

**2023 PROPOSED GUIDELINES FOR THE SUBMISSION AND
ADOPTION OF NEW BUSINESS ITEMS AT THE
NEA-RETIRED ANNUAL MEETING**

(6/21/2023)

I. RETIRED NEW BUSINESS ITEM CONTENT

- A. A New Business Item must be an item over which NEA-Retired has control and can implement within the jurisdiction of NEA-Retired.
- B. New Business Items shall be specific in nature and able to be accomplished in one year.
- C. New Business Items 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. New Business Items not conforming to the above guidelines will be ruled out of order by the chair.

II. SUBMISSION PROCESS

- A. New Business Items must be submitted by 4:00 p.m. on the first day of the NEA-Retired Annual Meeting.
- B. New Business Items must be submitted to the New Business Item Committee appointed by the NEA-Retired President.
- C. Delegates must submit New Business Items in writing on the form provided and must include the name and contact information of the delegate making the motion, the name of the seconder, the rationale, and the estimated cost of implementation by using this [NBI Submission Link.](#)

- D. The New Business Committee may edit the New Business Item text, provided they make no substantive changes.

III. PRESENTATION OF NEW BUSINESS ITEMS

- 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 the following:
 - 1. Adoption or rejection
 - 2. Amendment
 - 3. Referral to the Executive Council
 - 4. Support for the 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 a New Business Item to the Retired Annual Meeting can also submit it to the NEA Representative Assembly. (The NEA-Retired Executive Council will provide advice for the presentation procedure.)
- D. New Business Items asking NEA-Retired to support a New Business Item at the NEA Representative Assembly should include a copy of the wording submitted to the NEA Representative Assembly 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 and shall have three minutes to speak.
- F. A vote on a motion to refer shall be in order only after the maker of the original motion has had the opportunity to speak.

- G. All speakers other than the maker have two minutes to speak in favor of or against a New Business Item or a New Business Item amendment.
- H. New Business Items will have a set timeframe within which they are to be discussed, after which time any remaining New Business Items shall fall to the ground.