

COMMITTEE PROCEDURES  
27<sup>th</sup> INTERNATIONAL CONVENTION  
OF THE SERVICE EMPLOYEES INTERNATIONAL UNION

1. Committee meetings shall be held on-line in a format in which delegates and alternate delegates can join, listen and speak in an orderly fashion. Instructions for how to attend the on-line committee meetings will be listed on the SEIU Convention website. The Committee Chair should designate a member or staff to keep a record of the Committee's actions.

2. When delegates or alternate delegates address the Committee, Committee members may ask questions to be sure that they understand the opinions being expressed or may answer questions if a delegate seeks clarification. Committee members should not express opinions or enter into arguments with speakers.

3. The Committee Chair shall preside at the meeting and facilitate discussion. The Chair may request another Committee member to take over the chair for any portion of the meeting.

4. The Committee runs informally, but official actions of the Committee on such items as adoption or approval of resolutions, constitutional amendments, protests or appeals are to be handled by a motion, a second, and a majority vote. The Committee is governed by one vote per committee member.

5. Only Committee members may vote on procedural matters or any other issue coming before the Committee.

6. Only delegates or alternate delegates are permitted to address the Committee.

7. One delegate from a Local Union which has properly submitted a resolution or amendment to the Constitution and Bylaws shall be given an opportunity to address the appropriate Committee in support for up to three (3) minutes. Any Committee may also establish procedures for receiving comments from other delegates or alternate delegates on other germane issues, which shall be limited to two (2) minutes per speaker. The Chair shall be guided by the goal of hearing from every local before additional speakers are recognized on an issue. Committees may elect to schedule meetings at which delegates may address the committee. The Chair may modify the length and number of speeches based on the number of issues to come before the Committee and/or the number of delegates or alternate delegates desiring to address the Committee.

8. Committee may schedule multiple meetings. The order of business for each open Committee meeting is as follows:

- Introduction of Committee Members
- Review of Agenda

- Discussions of Resolutions, Amendments, Protests or Appeals

9. The Chair may convene the Committee in executive session to discuss and evaluate the proposals and opinions expressed by the delegates and alternate delegates, to vote on its recommendation to the Convention, and to handle administrative affairs or other Committee business.

10. Unauthorized videotaping or recording of the Committee meetings is prohibited.

11. Applicable Committees shall prepare suitable resolutions or amendments to carry into effect recommendations referred to them, and may submit to the Convention, with the Committee's own recommendations as to appropriate action, those and all other referred resolutions or amendments. A Committee may (1) choose to report only one of several resolutions or amendments on the same subject, (2) combine into a single resolution the whole or portions of several resolutions or amendments on the same subject and report the combined resolution as original text, with the original resolutions and amendments being subsumed, (3) decide not to report out a proposed resolution or amendment, or (4) refer a matter to the International Executive Board for appropriate consideration. There shall be no minority report.

**[NOTE: SEIU C&B Article IV § 14 provides that all Resolutions must be submitted in writing by a Local Union "at least 30 days prior to the Convention and unless so submitted may not be considered by the Convention except on unanimous consent of the delegates present. Resolutions may be presented to the Convention by the International Executive Board at any time during the Convention without requiring unanimous consent." SEIU C&B Article XXIV provides that "Amendments may be proposed at [the] Convention in the same manner as in provided herein for the submission of Convention resolutions."]**

12. Committees may report out multiple resolutions or constitutional amendments in one motion to be considered and voted upon as a block.