

# Standing Rules of the National Education Association of the United States

## Rule 1. Delegates

### A. Credentials Committee

#### 1. Composition

The President shall appoint a chairperson and four (4) members of the Credentials Committee for rotating terms of three (3) years. The appointments shall be with the advice and consent of the Board of Directors. No individual shall serve more than two (2) terms as a member of the Credentials Committee.

#### 2. Duties

The committee shall be responsible for the supervision of the accreditation and registration of delegates to the Representative Assembly. Any complaint or question regarding the issuance of credentials shall be submitted in writing to the committee no later than June 1. After June 1, the committee shall not entertain a challenge if it is based on information that was known or that reasonably should have been known prior to that date.

The chairperson of the Credentials Committee shall give a preliminary report at the first meeting of the Representative Assembly. The preliminary report shall include information concerning compliance with all requirements required of delegations. Noncompliance by delegations will be specifically noted and reported. A final report will be given when the registration is complete.

The seating of a delegate, or delegates, may be challenged by means of a motion to amend such report. The action of the Representative Assembly, which has jurisdiction over the seating of its delegates, shall be final.

### B. Certification of Delegates

#### 1. Delegate Allocations

The Executive Director shall notify state and local affiliates, and other qualified organizations, of the number of delegates to which they are entitled after January 15 and no later than February 15 of the calendar year in which the Representative Assembly convenes. State affiliates shall be notified of the number of student delegates to which they are entitled after March 15 and no later than April 1.

#### 2. Election and Verification of Eligibility

The president of each local affiliate to which delegates have been allocated shall forward to the state affiliate by April 10 a certificate of eligibility for each local delegate and the term for which the delegate was elected on a form provided by the NEA.

By May 15, the president of each state affiliate shall forward to the NEA Executive Director a certificate of eligibility for each state association delegate and for each delegate elected pursuant to Bylaws 3-1.d, e, h, and i in that state, when appropriate, and the term for which the delegate was elected on a form provided by the NEA. The person designated by the President of the NEA to certify delegates pursuant to Bylaw 3-1.f. shall certify each school nurse delegate and the term for which the delegate was elected on a form provided by the NEA. Once certified,

the delegate shall remain certified until the expiration of said delegate's term to fulfill such duties of a delegate as are appropriate between Annual Meetings.

Upon verification of eligibility, the Executive Director shall forward such material as to allow the delegate to effect registration, voting, and official seating.

### **3. Vacancies**

The organization to which delegates have been allocated shall be responsible for filling vacancies that may occur when a delegate does not fulfill the term for which elected. The filling of vacancies must comply with the requirements of the Constitution and Bylaws for the election of delegates.

Successor delegates to fill possible vacancies should be elected at the same time delegates are elected. Those persons filing delegate lists under the provision of B above shall file with the Executive Director, by May 15, lists of successor delegates that may have been elected, and a certificate of eligibility of each such successor delegate. Only those members who are so certified shall be eligible to serve as successor delegates.

A successor delegate shall serve for the remainder of the term of the delegate in whose place the successor delegate is serving. However, if a delegate is unable to attend one or more Annual Meetings by reason of uncontrollable circumstances, that delegate may resume service in the term of office to which the delegate was elected, commencing at the next Annual Meeting, provided that the delegate has submitted a statement to the Credentials Committee (no later than January 15 immediately preceding the Annual Meeting at which the delegate wishes to resume office) certifying that the delegate wishes to resume office and was unable to attend by reason of uncontrollable circumstances and the Credentials Committee concurs that such reason does in fact exist.

If a registered delegate leaves the Representative Assembly for an emergency reason, the elected successor delegate may be registered as a voting delegate during the absence of the originally registered delegate. A successor delegate registered in accordance with this provision shall be credentialed to serve as a voting delegate only until the adjournment of the Representative Assembly.

## **C. Registration**

### **1. Registration Materials**

Registration materials shall be sent by mail to all delegates prior to the time of the Annual Meeting.

### **2. Registration of Delegates**

Registration of delegates, successor delegates, nondelegate members, and guests shall begin on the first day of the Annual Meeting. Registration of delegates and successor delegates shall be completed on the day prior to the first business meeting of the Representative Assembly.

### **3. Successor Delegates**

Successor delegates filling vacancies shall present at registration the permanent credential originally sent to the delegate the successor is replacing and a signed statement from the person filing the original and successor delegate lists under the provision of Rule 1.B.2 identifying the delegate to be replaced.

### **4. Members Other Than Delegates**

Members other than delegates shall present evidence of membership and shall be given appropriate badges. Guests shall also be given appropriate badges.

**5. Supervision of Registration**

Registration for the Annual Meeting shall be under the supervision of the Credentials Committee. Appeals shall be made to the same committee.

**D. Seating Arrangements**

**1. Open to Members**

Meetings of the Representative Assembly shall be open to members of the Association insofar as seating arrangements permit.

**2. Seating Sections**

The auditorium seating plan shall be arranged to provide sections for delegates, nondelegate members, guests, and staff.

**3. Admittance to the Auditorium**

Admittance to the auditorium shall be by badge. The type of badge will determine admittance to the proper section.

**4. News Media**

Members of the news media shall be given an appropriate badge and admitted to the area reserved for their use.

**5. Staff**

Staff members who need access to the floor of the Assembly shall wear an appropriate badge and an “official” ribbon. Staff members of state and local affiliates shall, upon designation by the chairperson of the delegation, be permitted to be seated in the section with their delegation.

**6. Access to State Delegation Section**

The chairperson and members of each delegation shall assume responsibility for permitting only certified delegates and designated staff to sit in their section.

**E. State Delegations**

**1. First Meeting of State Delegations**

The first meeting of state delegations shall take place before the first business meeting of the Representative Assembly with all accredited delegates duly notified.

**2. Delegation Chair and Vice-Chair**

Each delegation shall elect a chairperson and vice chairperson at its first meeting during the Annual Meeting unless previously elected by the NEA members within the state or the state representative assembly or the state’s NEA Representative Assembly delegates at the state association’s first caucus session prior to the Annual Meeting. The form certifying the election of the chairperson and vice chairperson shall be submitted to the Committee on Constitution, Bylaws, and Rules by the close of the first business meeting of the Representative Assembly.

**3. Parliamentary Authority**

Meetings of state delegations shall be governed by Robert’s Rules of Order Newly Revised or such other officially recognized parliamentary authority as the state delegation may recognize.

#### **4. Delegation Spokesperson**

The chairperson of each state delegation, or the chairperson's authorized deputy, shall serve as spokesperson for the delegation on the floor of the Representative Assembly. Except when authorized, other members of the delegation may speak only as individuals in the Representative Assembly.

