



## **RULES FOR THE CONDUCT OF BUSINESS AT THE 2023 SAG-AFTRA CONVENTION**

### **Table of Contents**

I. Location of Convention	1
II. Delegate Credentialing	1
III. Staff and Observer Attendance	2
IV. Convention Resolutions and Agenda	2
V. Voting and Debate on Agenda Items	3
VI. Nominations and Elections	5
VII. Protests and Appeals	9
VIII. Campaigning and Access	10
IX. Campaign Contributions	10
X. Transcriptions	10
XI. Additional Nomination and Election Procedures	10
XII. Robert's Rules of Order	10

#### **I. Location of Convention**

- A. The 2023 SAG-AFTRA National Convention will be held solely by electronic means and in strict compliance with the procedures outlined in the policy authorizing electronic meetings of the National Board unless otherwise provided for in these rules (Attachment #1).

#### **II. Delegate Credentialing**

- A. In order to facilitate identification and enhance security, delegates shall be required to obtain official delegate credential/identification information issued upon registration for admission to any virtual Convention activities.
- B. In order to participate in a work category Convention caucus at which the nomination and election of the work category Vice President(s) will occur, a delegate, during the pre-Convention registration process, will be registered for the work category caucus for which they have been



assigned at the time of nomination as a delegate. A delegate will only be permitted to participate in the work category caucus for which they are properly assigned and has obtained appropriate credentialing. A delegate may not change their work category caucus, and no protests regarding a delegate's inclusion in or exclusion from a work category caucus will be entertained.

### III. Staff and Observer Attendance

- A. Authorized Staff may speak but may not make motions or vote. Authorized staff and observers must obtain the official credential/identification information issued upon registration for admission to any virtual Convention activities.
- B. SAG-AFTRA staff, invited guests and credentialed press will be admitted during the meeting unless the Convention declares a closed session. Members who are neither delegates nor invited guests may not attend the business sessions of the Convention, but may attend designated non-business sessions.

### IV. Convention Resolutions and Agenda

- A. In accordance with Article VII(C)(2) of the Constitution, proposed resolutions must be received in the specified electronic format through the designated submission process no later than 11:59 pm PDT on Thursday, September 21, 2023. Proponents are strongly encouraged to submit resolutions earlier to permit time for advance review and consultation by counsel and staff. All resolutions that are submitted by 11:59 p.m. (PDT) on Friday, September 15, 2023, will be promptly reviewed by counsel and/or staff for substantive and procedural concerns. If counsel and/or staff identify any substantive or procedural concerns, the proponent will have 72 hours from notification of such concerns to revise the proposed resolution to address or resolve such concerns. If no revision is submitted by that deadline, the originally-submitted resolution will proceed. No changes other than those responding to the substantive or procedural concerns identified by counsel and/or staff will be permitted after 11:59 p.m. (PDT) on Thursday, September 21, 2023. To the extent feasible given resource constraints, counsel and/or staff may informally consult with proponents, but such consultations will not permit submission of changes to proposed resolutions after the established deadline.
- B. Resolutions may be endorsed by: (1) no fewer than thirty-three percent (33%) of the total number of convention delegates assigned in the most recent membership census rounded up to the nearest whole number; or (2) a full (with unanimous support) local convention delegation; or (3) by a majority vote of at least four (4) Local Boards. In addition, a resolution may be submitted by action of the National Board.
- C. The Convention shall be in session from 9:00 a.m. to 4:00 p.m. (PDT) unless otherwise ordered by the Convention, the National Board, or the President. It shall recess at the time designated in the agenda provided that, where a particular matter is being discussed or considered by the Convention and the discussion has not concluded, the Presiding Officer may hold the Convention in session until such issue is disposed of, and adjust the time for reconvening accordingly.



