

# Delegate Assembly ~~2023~~2024

## 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, once adopted, 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 it relates 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 NSEA website and/or EdCommunities and be made a part of the official record. Any questions on these reports shall be submitted in writing to the NSEA President by emailing [jenni.benson@nsea.org](mailto:jenni.benson@nsea.org). 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 NSEA website and/or EdCommunities and be made a part of the official record.
- I. All participants in attendance 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. Delegates are elected to serve for one year.
- 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 the Delegate Assembly. This notification, registration 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. 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, 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 Aspiring Educator delegates, NSEA-Retired delegates, 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. Any such member is to sit in the visitor's section and is prohibited from the Assembly floor while in session.
- H. Visitors and/or observers may attend any of the proceedings of the Delegate Assembly upon approval by the President, or Vice President, 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.

J. All Delegates are expected to adhere to these Delegate Assembly Operating Agreements:

- 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, the president of each NSEA affiliated organization, 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 Annual Delegate Assembly that establishes a continuing NSEA policy until changed by the Annual Delegate Assembly.
- B. The Resolutions Committee shall be composed of the general officers of the NSEA, members of the NSEA 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 via the NSEA website by 11:59 p.m. [CT](#) on Friday, April [514](#), 2024~~3~~. The maker may include a rationale concerning the purpose for the motion. No resolutions may be submitted after the deadline. Proposed resolutions and amendments shall be added to the report of the Resolutions Committee.
- D. 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 through EdCommunities and in the Delegate workbook. Any Resolution submitted prior to the April [514](#) deadline may be amended from the Delegate floor.
- 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 [20222023](#) Assembly; and explanation of pending editorial changes; and reference to proposed resolutions and amendments published through edCommunities.

## 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 Association Bylaw and/or Resolution. Each New Business Item shall be in force for one year, or other length of time specified by the Annual Delegate Assembly and may be renewed at the discretion of the Annual Delegate Assembly.

- B. New Business Items must be submitted to the NSEA President via the NSEA website by 11:59 p.m. [CT](#) on Friday, April [514](#), 202[43](#). The maker may include a rationale concerning the purpose for the motion.
- C. New Business Items directly or indirectly involving an expenditure of funds shall be accompanied by a cost estimate provided by NSEA management.
- D. Any New Business Items, submitted prior to the April [514](#) deadline may be amended from the Delegate floor.

## 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 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 NSEA 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 four ballot boxes. The Election Committee shall supervise all balloting. The Committee shall verify the vote of each delegate by their 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 for each candidate or issue.
- C. The vote totals shall then be transmitted to the NSEA Executive Director for safekeeping and for further audit if the results should be challenged by any delegate.
- D. Deadlines for nominations for NSEA ~~Vice~~ President, [and EMAC At-Large and Higher Ed At-Large Representatives](#) ~~NEA Director~~ was at 11:59 pm [CT](#) on February 15, 202[43](#).
- E. Candidates for NSEA ~~Vice~~ President, [EMAC At-Large](#) and [Higher Ed At-Large Representatives](#) ~~NEA Director~~ shall be given ~~three~~ [five](#) 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 the positions shall take place after candidate speeches.
- G. The Committee chair shall report the number of votes received for each candidate as soon as the results become available. The candidate receiving a majority of the votes shall be declared duly elected.
- H. Should there be only one candidate for a position, that candidate shall be declared duly elected by acclamation.

## X. Bylaws Amendments

- A. The Bylaws are the fundamental rules which govern basic organizational questions, such as the definition of membership and election of officers. The Bylaws can never be suspended and can only be changed by a two-thirds majority in a secret ballot at the annual Delegate Assembly — and then only after delegates have received prior notice of the proposed change.
- B. Per the NSEA Bylaws, all Bylaws Amendments must be submitted to the NSEA President via the NSEA website by 11:59 p.m. CT on Tuesday~~Wednesday~~, March ~~15~~, 20243.
- C. The Bylaws Committee shall be composed of the general officers of the NSEA and members of the NSEA Board of Directors
- D. The Committee shall consider all proposed Bylaws Amendments and present them to the Assembly with the committee's recommendation for adoption or rejection.
- E. The preliminary report of the Bylaws Committee shall be presented to the Assembly. The chair or a designee shall read all proposed Amendments with the committee's recommendations for adoption or rejection.
- F. Proposed Amendments to the Bylaws, once submitted, may be amended on the floor, providing that the floor Amendment is within the scope of notice.
- G. Unless otherwise provided, an Amendment to the Bylaws shall take effect at the beginning of the ~~fiscal~~ Association year following its adoption.

## PROCEDURAL RULES

(Govern conduct during the 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 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. Delegates must identify themselves, their local, and indicate if they are speaking for the motion (GREEN card), against the motion (RED card), or have a point of information (YELLOW card).
- 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.
- F. The presiding officers shall make an attempt to balance speakers for and against and points of information on any motion.

### **III. Voting**

- A. Voting on all motions shall be by raising their voting card unless a matter has been referred to a secret ballot vote. If the presiding officer is unable to determine the outcome of a card 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 and Affiliate Presidents shall report the number of “yes” votes and “no” votes. The presiding officer shall declare the results of all votes.
- B. Once the presiding officer has called for a vote, debate is closed.

### **IV. Special Speaking Privileges**

Non-delegate members and invited guests may be granted speaking privileges by the presiding officer. Requests for such privileges shall be made to the chair. The presiding officer may grant speaking privileges without objection from the body. An official delegate may also 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, the current edition of *Robert's Rules of Order, Newly Revised* shall be the official parliamentary authority.

### **VI. Smoking, Vaping, and Consumption of Alcohol**

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

### **VII. Electronic Devices**

All cell phones and other electronic devices should be set on silent mode while Delegate Assembly is in session. Cell phone conversations should be conducted outside the meeting hall during sessions.