



EDUCATION DEPARTMENT

HOW TO ENGAGE IN YOUR LOCAL UNION MEETINGS

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Preamble to the UAW Constitution:

“...Union members must take seriously their responsibilities as citizens and work, through their union and individually, to realize the goals of participatory democracy and responsible and accountable government.”



Introduction

Whether you have recently joined the UAW or are a new activist, being an involved member of your union is the best way for your voice to be heard.

The UAW Constitution states:

“The precepts of democracy require that workers through their union participate meaningfully in making decisions affecting their welfare and that of the communities in which they live.”

Members are the highest authority in the UAW. As a member, you:

- Elect your local union officers
- Run your local union affairs
- Elect your negotiators
- Vote on your contract
- Elect your grievance handlers

This booklet intends to share the basic procedural rules of member meeting engagement. Those interested in understanding meeting rules are encouraged to obtain a copy of Robert’s Rules of Order.



**KEEP
CALM
AND GO TO THE NEXT
UNION
MEETING**



Why Union Meetings Matter

BUILDING UNION POWER

The power of our union rests in your hands. Members are the highest authority in the UAW: We select our leaders, fund our organization, and stand in solidarity as a union. It is critically important that we maintain space for members to come together, get informed, and have a say in organizational decisions. That is why we have union meetings.

Being in a union means showing solidarity, fighting for better wages, paying our dues, taking collective action, volunteering in our communities, and showing up for union events. It's all about working together, standing together, fighting for justice together, and being together. To do these things, we need a structured, shared space to get together to plan, discuss, debate, and make decisions as a group. At the heart of our union are participation and democracy. Nowhere is this more evident than at your local union meeting.

The union meeting's setup ensures that all members have an opportunity to hear and be heard. It ensures that everyone has a voice, a vote, and a seat at the table. The very structure of the union meeting ensures democracy, debate, and that the majority rules. Our union cannot democratically decide how we spend money, vote on contracts, hear all sides of a story, debate important issues, and elect local officers without them.

At a local union meeting, every member's voice matters. It is an arena to put our democracy into action. It is a space for members to hold each other and their leaders accountable to union values and responsibilities. Never forget that attending a union meeting is a special privilege: You must have eligibility to participate. Members in good standing have this right to a voice in our union, and you must use it!

Membership meetings should also contribute to members' sense of solidarity and power by bringing us together. Members should be able to see and feel that we are not alone. That other people face similar struggles, and that we can come together to find solutions. Meetings should give members the chance to meet their leaders, learn from one another, share ideas, and build a stronger union.

Our general membership meetings can be an excellent organizing vehicle for building the power of our local unions. Building your understanding of how to engage fully in membership meetings will help to ensure that they are a positive experience!



Why Union Meetings Matter

CONSTITUTIONAL DUTIES

The UAW Constitution and our local union bylaws spell out our duties. At a minimum, we must understand and demonstrate these duties. That means, to the best of our ability, we should:

- 1) Attend union meetings and participate in other union activities, like monthly meetings, ratification votes, and solidarity events.
- 2) Join standing committees or participate in standing committee activities, so we can build relationships with one another, carry out the work of our union, and find personal fulfillment through our union activities.
- 3) Volunteer in our communities to demonstrate and live our core values as union members.

The UAW Constitution contains your rights and responsibilities as a UAW member, along with the duties of your local union to hold union meetings. Below are some of the basic provisions.

Article 37, Section 4

“Each Local Union, other than an Amalgamated Local Union, and each unit of an Amalgamated Local Union, shall hold a regular general membership meeting at least once a month unless the Local Union or unit of an Amalgamated Local Union provides in its bylaws for general membership meetings at least once every three (3) months.”

Article 41: Duties of Local Union Members

Section 1. It shall be the duty of each member to conscientiously seek to understand and exemplify by practice the intent and purpose of her/his obligation as a member of this International Union.

Section 2. It shall be the duty of each member to render aid and assistance to brother or sister members in cases of illness, death, or distress, and in every way acquit her/himself as a loyal and devoted member of the International Union.

Section 3. It shall be the duty of each member to participate in all local, state, provincial, and federal elections through registration and balloting.

Your local union bylaws also provide more detailed member guidelines, so you should consult your local union’s bylaws too.



