

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

02/10/2022

**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. The meeting chair will rule those NBIs not conforming to the above content guidelines out of order.

**II. SUBMISSION PROCESS**

- A. Delegates must submit New Business Items no later than June 10 to the New Business Item Committee appointed by the NEA-Retired President. The link for submitting New Business Items will be available at <https://www.nea.org/nea-councils/nea-retired>.
- B. A New Business Item must include the name and contact information 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.

### **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:
  - i. Adoption
  - ii. Referral to the Executive Council
  - iii. 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 their 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 part of the motion for support.
- E. The maker of the New Business Item motion shall be the first speaker. Subsequent speakers will indicate in the meeting platform their interest in speaking for or against an NBI, and the chair will recognize them in order of name submission.
- 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 12:00 noon ET one week prior to the opening of the RAM.

- B. Amendments may be submitted by accessing the link at <https://www.nea.org/nea-councils/nea-retired>.

**V. VOTING ON NBIs**

- A. Delegates will vote on NBIs in real-time during the RAM 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 an announced amount of time to cast each vote.

*Adopted, February 2022*