



# INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

## 2024 IAFF CONVENTION RULES OF ORDER

**Rule No. 1:** The business session of the Convention, with the exceptions hereafter noted, shall be as follows: the Convention shall be called to order on Monday, August 26 at 9am a.m. local time and remain in session until recess, unless otherwise provided by the body. On Monday, the business session shall begin at 1:30pm. On Tuesday, Wednesday, and Thursday, the business sessions of the Convention shall begin at 8:30am. Business sessions shall remain in session until recess, unless otherwise provided by the body. If it becomes necessary, evening sessions and/or a session on Friday may be held.

**Rule No. 2:** The following order of business shall govern the Convention proceedings:

- a. Report of the Committee on Credentials.
- b. Report of the Convention Rules of Order.
- c. Adoption of minutes of the previous Convention.
- d. Roll Call of Officers.
- e. Reports of Convention Committees as available.
- f. Nomination and Election of Officers as provided in the Election Rules.
- g. Adjournment.

Resolutions that effect per capita will be introduced as the first order of business on the second day of the Convention.

Article XX, Section 2, of the IAFF Constitution and By-Laws provides that a certain time is to be set aside for discussion and voting on any proposed censure resolutions. Accordingly, such resolutions will be considered by the body on Tuesday, Wednesday, or Thursday as determined by the General Prësident.

The regular order of business may be suspended at any time by two-thirds (2/3) vote at any session of the Convention. The General President, from time to time, may interrupt the order of business to present special guests to the Convention.

Political or other informational material may be distributed to the tables in the Convention meeting hall but only with the prior permission of the Master Sergeant-at-Arms.

**Rule No. 3:** The Credentials Committee shall issue to each delegate, entitled to be seated, a delegate identification badge to be shown on entering the Convention hall. On each identification badge will be printed the name of the delegate and the number of the local union or other subordinate affiliate that the delegate represents.

No credential shall be registered by the Credentials Committee after 5 p.m. local time on the first day of the Convention unless the delegates, by a three-quarters (3/4) vote, have approved the seating of a late-arriving delegate.

The substitution of registered alternates for registered delegates will be handled by the Credentials Committee and will be reported by the Credentials Committee once at the start of each session of the Convention and not otherwise during the Convention meeting.

Alternates may be seated in the absence of delegates upon presentation of credentials meeting the requirements as set forth in Article IV, Section 5, of the IAFF Constitution and By-Laws. The alternate who is to take a delegate's place shall submit to the Credentials Committee their alternate identification badge and the identification badge of the delegate whose place they are to take. The Credentials Committee, upon receipt of these identification badges, shall issue to the alternate a delegate's identification badge. In the event that the original delegate returns to the Convention and is again to be seated as a delegate, the alternate (now seated as a delegate) shall submit to the Credentials Committee the delegate's identification badge and shall receive the alternate's identification badge in return. The returning delegate shall receive the delegate's identification badge.

The Credentials Committee shall make its report to the Convention on Tuesday and as needed to report on the seating of alternates for delegates.

**Rule No. 4:** Alternates, invited guests and invited visitors, except members of the IAFF staff, fraternal delegates and members of the press authorized by the General President, will not be permitted to occupy the area provided for the seating of delegates but will be seated in a separate area.

**Rule No. 5:** Before there can be debate on a resolution, the Convention Committee to which that resolution was assigned, shall have the right to report on the resolution and to give the reasons for the Committee's recommendations. Only after the Committee has moved consideration of the resolution can general debate on the resolution proceed.

**Rule No. 6:** A motion from the floor shall be entertained by the Convention Chair after a delegate, who has been recognized to speak, states their name and the affiliated local union or subordinate organization they represent. The motion must be in order and a second recognized by the Convention Chair prior to debate.

All motions that affect the policy, operation, structure or the Constitution and By-Laws of the International Association of Fire Fighters, other than priority motions that are germane to resolutions that are properly before the Convention, must comply with the provisions of Article XX, Section 2, of the Constitution and By-Laws.

