

**PROPOSED NCESP RULES OF PROCEDURE FOR THE VIRTUAL
2021 NCESP GENERAL MEMBERSHIP MEETING
JUNE 26 & 27 2021**

The executive committee of the National Council for Education Support Professionals (NCESP) has acted to convene the 2021 NCESP General Membership meeting in a virtual format given the ongoing health risks posed by the global coronavirus-19 pandemic.

The NCESP Executive Committee has approved and recommends to the body, the following proposed Rules of Procedure to govern the business of the 2021 virtual NCESP General Membership meeting. These Rules allow for the full participation of NCESP members in debate and votes on business in the most efficient manner given the necessary limitations in terms of time and technology to conduct this meeting virtually.

This action requires a temporary suspension of the standing rules we use at an in-person Annual General Membership Meeting so that we may conduct business within the technical restrictions of a virtual convening.

1. ACCESS, PARTICIPATION, AND VOTING

All NCESP members shall be permitted to participate in both sessions of the NCESP General Membership Meeting. Only NCESP members who are members by the **beginning of the business meeting** on **June 26, 2021**, shall be eligible to participate and vote during the NCESP General Membership meeting.

You shall be eligible to vote and participate during the NCESP General Membership meeting if you meet the following criteria:

- i. NCESP Member names must be on the official Freeman Platform Registration Roster by the start of the General Membership Meeting on June 26 at 4:15 PM. Members should register early enough to ensure their names appear on the Freeman Platform Registration Roster.
- ii. NCESP Members shall use electronic devices to access the General Membership Meeting. To address the chair or body of the General Membership Meeting, participants will need a telephone. It is advised that members have access to a desktop, laptop, or tablet, as well as telephone.
- iii. Members wishing to address the body during NCESP business portions of the meeting shall indicate their interest via the meeting platform. The chair will recognize them to speak using an electronically-created list in the order in which members enter the speaking queue. The maker of the motion shall be the first speaker.
- iv. All speakers addressing business items shall have two minutes for remarks.
- v. Members shall clearly state their name and state each time they address the Annual Meeting.

- vi. A member may not speak twice on the same issue until all other members wishing to speak have spoken.
- vii. The chair shall attempt to balance speakers for and against any motion.
- viii. The block of time for the consideration of the Constitutional amendment shall not exceed 30 minutes.

2. BUSINESS

The only items of business to be considered at the 2021 Virtual Annual NCESP General Membership Meeting, and the order in which NCESP members will consider those matters, are:

- i. Adoption of NCESP Business Meeting Agenda;
- ii. Adoption of Rules for Procedure and Suspension of Standing Rules;
- iii. Adoption of the 2020 NCESP General Membership Meeting minutes;
- iv. Receive Membership, Budget and Regional Director Reports;
- v. Adoption of proposed NCESP Budget for the 2021-22 fiscal year;
- vi. Adoption of proposed changes to the NCESP Constitution & Bylaws;
- viii. Recommend NEA ESP Board of Directors At-Large

Voting on the proposed changes to the Constitution & Bylaws, the proposed budget, and recommendation of NEA ESP Board of Director At-large candidates will take place via a secure online platform during the NCESP General Membership Meeting.

For consideration at the upcoming General Membership Meeting, the NCESP Executive Committee must receive any amendments to the proposed change to the Constitution & Bylaws and the rationale no later than **June 15 at 12:00 PM EST**. Amendments to the proposed change to the Constitution & Bylaw change may be submitted to Rae Nwosu at raeofsunshine88@yahoo.com.

Amendments to the proposed change to the Constitution & Bylaws will be available at **12:00 noon EST, June 17**, at www.nea.org/ncesp. Forms for amendments can be found on the NCESP website at www.nea.org/ncesp under “**NCESP 2021 General Membership Business Meeting Information & Governance Documents.**”

3. NEA ESP AT-LARGE RECOMMENDATIONS

- i. ESP At-large Board of Director Candidates who are members of NCESP shall have **3 minutes** to speak before the Council. The candidate’s microphone will be muted once time has expired.
- ii. ESP At-large Board of Director Candidates who are not members of NCESP shall have **1 minute** to speak before the Council. The candidate’s microphone will be muted once time has expired.

4. CHALLENGES

All complaints/challenges must be submitted to the chair of the NCESP Elections Committee within thirty minutes before the announcement of qualified ESP at-large Board of Director candidates during the second session on June 27.

- i. All recommendation challenges shall be provided in writing and at least 30 minutes prior to the NCESP General Membership meeting or 30 minutes after adjournment of the NCESP General Membership meeting.
- ii. All challenges will be given to the election chair and the committee will render a decision to the NCESP president who will then notify the challenger of the decision.
- iii. The challenger can ask for an appeal and such appeal will go directly to the NCESP Executive Committee **whose decision will be final.**
- iv. A report of any challenges received, and decision made by the committee or the NCESP Executive Committee, shall be reported by the NCESP president to all eligible voting members.

THE FOLLOWING NCESP STANDING RULES WILL REMAIN IN EFFECT:

1. The President or designee shall preside at all meetings.
2. An Order of Business shall be developed by the President and presented for adoption by the Council. The Order of Business may be changed by a majority vote of the voting members present at any business session.
3. The Standing Rules shall be adopted at the beginning of the first business session and may be amended or suspended by a two-thirds vote of the voting members present and voting.
4. The parliamentarian shall interpret the Standing Rules and shall so advise the chair who shall have the responsibility for the decision.
8. All motions, and other items of business, shall be presented at the appropriate time and place in the order of business and placed on the agenda in the order received. Items submitted shall not be debated until they appear on the agenda.
11. Speakers shall conform to the rulings of the timekeeper, who shall be designated by the President.
12. In the event only one candidate has been nominated for an executive office or directorship, that candidate shall be declared elected by the chair of the NCESP Elections Committee.

All other Standing Rules shall be suspended during the 2021 NCESP General Membership meeting. The original Standing Rules can be found www.nea.org/ncesp