



RULES FOR THE CONDUCT OF BUSINESS AT THE 2019 SAG-AFTRA CONVENTION

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I. Delegate Credentialing

- A. In order to facilitate identification and seating, delegates shall be required to wear the official delegate credential/identification badge issued upon registration for admission to any Convention activities.
- B. In order to participate in a work category Convention caucus at which the nomination and election of the work category Vice President(s) will occur, a delegate, during the pre-Convention registration process, must register for the work category caucus for which he or she has the greatest interest or affinity. If a delegate does not register for a work category caucus at the time of pre-Convention registration, the delegate will be automatically registered for the work category caucus corresponding to his or her membership category at the time of nomination as a delegate. A delegate will only be permitted to participate in the work category caucus for which he or she is properly registered and has obtained appropriate credentialing. A delegate may not change his or her work category caucus once it has been designated, and no protests regarding a delegate's inclusion in or exclusion from a work category caucus will be entertained.



II. Delegate, Staff and Guest Seating

- A. Delegates shall be seated with their delegations on the floor of the Convention. Authorized staff in attendance at the Convention will be seated in the location(s) designated by the National Executive Director or his designee. Staff that are seated on the floor of the Convention may speak but may not make motions or vote. Authorized staff must wear the official credential/identification badge issued upon registration for admission to any Convention activities.
- B. Subject to available seating, SAG-AFTRA staff, invited guests and credentialed press will be admitted to the designated gallery area of the assembly hall during the meeting unless the Convention declares a closed session. Members who are neither delegates nor invited guests may not attend the business sessions of the Convention, but may attend designated non-business sessions and Convention workshops.

III. Convention Resolutions and Agenda

- A. In accordance with Article VII(C)(2) of the Constitution, proposed resolutions must be received in the specified electronic format through the designated submission process no later than 11:59 pm PDT on Wednesday, September 11, 2019. Proponents are strongly encouraged to submit resolutions earlier to permit time for advance review and consultation by counsel and staff. All resolutions that are submitted by 11:59 p.m. (PDT) on Thursday, September 5, 2019, will be promptly reviewed by counsel and/or staff for substantive and procedural concerns. If counsel and/or staff identify any substantive or procedural concerns, the proponent will have 72 hours from notification of such concerns to revise the proposed resolution to address or resolve such concerns. If no revision is submitted by that deadline, the originally-submitted resolution will proceed. No changes other than those responding to the substantive or procedural concerns identified by counsel and/or staff will be permitted after 11:59 p.m. (PDT) on Wednesday, September 11, 2019. To the extent feasible given resource constraints, counsel and/or staff may informally consult with proponents, but such consultations will not permit submission of changes to proposed resolutions after the established deadline.
- B. Resolutions may be submitted by: (1) no fewer than ten percent (10%) of the total number of convention delegates assigned in the most recent membership census rounded up to the nearest whole number; or (2) a full (with unanimous support) local convention delegation; or (3) by a majority vote of at least two (2) Local Boards. In addition, a resolution may be submitted by action of the National Board.
- C. The Convention shall be in session from 9:00 a.m. to 6:00 p.m. unless otherwise ordered by the Convention, the National Board, or the President. It shall recess at 12:00 p.m. and reconvene at 1:30 p.m. provided that, where a particular matter is being discussed or considered by the Convention and the discussion has not concluded, the Presiding Officer may hold the Convention in session until such issue is disposed of, and adjust the time for



reconvening accordingly.

- D. The Convention may only act on business which is on the advance published agenda approved by the President subject to policies established by the National Board, or properly introduced as a late agenda item, as set forth below. All substantive actions, except elections, shall be in the form of agenda item resolutions.
- E. Any proposed agenda item which is not on the advance published agenda shall be considered to be a late agenda item. Late agenda items must be of an emergency nature such that it was impossible or impracticable to have submitted the item in a timely manner, must be submitted in writing in accordance with paragraph (B) of this section, and must include a proposed resolution and background information. Pursuant to Article XVIII(A)(3) of the Constitution, Constitutional amendments may not be submitted as late agenda items. Acceptance of late agenda items shall be conditioned on the approval of either: 1) the Constitutional Amendments and Resolutions Committee (hereafter, "CARC"), by a two-thirds vote, or 2) the Convention by a two-thirds vote, without debate.
- F. The President in consultation with the Executive Vice President, with advice of counsel, will review the agenda items prior to their being taken up on the floor of the Convention to determine whether any item(s) should be ruled out of order. The proponent of the agenda item determined to be out of order will be promptly notified of the intended ruling. The proponent may appeal such a ruling to the CARC, which may establish procedures governing such appeals. If an appeal is denied, and the proponent wishes to further appeal that denial to the Convention floor, such further appeal will only be heard at the conclusion of the resolutions agenda.
- G. The National Board may submit a late agenda item at any time.
- H. The Convention may change the order of business by a two-thirds vote.

