

Standing Rules Amendments for VIRTUAL PAT Representative Assembly

Adopted by the PAT Executive Board August 19, 2020

With PPS opening remotely this fall, and contract negotiations underway, it's more important than ever for PAT members to stay informed and keep connected to our union. Unfortunately, because of the COVID-19 state of emergency, PAT is still unable to hold in-person meetings.

The PAT Rep Assembly has always been one of our most important platforms for sharing information and organizing our members, so starting in August, we'll be holding our monthly Rep Assemblies virtually. Meeting via Zoom will require us to do a few things differently than we do in our in-person meetings. But even during this pandemic PAT is still committed to making sure members and elected Reps have a platform where they can get the latest information about what's going on in the District, share strategies and learn directly from one another, and get organized.

While we're still working out the logistics of how to translate our in-person format to Zoom, here's a short summary of how we're adapting our Standing Rules for a virtual PAT Representative Assembly.

Accessing the RA

- PAT Reps will be invited to register for each Virtual RA, and PAT will verify voting credentials from the registration list. Only elected reps will be permitted to join the RA live. (RA materials will be shared on the website)
- Voting will be done using a secure online platform.
- In order to participate in RA business, Reps will need to use the Zoom app (no dialing in). Only credentialed Reps who are present will be able to vote.
- Reps will display their name, school, and pronouns.

Quorum

- Quorum will be calculated based on the number of elected reps present at the first credentialed RA (expected to be October 2020)

Conducting Business

- Conducting business virtually requires more preparation than in-person meetings, so Reps will need to submit any New Business Items (NBIs), or amendments to proposed NBIs, ahead of the RA.
 - New Business Items should be submitted in writing, via an [electronic motion form](#), at least 10 days before the RA.
 - Any New Business Item will be included on the agenda and emailed to Reps at least 4 days ahead of time.
 - Any motions to amend must be submitted in writing at least 2 days before the RA.

- Electronic ballots will be prepared ahead of the RA for both NBIs and any proposed amendments.

Time Limits for Debate

- For each NBI, or amendment to a proposed NBI, we will allot 15 minutes of debate and discussion, with at least two speakers in favor and two against. Speakers will be allowed 2 minutes each.
- At the conclusion of 15 minutes, or when there are no more speakers remaining, the Chair will automatically move to a vote.
- Any Rep wishing to continue debate will need to “raise a hand” and move to extend debate. That motion requires a second and will need a $\frac{2}{3}$ vote to pass. These votes could be conducted via polling or “buttons.”

Process for Debate

- The Chair will ask speakers “FOR” to “raise a hand,” and will take a stack, then lower hands.
- The Chair will ask speakers “Against” to “raise a hand,” and will take a stack, then lower hands.
- Hand raising thereafter will be used to indicate a question or point of order.
- All debate will be conducted out-loud (not in the chat)

Voting

- Electronic ballots will be made available to delegates who 1) Registered and 2) Are present for the debate. Delegates will need to use their PPS email when registering to verify their identity.
- Ballots will open upon conclusion of debate, and close as soon as there has been sufficient time for delegates to vote (we estimate 1-2 minutes)
- Preliminary Results will be reported live. If requested, credentials of voters will be verified.

The RA Standing Rules adopted in March 2020 still apply, except where they are not viable in virtual environment. These sections are highlighted in the RA Standing Rules attached below.

These rules may be changed by the Executive Board with a majority vote, or by the RA as described in Section X of the regular RA Standing Rules (attached below).

Structure of a Virtual RA:

RA's will consist of

- *Information and reports (60-80 min)*
 - *Q and A after topic (Verbal or both verbal and written?)*
 - *Polling*
- *Discussion Topic and feedback (20)*
 - *Breakout Rooms may be used for discussion*
- *Business (as needed 0-30 min+) (no chat or Q and A, raise hand to speak)*
- *Open Q and A (as time allows) (Chat enabled)*

Norms for a Virtual RA

- *Please "rename" yourself with your Name, school, and pronouns*
- *Listen to the speaker. Use emojis to show appreciation*
- *Stay on topic-- there will be time for open Q and A, interaction, and personal questions*
- *The chat is turned off so that important questions don't get lost.*
 - *There will be time after each topic for questions, time to talk in smaller groups, and Open Q and A at the end.*

Existing Standing Rules (adopted March 2020)

- I. The President of the Association or the President's designee shall preside at the meetings of the Representative Assembly (RA).
- II. Parliamentary questions raised on the floor must be directed to the presiding officer. The presiding officer rules on all procedural questions. Delegates wishing to appeal the ruling of the chair may do so. The decision will then be made by a majority of the delegates.
- III. When requested, the Nominations and Elections Committee and/or Membership Committee, shall report the number of voting delegates present and assure there is quorum.