**Rule No. 7:** A motion to amend a motion or a motion to amend a proposed amendment to a motion shall be in order, but no motion to amend a proposed amendment to a proposed amendment shall be permitted.

Whenever an amendment is offered from the floor which would substantially modify any resolution, proposed constitutional amendment, or Committee's revision of same pending before the Convention, such floor amendment shall be referred to the appropriate Committee for consideration and recommendation prior to action by the delegates thereon. However, immediate consideration by the Convention may be in order by majority vote.

A motion seeking reconsideration of a resolution or a motion that has already been considered will be in order only if it is made on the same day that consideration was first given to the underlying matter.

**Rule No. 8:** When delegates desire to speak on a debatable motion, they shall proceed to the appropriate nearest microphone and after being recognized by the Convention Chair, they shall identify themselves by name and the affiliated local union or subordinate organization they represent.

If delegates wish to rise to a point of order or ask a question relating to pending business, they will proceed to the nearest microphone and seek to attract the attention of the Convention Chair. Upon being recognized, speaking into the microphone, they will state their name and the organization that they represent and raise the point of order or ask their question.

Except for censure resolutions, a motion to stop debate shall not be entertained, nor considered in order, until three delegates desiring to speak have spoken for and three delegates desiring to speak have spoken against the pending motion or resolution. A motion to stop debate can only be adopted by two-thirds (2/3) vote. Debate can be closed by the Chair if there are less than three delegates desiring to speak either for or against the pending motion or resolution after the Chair has afforded the delegates a sufficient opportunity to speak.

A motion to stop debate on a censure resolution shall not be entertained, nor considered in order, until one delegate desiring to speak has spoken for and one delegate desiring to speak has spoken against the pending censure resolution. A motion to stop debate can only be adopted by two-thirds (2/3) vote. Debate can be closed by the Chair if there are no delegates desiring to speak either for or against the pending censure resolution after the Chair has afforded the delegates a sufficient opportunity to speak.

**Rule No. 9:** A delegate shall not speak more than once or longer than three minutes on any motion or resolution before the Convention, except the maker or sponsor of a pending motion or resolution shall have the privilege of opening debate and shall also be allowed to speak again before debate is closed. If a delegate who is recognized wishes to make a motion, it must be done at the beginning of the delegate's remarks, and the balance of the allotted three minutes shall be available to speak to such a motion.

**Rule No. 10:** No delegate shall interrupt another in their remarks except for a point of order and then only if the point is urgent. A point of order must be raised immediately when the point occurs or else it will be untimely and considered out of order. The delegate calling for the point of order shall definitively state the point, and the Convention Chair shall decide the question of the point of order without debate. Once a point of order has been decided, the same point cannot be made again during the Convention.

A point of personal privilege that is not of an urgent nature (such as announcements and comments involving good and welfare) may be made only during the first one-half hour period of the business sessions on Tuesday, Wednesday, and Thursday. A point of personal privilege that is of an urgent nature may be made at any time.

A delegate rising on a request for information will be limited to asking a question of the Convention Chair, Committee Chair, the General President, or the General Secretary-Treasurer. As soon as the question is answered, the body will resume the regular order of business.

**Rule No. 11:** If a delegate is called to order while speaking, that delegate shall step away from the floor microphone until the question of order is decided. Once the question of order is decided and the delegate is in order, that delegate may proceed following recognition by the Convention Chair.

The General President shall appoint Sergeants-at-Arms to maintain order and to perform such other duties as the Convention Chair may assign.