IV. Voting and Debate on Agenda Items

- A. A delegate wishing to speak must do so from a floor microphone. When the delegate is recognized by the Chair, he or she must state his or her name and Local. In speaking to a proposed motion or amendment, the delegate should indicate whether he or she is speaking for or against it.
- B. Once a main motion has been made and seconded, it is open for debate and any delegate may speak to the proposal. A delegate may also move an amendment or raise a parliamentary point.
- C. Except as otherwise determined by the Chair, the "whereas" clauses of all resolutions and amendments before the Convention shall not be read.
- D. An agenda item may only be withdrawn with the approval of the CARC or with the consent of the Convention.



- E. Voting on procedural motions initially will be *viva voce* (voice vote). If the Chair cannot determine the result of the vote or if a request is made by a delegate before proceeding with any other business, there will be a second vote during which voting devices will be used. Voting on all substantive motions will be by electronic voting devices, unless provided otherwise by the body. A delegate must be present to cast his or her votes.
- F. Any substantive amendment to a proposed resolution must be submitted at least 24 hours in advance to the CARC for its review and consideration, unless waived by action of the CARC in a particular instance. Any amendment in violation of this provision will not be considered by the Convention.
- G. A motion may be withdrawn by its mover and seconder before a vote is taken thereon, without objection.
- H. A delegate may not speak more than twice to the same question, nor longer than three minutes each time he or she is recognized by the Chair, without permission granted by a two-thirds vote without debate. No person may speak more than once to a question if a person who has not spoken wishes to do so. In order to foster the greatest possible participation in the limited time allotted, a delegate may not yield his or her unused time to another member. The Chair shall have discretion to permit staff to speak to any motion, and to respond to questions or points of inquiry, with such time limitations as the Chair deems appropriate.
- I. A motion for a roll call vote on a main motion or amendment shall be in order only before the vote is taken on the main motion or amendment. The motion is non-debatable and requires a majority vote for adoption. Roll call votes shall only be taken by electronic device and not by verbal roll call.
- J. Questions of clarification about the intent and meaning of a main motion or amendment shall not be used to gain the floor for the purpose of debate and will be handled according to parliamentary procedure. All questions must be directed to or through the Chair.
 - 1. Points of Order may only be used to raise a question as to whether the Chair is following the correct parliamentary procedure. If a delegate raises a point of Order, the Chair will ask him or her to state the parliamentary point and then will rule on it.
 - 2. Points of Information may only be used to request information. A delegate should direct his or her question to the Chair, either for information from the Chair or from the speaker on the floor, and should not use a point of information to provide information or enter into debate. Points of information will not be entertained after debate has been closed on a motion.
 - 3. A Point of Personal Privilege has extremely limited use for matters of urgency affecting the entire body or for serious matters involving the delegates' comfort such as ventilation, temperature, noise, etc.
- K. A delegate seeking to appeal a ruling of the Chair must state his or her reasons for the appeal,



following which the Chair may state his or her reasons for the ruling. All appeals from rulings of the Chair shall be treated as undebatable.

V. Nominations and Elections

A. Nominating Procedures

1. Executive Vice President

The nomination of the Executive Vice President shall take place on the Convention floor as agendized during the first day of the Convention.

2. Vice Presidents from the largest, second largest, Mid-size and Small Locals

The nomination of the geographical Vice Presidents shall take place in their respective geographical caucuses as agendized during the first day of the Convention.

3. Actor/Performer, Broadcaster and Recording Artist/Singer Vice Presidents

The nomination of the Work Category Vice Presidents shall take place in their respective work category caucuses as agendized during the first day of the Convention.

