

SEIU Local 1021 COPE Operations Manual

INTRODUCTION

COPE (Committee on Political Education) and County COPE Committees are working committees of SEIU Local 1021. Our mission is to lead the localø campaign to create a new political majority for working families by increasing member leadership and engagement in worksite political education, community partnerships, issue advocacy, electoral campaigning, and voluntary contributions to our COPE fund.

1. STRUCTURE OF COMMITTEES

A. Officers

SEIU 1021 COPE Committee:

- The SEIU 1021 COPE Committee shall be comprised of up to three (3) principle officers from each County COPE Committee. A county committee with greater or fewer principle officers must designate up to three (3) officers to represent the county committee at each monthly meeting. Should these designees change, the county committee must notify the SEIU 1021 COPE chair in writing no later than fifteen (15) days prior to the next SEIU 1021 COPE meeting.
- The SEIU 1021 COPE Committee chair shall be elected in accordance with the regulations set in SEIU 1021 bylaws.
- Other SEIU 1021 COPE officers will be elected by the members of the SEIU 1021 COPE Committee

Regional/County COPE Committees (all future references to County COPE Committees also refer to Regional COPE Committees)

- County COPE Committees will elect up to three (3) principle officers. County Committees decide whether those officers will be chair, vice chair, and secretary, or co-chairs and secretary.
- In addition to the three (3) principle officers, committees can elect one (1) alternate delegate to represent the county at the 1021 COPE meeting
- County COPE Committee delegates shall elect their County COPE officers.

B. Term, Election, and Duties of Officers

- County COPE officers will be elected to serve a maximum term of three (3) years.
- Notice of officer nominations and elections will be sent out in accordance with the meeting notice section of this manual. Notice shall be provided as early as possible, and shall include a clear explanation of who is eligible to vote. Members will be nominated for office at least one (1) meeting prior to officer elections.
- Names of members nominated will be sent out via email in accordance with the meeting notice section of this manual.
- Additional members can be nominated at the meeting when the election is conducted.

- Only delegates of County COPE Committees that have been sworn and maintain activity standards stated elsewhere in this manual are eligible to be nominated and serve in office.
- County committees may appoint Elections Committees consistent with the SEIU 1021 bylaws to conduct officer elections.
- Officer duties:
 1. Develop meeting agenda with staff support
 2. Facilitate meeting (chair or vice chair if chair is absent)
 3. Keep minutes (secretary)
 4. Work with assigned staff to ensure proper notice of meetings; follow up with any tasks/duties to be completed
 5. Serve as voting member on SEIU 1021 COPE Committee (three (3) per county committee)

C. Membership and Voting Rights

- Meetings are open to all members, and all members are entitled to be heard by the committee.
- Federal law requires that all union members be eligible for COPE Committee membership, whether they contribute to COPE or not. Any member who is willing to follow the County COPE Committee membership guidelines is welcome to join the committee.
- County COPE Committees shall be made up of delegates from chapters, industries, guilds, or other regional subdivisions. Delegates must be sworn and maintain activity standards stated elsewhere in this policy. Outreach to SEIU members regarding opportunities for activity in COPE shall be a high priority of the County COPE Committees and shall be appropriately funded by the Local. Outreach to obtain full involvement of the subdivisions shall be a priority and annual plans and reports shall be issued.
- Retirees are encouraged to participate in SEIU 1021 County COPE Committees to the full extent allowed by the bylaws.
- County COPE Committee delegates must identify the role they are willing to take on by completing a commitment form prior to being sworn in as members. Roles are defined on the commitment form.
- New delegates must attend one (1) County COPE meeting before they are eligible to vote. Delegates can be sworn in and vote at the second meeting they attend if the commitment form has been completed and turned in to the chair or secretary by the start of the meeting.
- In order to remain in good standing, delegates must attend at least two-thirds (2/3) of the regularly scheduled meetings per calendar year and have no more than three (3) consecutive unexcused absences. Failure to meet these requirements is grounds for removal from the County COPE Committee. Removal of a delegate from the committee requires action of the County COPE Committee, and delegates will receive fifteen (15) days notice prior to any action taken by the County COPE Committee.
- The two-thirds (2/3) meeting attendance requirement begins when a delegate is sworn in as a voting delegate of a County COPE Committee. For example, if a delegate

becomes a voting delegate in May, the delegate must attend two-thirds (2/3) of the meetings remaining in the calendar year.