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

#### V. Voting and Debate on Agenda Items

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



- E. Voting on procedural and substantive motions will be conducted by electronic vote. A delegate must be present and in attendance to cast their votes.
- F. Any substantive amendment to a proposed resolution must be submitted at least 24 hours in advance to the CARC for its review and consideration, unless waived by action of the CARC in a particular instance. Any amendment in violation of this provision will not be considered by the Convention.
- G. A motion may be withdrawn by its mover and seconder before a vote is taken thereon, without objection.
- H. Resolutions shall be limited to 2 Pro (including proponent) and 2 Con speakers. Speakers will be recognized in order as determined by a method designated by the Chair or the CARC, alternating between Pro and Con to the extent possible. A delegate may not speak more than once to the same question, nor longer than two minutes, without permission granted by a two-thirds vote without debate. If the CARC determines that it will be impossible to debate all in-order resolutions in the time remaining or available, the CARC may adjust the time limitation of the preceding sentence at its discretion. In order to foster the greatest possible participation in the limited time allotted, a delegate may not yield their unused time to another member. The Chair shall have discretion to permit staff to speak to any motion, and to respond to questions or points of inquiry, with such time limitations as the Chair deems appropriate. In the event there are no Con speakers seeking recognition after the conclusion of the proponent's time, the matter shall move to an immediate vote without further debate.
- I. A motion for a roll call vote on a main motion or amendment shall be in order only before the vote is taken on the main motion or amendment. The motion is non-debatable and requires a majority vote for adoption. Roll call votes shall only be taken by electronic vote and not by verbal roll call.
- J. Questions of clarification about the intent and meaning of a main motion or amendment shall not be used to gain the floor for the purpose of debate and will be handled according to parliamentary procedure. All questions must be directed to or through the Chair using the designated method to seek recognition from the Chair.
  - 1. Points of Order may only be used to raise a question as to whether the Chair is following the correct parliamentary procedure. If a delegate raises a point of Order, the Chair will ask them to state the parliamentary point and then will rule on it. Points of Order must be raised by using the designated method to seek recognition from the Chair.
  - 2. Points of Information may only be used to request information. A delegate should direct their question to the Chair, either for information from the Chair or from the speaker on the floor, and should not use a point of information to provide information or enter into debate. Points of information will not be entertained after debate has been closed on a motion. Points of Information must be raised by using the designated method to seek recognition from the Chair.
  - 3. A Point of Personal Privilege has extremely limited use for matters of urgency affecting the



entire body or for serious matters involving the delegates' ability to participate in the meeting. Delegates should contact [Help@sagaftraconvention.org](mailto:Help@sagaftraconvention.org) for immediate assistance.

- K. A delegate seeking to appeal a ruling of the Chair must state their reasons for the appeal, following which the Chair may state their reasons for the ruling. All appeals from rulings of the Chair shall be treated as undebatable. Appeals must be initiated by using the designated method to seek recognition from the Chair.

## VI. Nominations and Elections

### A. Nominating Procedures

#### 1. Executive Vice President

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

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

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

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

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

#### 4. Consent to Serve

a. All nominated candidates must complete a written Consent to Serve form, which must be returned to the designated staff person no later than one (1) hour after the close of Nominations for each respective office. Consent to Serve forms may also be emailed to the SAG-AFTRA national office, c/o the Governance Department at [nationalelections@sagaftra.org](mailto:nationalelections@sagaftra.org), in advance of the Convention, provided that such forms must be received by the Governance Department no later than Friday, October 20, 2023, at 5:00 p.m. (PDT). A candidate who chooses to email their Consent to Serve is urged to do so with sufficient time for receipt by the established deadline. If the document is not actually received in the national office by the time specified, no excuse will be accepted for late filing. Therefore, candidates are urged to check with the national office to ensure that their Consent to Serve has been received. A failure to submit a Consent to Serve form in a timely manner will result in disqualification of the nominee.

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

#### 5. Admission to the Break Out Rooms and Caucuses During Nominations

Admission to the break out rooms and/or delegate caucuses when the nomination of the Executive



Vice President and the Vice Presidents is in progress will be restricted to the credentialed delegates, election observers, election company officials and designated staff. Only delegates who are credentialed to vote in a particular caucus will be allowed to vote in that caucus.

#### 6. Prohibition on Multiple Nominations

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

#### 7. Acceptance of Nomination

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

### B. Eligibility to Nominate

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

### C. Nominating and Seconding Speeches

#### 1. Executive Vice President

Speakers who intend to nominate a candidate are limited to placing that member's name in nomination and speaking to the nomination for no more than three (3) minutes must use the designated method to be recognized. There may be three (3) additional speakers per candidate, one of whom shall be the nominee if they are present and elects to speak, with these additional speakers limited to two (2) minutes each. The candidate, no later than Friday, October 20 at 5:00 p.m. PDT, must provide the names of their nominator and all speakers to [nationalelections@sagaftra.org](mailto:nationalelections@sagaftra.org).

