

# CONVENTION TILING GUIDELINES

1. Credentials must be clearly displayed to enter the Hall.
2. Authorized staff may enter any door.
3. Upon call for a secret ballot, the Chairperson shall call out "tile the doors". The doors will remain tiled until the voting process is complete and the Chair announces that the doors can be untiled. In the event of a tie vote, doors will remain tiled until the result is conclusive and the final results have been announced.
4. Members with disabilities must self-identify prior to registration. If their disability is of a nature that precludes them from remaining in the Convention Hall for the full duration it may take to complete all the stages of a secret voting procedure, the Credentials Committee will accommodate their disability.
5. The Credentials Committee or its representatives will be supplied with the list of members who have self-identified as persons with disabilities at registration. The Credentials Committee or its representatives will confirm/identify those members whose disability prevents them from participating in a prolonged balloting process by asking the following question: *Are you a person with a disability? If so, what is the functional limitation that prevents you from remaining in the plenary during a prolonged election process or secret balloting process?*
6. If a delegate has self-identified as a person with disability AND has stated that his/her disability prevents him/her from remaining in the Convention Hall during a prolonged elections process or secret balloting process, then his/her name and delegate number will be recorded on the delegate list under the "Accommodation List".
7. 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" must leave the floor, he/she may do so with the implied consent of the Chair.

8. The Convention will make every possible effort to ensure that persons with disabilities have an opportunity to vote first if required.
9. Persons with disabilities who must leave the Convention Hall before the culmination of a complete voting process will exit via designated exit(s).
10. The officer tiling the door at the designated exit(s) will maintain the "Accommodation List" prepared by the Credentials Committee or its representative. When leaving or entering the Hall, the officer will record the exit and entry by the delegate number of the accommodated member.
11. 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.
12. A person with a disability may re-enter the room before the vote is announced but ONLY AFTER all the delegates have finished voting.
13. During secret balloting, if a delegate whose delegate number does NOT appear on the "Accommodation List", leaves the Convention Hall for any reason, he/she will not be allowed to re-enter the hall until final balloting results have been announced and the doors have been untiled.