m. will be considered by the House Rules Committee at their next meeting.
21. 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

22. 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.
23. 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. Motions from the floor (New Business) (all such main motions must be in writing on a motion form)
24. 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)
25. 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.
26. 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.
27. Motions may be introduced from either the left or right microphone
28. 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.
29. Committees and Areas are limited to three (3) motions per House meeting.
30. No motion may die in the committee to which it was referred, though committees may offer substitute motions.
31. 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, unless such motion has been referred by the Board to another committee, or to legal counsel.

32. 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.

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 10a of the UTLA Constitution.

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

A. Financial Matters to be referred to Budget 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.

D. Approval of PACE funds are subject to PACE bylaws

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

IV. RULES RELATED TO VOTING

34. Voting may be done by voice, raising of cards, or electronic means.

35. 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 THE HOUSE RULES COMMITTEE

36. The House Rules Committee (HRC) shall consist of eight (8) members of the House of Representatives, one from each area, elected by the steering committee of that area.
37. The President shall appoint one of the released-time officers of UTLA to preside over the House Rules Committee.
38. The HRC may conduct its business via email or teleconference or other forms of communication.
39. The HRC shall review all motions from Areas, Committee or Individuals submitted between meetings of the House, and before 5:00 p.m. the day of the House Meetings.
40. The HRC shall take one of the following actions on all motions:
- A) Refer it to the appropriate UTLA Standing Committee(s)
 - B) Refer it to the Board of Directors (this includes referrals made for Budget Committee, or Legal opinion)
 - C) Refer it to the negotiating team
 - D) Declare the motion MOOT if the action has already been taken, is in the process of being taken, or the motion proposes an action negated by the time of that action being passed.
 - E) Refer the action to the House for immediate action
 - F) Send the motion back to the author (area, committee or individual) for any of the following reasons:
 - 1) The motion is unclear as to the action or intent of the motion.
 - 2) The motion does not include the name of the author, the name of the seconder, or the vote result from the area or committee.
 - G) Reject any motion not from a member of UTLA.
 - H) Declare a motion OUT OF ORDER if it violates the UTLA Constitution, state or federal laws, or in any other way is outside the jurisdiction of the House.
 - I) The HRC may combine and/or rewrite motions presented from different sources that cover the same action or issue, and present the HRC motion as a substitute for all the proposed motions.

41. The House may overturn a referral to committee or a finding of moot by a majority vote of the House, and may overturn a referral to the Board or a finding of Out Of Order by a 2/3 vote of the House.

42. 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 with a brief rationale for each decision.

(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.

43. The Chair of the Rules Committee shall establish the procedure for duplication of all motions by committees, areas or other sources.

44. The House Rules Committee shall prepare a "Consent Agenda" to be sent out prior to the next House meeting as needed.

VI. RULES RELATED TO HOUSE RULES

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

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

46. 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.

47. 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.

ADDENDUM FOR VIRTUAL MEETINGS DURING PANDEMIC RESTRICTIONS

1. Participants will keep their microphones muted and cameras off when not speaking. (The need for this depends on the number of participants, as the amount of bandwidth used affects the quality of the audio.)
2. Participants will use the ‘raise hand’ feature when requesting to speak.
3. When called on, Participants will unmute their microphone to speak and start their camera. The speaker’s time will commence at the time the person starts speaking.
4. Yes/No votes will be taken via the ‘polling’ function or the Raise Hand feature.
5. Proposed amendments/edits to documents shall be written in the ‘chat’ box, and will be transferred by the Secretary.
6. If a Participant wishes to ask a question, rather than speak, the Participant will raise their hand and add the green icon (yes check).
7. If a Participants wishes to make a point of order or other interrupting motion, raise the hand and add the red icon (no check).
8. Chair may mute the microphone of any speaker who exceeds time, makes abusive comments, or is not on topic.
9. The Chair may halt the meeting to resolve technical issues.
10. Motions must be received before 4:30 pm to Princess Sykes, psykes@utla.net on the night of the House.