Five Steps to Getting the Most Out of Your Union Meeting

STEP 1: STUDY YOUR LOCAL UNION BYLAWS

The first step towards getting the most out of your local union meeting is studying your local union bylaws. They will lay out how often your local will meet and the process/procedures for your meeting. You may find the number of people it takes to have a quorum, the agenda outline that your meetings will follow, proper behavior, and more.

STEP 2: LEARN THE LINGO

The terminology for union meetings can be confusing at first, but there is a reason we do things the way we do. Learning the lingo can help to demystify the union meeting. Below are a few key terms you might hear during your meetings.

Chair

The chair is the person who presides over the meeting. This is almost always your local union president. Along with the rest of the executive board, the chair will sit at the front of the room and help keep the meeting running smoothly. To speak at a union meeting, you must be called upon by the chair.

Quorum

A quorum is the minimum number of members that must be present at a meeting to make the proceedings of that meeting valid. This number varies from local-to-local, and you can find it in your local union bylaws. Bylaws may provide that the meeting can still go on without a quorum. Not meeting quorum may mean that there shall be an informal meeting consisting of officer reports, committee reports, communications, and a discussion period. However, no voting on matters will occur.

Good and Welfare

Good and welfare is a subject on a meeting agenda. Your local might use this time to discuss things like announcing member events like marriages and births, etc. Your local may have a good and welfare committee. If it does not, your local may use this time for some planned activity, such as a visiting speaker or training. The chair will introduce Good and Welfare by saying, "Is there any good and welfare?"



Five Steps to Getting the Most Out of Your Union Meeting

Roll Call

This is an agenda subject towards the beginning of the meeting where the recording secretary takes attendance of the officers. The recording secretary will say the names of the officers in a loud, clear voice, with pauses for the responses. The chair will usually say, “The recording secretary will call the roll of officers.”

Old Business (or “Unfinished Business”)

Old or Unfinished Business is an agenda subject towards the end of the meeting. This category includes any items that require leftover membership action, or postponed, from a previous meeting. The chair would say something like, “We have some old, unfinished business to take care of.” The chair can then review the topic. A motion dealing with the specific item of unfinished business may follow.

New Business

New business is an agenda subject. During this time, members can introduce new items for consideration, depending on notice requirements. We accomplish a lot of the work of our local unions during new business. The meeting chair will introduce new business by asking, “Is there any new business?” You can introduce new items of business by making a motion and obtaining a second. After considering each item, the chair will ask, “Is there any further new business?” This process will continue until there are no additional items.

STEP 3: UNDERSTAND THE AGENDA

Union meetings are where we debate essential issues, vote on our officers, make financial decisions, and learn about the work of our local. Can you imagine trying to accomplish these things in a free-for-all setting? This is why we need to follow an agenda. Agendas create structure and encourage productivity. The difference between meetings with and without agendas can mean chaos, distractions, and few accomplishments.

Having an agenda is also crucial because it helps your local document everything that happens at the meeting. The recording secretary of your local will be taking notes throughout the meeting. They will have a much easier time capturing complete and accurate notes when the meeting follows a predictable and logical order. Article 42 of the UAW Constitution provides a template agenda, as seen on the next page. The Constitution states that it may be altered to suit the requirements of each local union.