#### 2. Geographic and Work Category Vice Presidents

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

### D. Eligibility to Vote

1. To be eligible to vote for Executive Vice President, a member must be an elected delegate attending the Convention.

2. To be eligible to vote for a Vice President other than the Executive Vice President, a



member must be an elected delegate attending the Convention who has received credentials to vote in the respective delegate caucus for that Vice President.

#### E. Eligibility to Run For Office

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

#### 2. Executive Vice President

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

#### 3. Geographic Vice President

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

#### 4. Work Category Vice President

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

#### F. The Election

##### 1. Conduct of the Election

##### a. Voting

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



b. Ballots

i. Order of Placement

The order of candidates on the ballot shall be alphabetical, with the starting letter “P” which was determined by lot by the National Elections Committee pursuant to Article V.C.4 of the Nominations and Election Policy.

ii. Write-ins

Write-in votes will not be permitted.

iii. Eligibility Check

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

iv. Tie Vote

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

v. Plurality Vote

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

vi. Slate Membership

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

vii. Multiple Offices

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

2. Tabulation

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

3. No Acceptance Speeches





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

#### 4. Observers

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

#### 5. Unopposed Candidates

An unopposed candidate shall be deemed elected.

#### 6. National Elections Committee Supervision

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

#### 7. Ballot Security

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

### VII. Protests and Appeals

- A. Any protest regarding an alleged violation of the election provisions of the SAG-AFTRA Constitution, the Nominations and Election Policy, the election rules contained herein or applicable federal law in connection with the Executive Vice President or Vice President election must be filed with the National Elections Committee within one (1) hour of the tabulation of electronic ballots in the election at issue.
- B. The protest shall set forth with reasonable specificity the nature of the alleged violations, the facts underlying it and how it may have affected the outcome of the election.
- C. The National Elections Committee shall consider all facts it deems appropriate to resolve an election protest and may, in its discretion, hold hearings concerning any such protests. All affected candidates will receive a copy of the protest and any evidence submitted in support of the protest, and will have the opportunity to submit evidence to the National Elections Committee. A candidate who is not in attendance at Convention has the responsibility of notifying the SAG-AFTRA Governance Department no later than Friday, October 20<sup>th</sup> at 5:00 p.m. (PDT) how they can be contacted if an election protest is filed. A candidate's failure to provide such contact information, and/or to be available one (1) hour after the tabulation of electronic ballots will waive their right to respond to the election protest.
- D. The National Elections Committee shall render its written decision as promptly as possible, but in no event more than five (5) hours after the protest has been filed.



E. National Elections Committee decisions shall be final and binding. Elections challenged by a member are presumed to be valid unless and until the same or another candidate is elected in a rerun election.

## VIII. Campaigning and Access

### A. Candidate Campaign Materials

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

### B. Campaigning at Convention

Campaigning at Convention will be permitted in designated breakout rooms only, and no campaigning may take place during the convention meeting.

## IX. Campaign Contributions

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

## X. Transcriptions

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

## XI. Additional Nomination and Election Procedures

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

## XII. Robert's Rules of Order

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



**CONSTITUTIONAL INTERPRETATION &  
POLICY AUTHORIZING THE CONDUCT OF  
NATIONAL BOARD ELECTRONIC MEETINGS**

WHEREAS, a federally-declared national state of emergency has existed since March 13, 2020, and subsequently “stay at home,” “safe at home,” and “shelter in place” orders have been in effect in most jurisdictions of the United States, effectively prohibiting and preventing bodies from meeting in person, and

WHEREAS, in order to permit the essential business of SAG-AFTRA to be conducted during such state of emergency, the National Board, pursuant to Art. V(C)(2)(u) of the Constitution, delegated authority to the Executive Committee to conduct most business on behalf of the National Board, and

WHEREAS, since that time leadership and staff have explored options for the conduct of fully-electronic meetings of the National Board during this state of emergency, and

WHEREAS, Article V(D)(1)(a) of the SAG-AFTRA Constitution requires the National Board to meet four times per year, including at least one meeting held in a “single physical location,” and is otherwise silent on how the remaining meetings of the National Board will be held, and

WHEREAS, pursuant to Art. XXII(A) of the SAG-AFTRA Constitution, Robert’s Rules of Order Newly Revised (“RONR”) is the parliamentary authority for all bodies of the union, and

WHEREAS, pursuant to RONR, meetings may be conducted by electronic means if authorized pursuant to the governing documents, and the establishment of additional rules for the conduct of such meetings is recommended, and

WHEREAS, pursuant to Art. V(C)(1)(a) of the Constitution, the National Board has the authority to interpret the terms of the Constitution in an exercise of its reasonable discretion;

NOW, THEREFORE, BE IT RESOLVED by the National Board as follows:

1. The National Board hereby interprets Art. V(D)(1)(a) of the Constitution, which only requires that one meeting of the National Board be held in a “single physical location,” to permit the conduct of electronic meetings for such other meetings as may be conducted by the National Board.
2. Until such time as the National Board or a party authorized to call a special meeting pursuant to Art. V(D)(4)(a) of the Constitution



determines otherwise, all meetings of the National Board shall be conducted as electronic meetings.

