

## **STANDING RULES**

### **I. Adoption of Rules**

- A. The Delegate Assembly shall adopt its own Standing Rules.
- B. The proposed Standing Rules given 30 days previous notice through the VOICE or the NSEA website shall be adopted by a majority vote.
- C. The Standing Rules may be amended by a 2/3 vote.

### **II. General**

- A. The President shall preside at the Delegate Assembly, except that the Vice-President or NEA Director(s) may be designated to preside at any time.
- B. The order of business shall be developed by the President and Executive Director of the NSEA, and presented to the Delegate Assembly for adoption. Any Delegate may propose a change in order of business. Any change shall require a two-thirds vote of the Assembly.
- C. A majority of the Delegates registered as attending the Assembly shall constitute a quorum, with at least four NSEA governance districts having a quorum present.
- D. The President shall present a report to the Delegate Assembly as Chair of the Board of Directors. This report shall include the status of New Business Items from the previous Assembly.
- E. The Executive Director shall present a report to the Assembly on the condition of the Association.
- F. The NEA Directors for Nebraska shall present a written report to the Delegate Assembly. That report shall relate to current priorities of and developments within the National Education Association, especially as they relate to the Nebraska State Education Association.
- G. The chair of each NSEA Standing Committee or NSEA Board Committee shall present a written report on the activities of that committee. The chairs of all committees shall be available to answer any questions that may be raised concerning their reports. Committee reports shall contain the areas of activity of the committee and plans for immediate and long-range goals. The committee reports shall be made a part of the official records. The chair of any special committee shall, upon request of the President, also present a written report of the activities and recommendations of that committee, either through the VOICE, the NSEA website, the Delegate Assembly workbook, or directly to the Assembly.
- H. Presidents of NSEA-affiliated organizations shall report on their activities through the VOICE, the NSEA website, or the Delegate Assembly workbook and be made a part of the official record.

### **III. Delegate Selection and Certification**

- A. Official delegates to the Assembly are defined in Article V, Section 3, of the Bylaws.
- B. Committee chairs without delegate status shall be granted floor and microphone privileges.
- C. NSEA membership for delegate representation is based on the membership in the Association as of January 15 of the calendar year in which the Delegate Assembly convenes. Each chartered local association shall comply with all Bylaws provisions for active status to be eligible to be represented by a delegate.
- D. All delegates and alternate delegates of local associations or NSEA District clusters shall be reported to NSEA in the prescribed manner. Each local association or NSEA District cluster should attempt to name at least one alternate for each delegate to insure representation.
- E. Upon receipt of the names of delegates, the NSEA shall officially notify all eligible delegates of their selection. This notification and proper identification shall constitute the credentials of the delegates.

#### **IV. Role of Delegates**

- A. All Delegates shall report to their District Credentials Committee member at the registration table prior to the convening of Delegate Assembly, and no later than one hour after the assembly begins each day. The Vice President of each District and/or district board members shall assist in registering delegates.
- B. In case of inability of a delegate to serve, or if the delegate fails to report within one hour of the opening session, alternates shall be seated in order of their selection by the local association, as reported to NSEA Headquarters.
- C. Delegates and/or local associations with concerns on seating of delegates, eligibility of alternate delegates if the principal delegate is unable to serve, or the certification of any delegates not previously reported, shall seek resolution from the Credentials Committee.
- D. Only those delegates who have been present during all proceedings of the Delegate Assembly shall be entitled to reimbursement for any expenses allowed by the NSEA.
- E. Delegates who are unable to attend all the proceedings of the Delegate Assembly may have their alternate complete the remainder of the sessions, but only the replacement delegate will be eligible for any payment of expenses by the NSEA. In cases where official delegates know they will be unable to attend all the proceedings of Delegate Assembly, it is recommended that an alternate be seated for the entire Assembly.
- F. All Delegates shall be seated by NSEA governance districts. Past Presidents, the Student Education Association delegates, NSEA-Retired delegates, affiliate representatives, and committee chairs without delegate status shall be seated in a separate section, not with a district.
- G. Any NSEA member without delegate status shall not be seated on the floor of the Assembly.
- H. Visitors and/or observers may attend any of the proceedings of the Assembly, but shall not be seated on the floor of the Assembly.
- I. A "Summary of the Proceedings of the Delegate Assembly" shall be prepared and be filed at NSEA Headquarters as a permanent record of the proceedings.

