I. Adoption of Rules

A. NEA-Retired delegates attending the NEA-Retired Annual Meeting shall adopt the Standing Rules at the first general session. Any NEA-Retired delegate may move to adopt or amend the rules.

B. Proposed amendments to the standing rules may be submitted by any NEA-Retired member but must be submitted in writing to the NEA-Retired Advisory Executive Council prior to its May meeting.

II. Addressing the Annual Meeting

A. Members shall use the microphones to address the Annual Meeting.

B. The presiding officer shall recognize members by calling the microphone number.

C. Members approaching the microphones shall indicate their intentions by holding color-coded cards:
   1. Green – speaking in support of a motion
   2. Red – speaking in opposition to a motion
   3. Yellow – incidental motion

D. Makers of motions are limited to 3 minutes. Subsequent speakers are limited to two minutes.

E. Members shall clearly state their name and state each time they address the Annual Meeting.

F. A member may not speak twice on the same issue until all other members wishing to speak have been recognized.

G. The chair shall attempt to balance speakers for and against any motion.

III. Voting Cards

Delegates will receive a voting card which is to be used for all voting during business sessions of the NEA-Retired Annual Meeting. This must be signed and brought to each session. It is the responsibility of the delegate to keep and use the voter card which is non-transferable.

IV. Authority

A parliamentarian selected by the NEA-Retired President shall advise the chair on parliamentary procedure. In cases of disputes, Robert’s Rules of Order, Newly Revised" shall be the official parliamentary manual.

V. Cellular phones

All cellular telephones and other such electronic devises should be turned off or set on silent mode while the NEA-Retired Annual Meeting is in session. Cellular telephone conversations should be conducted outside the meeting hall during sessions.