**Rule No. 12:** The manner of reporting by Committees shall be as follows:

- a. If the Committee is in favor of the resolution as submitted, the reporting member, after summarizing the resolution, giving the Committee's recommendation, and the reasons for its recommendation, shall state, "The Committee recommends adoption of this resolution. An "AYE" or "YES" vote will be in favor of the adoption of the resolution. On behalf of the Committee, in favor of adoption of Resolution No. \_\_\_\_, I SO MOVE."
- b. If the Committee is opposed to the resolution as submitted, the reporting member, after summarizing the resolution, giving the Committee's recommendation and the reasons for its recommendation, shall state, "The Committee recommends rejection of this resolution. An "AYE" or "YES" vote will be in favor of rejection of the resolution. On behalf of the Committee, in favor of rejection of Resolution No. \_\_\_\_, I SO MOVE."
- c. If the Committee makes revisions, modifications, or other changes in the resolution as submitted, the reporting member, after summarizing the resolution, giving the Committee's recommendation and the reasons for its recommendation, shall state, "The Committee recommends adoption of this resolution. An "AYE" or "YES" vote will be in favor of the adoption of the resolution as revised. On behalf of the Committee, in favor of adoption of Revised Resolution No. \_\_\_\_, I SO MOVE."
- d. If the Committee offers a substitute resolution as an amendment in the place of the resolution or resolutions as submitted, the reporting member, after summarizing the resolution, giving the Committee's recommendation and the reasons for its recommendation, shall state, "The Committee recommends adoption of this resolution. An "AYE" or "YES" vote will be in favor of the adoption of the substitute resolution. On behalf of the Committee, in favor of adoption of Substitute Resolution No. \_\_\_\_, I SO MOVE."
- e. If a Committee has had referred to it more than one resolution dealing with the same subject matter, the Committee shall consider such resolutions jointly and may dispose of all such resolutions through the recommendation of a single resolution or a substitute resolution. In reporting to the Convention, the Committee shall inform the delegates that in acting on the resolution before it, the Convention will be disposing of Resolution No. \_\_\_\_, that covers the same subject matter.

- f. A Committee's motion to reject a resolution cannot be amended. If the delegates defeat a Committee's motion to reject a resolution, then the resolution in its original form will be before the delegates for consideration and possible amendment(s). If the delegates defeat a motion to adopt a resolution or defeat a motion to adopt a resolution as revised by the Committee, then no further action is needed on that resolution and the body can proceed to the next item of business.
- g. If the sponsor of a resolution informs a Committee, in writing, that the sponsor wishes to withdraw a resolution, the Committee shall inform the delegates that the sponsor has withdrawn the resolution and no action will be taken on the resolution.

**Rule No. 13:** The manner of voting shall initially be by a voice vote. If the Convention Chair is in doubt or upon request of a delegate after the initial vote, the Convention Chair shall call for a show of hands vote. If the Convention Chair continues to be in doubt or upon request of a delegate after the show of hands vote, the Convention Chair shall call for a standing vote.

A motion for a roll call vote must be made immediately following the reporting of the vote results on a motion or a resolution and before any other item of business is taken up by the delegates, or else it will be considered untimely and out of order. A roll call vote shall be ordered if the motion is supported by 30 percent of the delegates present and voting, and upon such roll call, each local union shall be entitled to the number of votes set forth in the General Secretary-Treasurer's list.

The roll call shall be conducted as follows:

- a. The roll call will proceed by District, starting with the lowest numbered local through the highest numbered local, followed by the appropriate state and provincial officers and District Vice President. The delegates-at-large will also vote.
- b. The roll will be called by Districts from a preassigned microphone.
- c. The order of Districts shall be determined by lottery and announced by the General Secretary-Treasurer prior to the roll call.
- d. Prior to the call of the roll, there shall be a 10-minute recess. Starting at the five-minute mark and then every one-minute thereafter, the Master Sergeant-at-Arms shall announce "roll call in ...minutes."
- e. Upon commencement of the roll call vote, the doors shall be tiled, and no delegates, alternates or guests will be allowed to enter the Convention, and if anyone leaves they shall not be permitted to re-enter until the roll call vote is completed.
- f. As each local, state or provincial association is called in its appropriate District, the chair or representative of the delegation of that local, state or provincial association shall respond with the delegation's vote. If the Chair of the delegation should leave the Convention and there is no Vice Chair, the remainder of that delegation shall elect a new Chair from among themselves, except that in all such cases where the local union or affiliated organization's by-laws or rules conflict, they shall prevail. The total votes that a local union is entitled may be cast by bloc through the Chair of the delegation or the votes may be cast separately by delegates when one or more delegates request that the delegation be polled. Where votes are unevenly divided in a poll of a delegation, the Chair of the delegation will cast the odd votes.