3. Such electronic meetings will be conducted in strict compliance with the following procedures, and such other procedures as the National Board adopts at the beginning of each such meeting:
  - a. Electronic meetings will take place only through the use of the union's officially-designated videoconferencing service and will not be conducted through other, non-official technical means.
  - b. No in-person attendance at electronic meetings is permitted, and no official meeting rooms will be designated for any meeting. This procedure does not prohibit designated meeting staff from using SAG-AFTRA conference rooms for technical support purposes.
  - c. The notice periods required for in-person National Board meetings pursuant to Art. V(D)(2) and V(D)(4)(b) of the Constitution shall apply to electronic National Board meetings.
  - d. All persons entitled to attend and/or participate in the electronic meeting will be provided the credentials necessary to sign on and join the meeting in advance.
  - e. Prior to the start of each meeting, participants must submit written confirmation to the Governance Department that they will not permit any non-National Board members to listen to the meeting audio or watch the meeting video, and acknowledging that unauthorized recording of the video or audio of a National Board meeting, or the unauthorized capture of still images of the meeting or any documents shared in the meeting (including "screen caps," "screen grabs," or any other form of capture or photography) is strictly prohibited.
  - f. All rules and invocations of confidentiality apply to electronic meetings just as they apply to non-electronic meetings, including attorney-client privilege and other privileged communications.
  - g. To be considered an electronic meeting that complies with RONR, all participants must be able to see and hear each other, or at a minimum hear each other, simultaneously throughout the meeting, subject to the provisions of paragraph (h) of this section.
  - h. Each participant is responsible for muting their audio whenever they are not recognized to speak or seeking the floor in accordance with



paragraph (m) of this section, and for unmuting their audio when recognized to speak. When necessary to avoid distracting visuals or sounds that may interfere with the participants' ability to communicate, designated staff may utilize video and/or audio mute to ensure the quality of the communications;

- i. Although virtual backgrounds are permitted to enhance the privacy of participants' homes, meeting participants may not use software to conceal or alter their identity, nor may meeting participants stream recorded content as part of their feed during any meeting, except through authorized screen sharing features;
- j. Each National Board member or alternate is responsible for providing the equipment by which they will connect to the meeting.
- k. At the beginning of the meeting, a "roll call" will be conducted to identify all participants in the electronic meeting and to confirm the presence of a quorum. Participant information recorded during the login process may be used to identify participants in lieu of a verbal roll call. Once a quorum has been established at the beginning of a meeting, the presence of a quorum will be presumed unless the chair or a participant raises a point of order regarding the presence of a quorum.
- l. To help enhance the security of videoconferences, all participants are required to join the meeting using the videoconferencing platform's web service or mobile app. "Dialing in" by telephone is not permitted except as directed by technical support staff to enhance audio connectivity in conjunction with the videoconferencing platform.
- m. Members seeking recognition by the chair must use the "raise hand" feature of the videoconferencing platform, except as otherwise permitted by the chair. Verbally requesting recognition (or "to be on the list") may only be used if:
  - i. The individual is seeking the floor for a point of order, a point of information, a point of personal privilege, or any other motion entitled to interrupt proceedings; or
  - ii. the chair permits it in the event of a technical problem preventing the use of the "raise hand" feature.
- n. Main motions presented in any electronic meeting should be sent by email to the staff liaison for the meeting, in advance if possible. Only



brief, non-substantive motions are exempt from this procedure, and will be entertained through the “raise hand” feature discussed in paragraph (m), above.

- o. Votes will be taken by unanimous consent or voice vote whenever possible. In light of the weighted voting procedure for the National Board, when the chair is in doubt of the result of a vote, the vote will be taken by electronic means. Votes will be taken by verbal roll call only in the event of a systemwide failure of the electronic voting system.