#### **5. Individual Votes**

No state delegation shall vote by unit rule in the Representative Assembly. Each individual delegate shall have one (1) vote.

### **Rule 2. Committee on Constitution, Bylaws, and Rules**

#### **A. Composition**

The Committee on Constitution, Bylaws, and Rules shall consist of five (5) members appointed by the President with the advice and consent of the Board of Directors. The President shall annually appoint a chairperson of the committee. Members shall serve rotating three (3) year terms beginning September 1. No member shall serve more than two (2) terms.

#### **B. Duties**

The committee shall initiate proposed amendments to the Constitution, Bylaws, and Standing Rules as appropriate; receive and process proposed amendments; supervise the submission and processing of new business and amendments to the Legislative Program; supervise and count roll call votes; provide advisory opinions to parliamentary questions upon the request of the presiding officer; and perform such other duties as are set forth in the Standing Rules or are requested by the President.

#### **C. New Business vs. Legislative Program vs. Resolutions**

The Committee on Constitution, Bylaws, and Rules shall supervise the submission and processing of items of new business and amendments to the Legislative Program. The committee shall determine which are items of new business, which are legislative amendments, and which are resolutions.

### **Rule 3. Order of Business and Debate**

#### **A. Adoption of the Order of Business**

The adoption of the order of business of the Representative Assembly shall be the first item of business at the first business meeting of the Assembly.

#### **B. Documents Governing Representative Assembly**

The annual session of the Representative Assembly shall be conducted in accordance with provisions of the NEA Constitution, Bylaws, and these Standing Rules. Matters not specifically governed in these documents shall be governed by *Robert's Rules of Order Newly Revised*.

#### **C. Advisors to Presiding Officer**

There shall be an official parliamentarian, to whom questions may be directed only through the presiding officer. If deemed advisable by the presiding officer, a question may be referred to the Committee on Constitution, Bylaws, and Rules for an advisory interpretation. The presiding officer rules; the parliamentarian and Committee on Constitution, Bylaws, and Rules may advise.

**D. Scheduling of New Business Items (NBI)**

Items of new business submitted in accordance with these Standing Rules shall be the first business item at all business meetings except the first business meeting of the Representative Assembly. These new business items shall be considered for at least one hour at the second business meeting and for at least 90 minutes at each subsequent meeting.

**E. Display of Business**

The content of debate on any items for debate shall be displayed on all screens, including projection screens, by real-time captioning.

The text of new business items will be shown on the screen. Amendments to new business items will be shown with additions inserted and underlined and deletions with a strikethrough.

**F. Delegate Recognition and Speaking Time**

Any delegate who is recognized by the chair shall give his/her name and state before speaking to a point under discussion. No member shall speak and/or be recognized in debate more than twice to the same question during the same meeting, nor longer than two (2) minutes at one time, unless permission is granted by majority vote of the Representative Assembly.

With the consent of the Representative Assembly, an NEA member who is not a delegate may address the Assembly.

**G. Yielding Speaking Time**

A member may yield the microphone or speaking time to another delegate only for the unused portion of his/her allotted time, and only for the purpose for which the member was recognized.

**H. Closing Debate**

No member speaking on a question may move to close debate.

A motion to close debate shall apply to no more than the single question immediately before the Representative Assembly.

Before a motion to close debate will be considered, the Chair will recognize at least one speaker in support and one speaker in opposition if speakers have called in on the motion on the floor.

**I. Roll Call Vote**

A roll call vote (the counting of delegates by state delegations) shall be taken only after approval, by a standing vote, of one-third (1/3) of the delegates present. The doors shall be closed while a count is being taken. Supervision and counting of roll call votes shall be in the charge of the Committee on Constitution, Bylaws, and Rules.

If a roll call of state delegations is made in the Representative Assembly, the chairperson of each state delegation shall be responsible for taking an accurate poll of delegates present at the time of the vote and for transmitting a report to the Committee on Constitution, Bylaws, and Rules.

**J. Length of Remarks**

Except for the keynote address by the President of the Association, and any address by the President of the United States, speakers delivering prepared speeches to the Representative Assembly should be advised that their remarks should be limited to 15 minutes.

**K. Motions Submitted in Writing**

At the request of the presiding officer and/or a majority of the delegates, any amendment or main motion shall be in writing.

**L. Object to Consideration**

The object to consideration motion shall be in order only immediately after the maker of the motion has had the opportunity to speak to it. A legislative amendment shall be subject to the motion to object to consideration as if it were a main motion.

**M. Motion to Refer**

The vote on a motion to refer shall be in order only after the maker of the original motion has been given the opportunity to speak to the referral.

When a motion is made to combine or bundle new business items for referral to committees, the chair shall ask the makers of each NBI if they support referral. The maker of each NBI shall be given one minute to explain whether they support or oppose referral.

**N. Suspension of a Standing Rule**

By a motion from the floor, a Standing Rule may be suspended or amended without notice by a two-thirds (2/3) vote of those present and voting.

**O. Breaks**

The NEA President will call for a one hour break on the second and third day of the Representative Assembly.

**P. Contact E-Mail Address**

Whenever a proposed Representative Assembly action is published, it shall include the name, state, and, with the express written consent of the contact person, the email address of said contact person.

**Rule 4. Reports**

**A. Report Format**

Reports of committees shall be in a format, prescribed by the President, which provides for a separation of explanatory, background, or introductory report information from any recommendations the Assembly is to act upon.

**B. Availability**

Copies of each report by a committee of the Association or of the Representative Assembly shall be made available to each member of the Assembly before or at the time of the presentation of such report.

**C. Action**

The adoption or acceptance of committee reports does not include approval of any requested appropriation.

**D. Report of the Committee on Program and Budget**

Appropriation requests shall be considered by the Representative Assembly at the time of the adoption of the budget. The adoption of the budget shall be by vote of the Representative Assembly after consideration of all new business items.

**E. Presentation of Report**

Any person, chairperson, or member who is presenting a committee report shall not speak more than five (5) minutes unless permission is granted by majority vote of the Representative Assembly.

**Rule 5. Amendments to the NEA Constitution, Bylaws, and Standing Rules**

**A. Amendments to Constitution**

Proposed amendments to the Constitution shall be submitted to the Committee on Constitution, Bylaws, and Rules in writing and in accordance with Article IX, Sections 1 and 2 of the Constitution not later than the close of the seventh business meeting of the Representative Assembly. Documentation of timely submission shall be the responsibility of the contact person for the amendment.

**1. Presentation by Title**

These amendments shall be presented by title by the chairperson of the committee to the Representative Assembly immediately preceding the Representative Assembly at which they are to be voted upon.