D. Quorum for County COPE Committees

- A quorum shall consist of fifty percent (50%) of the total number of sworn delegates. Delegates physically at the meeting or participating via videoconference or by phone shall be included in the quorum count.

E. Quorum for 1021 COPE Committee

- A quorum shall consist of fifty percent (50%) of the total number of officers from active County COPE Committees. Officers physically at the meeting or participating via videoconference or by phone shall be included in the quorum count.

2. MEETINGS

Frequency of Meetings

- SEIU 1021 COPE will meet monthly on the second Tuesday of each month. Meetings will be held in multiple locations and broadcast via videoconference system, and a call-in option will also be available.
- County COPE Committees will meet at least quarterly. A more frequent meeting schedule is also acceptable.
- All meetings must be properly noticed.

Meeting Notice

- Notice of County COPE meetings must be sent out via email to regular voting members, primary leaders representing industries in the county, regular committee attendees, and worksite organizers representing members within the county.
- Notice must be sent out via email by the political organizer assigned to the County COPE Committee.
- The email notice will include a flyer that can be printed for distribution.
- Regular meetings require fifteen (15) calendar days notice via email. When email is not available, members will receive notice by phone. There is no obligation to mail the meeting notice.
- Emergency meetings will be held by call of the officers. Email and phone notice to sworn members is required no later than forty-eight (48) hours prior to the meeting. The political organizer is responsible for email notice. Officers are responsible for phone notice.

Conduct of Meetings

- All attendees must sign in. Attendance at COPE meetings is limited to members of the union, unless permission has been requested and granted by the chair.
- Be respectful of others. Only speak when recognized. Don't interrupt others.
- All members are welcome to attend and participate, but only committee members can vote.
- Meeting agendas may only be altered by a vote of the committee members present at the meeting, after first seeking consensus on proposed amendments.

- Once an issue has been discussed and there are no more members who wish to speak on the issue, the chair is able to ask for a show of hands (or voice vote) to indicate whether consensus has been reached on the issue. If so, the decision should be recorded by the secretary and the chair should move to the next item on the agenda. If consensus hasn't been reached, the chair shall call for a vote of just the COPE committee members (defined by policy). After the vote has taken place, the chair shall move to the next agenda item.
- Meetings shall be conducted using the Manual of Common Procedure (attached).
- Ground rules are a guide for the chair to have a efficient, effective, and inclusive meeting:
 - Recognize new members/guests and make them feel welcome.
 - Conduct the meeting in a business-like manner.
 - Check before the meeting to make certain that people will have committee reports ready.
 - Follow the Manual of Common Procedure, but handle business informally when it seems appropriate.
 - One person should speak at a time.
 - Make òlò statements, not òhe saidö or òshe saidö statements or òweö or òthemö statements.
 - If asked to act appropriately or not be disruptive more than three (3) times, a member will be debarred from the current session by the chair.
 - Guide the flow of discussions at meetings.
 - Do not take sides. The chair must be impartial while chairing the meeting.
 - Recognize all who have comments or questions.
 - Keep the group on the topic.
 - Clarify questions. Restate them so that everyone understands.
 - Do not make long speeches.
 - Practice the art of summarization. Clarify and restate motions.
 - Keep order in the discussion and be alert to members' reactions.
 - Use the secretary. Get motions in writing. Ask the secretary to read the motion as written before a vote is taken.
 - When a speaker is on the agenda, see that business is finished in order to give the speaker adequate time. Ask the secretary to follow up with a thank you letter.
 - Express appreciation to those who have given reports or made contributions to the meeting.
 - End the meeting on time with a statement of action items, personal responsibilities, and decisions made. Be sure each person (including the chair) has a clear understanding of what s/he is expected to do and of what was or was not decided.
 - Set time limits for accomplishing next steps. Record these time limits and remind people in writing immediately after the meeting of what they are expected to do.

