

Standing Rules

2018 MFPE 1st Annual Conference

Radisson Hotel - Helena

01. Purpose and Effect

The following standing rules govern preparations for and conduct of business at the Montana Federation of Public Employees (MFPE) Annual Conference hereafter referred to as the "conference."

02. Delegates

1. Delegates to the conference are state officers; members of the board of directors; and representatives from local affiliates, MFPE Retired, and student program.
2. Local affiliates that fail to send delegates shall enjoy no representation and no vote at the conference.

03. Minimum Standards of Affiliation

In order to register and seat delegates, local affiliates must meet minimum standards of affiliation with MFPE and NEA and AFT.

04. Registration

1. Delegates and guests must register before being admitted to the conference.
2. Delegates and guests shall wear identification at conference meetings.
3. Pre-registered delegates and guests must check in to confirm registration and receive necessary credentials and conference information.

05. Seating

1. Delegates shall be seated in seats reserved for delegates.
2. Alternates and guests shall be seated separately.
3. The president may grant conference floor privileges to alternates and guests.

06. Sergeants-at-Arms

The president shall appoint sergeants-at-arms to assist in the conduct of business.

07. Motions

1. Main motions (including but not limited to dues, budget, constitutional amendments, legislative program, new business items) must be submitted as described in these standing rules.
2. Amendments to main motions must be submitted in writing to the president before they are moved on the floor.

08. Debate

1. No member shall speak in debate more than twice to the same question nor longer than five minutes at one time.
2. No member speaking on a question may move the previous question.

09. Voting

1. Delegates must be present to vote.

2. No delegate or local affiliate shall be represented or voted by proxy.
4. Delegates have one vote each.
5. The president or one-third of delegates present may call for a roll call vote.
6. In the event of a roll call vote, the president shall close the conference hall. Delegates not present shall have no vote.

10. Parliamentarian

The executive director or his designee shall serve as the parliamentarian to whom delegates may direct questions through the president.

11. Schedule of Events and Order of Business

1. The president shall prepare the schedule of events and order of business.
2. The order of business shall in no absolute order include but not be limited to:
 - a. Standing Rules
 - b. Nominations and Elections
 - c. Constitutional Amendments
 - d. New Business Items
 - e. Dues
 - f. Budget
 - g. Political Action
 - h. Special Events

12. Nominations and Elections – State Officers, Director-at-Large, State Delegate to NEA RA

1. For purposes of state officer (president, vice presidents, secretary-treasurer, NEA director) and director-at-large nominations and elections, the president shall appoint a nominations and elections committee of at least three active members, one of whom the president shall appoint as chair.
2. No member of the committee shall hold state office.
3. At least 60 days before the conference, the committee shall notify members and local affiliates of positions open for nominations.
4. The committee shall accept eligible nominees and report to the conference.
5. The chair of the nominations committee shall preside over the nomination and election process at the conference.
6. Nominations may be made from the floor of the conference during the nominations and elections session of the conference.
7. Nominations shall close at the nominations and elections session of the conference.
8. Nominations and elections shall proceed as follows: president, 1st vice president, 2^d vice president, secretary-treasurer, NEA director, director-at-large, and state delegate to the NEA representative assembly.
9. To be elected, candidates must receive a majority of votes cast.
10. The conference may elect by acclamation unopposed candidates.

13. Nominations and Elections – District Officers

Districts shall conduct nominations and elections in their caucuses as outlined in standing rule 12/6-10: One position at a time. Candidates losing a district election may run for the next available position. Acclamation is in order.

14. New Business Items

1. To be considered by the conference, new business items must be submitted in writing to the president no later than 9:00 am of the last day of the conference.
2. A delegate, local affiliate, committee, district council, and board of directors may submit new business items.
3. New business items direct MFPE in specific and general ways of policy, program, and action.

15. Dues and Constitutional Amendments

1. Dues proposals and constitutional amendments must be submitted in writing to the president at least 60 calendar days before the first day of the conference.
2. The board of directors shall recommend proposed dues and may propose constitutional amendments.

16. Budget

The board of directors shall recommend a proposed budget.

17. Caucuses

1. Districts shall caucus to consider business matters before the conference and to nominate and elect a chair and one or two vice chairs as directed in the MFPE constitution.
2. Available conference room space may require districts to combine for meeting purposes.
3. District officer elections shall proceed one position at a time: First chair and then vice chair and if necessary a second vice chair.

18. Miscellaneous

1. Tobacco, alcohol, newspapers, cell phones, and any other electronic communication devices are out of order at conference meetings.
2. At the direction of the president, cell phones and other electronic communication devices may be utilized in the conduct of business.