2017 PROPOSED CHANGES
Deletions are noted with strikethrough. Additions are noted with bold italics.

**NEA-Retired Guidelines for Introduction of New Business Items**

1. New business must be an item over which NEA-Retired has control and can implement within the jurisdiction of NEA-Retired.

2. New Business Items relating to substantive policies or programs for NEA-Retired shall be specific in nature and be accomplished in one year.

3. NBIs requesting an article in an NEA publication or requesting a letter by the NEA-Retired President will automatically be referred to the NEA-Retired Executive Council.

4. New Business Items directly or indirectly involving an expenditure of funds shall be accompanied by a cost estimate.

5. New Business Items must be submitted to the New Business Item Committee appointed by the NEA-Retired President, by 4:00 pm on the first day of the Annual Meeting.

6. New Business Items must be submitted, in writing, on the form provided and must include the names of the delegate making the motion, the seconder, the rationale, and the estimated cost of implementation. New Business Items may be amended on the floor. All amendments must be written and presented to the NEA-Retired Secretary. Please be sure to include the name of the seconder.

7. The New Business Committee may edit the text of the New Business Item, provided no substantive changes are made.

8. Following review and editing, the New Business Committee shall present the New Business Item to the Annual Meeting for action. Appropriate actions may include:
   a. Adoption,
   b. Referral to the Executive Council,
   c. To support an NBI to be taken to the NEA Representative Assembly

9. New Business Items referred to the Representative Assembly on behalf of NEA-Retired must meet the requirements of the NEA Standing Rules for New Business Items.

10. New Business Items referred to the NEA Representative Assembly will be carried by the same person who introduced them in the NEA-Retired Annual Meeting. The NEA Retired Executive Council will provide advice for the presentation procedure. *It is the responsibility of the person who introduced a new business item that passed in the NEA-Retired Annual Meeting to present the same item at the NEA-Representative Assembly.* (The NEA-Retired Executive Council will provide advice for the presentation procedure.) *The same procedure shall be followed if an amendment to any NEA document is passed.*

11. New Business Items asking NEA-Retired to support a NBI at the NEA Representative Assembly should include a copy of the wording that will be submitted to the NEA in the motion presented to the NEA-Retired Annual Meeting. This wording will be printed as part of the motion for support.

12. The maker of the New Business Item motion shall be the first speaker. The vote on the 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.

**NOTE:** NEA-Retired NBI forms as well as NEA NBI forms and signature sheets will be available at the NBI table.

Revised May 2011; June 2012; and March 2013, June 2015.