**2. Printing and Distribution**

The Committee on Constitution, Bylaws, and Rules shall arrange proposed amendments to the Constitution so that they are sequential by article of the Constitution. Titles and texts of proposed amendments to the Constitution along with the name and state of the contact person shall be available upon request to any NEA member no later than ninety (90) days following adjournment of the Representative Assembly. The text of the proposed amendments shall be printed in an official publication sent to all members at least sixty (60) days prior to its consideration.

**B. Amendments to Bylaws**

Proposed amendments to the Bylaws shall be submitted to the Committee on Constitution, Bylaws, and Rules in writing and in accordance with Article IX, Sections 1 and 3 of the Constitution. Documentation of timely submission shall be the responsibility of the contact person for the amendment.

**1. Printing and Distribution**

The Committee on Constitution, Bylaws, and Rules shall arrange proposed amendments to the Bylaws sequentially by bylaw.

The text of proposed amendments to the Bylaws, along with the name and state of the contact person, shall be printed in an official publication sent to all members at least sixty (60) days prior to its consideration.

**2. Bylaw Amendments Contingent on Adoption of Amendments to the Constitution**

A proposed amendment to the Bylaws which is dependent upon adoption of a proposed amendment to the Constitution shall be deemed to have failed unless the proposed amendment to the Constitution is adopted.

## C. Amendments to Standing Rules

### 1. Proposal of Standing Rule Amendments

Amendments to the Standing Rules may be proposed to the Representative Assembly by one or more of the following methods:

- (a) **Petition of Delegates** – petition signed by at least twenty-five (25) certified delegates and submitted to the Committee on Constitution, Bylaws, and Rules for presentation to the Representative Assembly.
- (b) **State Delegation** – a state delegation in the Representative Assembly whose concurrence in the proposed amendment is evidenced either by a majority vote of those delegates present and voting in such delegation at a regularly called meeting of the delegation held in connection with the Annual Meeting or by petition signed by a majority of the members of such delegation. Proposals shall then be submitted to the Committee on Constitution, Bylaws, and Rules for presentation to the Representative Assembly.
- (c) **NEA Board of Directors** – majority vote of the NEA Board of Directors and submitted to the Committee on Constitution, Bylaws, and Rules for presentation to the Representative Assembly.
- (d) **Committee on Constitution, Bylaws, and Rules** – a majority vote of the Committee on Constitution, Bylaws, and Rules.

### 2. Time for Submission and Notice

- (a) **Deadline** – a proposed amendment to the Standing Rules shall be presented in writing to the Committee on Constitution, Bylaws, and Rules, postmarked and/or received by electronic communication, no later than one hundred twenty (120) days preceding the Annual Meeting.
- (b) **Submission Responsibility** – documentation of timely submission shall be the responsibility of the contact person for the amendment.
- (c) **Publication** – the text of the proposed amendment along with the name and state of the contact person shall be printed in an official publication sent to all members at least sixty (60) days prior to its consideration.
- (d) **Adoption** – the Standing Rules may then be amended by the Representative Assembly by a majority vote of the delegates present and voting, by voice vote.

### 3. Adoption of a Standing Rule After Vote on Amendments to Constitution and/or Bylaws

Any amendment to the Standing Rules which is dependent upon adoption of a pending amendment to the Constitution and/or Bylaws and which was previously submitted pursuant to Standing Rule 5.C shall be designated for vote following adoption of the contingent amendment to the Constitution and/or Bylaws.

### 4. Withdrawal of Proposed Amendments to Standing Rules

By motion of the contact person, an amendment to the Standing Rules may be withdrawn. Without objection, the chair shall rule that the amendment is withdrawn. If there is objection, a majority vote of the delegates shall be required for withdrawal of the amendment.

## D. Editing, Titles, and Discussion

### 1. Editing

Amendments to the Constitution and Bylaws shall be reviewed and, if necessary, edited by the Committee on Constitution, Bylaws, and Rules.



The editing responsibilities of this committee shall include:

- (a) combining two or more amendments of a similar intent into a single amendment, if the final amendment is agreed to by the contact person for each group making the original amendments involved;
- (b) printing identical amendments as a single amendment with the contact persons of each listed with the amendments; and
- (c) dividing an amendment at the discretion of the committee and with the consent of the contact person to enable the component parts of an amendment to be voted upon independently of each other.

## **2. Amendment Titles**

Titles of amendments to both the Constitution and Bylaws shall summarize the intent of the amendment, including the significance of the deletions as well as the changes and/or additions. The titles shall be posted outside the voting area on the day the amendments are voted upon.

## **3. Open Hearing on Amendments to Governing Documents**

The Committee on Constitution, Bylaws, and Rules shall hold an open hearing on proposed amendments to the Constitution and Bylaws at a time and place to be announced in the printed program. A representative of the petitioners shall be requested to attend the open hearing to explain the intent of a proposed amendment. The Representative Assembly shall discuss the proposed amendments prior to voting.

## **Rule 6. New Business Items (NBI)**

New business relating to substantive policies or programs for the Association shall be specific in nature and terminal in application.

The adoption of a new business item shall not include approval of any appropriations.

### **A. Submission**

New business items shall be submitted to the Committee on Constitution, Bylaws, and Rules no later than 12 noon on the second day of the Representative Assembly and shall be submitted by:

- (a) **Petition of Delegates** – petition of at least fifty (50) delegates;
- (b) **State Delegation** – a majority vote of those present and voting at a state delegation at a regularly called meeting of the delegation in connection with the Annual Meeting;
- (c) **Governance Body** – a governance body of the NEA or a state or local affiliate; or
- (d) **Committee on Constitution, Bylaws, and Rules** – the Committee on Constitution, Bylaws, and Rules pursuant to Rule 7.E.

### **B. Format**

Each new business item shall be printed accompanied by the name of the submitting NEA, state, or local group and shall be accompanied by the name and state of the contact person. Whenever a proposed Representative Assembly action is published, it shall include the name, state and, with the express written consent of the contact person, the email address of said contact person. New business items may include a separate rationale/background statement of no more than 40 words. Any new business item that contains an acronym or abbreviated term shall include the complete name for the acronym followed by the acronym in parentheses when it is first used in that new business item.

**C. Distribution**

**1. Submitted Before the Representative Assembly**

New business items submitted prior to May 1 shall be sent to the president and executive director of each state affiliate as soon as possible. Those items submitted after May 1 but prior to June 15 shall be included in the delegate packets given to delegates at registration.

**2. Submitted at the Representative Assembly**

Submitted new business items shall be made available to the chairperson of each delegation on the following morning prior to the beginning of the Representative Assembly. Such material shall include a brief written rationale for each new business item.

