

## New Business Item Checklist

**Submitting an NBI?** Please start with these two initial questions:

1. **Is your proposal “new?”** NEA has a Strategic Plan and Budget and ongoing programs to move our mission forward and achieve our goals. The Association also has Policy Statements, Resolutions and a Legislative Program approved by the Representative Assembly. **NBIs must call on NEA to do new things not covered in our Budget.** If you need assistance to determine if your idea is included in NEA’s Budget or policies or if NEA is already doing work on the issue, you can consult staff in the information area, talk with your state leaders and NEA Directors and/or review the NEA Resolutions, Legislative Program and Policy Statements in your delegate packet.
2. **Is your proposal a New Business Item?** NEA’s Standing Rules define NBIs as “specific in nature and terminal in application.” Any item related to federal legislation, whether or not it references a specific piece bill or law, must be submitted as a legislative amendment, not an NBI. Items stating general beliefs, rather than actions to be undertaken by the Association, must be submitted as amendments to NEA Resolutions. Items that would change NEA policy on issues covered by NEA Policy Statements must be submitted as amendments to those Policy Statements.

**If your answer to these first two questions is “yes,” please consult the following checklist before turning in your form to ensure smooth processing and consideration of your NBI:**

- Do you have the correct form?** The NBI form was amended in 2018. The Committee on Constitution, Bylaws and Rules cannot accept previous versions.
  - Is your NBI clear and understandable for delegates?** Please refrain from using acronyms or terms of art that may not be understood by all delegates. Please also make sure you clearly state the specific actions NEA should take to implement the item.
  - Have you removed any rationale language from the text of the motion?** Language (up to 40 words) related to rationale for the motion should be included only in the “rationale” box. The text of the motion itself cannot include any rationale language.
  - Is your rationale 40 words or less?** Longer rationales must be edited down by the maker, or will be automatically cut off after the 40<sup>th</sup> word.
  - Do you authorize publication of your e-mail address** to assist delegates who wish to contact you with questions? If so, please sign the authorization line.
  - Is everything on your form legible?** Please make sure that everything – including your name, contact information – and the name of your seconder, is legible. Please keep all information within the provided boxes, as information in the margins may not copy well.
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**Amending a submitted NBI?** Please use the following standards for clarity and consistency:

- Identify the specific sentence(s)** you wish to amend, or if you are proposing a complete substitute.
- Clearly note which words you wish to delete and/or add** by specifying the location (paragraph and sentence) and providing the exact language. Do not use line numbers.
- [Bracket] all proposed deletions, underline all proposed additions.
- Examples:**
  - Amend NBI 2: In the 4<sup>th</sup> sentence, insert using existing vehicles of communication after “NEA shall educate members”
  - Amend NBI 3: In the 3<sup>rd</sup> sentence, delete [send to all members] and replace with publish on NEA media properties