

## Where Can I Find New Business Item Forms?

Forms for submitting New Business Items are available as follows:

- The NBI form is available on the 2019 RA delegate website (<http://ra.nea.org/delegate-resources/>). Delegates downloading, completing and printing the electronic form must **provide three copies** when submitting the item to the Committee on Constitution, Bylaws and Rules, one of which will be returned to the maker. The form must be downloaded to the user's computer before typing.
- Hard-copy forms will be available during normal business hours in the Executive Workroom starting on July 1 through noon on July 3. The workroom is located in room 339AB in the Hilton Americas Houston.
- Once the RA opens, hard-copy forms will be available from the Committee on Constitution, Bylaws, and Rules at the front of the stage.

Delegates must use the current form. **Previous versions will not be accepted.** The correct form says "last updated 2018" and includes the strategic priorities in the 2018-2020 Strategic Plan and Budget.

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## Where Can I Turn In New Business Items?

New Business Items are accepted in as follows:

- Early NBIs can be submitted early by emailing them to [clewis@nea.org](mailto:clewis@nea.org). Items received by May 1 are sent out electronically to all state affiliates. Items received by June 15 are included in the delegate packets. NBIs can be submitted via email to [clewis@nea.org](mailto:clewis@nea.org) until noon on July 3, with the subject line "NBI for Submission." NBIs submitted via email will be reviewed and, if they meet all submission requirements, will be assigned a number. The Committee on Constitution, Bylaws and Rules will contact any delegate whose e-mailed NBI does not meet the requirements.
- The Committee on Constitution, Bylaws, and Rules will accept NBIs in person in the Executive Workroom (room 339AB in the Hilton Americas Houston) during "office hours" as follows:

Monday, July 1 – 2:00-4:00pm  
Tuesday, July 2 – 10:00am-12:00pm  
Wednesday, July 3 – 10:00am-12:00pm

- NBIs can be submitted to the Committee on Constitution, Bylaws and Rules all day on July 4 and until noon on July 5 at the front of the stage. Delegates can come to the RA Business Center at the side of the stage to ask questions or get assistance and then get in line to submit items.