**D. Duplicate New Business Items**

When a new business item is submitted and the concept or action is being implemented or duplicates previous new business item positions approved by the Representative Assembly, the maker of the motion shall be advised where the duplication exists prior to the introduction on the floor of the Representative Assembly. The decision to submit or withdraw the new business item shall remain with the maker of the motion.

**E. Relating to Federal Legislation**

Any new business item relating to federal legislation for the consideration of the Representative Assembly shall be treated as an amendment to the Legislative Program and shall be marked in the order received as legislative amendment 1, 2, and so forth.

**F. Submitted by the NEA Board of Directors**

New business of the Association presented at the direction of the Board of Directors may be debated and acted upon at any business meeting of the Representative Assembly.

**G. Boycotts and Sanctions**

New business relating to a boycott or sanction shall be referred to the Executive Committee. Prior to further action, NEA shall communicate with the state affiliate and local affiliate in which the affected company headquarters, organization, or governmental entity is located.

Affected state affiliates that do not concur with the recommendations of the Executive Committee regarding a boycott will be allowed to file a rebuttal position paper that will be circulated to the Board of Directors together with the report of the Executive Committee. Further, the state president of any affected affiliate will be allowed time to address the Board of Directors before a vote is taken.

The Board of Directors shall act on the report of the Executive Committee or transmit it to the Representative Assembly. In making such referral, the Representative Assembly may take a position for or against the action proposed in the new business item. The Board shall implement this position unless, after consideration of legal and other relevant factors, it deems by two-thirds (2/3) vote that such implementation would not be in the best interest of the Association. If the Representative Assembly takes a position on the new business item, the Board of Directors shall act on it at its initial meeting of the new fiscal year. Information and rationale regarding the boycott or sanction shall be provided to the affected affiliate(s) prior to public notification.

**H. Cost Estimates**

A five (5) member committee shall be established to review new business items prior to and during the Representative Assembly. The committee shall consist of the secretary-treasurer, one (1)

member of the Board of Directors elected by and from the Board, and three (3) delegates to the Representative Assembly appointed by the President. The committee shall review each new business item submitted and, without changing or eliminating any, shall (1) make a preliminary estimate of the cost of each item and (2) determine whether the item is covered in the program budget.

#### **I. Duration**

A new business item adopted by a Representative Assembly shall remain in effect (1) until a specified expiration date, or (2) until it is implemented, or (3) until it is rescinded by a subsequent Representative Assembly.

#### **J. Editing**

The text of a new business item adopted by a Representative Assembly may be edited with the approval of the President provided no substantive changes are made and the final text is approved in writing by the mover and the seconder. This would include replacing references to K-12 or Pre-K-12 with Pre-K-Graduate School.

#### **K. Implementation**

During the program year of implementation, the mover of a new business item adopted by the Representative Assembly shall be advised about the steps being undertaken to accomplish its implementation.

#### **L. Impacting Regional Conferences<sup>1</sup>**

Any proposed new business item that impacts the planning and organizing of an annual regional conference shall automatically be forwarded to the appropriate conference planning committee for consideration. The planning committee shall not be required to implement the new business item.

#### **M. Impacting the Representative Assembly**

New business items which impact the conduct of subsequent Annual Meetings shall be processed as follows:

- (a) **Rejected** – if the Representative Assembly rejects the new business item, no further action shall be taken.
- (b) **Adopted** – if the Representative Assembly adopts the new business item, it shall be referred to the Annual Meeting Review Committee. The Annual Meeting Review Committee shall implement the new business item, unless, after consideration of legal, financial, and other relevant factors, it concludes that such implementation would not be in the best interest of the Association. In that event, the Annual Meeting Review Committee shall make a recommendation to the Board of Directors regarding implementation of the new business item at or before the Board's February meeting, and the Board shall take such action as it deems appropriate. The action taken by the Board with regard to the new business item shall be reported to the next Representative Assembly, and the Representative Assembly shall take such action as it deems appropriate.

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<sup>1</sup> This section is no longer applicable. Regional conferences were removed from the NEA Strategic Plan and Budget in 2013.

- (c) **Referred** – if the Representative Assembly refers the new business item to the Annual Meeting Review Committee without taking a position for or against the new business item, the Annual Meeting Review Committee shall assess the new business item. Following such assessment, the Annual Meeting Review Committee shall make a recommendation to the Board of Directors regarding implementation at or before the Board’s February meeting, and the Board shall take such action as it deems appropriate. The action taken by the Board with regard to the new business item shall be reported to the next Representative Assembly, and the Representative Assembly shall take such action as it deems appropriate.

## **Rule 7. Resolutions Committee and Procedure**

### **A. Definition of Resolutions**

Resolutions are formal expressions of opinion, intent, belief, or position of the Association. They shall set forth general concepts in clear, concise language, shall be broad in nature, shall state the positions of the Association positively and without ambiguity, and shall be consistent with the goals of the Association as stated in the Preamble of the Constitution.

### **B. Resolutions Committee**

#### **1. Composition**

The Resolutions Committee shall consist of an Internal Editing Committee of five (5) members and at least as many additional members from each state affiliate as the affiliate has NEA state directors, from among the retired delegates to the NEA Representative Assembly as the Retired members have NEA directors, and from among the Student members of the Association as the Student members have NEA directors. The chairperson, vice-chairperson, and secretary of the Internal Editing Committee shall serve as chairperson, vice-chairperson, and secretary of the full Resolutions Committee.

#### **2. Duties**

The Resolutions Committee shall prepare and present to the Representative Assembly proposed resolutions for adoption. Proposed resolutions shall be printed and made available to delegates before action is scheduled thereon by the Representative Assembly. The form and text of each resolution shall be approved by the majority vote of the Resolutions Committee before presentation to the Representative Assembly provided, however, that a minority report may be presented to the Representative Assembly upon a one-third (1/3) favorable vote of the total Resolutions Committee’s eligible voters.

Such minority report shall be printed with the majority report and shall be presented by the chairperson of the Resolutions Committee concurrently with the majority report. The chairperson of the Resolutions Committee shall present the report of the committee, together with any minority report, to the Representative Assembly for consideration at the time and place designated in the official program.

#### **3. Membership on the Resolutions Committee**

- (a) **State Delegations** – the registered delegates to the Representative Assembly from each state shall elect as many members and alternates to the Resolutions Committee from among the state and local delegates in the state delegation as each state has NEA state directors.

- (b) **NEA-Retired** – the retired delegates to the NEA Representative Assembly shall elect as many members and alternates to the Resolutions Committee from among the retired delegates as the number of retired directors.
- (c) **NEA Students** – the student delegates to the NEA Representative Assembly shall elect as many members and alternates to the Resolutions Committee as the number of student directors. Nominations of student members to the Resolutions Committee shall be open to all eligible NEA student members.
- (d) **At-Large** – at-large members of the Resolutions Committee shall be appointed by the President as may be necessary to assure compliance with the requirements set forth in Article V, Section 1(d), (e), and (f) and that ethnic minorities comprise at least twenty (20) percent of the committee.