4. Consent to Serve

a. All nominated candidates must complete a written Consent to Serve form, which must be returned to the designated staff person no later than one (1) hour after the close of Nominations for each respective office. Consent to Serve forms may also be delivered, mailed or emailed to the SAG-AFTRA national office, c/o the Governance Department at 5757 Wilshire Boulevard, 7th Floor, Los Angeles, CA 90036 or by email at nationalelections@sagaftra.org, in advance of the Convention, provided that such forms must be received by the Governance Department no later than Wednesday, October 9, 2019, at 5:00 p.m. (PDT). A candidate who chooses to mail or email his or her Consent to Serve is urged to do so with sufficient time for receipt by the established deadline. If the document is not actually received in the national office by the time specified, no excuse will be accepted for late filing. Therefore, candidates are urged to check with the national office to ensure that their Consent to Serve been received. A failure to submit a Consent to Serve form in a timely manner will result in disqualification of the nominee.

b. Once the Nominations have closed, a candidate may not revoke his or her Consent to Serve.

5. Admission to the Assembly Floor and Caucuses During Nominations

Admission to the Assembly Floor and/or delegate caucuses when the nomination of the Executive Vice President and the Vice Presidents is in progress will be restricted to the credentialed delegates, election observers, election company officials and designated staff. Only delegates who are credentialed to vote in a particular caucus will be allowed to vote in that caucus.

6. Prohibition on Multiple Nominations



A delegate may not nominate more than one (1) candidate for each office.

7. Acceptance of Nomination

A member need not be present at Convention in order to stand for nomination, but must have completed a Consent to Serve form as set forth in Article A.4., above.

B. Eligibility to Nominate

To be eligible to nominate the Executive Vice President, a member must be an elected delegate to the Convention. To be eligible to nominate a Vice President other than the Executive Vice President, a member must be an elected delegate who is credentialed for the respective delegate caucus for that Vice-President as described in Article I.B., above and in accordance with the credentialing procedures.

C. Nominating and Seconding Speeches

1. Executive Vice President

Speakers who intend to nominate a candidate are limited to placing that member's name in nomination and speaking to the nomination for no more than three (3) minutes. There may be three (3) additional speakers per candidate, one of whom shall be the nominee if he or she is present and elects to speak, with these additional speakers limited to two (2) minutes each.

2. Geographic and Work Category Vice Presidents

Speakers who intend to nominate a candidate are limited to placing that member's name in nomination and speaking to the nomination for no more than three (3) minutes. There may be two (2) additional speakers per candidate, one of whom shall be the nominee if he or she is present and elects to speak, with these additional speakers limited to two (2) minutes each.

D. Eligibility to Vote

1. To be eligible to vote for Executive Vice President, a member must be an elected delegate attending the Convention.
2. To be eligible to vote for a Vice President other than the Executive Vice President, a member must be an elected delegate attending the Convention who has received credentials to vote in the respective delegate caucus for that Vice President.

E. Eligibility to Run For Office

1. To be eligible to stand for election at the Convention, a candidate must be nominated by a Convention delegate, the nomination must be seconded by a Convention delegate and the candidate must submit a Consent to Serve form, as described in Article V.A.4., above.

2. Executive Vice President

To be eligible to serve as the Executive Vice President, a member: (a) must have been in good



standing in the Union throughout the two dues periods prior to, and the current dues period including the date of his or her nomination; (b) must be at least 18 years of age upon taking office; (c) must have been an active member for twenty-four (24) months prior to the date of his or her nomination; and (d) may not be a Management Employee as that term is defined in Article VIII.G of the SAG-AFTRA Constitution and applicable SAGAFTRA policy.

3. Geographic Vice President

In addition to the criteria set forth in Article V.E.2. above, in order to be eligible to serve as Vice President from a Local or group of Locals, a member must have been a member of the Local or group of Locals for the twelve (12) months prior to the date of his or her nomination.

4. Work Category Vice President

In addition to the criteria set forth in Article V.E.2. above, in order to be eligible to serve as a Work Category Vice President, a member must have been a declared member of that category for the twelve (12) months prior to the date of his or her nomination.

F. The Election

1. Conduct of the Election

a. Voting

Contested elections shall be secret ballot vote conducted by the same impartial election service used for the mail ballot election. Voting will be conducted during the agendized time period(s) at the designated voting station(s). Voting for the Executive Vice President, the geographic Vice Presidents and the work category Vice Presidents, respectively, shall take place following the nominations for each Officer or group of Officers. Votes will not be accepted after the scheduled conclusion of voting. The certified results will be tabulated and reported to the Convention as soon as practicable after the end of the scheduled voting period. Upon a determination that elections can be more efficiently conducted by use of electronic voting, the National Election Committee is authorized to construe these rules in such a manner so as to permit the use of electronic voting in lieu of paper ballots.