Standard Agenda Format:

1. Call to order
2. Reading and approval of agenda
3. Reading and approval of minutes
4. Membership (quorum, applications, and swearing in)
5. Reports
6. Old Business
7. New Business
8. Announcements
9. Good & Welfare
10. Adjourn

3. RECORDKEEPING

All SEIU 1021 COPE committees will keep action style minutes based on the template provided (attached). A style book will be supplied for reference purposes.

4. ENDORSEMENT GUIDELINES

Endorsement Policies: SEIU Local 1021 endorses candidates for office based on their commitment to improving the lives of SEIU members and working families regardless of party affiliation. SEIU Local 1021 supports initiatives and ballot measures that improve the lives of SEIU members and working families and opposes initiatives and ballot measures that detract from the quality of life for SEIU members and working families.

Member Participation: SEIU Local 1021 will strive to increase member participation in all endorsement processes. In accordance with applicable laws, no COPE Committee shall discriminate against any member based on COPE contributor status or amount of contribution.

SEIU “One Voice” Process: SEIU Local 1021 strives to “speak with one voice” with other SEIU Locals and the broader labor community.

To further this goal, SEIU Local 1021 participates in the SEIU California State Council “One Voice” endorsement process for decisions on state and federal candidates and issues. When more than one SEIU local has an interest in a local race or ballot measure, SEIU 1021 participates in a “One Voice” process with interested locals.

In the “One Voice” process, town hall style candidate interview processes are held and participating members make recommendations to the State Council Executive Board, or Board Subcommittee as appropriate, based on a “one local, one vote” rule.

All SEIU Locals have agreed to honor the outcome of the “One Voice” process, and to speak with one voice at central labor councils and other union bodies.

Local 1021 Endorsement Authority: In the absence of a one voice process, SEIU 1021 makes endorsements through an open process managed by County COPE Committees (or chapter leaders in the absence of a County COPE Committee).

In local races or for local ballot measures that are solely within the jurisdiction of a County COPE Committee, the SEIU 1021 COPE Committee shall accept the endorsement

recommendations offered by the County COPE Committee, provided the endorsement recommendations have come through a transparent endorsement process, open to all interested members, and essentially followed the requirements of this manual.

Where issues or races overlap county jurisdictions, County COPE Committees will create a joint process to reach a single position for SEIU 1021 COPE. In the absence of a single position, the decision will be made by SEIU 1021 COPE based on input from the respective County Committees.

County COPE Committees may ask chapters to take the lead in coordinating a local candidate or issue endorsement process. All such delegated processes must be open to all interested members. The results of any such delegated processes shall be recommendations to the County COPE Committee. No County COPE Committee may delegate its endorsement authority to a chapter or jurisdiction.

No Independent Endorsement Actions: No chapter or jurisdiction shall endorse any candidate, or take a position on any ballot measure, prior to the completion of the SEIU process. All chapters shall honor the outcome of the SEIU 1021 process.

Candidate Evaluation Criteria: Generally candidates shall be judged by the following criteria:

1. Commitment to SEIU's agenda and working family issues, based on questionnaire responses, statements in the public record, voting record (if any), and on actions the candidate has taken to demonstrate such commitment.
2. Responses to questions posed in interview meetings.
3. Accessibility to SEIU 1021 members.
4. Commitment to the SEIU organizing pledge.
5. Candidate's viability, judged by:
 - a. Commitment and ability to raise funds adequate to win.
 - b. Base of support, as demonstrated by endorsements and contributions from individuals and groups that make a difference in winning elections.
 - c. Name recognition, personal history (strengths and liabilities), polling data, ballot designation and match-up with other candidates.
 - d. Adequacy of candidate's campaign plan and campaign team.

Incumbents: The decision to endorse or not endorse incumbents previously endorsed for the same office shall be based on analysis of the incumbent's record and the above criteria.