#### **V. Credentials**

- A. The Credentials Committee shall be composed of the president of each NSEA governance district and the NSEA President, who shall serve as chair. This Committee shall make the final ruling on eligibility of delegates and/or alternates to be seated in the Assembly.
- B. The Credentials Committee shall meet as needed to resolve questions relating to the seating of delegates and to receive information about changes of delegates.

#### **VI. Resolutions**

- A. A Resolution is a statement of belief or a position adopted by the Delegate Assembly that establishes a continuing NSEA policy until changed by the Assembly.
- B. The Resolutions Committee shall be composed of the general officers of the NSEA, members of the Board of Directors, the Nebraska representatives on the NEA Resolutions Committee who will serve as committee co-chairs, alternates of the NEA Resolutions Committee, and any at-large NEA Resolutions Committee member who is a NSEA member.
- C. Proposed resolutions and amendments to Continuing Resolutions shall be prepared by the NSEA Standing and Ad Hoc committees, the NSEA Board of Directors, NSEA District Boards or Caucuses, or individual members of the NSEA and submitted to the Resolutions Committee prior to the Delegate Assembly or by 10:00am on the final day of the Assembly. The Resolutions Committee shall have the authority to edit for clarification any resolution or amendment. Proposed resolutions and amendments submitted to the Resolutions Committee shall be published in the VOICE, on the NSEA website, or the Delegate Assembly workbook if presented in a timely fashion.
- D. The Resolutions Committee may meet as needed prior to the opening session of the Assembly to receive and consider proposed resolutions and amendments to Continuing Resolutions submitted by a local association or an individual delegate. A proposed resolution or amendment must be presented in printed form and identified as to the

association or individual delegate submitting it. The deadline for submitting any resolution is 10:00a.m. on the final day of the Delegate Assembly. Motions submitted will be displayed on the screens. Resolutions submitted after the deadline shall require a 2/3 vote to be considered. The maker may make a one-sentence statement concerning the purpose for the motion. These shall be added to the report of the Resolutions Committee.

- E. A report of the Resolutions Committee shall be presented by the co-chairs of the Committee. This report shall contain: the location of Resolutions adopted at the previous Assembly; an explanation of pending editorial changes; reference to proposed resolutions and amendments printed in advance in the VOICE, the NSEA website, or the Delegate Assembly workbook; and a procedure for amending the Continuing Resolutions from the floor of the Assembly. Additional proposed resolutions and amendments shall be assigned a number and/or a title by the presiding officer.

## **VII. New Business Items**

- A. A New Business Item is a statement that establishes, alters or abolishes substantive policies or programs of the Association. Such a proposal shall not be in direct conflict with an existing Resolution. Each New Business Item shall be in force for one year, or other length of time specified by the Assembly, and may be renewed at the discretion of the Assembly.
- B. New Business Items directly or indirectly involving an expenditure of funds shall be accompanied by a cost estimate provided by NSEA management.
- C. New Business Items shall be submitted to the NSEA Executive Committee under the same provisions as outlined in Standing Rules C, D, and E, under "Resolutions."

## **VIII. Audit**

- A. The Delegate Assembly Auditing Review Committee shall be composed of one delegate from each district, appointed by the NSEA President.
- B. The committee shall meet during the afternoon prior to the first session, with a representative of the firm employed by the NSEA to audit the accounts of the Association. The chair shall report to the Assembly the results of the examination of the audit and the financial condition of the NSEA.
- C. The Audit Report shall be adopted by the Assembly and filed with the official proceedings.

## **IX. Elections**

- A. The Election Committee shall be composed of one delegate from each district, with exception of the Capitol and Metro Districts which shall have two members on the Committee, appointed by the NSEA President.
- B. All elections for candidates and issues referred to a secret ballot shall be by written ballot. All ballots shall be identical and deposited in no more than two ballot boxes. The Election Committee shall supervise all balloting. The committee shall verify the vote of each delegate by his/her signature in a voting register. The Committee shall tally the ballots and the chair shall certify and report to the Assembly the number of votes received by each candidate or issue.
- C. The ballots shall then be transmitted to the Executive Director for safekeeping and for further audit if the results should be challenged by any delegate.
- D. Nominations for President, Vice-President, and/or for Nebraska NEA Directors shall be made during the first day of the Delegate Assembly.
- E. Candidates for all NSEA Officers shall be nominated from the floor of the assembly within 15 seconds. Nominations do not require a second. Each candidate shall be given five minutes to address the Assembly.
- F. Voting for President, Vice-President, and/or NEA Directors shall take place prior to the convening of the final day of the Delegate Assembly.

