

STANDING RULES

I. Adoption of Rules

- A. The Delegate Assembly shall adopt its own Standing Rules, ~~which may be amended during any session of the Assembly. Any Delegate may move to adopt or amend the 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 Rule changes proposed at the Assembly shall require may be amended by a two-thirds 2/3 vote for adoption.

II. General

- A. The President shall preside at all sessions of the Assembly, except that the Vice-President or NEA Director may be designated to preside at any session.
- ~~B. There shall be three sessions of the Delegate Assembly.~~
- BC. 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.
- CD. A majority of the Delegates registered as attending the Assembly shall constitute a quorum, with at least four geographical districts having a quorum present.
- DE. The President shall present a report to the Delegate Assembly as Chairman of the Board of Directors. This report shall include the status of New Business Items from the previous Assembly.
- EF. The Executive Director shall present a report to the Assembly on the condition of the Association.
- EG. 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.
- GH. The chairman of each NSEA Standing Committee or NSEA Board Committee shall present a written report on the activities of that committee. Resolutions of the committees shall be included in the Resolutions Committee report, also issued in advance to delegates through the VOICE, the NSEA website, or the Delegate Assembly workbook. The chairmen 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 received and made a part of the official records. The chairman 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.
- HI. Presidents of NSEA-affiliated organizations shall also report on their activities through the Voice, the NSEA website, or the Delegate Assembly workbook to be received and 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 chairmen 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 association shall 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, together with the delegate's acceptance 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 the first session, and no later than one hour after it opens. 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 contested delegates, on eligibility of alternate delegates if the principal delegate is unable to serve, and on the certification of any delegates not previously reported, shall appear before the Credentials Committee for resolution.
- D. Only those delegates who have been present during all official sessions of the Delegate Assembly shall be entitled to reimbursement for any expenses allowed by the NSEA.
- E. Delegates who are unable to attend all sessions 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 sessions, it is recommended that their alternate be seated for the entire Assembly.
- F. All Delegates shall be seated by districts in an area. Past Presidents, the Student Education Association delegates, NSEA-Retired delegates, Higher Education delegates, affiliate representatives, and committee chairmen without delegate status shall be seated in a separate section, not with a district.
- G. Alternate delegates shall not be seated on the floor of the Assembly.
- H. Visitors and/or observers may attend any session 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 shall 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 district and the NSEA President, who shall serve as chairman. 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 during the first or second sessions of the Assembly. The Resolutions Committee shall have the right 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, identified as to the association or individual delegate submitting it, and in sufficient quantity to issue to all delegates if not printed in the Delegate Assembly workbook. These shall be added to the report of the Resolutions Committee.
- E. A report of the Resolutions Committee shall be presented by the Chairman 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 Chairman.
- F. Proposed resolutions and amendments to the Continuing Resolutions may be presented by any delegate or association at the first and second sessions, with printed copies distributed to each delegate. The printed copy of the proposed resolution or amendment shall contain identification of the association or delegate presenting it. Resolutions and amendments presented from the floor 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 Resolutions Committee under the same provisions as outlined in Standing Rules C, D, E and F, under " Resolutions."

VIII. Audit

- A. The Delegate Assembly Auditing 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 chairman 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, except that the Capitol and Metro Districts 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 chairman 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 session.

- E. A nominating speech shall be made from the floor of the assembly for each candidate and be no longer than two (2) minutes. 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 second session.
- G. The chairman of the Election Committee shall report during the second session the number of votes received by each candidate. 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.
- I. The chairman 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. The Executive Director shall be a non-voting member.
- 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 session of the Assembly. The chairman or his/her 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 germane to the subject matter of the proposed Amendment 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. ~~The Elections Committee shall conduct the secret ballot vote in accordance with guidelines listed above in Rule IX, B. and C.~~

ADDENDUM TO THE STANDING RULES

SPECIAL MEMBER GUESTS FOR THE 2009 DELEGATE ASSEMBLY

For the 2009 Delegate Assembly, the NSEA Board of Directors has invited "special member guests" to attend the assembly. Special member guests will be non-voting delegates of the assembly and shall have special name badges which easily identify them as special member guests. Special member guests are granted floor privileges which include the right: 1) to sit on the floor of the assembly with delegates from their NSEA District; 2) to participate fully in any committee of the whole discussions; 3) to be given permission by the presiding officer to make motions and to participate in discussion and debate of action items on the floor of the assembly without objection from the regular delegates; and 4) to enjoy all other rights and privileges of regular delegates to the assembly, except the right to vote on any measure before the assembly. (Violators of this special rule for 2009 may be removed from the assembly floor.)

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.