

# *Standing Rules for OEA Delegate Assembly*

*Last amended April 2018*

## **SECTION 1. ORDER OF BUSINESS AND DEBATE**

**1.01** The order of business of the Delegate Assembly shall be the next item of business following the report of the Credentials Committee at the opening session of the assembly.

**1.02** The annual meeting of the Delegate Assembly shall be conducted in accordance with provisions of the OEA Constitution and Bylaws, the Standing Rules, and special rules incorporated herewith. Cases not specifically covered otherwise shall be governed by the latest edition of “Roberts Rules of Order, Newly Revised.”

**1.03** There shall be an official parliamentarian to whom questions may be directed through the presiding officer.

**1.04** Resolutions are defined as expressions of philosophy or policy governing the Association.

a. Resolutions to be printed in the Delegate Assembly agenda must be submitted to the Resolutions Committee or the OEA office by the deadline date set by the Resolutions Committee.

b. Resolutions offered after that date must be presented to the Resolutions Committee at the open hearing for resolutions. The author(s) of resolutions are responsible for providing the resolutions printed in sufficient quantities for distribution to the Assembly.

c. The Delegate Assembly, by a two-thirds (2/3) majority vote, shall determine whether a resolution presented at the open hearing shall be placed on the floor for consideration by the Assembly.

d. Proposed amendments to the resolutions must be submitted in writing to the Resolutions Committee prior to the end of the first general session. Forms will be available at the Resolutions or Standing Rules table.

**1.05** Items of new business are defined as all matters other than resolutions.

a. Items of new business may be introduced at any session except the final session.

b. Items of new business introduced at one session shall be printed for distribution or electronically published to the delegates and acted upon at the following session unless unanimous consent is given for immediate action.

c. Items of new business which require the expenditure of funds must indicate the pertinent division or divisions and the line item or items to be amended in order to maintain a balanced budget.

d. Items of new business are for one year in duration and will terminate with application or implementation.

e. Items of new business shall include rationale detailing the reason for the new business item to be considered by the assembly.

**1.06** The Standing Rules Committee shall determine whether an item presented by a delegate is a resolution or an item of new business. The chairperson of the committee shall so inform the delegate presenting the item of the committee’s decision.

**1.07** An amendment to an item of new business must be submitted to the chairperson of the Standing Rules Committee on the form provided designating the maker and the seconder. Forms are available at the table of the Standing Rules Committee.

**1.08** A delegate may address the assembly after being recognized by the chairperson.

a. A delegate will be recognized to speak under the color coded cards.

b. A delegate may speak twice on any one motion or subsidiary motion. In order to speak again on the same motion or subsidiary motions, majority consent must be given. Each speaker shall be limited to three minutes on the first presentation and one minute on any subsequent presentation.

c. To allow makers of New Business Items one minute to speak in favor or against grouping the item with other NBIs for referral to committee.

d. The Standing Rules Committee shall be in charge of timing all speakers. Each speaker shall be given a one minute warning before his/her time has elapsed, and the timekeeper shall stand at the end of the allotted time.

**1.09** The results of any physical count of votes for any matter will be announced to the body at the conclusion of the vote.

**1.10** A roll call vote by zones shall be taken if declared by the presiding officer or requested by one-third (1/3) of the delegates present. The supervision and administration of roll call votes shall be the responsibility of the Standing Rules Committee.

a. Roll call votes will be by weighted voting according to the procedure outlined in Section 2.

b. When a roll call vote is called, the auditorium doors will be closed to the admittance or egress of delegates during the vote. To be counted, delegates must remain in their seats.

## **SECTION 2. WEIGHTED VOTING**

**2.01** A weighted vote may be declared by the presiding officer or by a vote of a minimum of one-third (1/3) of the delegates. Without a request for weighted voting, voting is by voice or standing, if the result is so obvious that the chair has no doubt that his/her rule is unchallenged.

a. Each voting delegate upon registration at the assembly, receives a packet of computer cards. Each card bears the zone number, number of weighted votes, number of the ballot, and two options from which to choose.

b. On a roll call vote, the voting delegate will fill in the appropriate rectangle provided under the two options with the No. 2 lead pencil. After the cards are marked, they will be collected in each zone by the Zone Director or his/her designee.

c. Ballots will be processed through the computer which will calculate the weighted vote.

d. Improperly marked ballots will be declared invalid.

**2.02** Credentials Committee shall designate the number of delegates for each unit and shall determine the weighted vote of each delegate.

a. The number of delegates per local unit shall be determined by the following formula:

- 1 delegate for 6-60 members
- 2 delegates for 61-120 members
- 3 delegates for 121-180 members
- 4 delegates for 181-240 members
- 5 delegates for 241-300 members
- .
- 10 delegates for 541-600 members
- .
- 20 delegates for 1,141-1,200 members
- .
- .
- 40 delegates for 2,341-2,400 members

b. Each delegate's weighted vote shall be determined by dividing the unit's total membership by the number of delegates. (Uneven numbers would be assigned as follows: Example: 61 member unit, two delegates, one with 30 votes and one with 31 votes.)

c. Zone Directors have a weighted vote of one (1).

d. Retired teachers/delegates will have a weight of six (6) votes each.

e. Student members will have two (2) delegates with a weight of six (6) votes each.

f. Delegates-at-large (minority) shall have a weighted vote of 10.