- G. The chair of the Election Committee shall report the number of votes received by each candidate as soon as the results become available. The candidate receiving a majority of the votes for each of the offices of President, Vice-President and NEA Directors shall be declared duly elected.
- H. If no candidate receives a majority of the votes cast in the elections for President, Vice-President, and NEA Directors, a run-off election between the two candidates receiving the greatest number of votes for the office shall take place immediately. The candidate receiving the most votes on the first ballot shall be listed first on the subsequent ballot.
- I. The chair of the Election Committee shall report the number of votes received by each candidate involved in a run-off election. The candidate receiving the majority of votes cast in each of such elections shall be declared duly elected.

#### **X. Bylaws Amendments**

- A. The Bylaws Committee shall be composed of the general officers of the NSEA and members of the Board of Directors.
- B. The committee shall consider all proposed Bylaws Amendments and present them to the Assembly with the committee's recommendation for adoption or rejection.
- C. The preliminary report of the Bylaws Committee shall be presented during the first day of the Assembly. The chair or a designee shall read all proposed Amendments with the committee's recommendations for adoption or rejection.
- D. Proposed Amendments to the Bylaws may be amended on the floor, providing that the floor Amendment is within the scope of notice.
- E. Amendments to the Bylaws require a two-thirds vote of the Delegate Assembly, and shall become effective upon adoption unless otherwise specified.

### **PROCEDURAL RULES**

(Govern conduct during assembly)

#### **I. Adoption of Rules**

The Delegate Assembly shall adopt its own Procedural Rules under the same provisions as specified for adoption of Standing Rules.

#### **II. Addressing the Assembly**

- A. Delegates shall use microphones to address the Assembly.
- B. The presiding officer shall recognize delegates by calling the microphone number.
- C. Delegates approaching the microphones shall indicate their intentions by holding color-coded cards.
  - Green** - speaking in support of a motion.
  - Red** - speaking in opposition to a motion.
  - Yellow** - incidental motion.
- D. Any delegate may speak to any motion after recognition by the presiding officer. A delegate may speak twice to the same motion for no longer than three minutes each time.
- E. Delegates shall clearly state their name and association; whether they are speaking for their association or as an individual; and whether they are speaking for or against the motion. They shall identify themselves each time they address the Assembly. Delegates seconding a motion shall also state their name and association.
- F. An attempt shall be made to balance speakers for and against any motion.

#### **III. Voting**

Voting on all motions shall be by voice vote unless a matter has been referred to a secret ballot vote. If the presiding officer is unable to determine the outcome of a voice vote or a division is called, a standing vote shall be taken. A roll call vote shall be taken at the request of one-third of the delegates present. If a vote is by roll call, the District Presidents shall report the number of "yes" votes and "no" votes. The presiding officer shall declare the results of all votes.

**IV. Special Speaking Privileges**

Non-delegate members and invited guests may be granted microphone privileges by the presiding officer. Requests for such privilege shall be made to the chair in writing. Or, an official delegate may make a request to yield the microphone to a non-delegate.

**V. Authority**

Parliamentary procedure shall be determined by a parliamentarian selected by the NSEA President. In case of disputes, "Robert's Rules of Order, Newly Revised" shall be the official parliamentary manual.

**VI. Definitions**

- A. Resolution - A Resolution is a statement of belief or a position adopted by the Delegate Assembly that establishes a continuing NSEA policy until changed by the Assembly.
- B. New Business Item - A New Business Item is a statement that establishes, alters, or abolishes substantive policies or programs of the Association. Each New Business Item shall be in force for one year, or other length of time specified by the Assembly, and may be renewed at the discretion of the Assembly.

**VII. Smoking and Consumption of Alcohol**

There shall be no smoking or consumption of alcohol on the floor of the Delegate Assembly or in the proximity of the meeting hall, but shall be allowed in the areas designated by the hotel as permissible.

**VIII. Cellular Telephones** All cellular telephones and other such electronic devices should be turned off or set on silent mode while Delegate Assembly is in session. Cellular telephone conversations should be conducted outside the meeting hall during sessions.