Incumbents who have demonstrated a consistent record of support for SEIU 1021 members and values may be endorsed through an abbreviated process based on their record, without the need to consider other candidates running for the same office.

Non-Incumbents: All candidates challenging non-endorsed incumbents or running for office in open seats shall be required to complete a written questionnaire in order to be considered for endorsement. All questionnaires must ask the candidate to sign the SEIU organizing pledge, and must include information regarding the candidate's funding and base of support.

Candidates who signed the organizing pledge and are deemed viable should be interviewed in meetings open to all SEIU members as part of the evaluation process whenever possible.

Committees should invite all known viable candidates, regardless of party, to participate in the evaluation process through completion of a questionnaire. Committees should screen questionnaire responses and may eliminate from further consideration those candidates deemed non-viable or unsuitable for SEIU support.

Policy on Member Candidates: Members are encouraged to run for office.

- Candidate endorsements are taken seriously by SEIU 1021.
- There are no shortcuts to elected office, and being a member of a union does not increase the chances of winning elected office.
- Being a member does not guarantee an endorsement.
- A member candidate will be held to the same standard as all candidates and must meet the criteria established for earning endorsement.
- If a member candidate is endorsed, this in no way implies or guarantees SEIU 1021 will fund and staff the candidate's campaign.
- Members running for office must have a campaign and fundraising plan that outlines their ability to win whether they receive their union's endorsement or not.
- Members planning on running for office are encouraged to meet with County COPE leadership and political staff well in advance of beginning their campaigns.
- Members interested in running for office are encouraged to attend annual SEIU candidate trainings, as well as other candidate trainings, and are encouraged to approach political staff to learn about training opportunities.
- Members are occasionally recruited to run for office. Last minute recruitment which does not allow for proper planning of a winning campaign is not acceptable.

Timing of Endorsements: The majority of SEIU 1021 members vote via absentee ballot. In addition, the SEIU process must be planned far enough in advance to allow adequate time to act on recommendations before central labor council votes whenever possible. Completing our endorsement processes in a timely manner is therefore critical to our ability to communicate our recommendations to members and to engage members in campaign activities.

Committees are expected to complete all endorsements no later than thirty (30) days prior to the date absentee ballots are scheduled to be mailed out.

In those cases where the committee believes that the major candidates have all announced their intent to run, the committee may begin its process prior to the close of the nomination period for that office.

Early endorsements (those made more than 3-4 months prior to an election) may be pursued in those cases where:

1. There is consensus among County COPE Committee members to engage in an early endorsement process.
2. The committee is unified behind consideration of a single candidate.
3. The candidate being considered for early endorsement fulfills all of SEIU's candidate evaluation criteria.
4. The SEIU 1021 COPE Committee votes to approve an early endorsement process.
5. No other SEIU local requests a SEIU "One Voice" process.

Chapter/Jurisdiction Processes: Chapters and jurisdictions should work within the COPE Committee process to the maximum extent possible. Any chapter- or jurisdiction-based

evaluation process should be completed prior to the committee interview and decision-making process, and the chapter or jurisdiction should share all information gathered in that process with the committee.

Multiple Endorsements/No Recommendation and SEIU Participation: If SEIU 1021 endorses more than one candidate in a race, COPE Committees must agree not to organize monetary or human resources for any individual candidate (individual members are free to work for the candidate or candidates of their choice). Any member education must include notification of the endorsement of all candidates in the race.

Code of Conduct in Endorsement Processes: SEIU COPE Committees, members and staff should present a neutral and united face of SEIU 1021. SEIU 1021 will not express explicit support of any candidate to either the candidate or his/her staff or representatives before, during, or after the candidate interviews, prior to the endorsement being finalized.

SEIU 1021 COPE Committees, members, and staff will treat each other and the candidates with dignity and respect throughout the endorsement process.

SEIU 1021 COPE Committees, members, and staff will not share internal SEIU information with candidates, campaign staff, consultants or other outside parties that specifically singles out the votes, conversations, or activities of individual participants.