SAMPLE AGENDA

- 1) **Call to Order:** This is the beginning of the meeting. The chair will rap their gavel (if they use one) and say, “I call this meeting to order.” Be quiet and wait for the meeting to start.
- 2) **Roll Call of Officers:** The recording secretary will call the names of the officers and pause for their response. To introduce this subject, the chair will say something like, “The Recording secretary will call the roll of officers.”
- 3) **Reading of Minutes:** The recording secretary will read the minutes from the previous meeting. To introduce this subject, the chair will say something like, “The secretary will read the minutes of the last meeting.” After they are read or reviewed, the chair will ask if anyone has any additions or corrections. If you catch something on the minutes that looks wrong or something is missing, you would make a motion to raise it. If no one responds, the chair will say, “If not, the minutes will stand as approved.”
- 4) **Reading of Correspondence:** This is when the recording secretary will read any important correspondence and summarize when appropriate. To introduce this subject, the chair will say something like, “The recording secretary will now read the correspondence.”
- 5) **Reports of Officers:** The president, vice president, financial secretary, recording secretary, and chairperson (or shop chair or chief steward) will give reports. The president’s report might include problems facing the local, actions the executive board recommends the local take, and a summary of the last executive board meeting. The financial secretary will give a report on the financial status of the local, which will include revenues taken in and expenses paid. Other elected leaders will report on issues relevant to their roles. This is a great time to learn more about the functions and activities of your local union executive board.
- 6) **Reports of Committees:** Standing committees will give reports if there is something they want to report. If a report contains specific recommendations which call for membership action, the chair will ask if there is a motion to adopt the committee’s recommendation. The chair will state something like, “We will now hear a report from the “_____ committee,” and proceed through the committees that communicated before the meeting that they wish to give reports.
- 7) **Unfinished Business:** This subject includes any items that require membership action that are leftover from a previous meeting. The chair will review it, and there may be a motion to deal with the item. The chair will state something like, “We have some old, unfinished business to take care of.”
- 8) **New Business:** This subject includes items raised at the meeting which were not on the agenda and require membership action. This is your chance to raise these issues. The chair will ask something like, “Is there any new business?”
- 9) **Good and Welfare:** This is when you would discuss things like sending cards or flowers to sick members, announce happy life events, etc. You may also use this time for a visiting speaker. You may hear the chair ask, “Is there any good and welfare?”
- 10) **Adjournment:** When the meeting is over, and if no one has made a motion to adjourn (end the meeting), the chair will ask for one. It must be seconded and is then voted on without debate. You may hear the chair say, “Do I hear a motion to adjourn?”



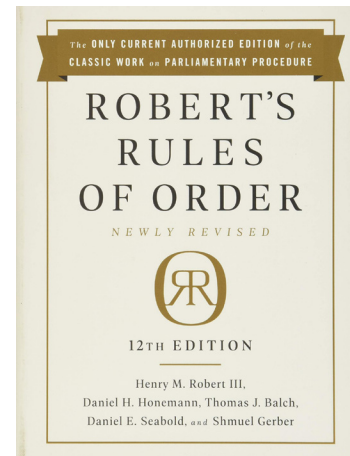
Five Steps to Getting the Most Out of Your Union Meeting

STEP 4: LEARN PARLIAMENTARY PROCEDURE:

Background

The fourth step towards getting the most out of your local union meeting is to learn the basics of Robert's Rules of Order. There must be guidelines for how locals conduct meetings in order to move through the agenda efficiently and democratically. Have you ever been in a meeting where there were no rules for how decisions were made or how the meeting was run? Just like a meeting without an agenda, it was likely chaotic. We need a process.

The format that our meetings follow is called Robert's Rules of Order. Robert's Rules of Order are the most widely used method of governing meetings across the world. All different types of organizations use Robert's Rules of Order. From local union meetings to corporate board meetings, church groups, to neighborhood civic associations, virtually every type of meeting uses Robert's Rules.



Robert's Rules of Order, originally published in 1876, has most recently been revised in 2020.

Robert's Rules of Order come from a book by the same name. The original title was Pocket Manual of Rules of Order for Deliberative Assemblies. It was published in February 1876 by then U.S. Army Major Henry Martyn Robert. The procedures described by the book were loosely modeled after those used in the United States House of Representatives.

These rules ensure that we have a voice in the business of our local union and prevent the local from being run by a small clique. You see, the Rules allow the members to run to the meeting. The chair merely directs the meeting. It can feel intimidating to participate if you don't know the rules, but once you do, it's empowering.

Basic Principles of Robert's Rules

You do not need to be an expert at Robert's Rules to participate in union meetings. Still, you should have a basic understanding of the fundamentals. The more meetings you attend, the more comfortable you will become.



Five Steps to Getting the Most Out of Your Union Meeting

There are four basic principles of Robert's Rules:

- 1) **Only one person speaks at a time.** This principle ensures that people get a chance to be heard and not speak over one another. Imagine a meeting in which people speak up whenever they want, argue back and forth, and interrupt each other. This type of discussion among a large group of people is problematic for several reasons: The union's work would probably never get accomplished, meetings would run on for hours and hours, and less dominant personalities would rarely get a chance to make their voices heard. How do we make sure only one person speaks at a time? Robert's Rules dictate that no one can speak until recognized by the chair.
- 2) **All proposals are freely debated. Robert's Rules are democratic.** The membership must vote on motions. To cast an informed vote, you need to hear all the facts, perspectives, and ideas. To achieve this, each proposal gets debated. Complete and free discussion of every motion is a fundamental right. But please know, you need to keep it civil. Personal remarks or insults are always out of order.
- 3) **Majority rules.** Like the previous principle, everyone gets a chance to make their voice heard. But, when it comes to the final decision on an issue, we follow the principle of majority rule. Majority rule means that whichever side ('yes' or 'no' on an issue) gets more votes wins. Majority rule ensures that all voices are equal. Your vote counts just as much as the person next to you. Most votes are settled by a simple majority: Whichever side gets more votes. However, a two-thirds majority is required for any motion that would deprive a member of rights in any way. This might include but is not limited to, cutting off debate, limiting debate, or canceling a previous action.
- 4) **All members have equal rights and responsibilities.** Not only do we have equal voting power, but we also have equal rights and responsibilities. That means if you have an opinion on a motion or feel something needs to be raised, you have a responsibility to raise it. It also means that you need to vote on motions. Those who do not vote allow decisions to be made by those who do. Silence equals consent.

Did You Know?

It is estimated that about 85^[1] to 95^[2] percent of organizations in the United States use Robert's Rules of Order. The remaining percentage of organizations use other books on parliamentary authority including; The Standard Code of Parliamentary Procedure, Demeter's Manual of Parliamentary Law and Procedure, and Riddick's Rules of Procedure.^[1]

^[1] Slaughter, Jim. "Parliamentary Procedure in the 21st Century"

^[2] Sylvester, Nancy. "The New Version of Robert's and Why You Should Care"



Five Steps to Getting the Most Out of Your Union Meeting

How to Make a Motion

If you have a great idea and want to do something about it, you need to act! The first step is to make a motion.

Raise your hand to get the chair's attention. After he or she has recognized you, rise and say to the chair, "I move that we...." and state your idea.

You may make a motion when you want the meeting to take some action such as sending a letter, accepting a report, holding a special meeting, or spending money for some purpose.

A motion must be supported or seconded by someone in the meeting for discussion to proceed.

After a motion has been supported or seconded, the chair will ask, "Is there any discussion on the motion?" or "Does anyone want to speak on this motion?"

Why Seconding a Motion Matters

Our meetings are democratic, which means no one person can dominate what happens in a meeting. To ensure this, any motion must be seconded to be valid. This means that a second person in the meeting supports that the body considers the motion.

To second a motion, simply say, "second" after another member makes a motion that you support.

How to Speak on a Motion

When you want to speak on a motion, raise your hand and ask the chair for the floor.

You have a right to speak on any properly supported motion.

When the chair recognizes you, you may speak, either for or against the motion. Or you can offer or support an amendment to that motion.

"Brother or Sister Chair, I speak in support of this motion because _____."

You can speak on a motion or amendment only after being offered to and accepted by the chair and supported or seconded by someone in the meeting.



Five Steps to Getting the Most Out of Your Union Meeting

How to Amend or Change a Motion

You offer amendments in the same way as motions. Their purpose is to change, modify, or complete a motion to be more acceptable to the members at the meeting.

You may offer an amendment when you agree substantially with the motion that has been made but want to make some change before it's adopted. An amendment cannot contradict the motion to which it applies. To be proper, an amendment must be closely related to the subject of the main motion and cannot introduce a new subject.

For example, a motion is made to hold a special local union meeting, but no date is specified. You want to be sure the meeting will be held at a time when all the members chosen can attend. After being recognized by the chair, you may then amend the motion by saying, "Brother or Sister Chair, I move to amend the motion to include that the special meeting will be held three weeks from next Tuesday at 6:30 pm."

The amendment needs to be seconded to proceed. Once an amendment has been moved and seconded, discussion on the amendment follows. A vote is taken on the amendment first and then the main motion second. The chair says, "All those in favor of the amendment which strikes out the words . . . and substitutes the words . . . please indicate by the usual sign." If the amendment is defeated, you can make another amendment.

A substitute motion can replace the original motion and include changes or suggestions raised in discussion or offered by amendments. Discussion and voting take place on the substitute motion. However, it can also be amended.

How to End Debate

If you think there has been too much repetitive discussion of an issue being considered by the meeting and no new points are being made, you can try to close the discussion by raising your hand to be recognized by the chair, after which you say:

"Brother or Sister Chair, I call for the previous question." A call for the previous question must have a second.

When the chair puts your motion to end debate to a vote, two-thirds of the members present and voting must vote to end debate. Some local union bylaws permit a majority of those present and voting to end debate. If enough people cast votes for the previous question, debate on the issue ends, and the chair must call for an immediate vote on the main motion.