#### **4. Term of Office**

The terms of members of the Resolutions Committee shall commence September 1. The terms of state, at-large, and retired members of the Resolutions Committee shall be for one (1) year, two (2) years, or three (3) years, and no person shall serve more than six (6) years as a state member, as an at-large member, or as a retired member. The terms of student members of the Resolutions Committee shall be for one (1) year, and no person shall serve more than two (2) terms as a student member. Service as a Resolutions Committee member prior to September 1, 2008, shall count toward the six (6) year and two (2) year term limits. A state, at-large, or retired member of the Resolutions Committee shall immediately relinquish his or her position when such member ceases to be a delegate to the NEA Representative Assembly.

#### **5. Election Procedure**

Elections shall be by secret ballot. Voting shall be by those delegates present and shall take place at the third business meeting of the state delegations and by the retired and student delegates at the time and place designated in the annual program by the President of the Association except as may otherwise be approved in advance by the Committee on Constitution, Bylaws, and Rules. If the number of candidates for Resolutions Committee positions is equal to or less than the number of positions to be filled, elections may be waived, and the candidates declared elected to the positions in question. The report of election results shall be submitted on the proper form to the Committee on Constitution, Bylaws, and Rules before the close of the fifth business meeting of the Representative Assembly.

#### **6. Challenge of an Election**

A challenge to the election of a Resolutions Committee member shall be made to the Committee on Constitution, Bylaws, and Rules within twenty-four (24) hours after the challenger knew or reasonably should have known the basis for the challenge.

#### **7. Vacancies Between Representative Assemblies**

The procedure for filling vacancies on the Resolutions Committee between meetings of the Representative Assembly shall be as follows: If the number of vacancies exceeds the number of alternates elected to fill vacancies, additional alternates shall be appointed by the governing board of the state affiliate or by the NEA Advisory Committee of Student Members, if feasible, or appointed by the president of the state affiliate or the chairperson of the NEA Advisory Committee of Student Members. Retired member vacancies shall be filled as provided in the bylaws of NEA-Retired.

**8. Eligibility to Serve**

The members elected from each state shall meet the requirements set forth in Article V, Section 1(a). Nominations of such state members shall be open except where limitations are required to comply with the provisions of Article V, Section 1(a). In the event that the first three (3) members from a state or the first three (3) retired members do not include at least one (1) ethnic minority, the fourth member shall be from an ethnic-minority group.

**9. Continuing Membership**

A member of the Resolutions Committee shall immediately relinquish the position held on the Resolutions Committee when such member ceases to be employed in the category represented.

**C. Internal Editing Committee****1. Composition**

The Internal Editing Committee shall be appointed by the president with the advice and consent of the Board of Directors for rotating terms of three (3) years. No person shall serve more than two (2) terms as a member of the Internal Editing Committee. The President shall annually appoint a chairperson from the Internal Editing Committee. Members of the Internal Editing Committee shall serve at the pleasure of the President. The Internal Editing Committee shall select annually a vice-chairperson and a secretary from among its own membership. It shall meet prior to the opening meeting of the Representative Assembly to draft proposed resolutions.

**2. Duties**

The functions of this committee shall be:

- (a) To submit verbatim to the Resolutions Committee the resolutions adopted by the previous Representative Assembly. Changes or amendments to these resolutions may be offered by this committee. Such changes will appear separately, attached to the original resolution.
- (b) To collect and categorize new resolutions. If clarification of a resolution seems necessary, the committee may make such changes.

The committee shall synthesize related resolutions into a common resolution where possible.

In the event of either of the above procedures, the committee will send the final resolution plus all resolutions from which it was prepared to the Resolutions Committee and the original drafter(s).

Controversial issues may have more than one (1) resolution sent to the full Resolutions Committee.

- (c) To draft new proposed resolutions.
- (d) To apply the definition of resolution set forth in Rule 7.A above to proposed amendments to resolutions and to new resolutions.
- (e) To review regularly the adopted resolutions of the Association to assure, among other things, their timeliness and internal consistency. The committee shall report its recommendations to the full Resolutions Committee for action.
- (f) To make such changes in the adopted resolutions of the Association as may be necessary to accommodate the positions taken in policy statements adopted by the Representative Assembly. Such changes shall be made promptly after the policy statements have been adopted and shall be reported to the Resolutions Committee for information at its winter meeting.

#### **D. Procedures for Submitting Resolutions**

Resolutions from delegates or members designated for consideration by the Resolutions Committee at its winter meeting shall be submitted to the Executive Director or the chairperson of the Resolutions Committee or the members of the Resolutions Committee from their states.

The committee shall hold at least one (1) open hearing on proposed resolutions at a time and place to be announced in the printed program. The Resolutions Committee shall meet on a day prior to the open hearing and shall meet following the open hearing to consider any changes (additions, deletions, and/or amendments) it may wish to make in its report to the Representative Assembly.

The Resolutions Committee shall recommend a body of resolutions in its annual report to the Representative Assembly. These resolutions shall be presented for vote en masse.

The submission of all new resolutions and amendments to resolutions shall be submitted to the Committee on Constitution, Bylaws, and Rules no later than 12:00 noon on the second day of the Representative Assembly. After 12:00 noon on the second day, only amendments to new resolutions or to resolutions amendments that have been properly submitted to the Committee on Constitution, Bylaws, and Rules shall be in order.

All new resolutions to be submitted from the floor for consideration after timely advance submission to the Committee on Constitution, Bylaws, and Rules must have a majority of the vote to be placed on the agenda (heard) and a two-thirds (2/3) vote to pass.

Resolutions submitted for consideration by the Representative Assembly shall be in writing on the forms provided, signed by the maker and the seconder of the motion.

The consideration of the NEA resolutions shall commence with the goal area containing the final resolution debated at the preceding Representative Assembly. Resolutions adopted by a Representative Assembly shall continue in force until the next Representative Assembly acts upon the report of the Resolutions Committee.

All resolutions adopted by the NEA Representative Assembly shall be publicized as official NEA resolutions.

#### **E. Submission of Resolution as New Business**

Between Representative Assemblies, any current resolution in whole or in part that is jointly determined to be a new business item by the Committee on Constitution, Bylaws, and Rules and the Internal Editing Committee shall be submitted for vote to the next Representative Assembly.

### **Rule 8. Amendments to the Legislative Program**

Legislative amendments shall be considered as amendments to the main motion on the Legislative Program and shall be discussed at the time that the Representative Assembly acts on the Legislative Program.

