

## **RECOMMENDED SPECIAL RULES OF THE 2025 MTA ANNUAL MEETING OF DELEGATES**

The rules below reflect a modification of the MTA Standing Rules, adapted as necessary for 2025 to address the hybrid format of the 2025 meeting. The 2025 Annual Meeting Special Rules are recommended for adoption by the MTA Annual Meeting of Delegates, upon advice of the MTA Parliamentarian, the MTA Bylaws and Standing Rules Committee, and are approved and recommended by the MTA Board of Directors.

### **RULE 1: Certification and Registration**

Section 1. Composition of Credentials and Ballot Committee - A Credentials and Ballot Committee shall be appointed by the President for rotating terms of three (3) years.

Section 2. Duties:

The Credentials and Ballot Committee shall be responsible for the supervision of the accreditation of delegates and alternates at meetings of the delegates and for the seating of delegates. The decisions of the Credentials and Ballot Committee shall be final unless overruled by the Meeting(s) of Delegates.

The chair of the Credentials and Ballot Committee shall give a preliminary report at the first business session of the delegates and a final report when the registration is complete. The final report shall include the number of local associations in attendance and the number of eligible local associations not in attendance.

The committee shall be responsible for the conduct of the annual elections held at the Annual Meeting of Delegates.

The chair of the Credentials and Ballot Committee shall present the report of the balloting to the final business session of the Meeting(s) of Delegates.

### **RULE 2: Delegates and Alternates**

Section 1. Certification of Delegates - Each local association shall file with the Executive Director-Treasurer via the systems provided, the list of elected local delegates and alternates by April 25, 2025 and no additional reporting shall take place after that date. For the purposes of these rules, the term "local" shall be deemed to include all local associations.

Section 2. Alternates

Only an elected alternate reported to MTA by April 25, 2025 may take the place of an absent delegate and only as authorized by the local president.

### **RULE 3: Registration/On-line Meeting access**

Section 1. Registration procedures at a Meeting of Delegates shall be under the immediate direction of the Credentials and Ballot Committee.

Section 2. At a Meeting of Delegates where candidates are running for election, delegate registration shall begin on the first day of the meeting and shall be closed at the closing of the polls.

Section 3. Only registered delegates will be provided access to participate in the meeting, be recognized to speak, and vote.

Section 4. Quorum shall be established based on the number of delegates in the designated meeting room at the MassMutual Center in addition to delegates (verified by the AV professionals) connected to the meeting through the virtual meeting platform.

Section 5. Individual connectivity issues shall not be the basis for a Point of Order or a challenge to the result of any votes or elections.

Section 6. Points of personal privilege shall not be recognized until the conclusion of the adopted order of business.

**RULE 4: Seating**

Section 1. Non-Delegates

(a) Meetings of delegates shall be open to members of the Association insofar as seating arrangements permit, and remote access will also be offered to members and other approved guests. Registration is required for non-delegates.

(b) With the consent of the Meeting(s) of Delegates, a member, guest, or MTA staff may address the meeting.

Section 2. Seating Arrangements

(a) The auditorium seating plan shall be arranged to provide sections for delegates, members, guests and MTA staff.

(b) Proper identification shall determine admittance to the proper section.

(c) Members of the press shall be given appropriate identification and admitted to the area reserved for their use.

(d) MTA staff members who need access to the floor of the meeting shall wear appropriate identification.

(e) The chair and members of each delegation shall assume responsibility for permitting only certified delegates to sit in the section designated for delegates.

(f) A separate seating area shall be provided specifically for those delegates who prefer to wear masks, and only delegates wearing masks shall be permitted in said area.

**RULE 5: Local Delegations**

Section 1. Each local delegation shall elect a chair and vice chair as appropriate.

Section 2. If a roll call is requested, the AV platform can report individual delegate voting.

**RULE 6: Order of Business and Debate**

Section 1. The President and Executive Director-Treasurer will have time on the agenda to add to the printed reports and to respond to questions from the floor.

Section 2. The first item of business of the Meeting(s) of Delegates shall be the Preliminary Credentials Report.

Section 3. The first item of business on the second meeting day shall be the presentation of awards. The second item of business on the second meeting day shall be new business items with budgetary implications. The next item of business on the second meeting day shall be the budget.

Section 4. The Meeting(s) of Delegates shall be conducted in accordance with the provisions of the MTA Bylaws.

Section 5. There shall be an official parliamentarian appointed by the President.