Five Steps to Getting the Most Out of Your Union Meeting

How to Raise a Concern About the Process

Point of Order

Suppose you disagree with any of the chair's rulings or believe that the person who has the floor is not talking about the business being considered. In that case, you may raise a point of order and state your objection to the chair. Stand up and say, "Brother or Sister Chair, I rise to a point of order," and state your objection to the chair. The chair then is required to rule on your point of order.

Point of Information

If you are confused about the business being discussed at any time during the meeting, or if you want the motion that is being considered more clearly explained, you may rise to ask the chair for a point of information. After you are recognized, ask for the explanation you desire.

With only a few limitations, a point of information is in order at almost any time during a meeting.

How to Table a Motion

Sometimes, circumstances are such that the meeting does not seem ready to pass a pending motion, most often due to a lack of necessary information. You can rise to move that the motion be "tabled" for consideration at a later date. You may seek recognition from the chair and state, "Brother or Sister Chair, I move that we table the motion."

If a motion to table passes, the main motion is put aside. No action is taken, and the meeting goes on to other business. If the motion to table is defeated, discussion on the main motion continues.

A motion to table is not debatable or amendable. If one other member supports it, it should be put to an immediate vote by the chair.



EXERCISE

Let's review the rules using a scenario from a typical union meeting. Fill in the blanks throughout the following scenario with the appropriate rule that applies. An answer key is available on page 20.

Sally plans to attend her local union membership meeting this month. She checks her [1] to find out the date, time, and location of the meeting.

On the day of the meeting, Sally arrives at her local union hall and signs in before entering the meeting room. She is eligible to attend and has voting rights during the meeting because she is a member in [2] of her local union.

The agenda for the meeting has been printed out and circulated to all in attendance for reference.

Members of her local union [3] are seated at the front of the room. When it is time to start, the meeting [4], who is also her local union president, stands at the podium and calls the meeting to order.

The chair announces that the recording secretary will conduct the [5], which is how attendance of local union officers is taken. The chair then asks the recording secretary to read the [6] from the previous meeting. No one has changes to make, so the chair says they stand as approved.

The meeting proceeds through the agenda. After resolving unfinished business from the previous meeting, the chair asks, "is there any [7]?"

Sally wants to suggest a change to the local union website. In order to raise her idea, she must [8]. She raises her hand, and the chair calls on her to speak. She stands up and says, "I make a motion that we post an explanation about why we wear red on Solidarity Wednesdays on the local website."

Another member seconds her motion. The chair says, "Does anyone want to speak on this motion?"

Eric raises his hand to be called on, and the chair recognizes him. Eric stands up and proceeds: "I speak in support of this motion because I think more members will participate in Solidarity Wednesdays if they understand the purpose behind it."

Julie jumps up and says, "Eric and Sally, I think we should change that plan slightly –" but is cut off when Johnny calls out "Point of Order!" The chair recognizes Johnny, who says, "I rise to a [9]. Julie should first be recognized by the chair before speaking, and she should direct her comment to the chair, not Sally and Eric." The chair rules on the point of order, reminding Julie to follow proper procedure.



Julie then raises her hand and is recognized by the chair. She says, “I move to [10] to add that we also post the explanation on our local Facebook page.” Johnny seconds her amendment to the motion.

The chair asks if there is discussion on the amendment, but there is none. Seeing no discussion, the chair says, “All those in favor of the amendment which adds posting the explanation to our Facebook page, in addition to our website, please indicate by saying ‘aye.’” The majority [11] in favor, and the amendment stands.

The chair asks if there is further discussion on the motion. Seeing none, the chair asks for a vote on the amended motion. With majority support, the motion is accepted. This means the local has decided to take the action Sally proposed.

The meeting proceeds, and the end of the agenda is reached. Eric raises his hand and is recognized by the chair. He stands up and says “I make a motion to [12].” Julie [13] his motion.

The chair takes a [14]. The majority says “aye,” and the meeting is ended.

Throughout the meeting, the [15] has taken meeting minutes, or notes, which will be read and approved at the following meeting.

Sally is glad she voiced her thoughts at her local union meeting, and she plans to be back next month – but next time, she’ll invite more friends to join her!