Endorsement Interview Rules and Procedure: Meeting notice must be issued at least ten (10) days prior to the meeting. Notice may be provided solely via email so long as the secretary has verified that all may be reached by electronic means.

1. Members may not carry more than one (1) vote.
2. No person may hold a proxy for a member.
3. Endorsement interviews, discussion, and vote are confidential. Members participating in the interviews are asked to respect the confidentiality of any discussion and vote.

Endorsement Interview Recommendation Process:

1. Members attending endorsement interviews make a recommendation to the County COPE Committee. Endorsements should only be handled by the local-wide COPE Committee if no County Committee exists or the endorsement is time sensitive and can be addressed by the local-wide committee more expediently than the County Committee.

2. Endorsements shall be conducted according to the following process. There shall be four (4) segments: an introduction to the process, candidate interviews, discussion, and voting.

3. There shall be a time limit set for each segment. This time limit shall be based upon the number of candidates who are running for the position in question. A simple majority may only extend the time limit for any segment.

4. Time Limit Recommendations: Opening statements are limited to 1-2 minutes per candidate. The interview period should be limited to 7-10 minutes per candidate. When the interview period has ended, candidates should be escorted out of the building. The discussion period should be limited to 20 minutes per candidate. Meetings should end no later than 10:00 p.m. so that all members have the opportunity to participate in the process. If it is anticipated an interview process will take more than four (4) hours, interviews should take place over a two-day period.

5. The voting segment shall be conducted as follows:

Single candidates:

- a) If one candidate running is for the position, members may recommend endorsement for that candidate, or choose to make no endorsement recommendation.

Multiple candidates:

- a) If two candidates are running, members have the option of making a recommendation for single endorsement for one candidate, a dual endorsement for two candidates, or no endorsement for any candidate.
- c) If there are three or more candidates, members have the option of making a recommendation for a single, dual, triple (and so on depending on the number of candidates) endorsement, or no endorsement for any candidate.
- d) If there are more candidates than the number of position openings, members can choose to endorse more candidates than there are openings.
- e) Members should be aware that multiple endorsements are not advised as they reduce the ability to be effective in electing pro-worker elected officials, and weaken the power of a candidate receiving our union endorsement.

6. Disclosure: All members have a right to attend endorsement interviews. If a member has a relationship, personal or professional, to a candidate or presenter of an issue, the member must disclose this information prior to the discussion period. Examples of relationships that should be disclosed include, but are not limited to:

- family member
- business associate
- voluntary or paid campaign position
- receive direct or indirect financial gain based on outcome of race

7. Recusal policy: Endorsement meetings are confidential, and every effort must be made to ensure the confidentiality of member discussion and recommendation. Members who have a relationship to a candidate or issue, as defined by the disclosure policy, will be asked to recuse themselves from discussion and vote. Members may make brief statements on their position prior to leaving the room.

5. CONTRIBUTION GUIDELINES

Recommendations from County Committees are submitted to SEIU 1021 COPE for action. Industries and chapters must bring proposals for contributions to the County COPE Committee, and the County COPE Committee makes recommendation to the local-wide COPE Committee. If there is no upcoming County COPE meeting, the request can be brought directly to the monthly SEIU 1021 COPE Committee. Requests for contributions must be in writing with accompanying information about the address of the campaign, the name of the campaign, the Fair Political Practices Commission (FPPC) number, and the treasurer's name to facilitate the process.

Member engagement plans required for contributions exceeding \$1,021. When COPE committees, industries, or chapters submit a request for a contribution over \$1,021 to a candidate, an initiative, or an independent expenditure, a written member engagement plan is required as part of the proposal for a contribution. The member engagement plan should explain

how the COPE Committee, industry, or chapter will engage the membership to support the candidate or initiative.

Recommendations for contributions to various non-priority local races (city, county, special district, school board, ballot measures). When a candidate in a non-priority race seeks contributions from SEIU 1021 and the candidate is either a strong ally of the union or the COPE Committee believes that donating to the candidate may move the candidate to becoming a stronger ally, it is recommended that the contribution not exceed \$500, except for extraordinary reasons. The same rule applies to local ballot measures that would either benefit members who work and/or live in the community.