#### **A. Submission**

Legislative amendments shall be submitted to the Committee on Constitution, Bylaws, and Rules no later than 12 noon on the second day of the Representative Assembly and shall be submitted by:

- 1. Petition of Delegates** – petition of at least fifty (50) delegates;
- 2. State Delegation** – a majority vote of those present and voting at a state delegation at a regularly called meeting of the delegation in connection with the Annual Meeting; or
- 3. Governance Body** – a governance body of a state or local affiliate.

**B. Format**

Each legislative amendment shall be printed accompanied by the name of the submitting state or local group and shall be accompanied by the name and state of the contact person.

**C. Distribution**

1. **Submitted Before the Representative Assembly** – legislative amendments submitted prior to May 1 shall be sent to the president and executive director of each state affiliate as soon as possible. Those amendments submitted after May 1 but prior to June 15 shall be included in the delegate packets given to delegates at registration.
2. **Submitted at the Representative Assembly** – submitted legislative amendment material shall be made available to the chairperson of each delegation on the following morning prior to the beginning of the Representative Assembly. Such material shall include a brief written rationale for each legislative amendment.

**Rule 9. Policy Statements****A. Purpose**

A policy statement shall set forth NEA's positions with regard to a particular subject, and may include expressions of opinion, intent, or belief; may call for actions that are specific in nature and terminal in application; and may indicate support for or opposition to federal legislation.

**B. Submission and Consideration of Proposed Policy Statements**

A proposed policy statement may be submitted to the Representative Assembly only by the Board of Directors. The proposed policy statement, together with the committee report upon which it is based, shall be sent to delegates in the advance mailing for the Annual Meeting. Committee reports, including proposed policy statements and other recommendations, shall be sent to the Committee on Legislation and the Resolutions Committee at the same time they are sent to the Board of Directors.

A proposed policy statement shall be presented to the Representative Assembly for consideration at the time designated in the official program.

**C. Effect of Adopted Policy Statements**

If a policy statement is adopted by the Representative Assembly, any resolution, new business item, or provision in the Legislative Program that deals with the subject addressed in the policy statement shall be editorially changed to accommodate the positions taken in the policy statement. Any resolution, new business item, or provision in the Legislative Program that deals with a subject addressed in an adopted policy statement shall be accompanied by a notation indicating that NEA's position with regard to the subject in question is set forth in full in the policy statement and that the policy statement is controlling and supersedes all other NEA pronouncements dealing with that subject.

An adopted policy statement shall continue in force unless and until further action is taken with regard to that policy statement by a subsequent Representative Assembly.

**D. Amending Adopted and Proposed Policy Statements**

The Executive Committee shall review all adopted policy statements each year to assure that they continue to serve the contemporary needs and interests of NEA. In conducting this review, the Executive Committee may seek input from NEA members, affiliates, and constituency groups.



The Executive Committee shall report the results of its review, including any recommendations that the Executive Committee may wish to make for amending the adopted policy statements, to the Board of Directors at the Board's May meeting. Any amendments to the adopted policy statements approved by the Board of Directors shall be submitted to the Representative Assembly for action. The Committee on Legislation and the Resolutions Committee shall submit to the Board of Directors in advance of the Board's May meeting any proposed amendments to adopted or proposed policy statements adopted pursuant to their regular committee work, including regular open hearings at which members of the Association may submit proposed amendments to policy statements.

A Preliminary Report on Policy Statements, including a copy of all adopted and proposed policy statements, including any amendments approved by the Board of Directors for submission to the Representative Assembly, shall be sent to delegates in the advance mailing for the Annual Meeting.

Amendments to adopted and proposed policy statements may be submitted to the Committee on Constitution, Bylaws, and Standing Rules after the opening of the Representative Assembly until noon on the second day of the Representative Assembly by (1) petition of at least fifty (50) delegates, (2) a majority vote of those present and voting at a state delegation at a regularly called meeting of the delegation in connection with the Annual Meeting, (3) a governance body of a state or local affiliate, or (4) the Committee on Legislation and the Resolutions Committee. These amendments will be distributed in writing to the delegates prior to consideration of policy statements by the Representative Assembly.

If a new business item, an amendment to the Legislative Program, or an amendment to a resolution that is submitted to the Committee on Constitution, Bylaws, and Standing Rules would have the effect of changing a position taken in an adopted or a proposed policy statement, the Committee shall treat the submission as an amendment to the policy statement, and it shall be acted upon when policy statements are being considered by the Representative Assembly.

Amendments to adopted and proposed policy statements shall be considered by the Representative Assembly at the time designated in the official program. The Representative Assembly shall deal with proposed policy statements first, and then shall deal with amendments to adopted policy statements. In this latter regard, the Representative Assembly shall deal with each adopted policy statement separately, acting first on any amendments to the policy statement in question submitted by the Board of Directors, and then acting on any other amendments to that policy statement.

## **Rule 10. Elections for State, Retired, and Student Directors**

### **A. Reporting Campaign Expenses**

The following procedure shall apply in regard to elections for NEA office that do not take place at the Representative Assembly: Using forms provided by the Committee on Constitution, Bylaws, and Rules, each candidate for state, retired, or student director shall file a final report of campaign revenues and expenses with the state association president, the President of NEA-Retired, or the Chairperson of the NEA Advisory Committee of Student Members, as the case may be, or his or her designee. Such report must be filed no later than thirty (30) days following certification of the result of the election, and a copy of the report shall be submitted to NEA together with the notice of certification of the result of the election.

### **B. Certification of Election of NEA Director**

On a form provided by the NEA, the president of a state affiliate shall certify by May 20 the election of any director elected to assume office the following September 1. The president of a state affiliate shall certify the election of a person elected to complete an unexpired term on the NEA

Board of Directors as soon as possible after such election. In the event the certifying officer is in fact the elected NEA Board member, the next ranking state officer shall certify the election report.

## **Rule 11. Elections Conducted at the Representative Assembly**

### **A. Elections Committee**

#### **1. Composition**

The Board of Directors, on the basis of recommendations from the state affiliates, shall appoint a chairperson and at least twenty (20) members of an Elections Committee. The chairperson and members shall serve at the pleasure of the Board of Directors.

#### **2. Duties**

The committee shall be responsible for the conduct of elections and any other items on which votes are taken by printed ballots.

### **B. Procedures**

#### **1. Filing**

Each candidate for election at the Representative Assembly must file with the executive director no later than at the time of nomination a certificate of eligibility, and the executive director shall verify such certification. Distribution and display of campaign literature shall be restricted to the year of the nominee's candidacy.

#### **2. Advance Publicity**

Candidates for executive office or membership on the Executive Committee may file their intention in writing with the executive director of the NEA, along with a picture and candidate statement. The executive director of the NEA shall publish in an NEA publication sent to Active members the picture and candidate statement of each candidate who has filed and presented such statement by March 15. The eligibility of such candidates shall be verified prior to publication.

