

# **RULES FOR PROCEDURE FOR THE 2021 NEA-RETIRED ANNUAL MEETING**

Adopted: 04/15/2021

**Rationale:** The NEA-Retired Executive Council acted to convene a limited 2021 NEA-Retired Annual Meeting (RAM) in a virtual format. The continuing coronavirus-19 pandemic poses grave health risks to individuals attending in-person meetings in enclosed spaces that do not allow for social distancing.

The business of NEA-Retired will be conducted this year in a virtual setting, requiring the temporary suspension of the standing rules created for an in-person meeting.

**MOTION:** That the NEA-Retired Executive Council suspend the NEA-Retired Standing Rules for Meetings of the NEA-Retired Annual Meeting in their entirety for the duration of the 2021 virtual convening of the Annual Meeting, and adopt the following temporary Rules of Procedure for the purpose of conducting business at the virtual convening of the 2021 NEA-Retired Annual Meeting being held on June 23-24, 2021.

**Adopted:** April 15, 2021

## **ARTICLE I - ADOPTION OF THE RULES FOR PROCEDURE**

- A. NEA-Retired delegates attending the NEA-Retired Annual Meeting shall adopt the Rules for Procedure at the first General Session. Any NEA-Retired delegate may move to adopt or amend the rules.
- B. Proposed amendments to the Rules of Procedure must be submitted in writing to the NEA-Retired Executive Council by May 1.

## **ARTICLE II – REGISTRATION**

- A. Registration for delegates and successor delegates for the Retired Annual Meeting shall begin on May 17, 2021. Delegates are urged to register as soon as they receive the registration link.
- B. Only registered delegates shall be permitted to participate in the proceedings of the virtual Annual Meeting. Other members and guests may join as observers.

### **ARTICLE III – ACCESSING AND ADDRESSING THE ANNUAL MEETING**

- A. Members shall use electronic devices to access and address the Annual Meeting.
- B. Delegates wishing to address the body during 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 delegates entered their names in the speaking queue. The maker of the motion shall be the first speaker.
- C. All speakers addressing business items shall have two minutes for remarks.
- D. Members shall clearly state their name and state each time they address the Annual Meeting.
- E. A member may not speak twice on the same issue until all other members wishing to speak have spoken.
- F. The chair shall attempt to balance speakers for and against any motion.
- G. The block of time for the consideration of each Bylaw amendment shall not exceed 10 minutes.
- H. Procedures regarding the submission, amending, and adoption of New Business Items are in the *2021 NEA-Retired Annual Meeting Guidelines for the Submission and Adoption of New Business Items* available at <https://www.nea.org/professional-excellence/conferences-events/nea-retired-annual-meeting>.
- I. Procedures regarding the submission and amending of the Bylaws are in the *2021 NEA-Retired Annual Meeting Procedures for Amending the NEA-Retired Bylaws* at <https://www.nea.org/professional-excellence/conferences-events/nea-retired-annual-meeting>.

### **ARTICLE IV – BUSINESS**

Items of business for the 2021 NEA-Retired Annual Meeting include:

- i. Adoption of the 2021 NEA-Retired Meeting Agenda

- ii. Approval of the 2020 Annual Meeting Minutes
- iii. Adoption of the Rules of Procedure for the 2021 NEA-Retired Annual Meeting
- iv. Adoption of the 2021 New Business Item Guidelines
- v. Debate and voting on proposed amendments to the NEA-Retired Bylaws
- vi. Elections will be for the positions of NEA-Retired Secretary (3-year term), two (2) members of the NEA-Retired Executive Council (3-year terms), two (2) NEA-Retired Board of Directors members (3-year terms), one (1) NEA-Retired Alternate to the NEA Board of Directors (3-year term), six (6) NEA-Retired Resolutions Committee Members (1-year terms), and a maximum of six (6) NEA-Retired Committee Alternates (1-year terms)

## **ARTICLE V – ELECTIONS**

- A. Nominations for all offices for election at the RAM filed written nominations By May 1, 2021.
- B. Each nominated candidate shall be allowed to speak to the virtual Annual Meeting on June 24, 2021, as indicated below:
  - i. NEA-Retired Secretary – 3 minutes
  - ii. NEA-Retired Executive Council – 3 minutes
  - iii. NEA Board of Directors Retired – 3 minutes
  - iv. NEA Board of Directors Retired Alternate – 2 minutes
  - v. NEA Resolutions Committee Retired – 2 minutes
- C. Lotteries shall determine candidate ballot and speaking orders. The drawing for NEA-Retired candidate positions will occur during the Retired Candidates' Meeting on May 10. The drawing for NEA Resolutions Committee Retired (speaking and ballot order) will occur during the Annual Meeting on June 23.
- D. The candidate drawings will occur alphabetically by the last name.

- E. The vote for the NEA-Retired positions of Secretary, Executive Council, NEA Board of Directors Retired, and NEA Board of Directors Alternate Retired shall be by secret paper ballot mailed to delegates' homes using the address in the delegate registration system. Voters shall return the mail ballots to a designated, secure post office box.
- F. The vote for NEA Resolutions Committee Retired positions shall be via an email link sent to delegates' email addresses in the delegate registration system. The email will be from Simply Voting, the vendor providing NEA's online voting program. Voting for NEA Resolutions Committee Retired positions will begin at the end of the Resolution candidate speeches on June 23 and close at 1:00 pm on June 24.
- G. Unless otherwise stated by the NEA-Retired Elections Chair, the administration of elections shall be according to the 2021 NEA-Retired Elections Policies.

## **ARTICLE VI – ADDITIONAL VOTING PROCEDURES**

- A. Voting for Bylaws amendments will be conducted by the same voting process as the Resolutions Committee Retired positions. A link from Simply Voting will be emailed to delegates' email addresses in the delegate registration system at 7:00 pm on June 23, and voting will conclude at 1:00 pm on June 24. The Bylaws document will be posted online at <https://www.nea.org/professional-excellence/conferences-events/nea-retired-annual-meeting> needed as a reference.
- B. The voting for New Business Items will be conducted live during the meeting. Delegates will vote for or against each NBI once the debate on the item has closed.
- C. Unless otherwise specified by the chair, all votes conducted live during the meeting have an announced time window within which the voting will occur.

## **ARTICLE VII – OTHER STANDING RULES SUSPENDED**

The NEA-Retired Executive Council suspends all previously adopted Standing Rules for the virtual 2021 NEA-Retired Annual Meeting.

## **ARTICLE VIII - 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, Current Edition, shall be the official parliamentary manual.