

**2021 NEA-RETIRED ANNUAL MEETING
GUIDELINES FOR THE SUBMISSION AND ADOPTION OF
NEW BUSINESS ITEMS**

Adopted: 04152021

I. RETIRED NBI CONTENT

- A. New business must be an item over which NEA-Retired has control and can implement within the jurisdiction of NEA-Retired.
- B. New Business Items relating to substantive policies or programs for NEA-Retired shall be specific in nature and able to be accomplished in one year.
- C. 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.
- D. New Business Items, directly or indirectly involving an expenditure of funds, shall be accompanied by a cost estimate.
- E. NBIs not conforming to the above content guidelines will be ruled out of order by the meeting chair.

II. SUBMISSION PROCESS

- A. Delegates must submit New Business Items no later than June 10 to the NEA at (retiredannualmeeting@nea.org). Forms for the submission of New Business Items will be available at <https://www.nea.org/professional-excellence/conferences-events/nea-retired-annual-meeting>
- B. Delegates must submit New Business Items 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.
- C. The New Business Committee may edit the New Business Item text, provided they make no substantive changes. Delegates must provide a phone number in case the committee needs to reach them.

III. PRESENTATION OF NBIs

- A. Following review and editing, the New Business Committee shall present

the New Business Item to the Annual Meeting for action. Appropriate actions may include:

1. Adoption,
2. Referral to the Executive Council,
3. Support for an NBI to be taken to the NEA Representative Assembly

- B. New Business Items referred to the Representative Assembly on behalf of NEA-Retired must meet the NEA Standing Rules' requirements for New Business Items.
- C. A delegate submitting an NBI to the RAM also can submit it to the NEA RA. (The NEA-Retired Executive Council will provide advice for the presentation procedure.)
- D. New Business Items asking NEA-Retired to support an NBI at the NEA Representative Assembly should include a copy of the wording submitted to the NEA RA in the motion presented to the NEA-Retired Annual Meeting. This wording will be printed as part of the motion for support.
- E. The maker of the New Business Item motion shall be the first speaker.
- F. The vote on the motion to refer shall be in order only after the maker of the original motion has the opportunity to speak.
- G. All speakers have two minutes to speak in favor or against an NBI or NBI amendment.
- H. NBIs will have a set timeframe within which they are to be discussed, after which time any remaining NBIs fall to the ground.

IV. NBI AMENDMENTS

- A. New Business Items may be amended no later than noon (12:00 PM ET) on June 22.
- B. Amendments may be submitted by completing NBI Forms and emailing them to the NEA (retiredannualmeeting@nea.org). Forms will be available at <https://www.nea.org/professional-excellence/conferences-events/nea-retired-annual-meeting>.

V. VOTING ON NBIs

- A. Delegates will vote on NBIs in real-time during the RAM, just as would occur during an in-person meeting, by using their electronic devices to

access the voting links.

- B. Unless otherwise directed by the meeting chair or the chair of the NBI Committee, delegates will have a set amount of time to cast each vote.

VI. TIMELINE OF NBI PROCEDURES

- June 10: Deadline for NEA-Retired NBI submissions, on provided NBI submission form
- June 15: Deadline for **RA NBI** submissions, if NBI is to be submitted to that body for consideration
- June 10 – 15: NEA-Retired NBI Committee works with makers of NBIs to ensure that the NBIs conform to the Guidelines
- June 16: The document of proposed NBIs is posted online for delegates to view prior to the Annual Meeting.
- June 22: Deadline for the submission of amendments to posted proposed NBIs (12:00 PM ET)
- June 24: Date on which NBIs are to be discussed and voted on during the Retired Annual Meeting