- g. Only the delegate elected to carry a local's proxy votes shall be permitted to cast those proxy votes on the call of the roll.

When a roll call is ordered, no recess shall take place until the results of the vote have been announced.

**Rule No. 14:** Pursuant to Article IV, Section 1 of the IAFF Constitution and By-Laws, the Convention Site City for the 2028 Convention shall be selected by a majority vote of the delegates present and voting. At this Convention, there is one (1) candidate City that has submitted an application to host the 2028 Convention.

**Rule No. 15:** Nominations and elections of all officers of the International Association of Fire Fighters shall be conducted pursuant to the Election Rules prescribed by the Elections Committee and under its direction. Nominations for the Office of Trustee, General Secretary-Treasurer and General President shall be a special order of business on Wednesday, August 28, 2024.

Nominations for the Office of District Vice President shall take place at separate caucuses of the sixteen districts immediately following completion of the nominations of the General President, General Secretary-Treasurer, and Office of Trustee in accordance with the procedures announced by the Chair of the Elections Committee. The Convention will be reconvened 45 minutes after the recess of these caucuses.

**For those local affiliates that intend to vote by bloc, the authorization form with the signatures of all members of the delegation must be submitted to the Elections Committee between 12:00 pm and 4:00 pm. on Wednesday, August 28, 2024, in Room 155 BCEC. No voting by bloc will be permitted if the fully signed authorization form is not submitted during this time.**

Elections of all officers shall begin at 7 a.m. and continue until 10:30 a.m. on Thursday, August 29, 2024. If runoff elections are necessary, the time and manner in which the runoff elections are to be conducted will be determined by the Elections Committee and announced to the Convention prior to the balloting. Runoff elections shall be completed on Thursday, August 29, 2024, if possible. In the event that there is only one candidate for office, balloting shall not take place and the candidate thus nominated shall be declared elected.

**Rule No. 16:** Committees shall not meet when the Convention is in session except with the permission of the General President.

**Rule No. 17:** A majority must be present in Committee meetings to constitute a quorum of the Committee.

**Rule No. 18:** Under the International Constitution and By-Laws, all proposed amendments to the Constitution and By-Laws or other resolutions must have been received by the General Secretary-Treasurer at least fifty (50) days immediately preceding the opening of this Convention. (Censure resolutions must be received at least sixty (60) days prior to the opening of Convention.) The only exception to this requirement is that a late resolution may be introduced and received with unanimous consent of the Convention delegates in an actual emergency situation. Such emergency must have occurred in the fifty (50)-day period immediately preceding the Convention up to and including the days during which the Convention is in session and must be manifestly of such a nature as to require the late submission of a resolution.

**Rule No. 19:** Any question of parliamentary procedure not covered by these Convention Rules of Order shall be decided by Robert's Rules of Order (12<sup>th</sup> Revised Edition) unless otherwise provided for in the International Constitution and By-Laws.

**Rule No. 20:** Officers, delegates and alternates shall at all times conduct themselves with dignity and decorum and in such a manner that the business of the Convention may proceed efficiently and orderly, and so that the rights of others shall be respected. Comments that defame, slander or personally attack another union sister or brother are not permitted and shall be considered out of order. The minority shall have the right to be heard and the majority (or supermajority, as appropriate under the rules) on any matter shall prevail.

**Rule No. 21:** Any of these rules may be amended by two-thirds (2/3) vote of the delegates present and voting except for Constitutional provisions.

**Rule No. 22:** Any of these rules may be suspended by two-thirds (2/3) vote of the delegates present and voting except for Constitutional provisions.