Section 6. No member shall speak in debate more than twice to the same question during the same meeting, nor longer than two (2) minutes at one time, unless permission is granted by majority vote of the meeting(s). No delegate shall speak using a yellow card for more than one (1) minute at one time unless permission is granted by majority vote of the meeting(s). Upon recognition, all delegates shall identify themselves by stating their name and local association or retired member. A delegate debating a motion may not conclude their remarks by moving to close debate.

Section 7. All motions made by delegates participating remotely requiring a second are deemed to be seconded.

Section 8. Questions on the determination of whether or not an item is one of new business or a resolution shall be channeled through the Presiding Officer for a decision.

Section 9. New Business Items

- (a) New business items without budgetary implications will be followed by Resolutions.
- (b) No later than 4 p.m. on the first meeting day, the delegates shall commence consideration of any new business items submitted to the President by 5 p.m. on the Monday prior to the Meeting of Delegates.
- (c) New business items with budgetary implications must be submitted to the Presiding Officer prior to the conclusion of business on the first meeting day and shall be considered by the delegates before the budget is adopted.
- (d) New business items that have a policy implication must be submitted to the Presiding Officer by 5 p.m. on the Monday prior to the Meeting of Delegates and shall be considered throughout the meeting at times determined by the Presiding Officer.
- (e) Other new business items shall be submitted to the Presiding Officer prior to the end of the first hour of the business session of the second day of a Meeting of Delegates and shall be considered throughout the meeting at times determined by the Presiding Officer.
- (d) New business items not acted upon or referred prior to the adjournment of the Meeting of Delegates will expire.

Section 10. No delegate speaking in debate may move the previous question.

Section 11. With the exception of items on the agenda, all substantive motions shall be submitted in writing to the Presiding Officer.

Section 12. Delegates need to enter the speaking queue by adding their name to speaker list at the microphone stations throughout the business session meeting room. Multicolored sets of cards shall be available at each microphone. Each card shall have the microphone number on it. These cards shall be used by the delegates to gain recognition from the Presiding Officer to speak from the floor.

When debate begins, yellow cards will be recognized in order, up to a maximum of five (5) yellow cards, followed by rotation of red/green/yellow or green/red/yellow, and so on. If at any time there are no yellow cards, the standard green/ red or red/green progression will continue until more yellow cards are raised, at which time the yellow/green/red or yellow/red/green order will resume.

Instructions for the use of the cards shall be printed on the reverse side of the colored cards.

The Annual Meeting shall use an online platform for delegates participating remotely that will allow for recognition of delegates wishing to speak, opportunity for questions and debate, and online voting (for both motions and elections). Delegates participating using the remote platform who wish to speak or make a motion shall use the recognition feature of the virtual platform to indicate Yellow for "a question or point of order," Green for "in favor," or Red for "Against." Points of Order pertaining to a violation of the rules shall also be recognized and shall take priority over other matters.

Section 13. Executive Session will not be possible during the 2025 Annual Meeting of Delegates.

Section 14. Debate on a motion shall not be closed until there have been at least two (2) speakers for and two (2) speakers against on any motion, with the exception that debate may be closed if there are no speakers for or against the motion at the microphones or in the online platform queue.

## **RULE 7: Resolutions**

Section 1. Proposed resolutions to be acted upon at a Meeting of Delegates shall be submitted in writing, signed by the maker, to the Resolutions Committee prior to 5 p.m. on the second Friday in January. Any proposed resolution approved by a majority vote of the Resolutions Committee shall be recommended to the Meeting(s) of Delegates, after having been presented to the March meeting of the MTA Board of Directors for its recommendation. If disapproved by the Resolutions Committee, the maker shall be notified prior to 5 p.m. on March 1.

Any proposed resolution not approved by the Resolutions Committee may be resubmitted to the committee for consideration in the following year.

Section 2. All proposed resolutions, insofar as possible, shall be printed in the official publication of the Association and shall be made available to delegates before action is scheduled thereon by the Meeting of Delegates.

Section 3. Resolutions that have been adopted at a previous meeting and are not amended or deleted pursuant to a submission under Section 1, shall continue in effect.

Section 4. All resolutions adopted by the Meeting(s) of Delegates shall be printed as official Association resolutions, as provided for in Rule 13 and as part of the document containing Bylaws and Standing Rules.

Section 5. Any proposed resolutions pending at adjournment of the Meeting of Delegates will be referred to the Resolutions Committee for consideration under Section 1 above.

## **RULE 8: Amendments to Bylaws and Standing Rules**

Section 1. Proposed amendments to the Bylaws to be acted upon at the Annual Meeting of Delegates shall be submitted in writing prior to 5 p.m. on the second Friday in January to the Committee on Bylaws and Rules.

Section 2. Amendments to the Standing Rules shall be presented to the Committee on Bylaws and Rules prior to the opening of a Meeting of Delegates.