The Association shall mail to all delegates a brochure, no larger than 8 1/2 by 11 inches, for each candidate for executive office or membership on the Executive Committee with the candidate's approval. Subject to legal requirements, the content of the brochure shall be determined by the candidate, who shall provide the Association with camera-ready art for the brochure. Such artwork shall be received at the NEA headquarters building no later than May 1. The Association shall pay printing, mailing, and handling costs for such brochure.

In the event a candidate chooses to have printed his or her brochure for distribution to all delegates in the one-time mailing, the brochure shall be one (1) page, no larger than 8 1/2 by 11 inches; shall be supplied in sufficient number for all delegates; and shall be received at NEA Headquarters by May 15. There shall be no charge to such candidates for inclusion in the mailing.

#### **3. Campaign Materials**

No campaign materials may be distributed, posted, or displayed within the seating area of the auditorium or where they are visible from the seating area while the Representative Assembly is in session, provided that this prohibition shall not apply to the wearing of T-shirts, hats, pins, buttons, and the like.

No campaign materials, including T-shirts, hats, pins, buttons, and the like, shall be distributed, posted, or displayed at the polling places or where they are visible from the polling places on election day.

#### 4. Campaign Expenses

- (a) **Prohibitions** – no money or resources of NEA, an NEA affiliate, a labor organization, an employer, or an entity created or controlled by any of the above, shall be used to promote the candidacy of any individual for an NEA office.
- (b) **Reporting** – the following procedure shall apply in regard to elections for NEA office that take place at the Representative Assembly: Using forms provided by the Committee on Constitution, Bylaws, and Rules, each candidate shall file a preliminary report of campaign revenues and expenses, including projected revenues and expenses, with the committee prior to the opening of nominations at the Representative Assembly. A final report, on the forms provided by the committee, must be filed with the committee no later than thirty (30) days following certification of the election results. The committee shall report to the Representative Assembly, prior to any nominations or elections, whether any candidate has in any manner violated the election rules and regulations. The final report of campaign revenues and expenditures shall be made available for inspection by any member by means of an appropriate NEA electronic or printed publication.

#### 5. Notification of NEA At-Large Director Positions

Prior to June 1, notification of the number and type of at-large positions necessary to fulfill the requirements of Article V, Section 1 of the NEA Constitution shall be sent to the executive officers, Executive Committee, Board of Directors, state presidents, state executive directors, members of the Minority Affairs Committee, and individuals who have notified NEA of intention to run for those positions.

#### 6. Nominations

At the first business meeting of the Representative Assembly, nominations shall take place, as appropriate in each year, for the elections provided for by Article IV, Section 3; Article V, Section 1; and Article VI, Section 1 of the Constitution.

- (a) Nominations, as appropriate in each year, shall be made in the following order:
  - i. president;
  - ii. vice president;
  - iii. secretary-treasurer;
  - iv. members of the Executive Committee;
  - v. at-large representatives of classroom teachers in higher education on the Board of Directors;
  - vi. at-large representatives of administrators on the Board of Directors;
  - vii. at-large representatives of Active members employed in education support professional positions on the Board of Directors;
  - viii. at-large representatives of ethnic minorities on the Board of Directors. The time of nominations of at-large ethnic-minority candidates, if necessary to achieve twenty (20) percent ethnic-minority representation on the Executive Committee as provided for by Article VI, Section 1(c) of the Constitution, shall be announced by the President contingent upon other nominations and/or balloting for Executive Committee positions.
- (b) Nominations for each category shall be made in an order determined by a drawing by the candidates or their designees.
- (c) Consistent with the requirements set forth in Rule 11.B.7, each candidate shall be nominated from the floor by motion of a delegate to the Representative Assembly. When all nominations have been made, each candidate or designee shall have an allotment of time to address the Representative Assembly. Candidates for the office of president shall be given five (5) minutes for this purpose. Candidates for vice-president,

secretary-treasurer, and the Executive Committee shall be given three (3) minutes. Candidates for at-large positions on the Board of Directors shall be given two (2) minutes.

- (d) Candidates or their designees shall speak in an order determined by a drawing by the candidates or their designees.
- (e) If the number of candidates nominated equals the number of positions to be filled, the chair shall declare such candidates elected.
- (f) The Committee on Constitution, Bylaws, and Rules shall be in charge of timing all speakers. Each speaker shall be given a one (1) minute warning before the time has elapsed, and the timekeeper shall stand at the end of the allotted time.

## 7. Voting Procedures

Elections shall be by printed ballot by the delegates to the Representative Assembly.

- (a) The names of the candidates shall be placed on the first ballot in the order determined by lottery by the candidates or their designees immediately following the close of nominations at the Representative Assembly; on subsequent ballots the order also shall be determined by lottery by the candidates or their designees.

The candidates or their designees, no later than thirty (30) minutes after the nomination and acceptance speeches have concluded, shall assemble at a place designated by the chairperson of the Committee on Constitution, Bylaws, and Rules. The lottery shall be held under the supervision of the chairperson of the Elections Committee and in the presence of the chairperson of the Committee on Constitution, Bylaws, and Rules or designee.

In the event that a candidate or designee fails to appear at the appointed time and place, the chairperson of the Elections Committee shall draw for that candidate.

The order of the lottery shall be as follows: For placement on the first ballot, the candidates shall draw in order determined alphabetically by the states of the candidates. For placement on a runoff ballot, the candidates shall draw in order of the highest number of votes received on the previous ballot.

- (b) Elections on the first ballot shall be on the second day of the Representative Assembly. Polls for voting on the first ballot shall be open from 8:30 a.m. to 12 noon on election day at such place or places as the President may designate. On the first ballot, delegates shall vote for positions as follows:
  - i. Executive officers (as appropriate for that year);
  - ii. Members (as appropriate for that year) to serve on the Executive Committee;
  - iii. Representatives of classroom teachers in higher education, if necessary, on the Board of Directors;
  - iv. Representatives of administrators, if necessary, on the Board of Directors;
  - v. Representatives of Active members employed in education support professional positions, if necessary, on the Board of Directors; and
  - vi. Representatives of ethnic minorities, if necessary, on the Board of Directors.
- (c) Runoff elections shall be held as necessary until there is an election for each position by a majority vote. Notice of runoff elections shall be given by the chairperson of the Elections Committee from the platform during a regularly scheduled business meeting of the Representative Assembly. The chairperson of the Elections Committee shall set, subject to approval by the Representative Assembly, the hours for all runoff elections. The chairperson of the Elections Committee shall authorize a runoff election by mail ballot of the certified delegates, if it becomes necessary, to assure elections by majority vote.