Notes



Five Steps to Getting the Most Out of Your Union Meeting

STEP 5: PARTICIPATE

Your voice matters! Whether you are a new or seasoned member, you offer a unique perspective. The more you keep coming back, the more comfortable you will be in this setting, and people will look forward to your presence and perspective.

At meetings, you will have to listen to those with whom you might disagree. Still, you need to understand that people speak from their experience, which might differ from yours. You will hear things you might think are irrelevant to you, like reports from different departments or classifications or different units within an amalgamated local. You need to know what is happening with your fellow union members. Being union is about the “we,” not the “me.” And the truth is, what your co-workers in another department are experiencing today could be something that affects you in the future. The union meeting is where you will be able to make these connections and stay abreast of all the things going on with your local.

Whether we attend or not, people will debate and decide on issues that affect us. But, a point of view might be missing because it isn’t reflected in the room. Officers continue to be elected and empowered with the authority to make decisions and act on our behalf, even though we were not there to vote. Bargaining issues and strategies are discussed and settled on, and the meeting is where you go to give your input. When you are not at the meeting, decisions about you are made without you. What should be a dynamic and vibrant discussion becomes one-sided and unchanging.

While you must attend your local union meetings, it is not the only place where the work of our union and the growth of our movement happens. We need to be in our communities, talking one-on-one with our co-workers, spreading our message on social media, attending social events, participating in elections, organizing, and more. But none of these replace what must take place at the union meeting.

How to Encourage Others to Attend Union Meetings

Amplify your local’s outreach efforts! It is up to all of us to encourage attendance at our local union meetings – not just elected leaders! As a member, you can amplify your local’s outreach efforts.

Notice of union meetings is a requirement per many local union bylaws. It is also the best way to drum up interest in the meeting. Many locals post a notice on the bulletin



Five Steps to Getting the Most Out of Your Union Meeting

board, the local union newspaper or newsletter, and a message on their local website or Facebook page. Your local may send texts, emails, or even postcards telling members about dates, times, and locations of meetings.

What can you do once your local has sent, posted, or texted these notices? Text your work buddies, post about the meeting on your social media page, and bring one of the postcards to work and have a one-on-one conversation about attending with a co-worker. If someone is apprehensive about attending union meetings, hearing about it and why they should attend from someone they know and trust goes a long way!

Talk to Fellow Members About What Happens in Meetings They Miss

How we talk about the union meeting matters. When members ask what happened in a union meeting that they missed, use it as an opportunity to tell them about it and invite them to attend the next one!

Think about this example: Your union meeting is coming up Saturday. You let everyone in your department know. You even print a flyer. Come Saturday, no one new shows up. When you get to work Monday, a co-worker asks you, “What happened at the union meeting?” and you answer (without missing a beat): “If it’s that important to you, you should have been there.”

Everyone recognizes this scenario, and we all understand the source of the frustration. However, likely, the co-worker in this example will not attend a future meeting after your harsh response. Reacting out of frustration only pushes people away. Another way to look at this exchange is that a co-worker was interested in the meeting. That is an opening in a conversation to say, “The meeting was great! We talked about many things, including the new quotas in some of the departments. However, we need more ideas from people. You should come to the next meeting and share yours.”

Connect with Members’ Interests

Members are most likely to want to attend a meeting if it is exciting and if it makes them feel as though they are part of something bigger than themselves. Try to find ways to connect the issues discussed at the meeting and something your co-worker cares about. Helping members connect their interests to the work of our union that happens at our meetings might entice them to attend next time!

Walk the Walk

Suppose union activists don’t make it a priority to attend their union meetings. In that case, we can hardly get mad when no one else shows up. People will follow your lead!



Parliamentary Law Desk Chart

At A Glance

	DEBATABLE	AMENDABLE	REQUIRE A SECOND
Main Motion	Yes	Yes	Yes
Reconsideration	Yes, if motion to which it applies is debatable	No	Yes
Rescind	Yes	Yes	Yes
Adjourn	No	No	Yes
Recess	No	Yes	Yes
Question of Privilege (treat as main motion)	No	No	No
Appeal	No	No	Yes
Point of Order	No	No	No
Withdrawal of Motion	No	No	No
Suspension of Rules	No	No	Yes
Table	No	No	Yes
Previous Question (close debate)	No	No	Yes
Limit or Extend Limits of Debate	No	Yes	Yes
Postpone to a Definite Time	Yes	Yes	Yes
Refer or Commit	Yes	Yes	Yes
Amend	Yes	Yes	Yes
Postpone Indefinitely	Yes	No	Yes