Section 3. Proposed amendments to the Bylaws and the Standing Rules, submitted by individual members or local association, shall be reviewed and, if necessary, combined and/or edited without substantive changes by the Committee on Bylaws and Rules and then submitted to a Meeting of Delegates.

Section 4. (a) The Committee on Bylaws and Rules shall, within 30 days of taking action on a proposed amendment, issue a report of its action to the submitter of the amendment.  
(b) Prior to the January deadline, the committee will make a reasonable effort to assist interested members in achieving their intent so that proposals are legally worded and are consistent with other sections of the Bylaws and Standing Rules.

Section 5. The Committee on Bylaws and Rules shall recommend to the Annual Meeting of Delegates procedures for consideration of amendments to the Bylaws and Standing Rules.

Section 6. Unless otherwise specified, all amendments to the Bylaws affirmatively adopted by the delegates shall take effect on the first day of the fiscal year next following.

## **RULE 9: Nominations and Elections**

Section 1. (a) In the first report of the Credentials and Ballot Committee, the Executive Director-Treasurer shall cause to be announced to the Annual Meeting the names of those

candidates nominated under Article VII, Sections 2B, 3B, 4B, 5B, 6B.

- (b) Each candidate for President or Vice President, or designee, shall be given an opportunity to speak for five (5) minutes as the last item of business on Friday at the Annual Meeting. Speech may be delivered in-person or remotely via the online meeting platform.
- (c) Each candidate in a contested election for Statewide District Director or Statewide Regional Executive Committee member, or designee, shall be given three (3) minutes to speak in person to the respective delegates.
- (d) Candidates will also have the opportunity to provide recorded speeches, same length as above, for posting on the MTA website.
- (e) The committee shall report to the Annual Meeting Delegates, prior to any nominations or elections, whether any candidate has in any manner violated the election rules and regulations prior to voting. These violations shall be reported to the Annual Meeting of Delegates by the Chair of the Credentials and Ballots Committee on the first day of Annual Meeting and entered in the official record of the Annual Meeting.

Section 2. Elections

- (a) Election shall be held at the Meeting(s) of Delegates on the day when the final business session takes place.
- (b) For the 2025 Annual Meeting of Delegates, the election of candidates is scheduled to start at 11 a.m. on Saturday, after action on the proposed budget, and will take place within the business session (in person and virtual). If action on the budget goes beyond 11 a.m., elections will begin immediately afterward.
- (c) No other business will be transacted during the elections. Election results will be presented at the conclusion of whichever item of business is being transacted at the time when the tabulations have been completed and certified.
- (d) Retired Members Committee members shall be elected at the Annual Meeting of Delegates by the Statewide Retired District delegates. The candidates receiving the highest number of votes shall be declared elected.
- (e) In the event of a tie vote by two (2) or more candidates in an election, a runoff election will be held between or among the tied candidates to fill the available seats.
- (f) The order of candidates' names on a runoff election ballot for majority and plurality elections will be listed by the same order as the initial ballot.

Section 3. Campaign Expenditures

- (a) All candidates shall be required to file with the Credentials and Ballot Committee a complete account of campaign expenditures within twenty-one (21) days after the Annual Meeting, on a form provided by the Association.
- (b) The Credentials and Ballot Committee shall certify the receipt of these reports.

**RULE 10: Distribution of Campaign Materials**

Section 1. All campaign materials shall be properly identified by source and sponsorship.

Section 2. No campaign literature or related materials may be distributed or posted within the seating area of the auditorium, registration areas or polling areas or where such materials are visible from these areas.

Section 3. At Meetings of Delegates, the Credentials and Ballot Committee is authorized to remove campaign materials and prohibit practices that are inconsistent with the committee's guidelines.

Section 4. Candidates shall be responsible for the removal of all campaign materials at the termination of the Meeting of Delegates.

**RULE 11: Electioneering**

Section 1. No electioneering shall be allowed during the time specified for the election.

Section 2. At a special delegate assembly, the Credentials and Ballot Committee will have the final decision on whether and to what extent campaigning for elective office may take place.

**RULE 12: Sergeant-at-Arms**

The Presiding Officer of the Meeting(s) of Delegates shall appoint a Sergeant-at-Arms.

**RULE 13: Distribution of Bylaws, Standing Rules and Resolutions**

A copy of the Bylaws, Standing Rules and Resolutions of this Association shall be available upon request to any MTA member as soon as possible after the Annual Meeting of Delegates.

**RULE 14: Non-Sexist Terms**

All Bylaws, Standing Rules and Resolutions shall be written in non-sexist terms.