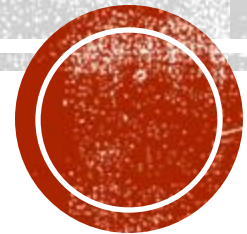


# **NAVIGATING NEA PROCEDURES: A GUIDE TO DRAFTING POWERFUL PROPOSALS FOR NBIS, LEGISLATIVE AMENDMENTS, AND RESOLUTIONS**

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# 2025 HIGHER ED CONFERENCE

March 13-16, 2025 • Philadelphia, PA



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# COMPETENCY DOMAIN:

## GOVERNANCE AND LEADERSHIP

- Educates others on Association strategies and tactics to advance organizational long-term goals and priorities.
- Identifies and builds a diverse group of leaders to take on greater roles and responsibilities in the Association.





# NEA STRATEGIC GOALS

Grow and strengthen our Union through leaders trained to retain, inspire, engage, recruit, and empower fellow educators and public employees.



# NEA STRATEGIC OBJECTIVES

Fuel the Transformation of Affiliate  
Organizational Capacity



# SESSION OBJECTIVES

By the end of this session, participants will be able to:

- 1. Understand Procedural Requirements** – Identify and apply the procedural rules for drafting and submitting New Business Items (NBIs), legislative amendments, and resolutions within the NEA framework.
- 2. Utilize Effective Language Guidelines** – Develop well-structured and clearly worded proposals that align with NEA standards and best practices.
- 3. Apply Strategic Drafting Techniques** – Learn strategies to craft impactful and actionable NBIs, amendments, and resolutions that effectively communicate proposed changes.
- 4. Enhance Advocacy and Persuasion Skills** – Understand how to present and advocate for proposals effectively to maximize their chances of adoption.





# IMPORTANCE OF ACTIVE PARTICIPATION IN NEA PROCESS

- Encourages members to get involved and make their voices heard
- Helps members understand the mechanisms for advancing the NEA's agenda
- Equips members with the knowledge and tools to draft effective proposals for submitting NBIs, Legislative amendments, and Resolution amendments



# NEW BUSINESS ITEMS (NBI)

- NBIs must call on NEA to do new things not covered in our Budget.
- NEA's Standing Rules define NBIs as "specific in nature and terminal in application."
- If you need assistance to determine if your idea is included in NEA's Budget or policies or if NEA is already doing work on the issue, you can consult with EA staff in the information area;
- Talk with your caucus leaders, state leaders, and NEA Directors; and/or review the NEA Resolutions, Legislative Program, and Policy Statements.





# NEW BUSINESS ITEMS (NBI)

- Asks NEA to take action
- Phrased as “NEA shall” or ”NEA will”
- Specifies exactly what the maker wants NEA to do
- Does repeat work in the Strategic Plan and Budget
- Addresses issues related to more than one affiliate
- Does not ask NEA to lobby on federal legislation (see Legislative Amendment)
- Addresses something NEA can control or influence



# LEGISLATIVE AMENDMENTS

Legislative amendments: Any item related to federal legislation, whether or not it references a specific bill or law, must be submitted as a legislative amendment, not an NBI.



# LEGISLATIVE AMENDMENTS

- Proposes to amend NEA's legislative program
- Phrased as "NEA supports" or "NEA opposes"
- Addresses an issue that can be covered by federal legislation
- Does not name specific bills, but rather general issues
- Does not ask NEA to take action (NEA will lobby is assumed)





# RESOLUTION AMENDMENTS

- NEA Resolutions are formal expressions of opinion, intent, belief, or position of the Association.
- Resolutions set forth general concepts in clear, concise language.
- They are intended to be broad in nature, stating the wide-ranging positions of the Association positively and without ambiguity.



# RESOLUTION AMENDMENTS

- Resolutions are not action-oriented, and are not specifically funded by NEA.
- However, no Association activity is funded if it is inconsistent with any resolution.
- NEA resolutions are implemented through activities in the budget adopted by the NEA Representative Assembly.



