

2024 PROPOSED STANDING RULES FOR THE NEA-RETIRED ANNUAL MEETING

(2/18/2024)

ARTICLE I – ADOPTION OF RULES

- A. NEA-Retired delegates attending the NEA-Retired Annual Meeting shall adopt the Standing Rules at the first general session. Any NEA-Retired delegate may move to adopt or amend the rules.
- B. Proposed amendments to the Standing Rules for the NEA-Retired Annual Meeting must be submitted in writing to the NEA-Retired Executive Council by 5:00 p.m. Eastern Time, May 1, via [2024 Amendments to Retired Governing Documents \(smartsheet.com\)](https://smartsheet.com).

ARTICLE II – ADDRESSING THE ANNUAL MEETING

- A. Members shall use a microphone to address the Annual Meeting.
- B. The presiding officer shall recognize members by calling the microphone number.
- C. Members approaching the microphones shall indicate their intentions by holding color-coded microphone cards:
 - 1. Green – speaking in support of a motion or proposing an amendment, substitution, or referral
 - 2. Red – speaking in opposition to a motion or proposing an amendment, substitution, or referral
 - 3. Yellow – asking a question or seeking clarification
 - 4. Checkered – making a point of order or parliamentary inquiry.
- D. Makers of motions are limited to three minutes. Subsequent speakers are limited to two minutes.

- E. Members shall clearly state their names and states each time they address the Annual Meeting.
- F. A member may not speak twice on the same issue until all other members wishing to speak have been recognized.
- G. The chair shall attempt to balance speakers for and against any motion.
- H. Procedures regarding the submission, amending, and adoption of New Business Items are in the Guidelines for the Submission and Adoption of New Business Items at the NEA-Retired Annual Meeting available at [NEA-Retired Governing Documents | NEA](#).
- I. Procedures regarding the submission and amending of the Bylaws are in the Procedures for Amending the NEA-Retired Bylaws at [NEA-Retired Governing Documents | NEA](#).

ARTICLE III – BUSINESS

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

- A. Adoption of the NEA-Retired Annual Meeting Agenda
- B. Approval of the previous year's Annual Meeting Minutes
- C. Adoption of the Standing Rules for the NEA-Retired Annual Meeting
- D. Adoption of the Guidelines for the Submission and Adoption of New Business Items at the NEA-Retired Annual Meeting
- E. Adoption of the Procedures for Amending the NEA-Retired Bylaws
- F. Debate and voting on proposed amendments to the NEA-Retired Bylaws
- G. Elections for open positions

ARTICLE IV ---ELECTIONS

Rules and procedures regarding NEA-Retired elections are found in the NEA-Retired Election Rules at [NEA-Retired Governing Documents | NEA](#).

ARTICLE V – VOTING CARDS

Delegates will receive a voting card which must be signed by the delegate and which is used for all voting during business sessions of the NEA-Retired Annual Meeting. This must be signed and brought to each session. It is the responsibility of the delegate to keep and use the voter card, which is non-transferable.

ARTICLE VI – 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* shall be the official parliamentary manual.

ARTICLE VII– CONVERSATIONS IN PERSON AND ON CELLULAR PHONES

All cellular telephones and other such electronic devices must be turned off or set on silent mode while the NEA-Retired Annual Meeting is in session. All conversations, whether in person or by cell phone, must be conducted outside the meeting hall during sessions. The chair has the discretion to ask an offending individual to leave the meeting room.

Adopted: July 2009; Revised: June 2012, June 2013, June 2015, and June 2016,
October 2022
Administratively Updated: May 2019, October 2019, October 2022
Proposed: October 2022 (RAD)
Revised June 2023
Proposed January 2024
Proposed February 2024