



United for Action

PSAC North 4th Triennial Convention

Yellowknife, NT • May 30 – June 1, 2008

TILING GUIDELINES

1. Ensure that persons that enter are clearly displaying their delegate credentials.
2. Authorized **staff** may enter any door.
3. Upon call for **secret ballot**, the Chairperson should call “tile the doors”. **No one is allowed in or out without permission of the Chair until results are announced.** Untile doors when the Chair announces that the doors can be opened and after the results are given. If it is a tie vote, await the decision of the Chair. **In all cases – wait for the announcement.**
4. Members with disabilities who attend PSAC conferences and conventions should not have their ability to vote compromised by their disability. The PSAC will strive to accommodate those members.
5. Members with disabilities will be asked to self-identify with the conference/convention officer distributing credentials. If their disability is of a nature that precludes them from remaining in the conference/convention hall for the full time it sometimes takes to complete all of the stages of a secret voting procedure, the Credentials Committee or its representative, will accommodate their disability.
6. The Credentials Committee or its representative will be supplied with the list of members who have self-identified as a person with a disability during registration. The Credentials Committee or its representative will confirm/identify those members whose disability prevents them from participating in a prolonged balloting process by asking the follow question: Are you a person with a disability? Is so, does your disability prevent you from remaining in the plenary during a prolonged election process or secret balloting process?
7. If a delegate needs accommodation, specifically, the delegate has self-identified as a person with disability AND has stated that his/her disability prevents him/her from remaining in the plenary during a prolonged election process or secret balloting process, then mark in on the delegate list under “Voting Question”.
8. The Credentials Committee or its representative add the member’s delegate number to a special “Accommodation List”.
9. If during an election process involving a **secret balloting procedure**, a person with a disability whose delegate number has been placed on the accommodation list, has to leave the floor, he/she may do so with the implied consent of the Chair.

10. The convention/conference will make every possible effort to ensure that persons with disabilities have an opportunity to vote first if they need to do so.
11. Persons with disabilities who have to leave the convention/conference hall before the culmination of a complete voting process will exit via designated exits.
12. The officer tiling the door at the designated exit will maintain the “Accommodation List” prepared by the Credentials Committee. When leaving or entering the hall, the officer will record the exit and entry by the delegate number of the accommodated member.
13. Persons with a disability whose delegate number appears on the Accommodation List, may exercise this option during a prolonged election process or secret balloting process after he/she has voted.
14. A person with a disability may re-enter the room before the vote is decided but only after all of the other delegates have finished voting.
15. During **secret balloting**, if a delegate other than those whose delegate numbers appear on the “Accommodation List”, leaves the convention/conference floor for any other reasons, and is granted permission by the Chair to do so, in accordance with accepted practice, **he/she will not be allowed to re-enter the hall until final balloting results have been announced.**
16. Convention/conference **doors should never be left unattended.** If problems are encountered, get a relief tiler to staff door or to contact the Floor Coordinator to resolve the problem.
17. **Doors are to be staffed thirty minutes prior to every sitting until the end of sitting.**