Primer on legal restrictions and reporting requirements. SEIU 1021 uses COPE dues to make donations directly to candidates and to fund political campaigns independently of candidates. Both activities are heavily regulated by federal, state, and sometimes local governments, and must be reported. Regulations require reporting within twenty-four (24) hours those contributions made close (e.g. within two (2) weeks) to the election. Contributions to candidates or independent expenditures (IEs) from the union's general fund are illegal.

Campaign contributions to candidates. SEIU 1021 is governed by federal, state, and sometimes local law when making contributions to statewide and local elected officials, and these contributions, whether they are monetary or non-monetary (such as phone banking), must be reported. Member-to-member communication is an exception to this rule, and is explained in more detail below.

Examples of contribution limits:

Small contributor committees (small contributor committees can accept up to \$200 per calendar year per contributor):

- \$22,300 gubernatorial candidate
- \$11,100 other statewide candidate
- \$6,700 legislative candidate

Regular PACs (regular PACs can accept up to \$5,000 per calendar year per contributor):

- \$22,300 gubernatorial candidate
- \$5,600 other statewide candidate
- \$3,300 legislative candidate

Contributions to candidates for local office are often governed by local law. In San Francisco, for example, SEIU 1021 can make contributions up to \$500 to candidates for office.

Independent expenditures. An independent expenditure is a political activity intended to assist or oppose a specific candidate for office which is made without their cooperation, approval, or direct knowledge. When a race is a priority race for the local, the union may choose to do an independent expenditure on behalf of a candidate, and contact voters beyond our membership base. It is important to note that when the union conducts an independent expenditure, federal and state laws require that SEIU 1021 cannot coordinate directly with a candidate's campaign. There are no restrictions on how much the union can spend on behalf of a candidate. (A court case, *Buckley v. Valeo*, dictates there are no limits on how much a PAC can spend during an

independent expenditure campaign.) However, there are extensive federal, state, and local reporting requirements for when SEIU 1021 contacts voters who are not members through an independent expenditure campaign.

Member-to-member communications. There are limited reporting requirements on how much the union can spend on member-to-member communication on behalf of a candidate or issue. Member-to-member communication is not considered political activity by regulatory agencies.

6. COPE INTERNAL APPEALS PROCESS

Members may appeal a decision of a County COPE Committee based solely on an alleged violation of procedures as outlined in the COPE operations manual, local bylaws, or other 1021 policy adopted by the Executive Board.

Appeals shall be submitted to the officers of the County COPE Committee within five (5) working days of the alleged offense. The officers shall meet with the appellant(s) within ten (10) working days to hear, discuss, and attempt to resolve the matter.

If the officers are unable to resolve the matter to the appellant's satisfaction within five (5) working days of the meeting, the appeal may be submitted to the 1021 COPE Committee for action. The 1021 COPE Committee shall hear the appeal at its next regularly scheduled meeting and render a final decision.

Timelines may be extended by mutual agreement of the parties.

This internal appeal process shall not abrogate the rights of any member to file complaints and appeals in accordance with the SEIU 1021 bylaws, SEIU Constitution and Bylaws, or policies adopted by the 1021 Executive Board.

MANUAL OF COMMON PROCEDURE

The following rules shall be used to govern debate unless the Local Union has adopted its own rules or regulations:

Rule 1. The regular order of business may be suspended by a vote of the meeting at any time to dispose of urgent business.

Rule 2. All motions (if required by the chair) or resignations must be submitted in writing.

Rule 3. Any conversation, by whispering or otherwise, or any other activity which is calculated to disturb or may have the effect of disturbing a member while speaking or disturb the conduct of the meeting or hinder the transaction of business shall be deemed a violation of order.

Rule 4. Sectarian discussion shall not be permitted in the meetings.

Rule 5. A motion to be entertained by the presiding officer must be seconded, and the mover as well as seconder must rise and be recognized by the chair.