IV. Making Motions at the RA

- A. All amendments to PAT Bylaws, Standing Rules, and Resolutions as well as proposed New Business Items shall be submitted on a Motion form, including the following:
 - A clear statement of the proposed change or action
 - A 175-or-fewer word statement of rationale
 - The name of the maker of the motion and a way to contact
- B. Old Business will begin prior to 6:00 pm to ensure a quorum and ample time for debate.

V. Bylaws: Bylaws are the rules by which the organization governs and regulates itself.

- A. Submitting a proposed Bylaws amendment:
 - A delegate to the RA may submit proposed Bylaw amendments in writing, to the President, with a minimum one weeks notice for consideration of the Executive Board. The Executive Board will consider the amendment in relation to other guiding documents, and decide whether and when to refer to RA. Per PAT Bylaws 8.1.4.k, Such actions may be reviewed by the next Representative Assembly upon request of fifteen (15) representatives.
 - Amendments to proposed amendments may be made from the floor only if they do not go beyond the scope of the amendment as it was submitted.
- B. A two-thirds affirmative vote is required to adopt any proposed Bylaw amendment (per PAT Bylaws Article 14 Section 2)

VI. Resolutions: Resolutions are statements of belief that commit the Association to support a philosophy or long-term goal.

- A. All resolutions must be brought before the RA.
- B. Submitting a Resolution to the RA:

- An RA delegate may submit a Resolution for the consideration of the Association by submitting it in writing to the President. The President will refer the Resolution to the appropriate committee to recommend a position to the Executive Board.
 - After presenting to a committee, the maker may move the adoption of the Resolution at the RA. They must read the rationale statement and provide the full text of the resolution.
 - The positions and a short rationale of those positions, of any committees and the Executive Board, will be presented in writing at the meeting in which the resolution is initially presented.
 - Delegates shall take the resolution back to their worksites for further discussion and to get input from PAT members.
 - At the following RA, the delegates may vote on whether to adopt the Resolution.
- C. In accordance with PAT Bylaws Article 9 Section 4, Resolutions necessitating immediate action by the Representative Assembly may be presented directly to the floor of the Representative Assembly for debate and action by:
- Suspension of the rules by a three-fourths (3/4) majority of the representatives present, and
 - Passage by a two-thirds (2/3) majority of those representatives.

VII. **New Business: New Business Items are actions in line with PAT’s adopted values and that the Association can implement within a year’s time.**

- A. The language of an NBI should be clear and focused. It should include the action, the timeline, and specify who will be responsible for completing it.
- B. An NBI must not conflict with PAT’s guiding documents (Bylaws, Policies, Resolutions).
- C. Submitting a New Business Item to the RA:
 - Any RA Delegate may submit a New Business Item to the RA. Per PAT Bylaws, Article 9 Section 5, NBIs may be submitted directly to the RA for debate and action.
 - NBIs should be submitted in writing to the chair prior to presenting.

VIII. **Rules for floor debate:**

- A. In accordance with the Bylaws, Article 9 Section 6, “Any member of the Association who is not an elected representative may attend Representative Assembly and may participate in debate. That member may not make motions, call for specific action to be taken through parliamentary procedure, or vote.”
- B. In accordance with the Bylaws, Article 9 Section 6, “Other individuals invited by the president may attend Representative Assembly Meetings. Those individuals may not take part in the business of the Association.
- C. A delegate wishing to speak shall not proceed until they are recognized by the chair, give their name, pronouns, and the name of their school/program, and are directed to proceed.

- D. Each speaker shall be limited to 2 minutes for discussion on any topic and may not speak again until all others who wish to speak on the same motion have been heard.
 - E. The Chair will appoint a timekeeper to keep debate at an orderly pace.
 - F. A delegate who has been granted the privilege of the floor may not yield any part of his/her time to another delegate.
 - G. At the end of a 15-minute debate on any subject, an automatic vote to close debate will take place. $\frac{2}{3}$ vote is required to close debate.
 - H. Amendments to motions shall be presented in writing to the Secretary prior to or simultaneously with presentation of the amendment.
 - I. In accordance with the Bylaws (Article 9, Section 2) PAT Executive Board Directors shall be members of the RA with voting rights.
 - J. On any motion, debate shall alternate between "for" and "against" as follows: In the event no speaker wishes to be recognized in opposition to the first speaker, debate shall be closed, except as follows.
 - If after the maker of the motion has been allowed to speak in favor of the motion, no speaker wishes to speak in opposition to the motion, one additional speaker in favor will be allowed.
 - After this, if there are still no speakers wishing to speak in opposition, debate will be closed.
 - If, however, after two delegates speak in favor, there is a speaker in opposition, debate will then continue, alternating between "for" and "against".
 - K. Questions will be taken first.
- IX. The rules governing the Assembly which are not stated explicitly above shall be the rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED.
- X. The RA may amend these standing rules without notice, with a $\frac{2}{3}$ vote. The RA may propose a change at one RA, and have it considered at the following RA, and require a majority vote to amend.