- (d) Administrators shall be nominated by administrator delegates and elected by majority vote of all delegates if necessary to achieve administrator representation on the Board of Directors as provided for by Article V, Section 1 of the Constitution.
- (e) Classroom teachers in higher education shall be nominated by such delegates and elected by majority vote of all delegates if necessary to achieve classroom teachers in higher education representation on the Board of Directors as provided by Article V, Section 1 of the Constitution.
- (f) Active members employed in education support professional positions shall be nominated by such delegates and elected by majority vote of all delegates if necessary to achieve such representation on the Board of Directors as provided for by Article V, Section 1 of the Constitution.
- (g) Ethnic-minority persons shall be elected by majority vote of all delegates if necessary to achieve at least twenty (20) percent ethnic-minority representation on the Board of Directors as provided by Article V, Section 1(c) of the Constitution. The number of positions to be voted upon shall be equal to the number required to assure a minimum of twenty (20) percent ethnic-minority representatives on the Board of Directors (excluding the ex officio members) without counting the number of ethnic-minority persons who may be elected at large in the same year to achieve the required proportion of administrators, classroom teachers in higher education, and Active members employed in education support professional positions on the Board.
- (h) Ethnic-minority persons shall be elected by majority vote of all delegates if necessary to achieve twenty (20) percent ethnic-minority representation on the Executive Committee as provided for by Article VI, Section 1(c) of the Constitution.
- (i) Polls for voting on amendments shall be open from 8:30 a.m. to 12 noon on the third day of the Representative Assembly at such place or places as the President shall designate.
- (j) The chairperson of the Elections Committee shall present the report of each balloting by vote tally to the Representative Assembly. In the event that each of two or more incompatible amendments receives the required number of votes, the amendment receiving the greatest number of votes shall prevail.
- (k) As soon as the results of an election are certified, all business of the Representative Assembly shall be suspended until the results are reported to the Representative Assembly.
- (l) Following the oral report of the results of balloting to the Representative Assembly, the certified results shall be posted at the voting booths, displayed electronically to the Assembly hall, and printed in the next edition of the Representative Assembly newspaper.
- (m) The Representative Assembly shall not recess until the results of the election are certified and presented to the Assembly on the day of an election.

## **8. Tenure**

Officers chosen shall continue in office through August 31 of the final year of the term for which they were elected, or until their successors are chosen in accordance with the Constitution and Bylaws.

## **Rule 12. Operating Procedures**

### **A. Distribution of Materials**

General distribution of any type of printed material in the auditorium and adjacent lobbies (within one hundred [100] feet) of the auditorium in which the Annual Meeting is held shall require

clearance with the chairperson of the Committee on Constitution, Bylaws, and Rules. Identification of source and sponsorship shall be printed on such materials. Clearance is not required for official NEA reports or for distribution of materials by the chairperson of a state delegation to his/her own delegates.

## **B. Exhibit and Fundraising Areas**

The following rules shall apply to the use of exhibit and fundraising areas at the NEA Annual Meeting:

- (a) NEA affiliates, delegates, and caucuses shall be permitted to use the exhibit and fundraising areas to distribute material or disseminate information related to the Association's agenda, including material or information that is contrary to or advocates a change in NEA policy. The material distributed or information disseminated may be prepared by the affiliates, delegates, and caucuses themselves, or the affiliates, delegates, and caucuses may distribute material or disseminate information prepared by groups external to the Association.
- (b) Groups external to the Association shall be permitted to use the exhibit area to distribute material or disseminate information related to the Association's agenda, provided that such material is not contrary to or does not advocate a change in NEA policy.
- (c) Groups that do not adhere to NEA policies and resolutions on nondiscrimination shall not be permitted to use the exhibit area to distribute material or disseminate information of any kind.
- (d) The Association may prohibit the distribution of any material or the dissemination of any information that is disruptive or offensive (i.e., obscene or in bad taste).

## **C. Prohibitions**

### **1. Smoking**

There shall be no smoking in the Representative Assembly or in any area or line where delegates are required to be in order to carry out their responsibilities.

### **2. Alcoholic Beverages**

There shall be no consumption of alcoholic beverages in the Representative Assembly.

### **3. Drawings or Giveaways**

There shall be no drawings or giveaways conducted during the Annual Meeting in which delegates must be present to win except for those designed to motivate delegates to attend business meetings or properly scheduled caucuses.

## **Rule 13. Definition of Terms**

The following terms, when used in the Constitution, Bylaws, and/or Standing Rules, shall have these definitions:

### **A. Open Nomination Procedure**

Open nomination procedure shall mean a procedure by which every eligible NEA member shall have the opportunity to nominate any NEA member who meets the qualifications for the elective position; subject, however, to any limitations required in the NEA Constitution and Bylaws and also to any other reasonable restrictions uniformly imposed.

**B. Secret Ballot**

Secret ballot shall mean a procedure for voting on slips of paper (or via a voting machine) on which the voter may mark the vote in secrecy.

**C. One-Person—One-Vote**

One-person—one-vote principle shall mean a voting procedure by which the vote of each member of the constituency has equal weight, so that in the elected governing body each delegate represents approximately the same number of constituents as each and every other delegate.

**D. Election by Secret Ballot by Individual Position**

Election by secret ballot for each individual position shall mean that slate voting shall not be permitted.

**E. Runoff Elections**

Runoff elections shall mean a voting procedure as follows: In an election by the Representative Assembly, if a sufficient number of candidates has not achieved a majority of the valid ballots cast, another election shall be held and the runoff ballot shall list those unsuccessful candidates who, arranged in decreasing order of votes received, obtained a majority of the votes cast in the previous election. In the event that this procedure would not provide at least one more candidate than the number of remaining positions to be filled, then the runoff ballot shall list those candidates who, in descending order, received the highest number of votes on the previous ballot (though not elected), listing one more candidate than the number of positions to be filled.

**F. Valid Ballot**

In the case of elections at the Representative Assembly, a valid ballot shall be a ballot (1) cast by a credentialed delegate for a person nominated for the office, (2) cast for no more than the maximum number of positions to be filled, and (3) cast in a manner that clearly indicates the voter's choice. In the case of a vote by the Representative Assembly on any issue placed on a ballot, a valid ballot shall be a ballot clearly cast for or against this issue.

**G. Campaign Materials**

Campaign materials shall mean any document, electronic transmission, object, or other material that has the purpose or effect of promoting the candidacy of an individual for NEA office, and shall include, by way of illustration and without limitation, billboards, newspaper advertisements, audio-visual materials, emails, brochures, position papers, buttons, pins, articles of clothing, candy, posters, banners, signs, fans, pens, announcements, and invitations.

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