

Delegate Assembly 2020
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 by posting on the Delegate Assembly EdCommunities) shall be adopted by a majority vote.
- C. The Standing Rules may be amended by a two-thirds 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 Delegate Assembly.
- C. A majority of the Delegates registered as attending the Delegate Assembly shall constitute a quorum, with at least four NSEA governance districts having a quorum present.
- D. The President and Executive Director shall present a report to the Delegate Assembly on the condition of the Association.
- E. The President shall present a written report to the Delegate Assembly on the status of New Business Items from the previous Delegate Assembly.
- 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 which shall be shared through the VOICE, the NSEA website, EdCommunities, and/or the Delegate Assembly workbook and be made a part of the official record. Any questions on these reports shall be submitted in writing to the NSEA President. Committee reports shall contain the areas of activity of the committee and plans for immediate and long-range goals.
- H. Presidents of NSEA-affiliated organizations shall report on their activities through the VOICE, the NSEA website, EdCommunities and/or the Delegate Assembly workbook and be made a part of the official record.
- I. All participants at the Delegate Assembly must be properly credentialed.

III. Delegate Selection and Certification

- A. Official delegates to the Delegate Assembly are defined in Article V, Section 3, of the Bylaws.
- B. Committee chairs without delegate status shall be granted access and speaking 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 elect at least one alternate for each delegate to ensure 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 join the meeting at the official convening time. After the meeting is officially convened, all delegates will be directed to district caucus "rooms" to be credentialed. The President of each District and/or district board members shall conduct a

roll call vote of those in attendance and report out the number of credentialed delegates and others when the Delegate Assembly reconvenes.

- B. In case of inability of a delegate to serve (or if they are not in attendance when the District Caucus is called), alternates shall be seated in order of their selection by the local association, as reported to NSEA Headquarters.
- C. Delegates who join the meeting after the time of the credentialing caucuses must be credentialed by emailing Patty.Schroer@nsea.org to notify her that they are in attendance.
- D. 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 by emailing Patty.Schroer@nsea.org.
- E. Non-delegate members, visitors and/or observers may attend any of the proceedings of the Delegate Assembly upon approval by the President.
- F. 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.
- G. All Delegates are expected to adhere to these Delegate Assembly Operating Norms:
 - Be respectful and be honest.
 - Be active, be present, and be listening.
 - Be prepared to take care of the Association's business.
 - Be open-minded to new ideas.
 - Use technology respectfully and responsibly.
 - Work to build consensus to achieve NSEA's mission.
 - Be hard on ideas but soft on people.

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 Delegate 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 Delegate 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. Resolutions shall not be considered at the 2020 Delegate Assembly.

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 Delegate Assembly, and may be renewed at the discretion of the Delegate Assembly.
- B. New Business Items shall not be considered at the 2020 Delegate Assembly.
- C. If a member feels that there is crucial action to be taken for the good of the Association, they should share that information in writing by emailing the NSEA President who will place the action before the Board of Directors.

VIII. Audit

- A. The Delegate Assembly Audit Review Committee shall be composed of one delegate from each district, appointed by the NSEA President.
- B. The committee shall meet prior to the Delegate Assembly, with a representative of the firm employed by the NSEA to audit the accounts of the Association. The Committee chair shall

report to the Delegate 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 Delegate 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 shall be by an electronic ballot, conducted by a third party to ensure anonymity of voting. Ballots will only be sent to delegates credentialed and in attendance at the Delegate Assembly. The Election Committee shall supervise the reporting of results in consultation with the third-party company. The Committee chair shall certify and report to the Delegate Assembly the number of votes received by each candidate.
- C. The vote totals 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 NEA Director shall be made during the Delegate Assembly.
- E. Candidates for all NSEA Officer positions shall be nominated on the day of the Delegate Assembly. Any delegate can nominate a candidate by verbally gaining recognition from the presiding officer. Nominations shall be limited to 15 seconds and do not require a second. Each candidate shall be given three minutes to address the Delegate Assembly. Candidates without delegate status shall be allowed to address the Delegate Assembly in accordance with established election procedures.
- F. Voting for NSEA Officer positions shall take place after nominations and candidate speeches via an email sent to the personal email address provided by the delegate. All voting must be completed within one hour of the official time.
- G. The Committee chair 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 shall be declared duly elected.
- H. If no candidate receives a majority of the votes cast, a run-off election between the two candidates receiving the greatest number of votes for the office shall take place immediately via an email sent to the personal email address provided by the delegate. The candidate receiving the most votes on the first ballot shall be listed first on the subsequent ballot. All voting must be completed within one hour of the official time.
- I. The Committee chair 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.
- J. Should there be only one candidate for a position, that candidate shall be declared duly elected by acclamation.

X. Bylaws Amendments

(No Bylaw Amendments were submitted by the deadline so none will be considered by the 2020 Delegate Assembly.)

PROCEDURAL RULES

(Govern conduct during Delegate 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 Delegate Assembly

- A. Delegates must use Zoom on their computers or download the Zoom app on their phone or other electronic devices to have the greatest access to functionalities impacting the Delegate Assembly.

- B. All delegates will be muted during the meeting in order to minimize disruptions.
- C. The presiding officer shall recognize delegates who request to speak by unmuting their line. Delegates must identify themselves, their local, and indicate if they are speaking for the motion, against the motion, or have a point of information. The presiding officer will, when possible, maintain a speaking order and alternate speakers for, against, and points of information.
- 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 Delegate 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

- A. All motions except elections shall be voted on in the caucus or by unanimous consent of the Delegate Assembly.
- B. Once the presiding officer has called for a vote, no debate will take place in the caucuses.

IV. Special Speaking Privileges

Non-delegate members and invited guests may be granted speaking privileges by the presiding officer.

V. Authority

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