RES OND	VOTE REQUIRED	IN ORDER WHEN ANOTHER IS SPEAKING	CAN BE RECONSIDERED
s	Majority	No	Yes
s	Majority	Yes	No
s	2/3 of members present, majority when notice to rescind was given at previous meeting	No	Yes
s	Majority	No	No
s	Majority	No	No
	Chair, unless appealed, then majority	Yes	Yes
s	Majority	Yes	Yes
o	None unless appealed, then majority	Yes	No
o	Majority	No	Yes
s	2/3	No	No
s	Majority	No	No
s	2/3	No	Yes
s	2/3	No	Yes
s	Majority	No	Yes
s	Majority	No	Yes
s	Majority	No	Yes
s	Majority	No	Yes

EXERCISE KEY

Sally plans to attend her local union membership meeting this month. She checks her **local union bylaws** to find out the date, time, and location of the meeting.

On the day of the meeting, Sally arrives at her local union hall and signs in before entering the meeting room. She is eligible to attend and has voting rights during the meeting because she is a member in **good standing** of her local union.

The agenda for the meeting has been printed out and circulated to all in attendance for reference.

Members of her local union **executive board** are seated at the front of the room. When it is time to start, the meeting **chair**, who is also her local union president, stands at the podium and calls the meeting to order.

The chair announces that the recording secretary will conduct the **roll call of officers**, which is how attendance of local union officers is taken. The chair then asks the recording secretary to read the **minutes** from the previous meeting. No one has changes to make, so the chair says they stand as approved.

The meeting proceeds through the agenda. After resolving unfinished business from the previous meeting, the chair asks, “is there any **new business?**”

Sally wants to suggest a change to the local union website. In order to raise her idea, she must **make a motion**. She raises her hand, and the chair calls on her to speak. She stands up and says, “I make a motion that we post an explanation about why we wear red on Solidarity Wednesdays on the local website.”

Another member seconds her motion. The chair says, “Does anyone want to speak on this motion?”

Eric raises his hand to be called on, and the chair recognizes him. Eric stands up and proceeds: “I speak in support of this motion because I think more members will participate in Solidarity Wednesdays if they understand the purpose behind it.”

Julie jumps up and says, “Eric and Sally, I think we should change that plan slightly – “but is cut off when Johnny calls out “Point of Order!” The chair recognizes Johnny, who says, “I rise to a **point of order**. Julie should first be recognized by the chair before speaking, and she should direct her comment to the chair, not Sally and Eric.” The chair rules on the point of order, reminding Julie to follow proper procedure.

Julie then raises her hand and is recognized by the chair. She says, “I move to **amend the motion** to add that we also post the explanation on our local Facebook page.” Johnny seconds her amendment to the motion.



The chair asks if there is discussion on the amendment, but there is none. Seeing no discussion, the chair says, “All those in favor of the amendment which adds posting the explanation to our Facebook page, in addition to our website, please indicate by saying ‘aye.’” The majority **vote** in favor, and the amendment stands.

The chair asks if there is further discussion on the motion. Seeing none, the chair asks for a vote on the amended motion. With majority support, the motion is accepted. This means the local has decided to take the action Sally proposed.

The meeting proceeds, and the end of the agenda is reached. Eric raises his hand and is recognized by the chair. He stands up and says “I make a motion to **adjourn**.” Julie **seconds** his motion.

The chair takes a **vote**. The majority says “aye,” and the meeting is ended.

Throughout the meeting, the **recording secretary** has taken meeting minutes, or notes, which will be read and approved at the following meeting.

Sally is glad she voiced her thoughts at her local union meeting, and she plans to be back next month – but next time, she’ll invite more friends to join her!

Notes



Related Resources

If you are interested in learning more about parliamentary procedure, there are a variety of resources available:

- **National Association of Parliamentarians**

This is the largest organization of parliamentarians in the world, and their website has valuable resources: <https://www.parliamentarians.org/>

- **Robert's Rules of Order**

The twelfth edition of this classic book was published in 2020. Reading it is sure to boost your understanding and confidence with using Robert's Rules.

- **Robert's Rules of Order in Brief**

This is an excellent guidebook on how to use Robert's Rules, and it's more reader-friendly and straightforward than the complete Robert's Rules.

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Notes

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