b. Ballots

i. Order of Placement

The order of candidates on the ballot shall be alphabetical, with the starting letter determined by lot after nominations have been closed.

ii. Write-ins

Write-in votes will not be permitted.



iii. Voter Intent

Any ballot marked in such a way as to reasonably indicate the intent of the voter will be counted. The National Election Committee will resolve questions as to the intent of a ballot.

iv. Eligibility Check

The eligibility of all voters will be determined prior to the opening and tabulation of the ballots.

v. Tie Vote

In the event of a tie for any position, subject to verification by a recount, an additional vote among only the candidates receiving the greatest number of votes will be conducted. If this additional vote results in a tie, the winner will be determined by a neutral, random selection administered by the National Election Committee.

vi. Plurality Vote

The holder(s) of the highest number of votes shall be deemed elected, regardless of whether a majority is achieved.

vii. Slate Membership

Each candidate nominated for office may campaign as a member of a slate of candidates, regardless of whether the slate is complete. No candidate shall be compelled to run as a member of a slate.

viii. Multiple Offices

No candidate shall be permitted to hold more than one (1) Vice President position.

2. Tabulation

The ballot tabulations shall begin as soon as practicable after the close of the scheduled voting period(s) established by the National Election Committee.

3. No Acceptance Speeches

Following the election, there will be no acceptance speeches other than the agendized reports of the newly elected President, Executive Vice President, and Secretary-Treasurer.

4. Observers



Each candidate shall have the right to be present and/or to designate observers during the election process.

5. Unopposed Candidates

An unopposed candidate shall be deemed elected.

6. National Election Committee Supervision

The National Election Committee shall oversee the conduct of the Convention Election.

7. Ballot Security

Representatives of the election company will maintain the ballots at all times during the election. The election company shall retain the ballots for a minimum of one (1) year following the election.

VI. Protests and Appeals

- A. Any protest regarding an alleged violation of the election provisions of the SAG-AFTRA Constitution, the Nominations and Elections Policy, the election rules contained herein or applicable federal law in connection with the Executive Vice President or Vice President election must be filed with the National Election Committee within one (1) hour of the tabulation of ballots in the election at issue.
- B. The protest shall set forth with reasonable specificity the nature of the alleged violations, the facts underlying it and how it may have affected the outcome of the election.
- C. The National Election Committee shall consider all facts it deems appropriate to resolve an election protest and may, in its discretion, hold hearings concerning any such protests. All affected candidates will receive a copy of the protest and any evidence submitted in support of the protest, and will have the opportunity to submit evidence to the National Election Committee. A candidate who is not in attendance at Convention has the responsibility of notifying the SAG-AFTRA Governance Department no later than Wednesday, October 9th at 5:00 p.m. (PDT) how he or she can be contacted if an election protest is filed. A candidate's failure to provide such contact information, and/or to be available one (1) hour after the tabulation of ballots will waive his or her right to respond to the election protest.
- D. The National Election Committee shall render its written decision as promptly as possible, but in no event more than five (5) hours after the protest has been filed.
- E. National Election Committee decisions shall be final and binding. Elections challenged by a member are presumed to be valid unless and until the same or another candidate is elected in a rerun election.

VII. Campaigning and Access



A. Candidate Campaign Materials

A voter information guide with candidate statements will not be published by the Union as part of the Convention election process. However, nominated Executive Vice President and Vice President candidates may distribute campaign literature at their own expense in a designated area near the voting location.

B. Campaigning at Convention

Campaigning at Convention will be permitted in designated areas only, and no campaigning may take place on the assembly floor.

VIII. Campaign Contributions

The Rules prohibiting the use of union and employer funds, resources, personnel and facilities to promote the candidacy of any person, as set forth in Article IV of the SAG-AFTRA Nominations and Election Policy, shall be applicable at Convention and are incorporated by reference herein. Copies of these Rules are available upon request.

IX. Transcriptions

No recording or transmission is permitted during any session of the Convention or Convention Committees except for the official devices in use. There will be only one official transcript made of the proceedings.

X. Additional Nomination and Election Procedures

Without limitation on its existing Constitutional authority, the National Election Committee may develop additional nomination and election procedures for the Convention elections, provided that such procedures are consistent with the SAG-AFTRA Constitution and applicable federal law.

XI. Roberts Rules of Order

Roberts Rules of Order Newly Revised shall govern all matters or procedures that are not provided for in the foregoing rules or by the Constitution.