## **SECTION 3. AMENDMENT OR SUSPENSION OF STANDING RULES**

**3.01** Standing Rules of the Delegate Assembly may be amended by a majority vote of the Delegate Assembly at the time the Standing Rules report is considered.

**3.02** Standing Rules of the Delegate Assembly may be suspended by a two-thirds (2/3) vote of the Delegate Assembly.

## **SECTION 4. REGISTRATION**

**4.01** Registration procedure and delegate certification at the Delegate Assembly shall be under the direction of the Credentials Committee.

## **SECTION 5. SEATING ARRANGEMENTS**

**5.01** Delegates shall be seated in a designated area. Admittance to this area shall be by official delegate badge.

**5.02** Delegates shall wear their OEA delegate badges during the Delegate Assembly sessions.

**5.03** Meetings of the Delegate Assembly shall be open to non-delegate members of the Association who shall be seated in a designated area insofar as seating arrangements permit.

**5.04** Members of the press shall be given an appropriate badge and admitted to the area reserved for their use.

**5.05** OEA staff and committee members who need access to the delegate area of the Assembly shall wear an appropriate badge or identification.

## **SECTION 6. DISTRIBUTION OF MATERIALS**

**6.01** Proper identification as to the source and sponsorship must appear on any printed materials distributed to delegates during the convention and must first be approved by the Standing Rules Committee before distribution.

## **SECTION 7. MEETING DECORUM**

**7.01** Smoking and use of other tobacco products including e-cigarettes is prohibited.

**7.02** Use of cell phones in the Delegate Assembly Room shall be prohibited unless conducting Assembly business.

## **SECTION 8. INTERPRETATION**

**8.01** The Standing Rules Committee, within its advisory capacity, shall have the power to interpret the Standing Rules.

(4/18)

### **CRITERIA FOR RESOLUTIONS AND ITEMS OF NEW BUSINESS**

Both resolutions and items of new business deal with issues that are (a) of current importance to the teaching profession and (b) educational in nature. However, resolutions and items of new business differ in the following respects:

#### **RESOLUTIONS**

- \* **Resolutions** are compound in structure and include a statement of basic OEA beliefs.
- \* **Resolutions** are ongoing in their application. They remain in effect until the policy stated therein is officially changed.
- \* **Resolutions** express policies that determine program.
- \* **Resolutions** may not directly mandate the expenditure of funds. Resolutions that carry budget implications must be referred to the OEA Board of Directors for program development and processing through the regular budgetary channels. They become effective only when budgeted.

#### **NEW BUSINESS ITEMS**

- \* **Items of new business** are simple in structure, calling for or committing OEA to a particular action or course of action on a specific issue.
- \* **Items of new business** are terminal in application for one year in duration. Once the issue dealt with therein has been resolved, the new business item no longer continues in effect.
- \* **Items of new business** impact the operation, implementation, and administration of program.
- \* **Items of new business** may impact the implementation of ongoing or new programs of OEA and may mandate the expenditure of funds as stated in Standing Rule 1.05c.

REQUIRE VOTE	DEBATABLE	AMENDABLE	VOTE
Use the <b>RED</b> or <b>GREEN card</b> for the following motions.			
8 Call the question (close debate)	No	No	2/3
7 Limit or extend limits of debate	No	Yes	2/3
6 Postpone to a certain time	Yes	Yes	Majority
5 Refer to committee	Yes	Yes	Majority
4 Amend the amendment	Yes	Yes	Majority
3 Amend or substitute	Yes	Yes	Majority
2 Postpone indefinitely	Yes	Yes	Majority
1 Resolution or NBI (main motion)	Yes	Yes	Majority
Use the <b>YELLOW card</b> for motions that deal with the general conduct of the meeting.			
Parliamentary Inquiry	No	No	None
Point of Order	No	No	None
Division of the Assembly	No	No	None
Divide a motion	No	Yes	Majority
Appeal the decision of the Chair	Yes	No	Majority

**PROCEDURES**

Before any business is debated or discussed, it must be presented in the form of a motion or resolution. Motions two (2) through eight (8) are motions that deal with the main motion.

**Use the RED or GREEN card.**

The above motions should be sufficient for you to express your opinion on an issue before the Assembly or to raise a question concerning the procedure of the Assembly. Additional parliamentary motions are available using the **white card**.

**WHITE card:**  
 Withdraw a motion  
 Take from table  
 Object to consideration  
 Questions of privilege  
 Suspend the rules  
 Call for orders of the day  
 Reconsider  
 Recess  
 Rescind  
 Adjourn  
 Table

You are urged to consult the parliamentarian if you have any questions concerning parliamentary procedure. Debate shall alternate between pro and con. When no delegate wishes to speak for one side of the question, a maximum of two speakers will be allowed for the other side before debate is closed.

A speaker may not speak to a motion and then move the vote to be taken immediately (previous question) without first yielding the floor.

**PARLIAMENTARY PROCEDURE**  
 A Guide to the Card System for Floor Debate

**RED** - To speak against  
**GREEN** - To speak for  
**YELLOW** - Deal with general conduct of the meeting

- \* Parliamentary inquiry
- \* Point of order
- \* Call for a division of the house
- \* Appeal from the decision of the chair
- \* Divide a motion

**WHITE** -

- \* Point of information (Question - not to give information)
- \* Suspend the rules
- \* Reconsider
- \* Withdraw a motion