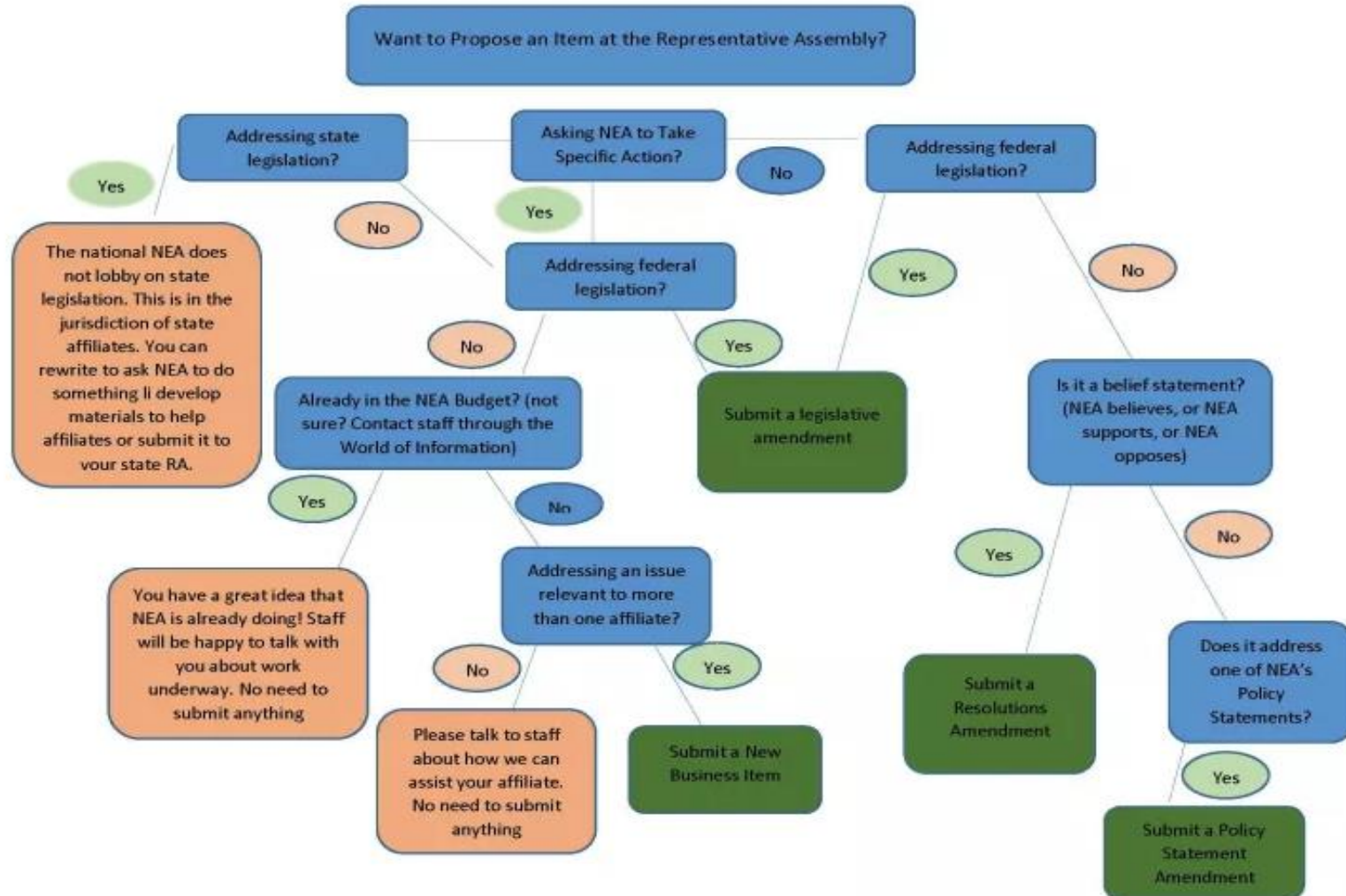
# RESOLUTION AMENDMENTS

- Proposes to amend the NEA Resolutions
- Sets out a belief statement
- Phrased as “NEA believes”, “NEA supports”, or “NEA opposes”
- Does not ask NEA to take action





## WHAT TYPE OF BUSINESS ITEM IS MY IDEA?



# TIPS FOR WRITING NBIS

- **NBIs (New Business Items):**  
Developing clear and concise NBI proposals
- Focusing on specific, actionable recommendations
- Providing evidence and data to support your position
- Crafting persuasive arguments that resonate with NEA members



# QUESTIONS TO ASK BEFORE YOU BEGIN

- Before submitting an NBI, is your issue covered in Resolutions? Legislative Agenda? Other NBIs?
- Is what you're requesting already being done in NEA?
- Does Resolution language support your NBI?
- Is your NBI align with the NEA Constitution and Bylaws?





# EXAMPLE

- NBI Legislative Amendment
- Started out as NBI
- Talked with maker who withdrew the NBI and submitted a legislative amendment instead
- NEA supports “completing the reauthorization of IDEA in the timeframe called for in the law.”



## TIPS FOR WRITING NBIS

- Have you removed any rationale language from the text of the motion?
- Language related to rationale for the motion should be included only in the “rationale” box.
- The text of the motion itself cannot include any rationale language.
- Is your rationale 40 words or less? Longer rationales must be edited down by the maker or will be automatically cut off after the 40th word.



# TIPS FOR WRITING NBIS

- **NBIs (New Business Items):**  
Developing clear and concise NBI proposals
- Focusing on specific, actionable recommendations
- Providing evidence and data to support your position
- Crafting persuasive arguments that resonate with NEA members





## TIPS FOR WRITING NBIS

- Is your NBI clear and understandable for delegates?
- Refrain from using acronyms or terms of art that may not be understood by all delegates.
- Make sure you clearly state the specific actions NEA should take to implement the item.



# TIPS FOR WRITING LEGISLATIVE AMENDMENTS

- **Legislative Amendments:**  
Understanding the process of amending NEA policies
- Proposing changes that are clear, concise, and consistent with NEA's core principles
- Gathering necessary support and building consensus



# TIPS FOR WRITING RESOLUTION AMENDMENTS

- **Resolutions:** Drafting resolutions that express the NEA's position on specific issues
- Ensuring resolutions are concise, well-written, and reflect NEA's values
- Identifying appropriate channels for submitting and advocating for resolutions





# WRITING AND COMMUNICATION

- Craft clear, concise, and persuasive arguments
- Use effective language and persuasive techniques
- Tailor your message to the intended audience



# **COLLABORATION & CONSENSUS BUILDING**

- **Work effectively with delegates and leadership**
- **Build consensus and securing caucus support for your proposal**
- **Address concerns and counterarguments**





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**QUESTIONS?**

**CONTACT US!**

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