Rule 6. Any member having made a motion can withdraw it with consent of the seconder, but a motion once debated cannot be withdrawn except by a majority vote.

Rule 7. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

Rule 8. A motion shall not be subject to debate until it has been stated by the chair.

Rule 9. A member wishing to speak shall rise and respectfully address the chair, and if recognized by the chair, he or she shall be entitled to proceed.

Rule 10. If two or more members rise to speak, the chair shall decide which is entitled to the floor.

Rule 11. Any member speaking shall be confined to the question under debate and avoid all personal, indecorous or sarcastic language.

Rule 12. Attending meetings under the influence of liquor or any controlled substance not lawfully prescribed is basis for removal.

Rule 13. No member shall interrupt another while speaking, except to a point of order, and the member shall definitely state the point, and the chair shall decide the same without debate.

Rule 14. Any member who is called to order while speaking shall be seated until the point of order is decided, after which, if decided in order, such member may proceed.

Rule 15. Any member who feels personally aggrieved by a decision of the chair may appeal such decision to the body.

Rule 16. When an appeal is made from the decision of the chair, the Vice President shall act as chairperson; the appeal shall be stated by the chair to the meeting in these words: "Shall the decision of the chair be sustained as the decision of this Union?" The member will then have the right to state the grounds of appeal and the chair will give reasons for its decision; thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority vote to overrule the chair.

Rule 17. No member shall speak more than once on the same subject until all who wish to speak have spoken, nor more than twice without unanimous consent, nor more than five minutes at any one time without consent of a two-thirds vote of all members present.

Rule 18. The presiding officer shall not speak on any subject unless such officer retires from the chair, except on a point of order or to make an official report or give such advice and counsel as the interests of the organization warrant. In case of a tie the presiding officer shall have the deciding vote.

Rule 19. When a question is before the meeting, no motion shall be in order except:

1. To adjourn;
2. To lay the question on the table;
3. For the previous question;
4. To postpone to a given time;
5. To refer or commit;
6. To amend.

These motions shall have precedence in the above order. The first three of these motions are not debatable.

Rule 20. If a question has been amended, the question on the amendment shall be put first; if more than one amendment has been offered, the question shall be put as follows:

1. Amendment to the amendment.
2. Amendment.
3. Original proposition.

Rule 21. When a question is postponed indefinitely, it shall not come up again except by a two-thirds vote.

Rule 22. A motion to adjourn shall always be in order, except:

1. When a member has the floor;
2. When members are voting.

Rule 23. Before putting a question to vote, the presiding officer shall ask, "Are you ready for the question?" Then it shall be open for debate. If no member rises to speak or the debate is concluded, the presiding officer shall then put the question in this form: "All in favor of this

motion say `aye`; and after the affirmative vote is expressed, `Those of the contrary opinion, say `no` After the vote is taken, the presiding officer shall announce the result in this manner: `It is carried [or lost] and so ordered.`

Rule 24. Before the presiding officer declares the vote on a question, any member may ask for a division of the house. The chair is required to comply with this request. A standing vote shall thereupon be taken.

Rule 25. When a question has been decided it can be reconsidered only by two-thirds vote of those present.

Rule 26. A motion to reconsider must be made and seconded by two members who voted with the majority.

Rule 27. A member ordered to be seated three times by the chair without complying shall be debarred from participating in any further business at that session.

Rule 28. All questions, unless otherwise provided, shall be decided by a majority vote.

Rule 29. The presiding officer of the meeting shall enforce these rules and regulations and may direct that members be removed from the meeting for violation of these rules.

Action Minutes Template for COPE Meeting

Meeting:	Date:
Chair:	Secretary:
Participants:	Next meeting:

Agenda Item	Brief discussion, notes, decisions made	Action Steps/Follow-up	By Whom	By When
1. Call to order				
2. Reading and approval of agenda				
3. Reading and approval of minutes				
4. Membership (quorum, applications, swearing in)				
5. Reports				
6. Old Business				

7. New Business				
8. Announcements				
9. Good & Welfare				
Adjourn				
Results from Meeting Evaluation				