

# STANDING RULES OF THE AEA DELEGATE ASSEMBLY

In continuing force under Constitution Article VII, Section 7

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## 1.0 CREDENTIALS

- 1.1 A credentials subcommittee of the Elections Committee shall examine the credentials of delegates when necessary and recommend to the Delegate Assembly the acceptance or the rejection of persons whose credentials are not in order.
  - a. The subcommittee shall interpret the membership requirements for delegates when asked to do so.
  - b. The chairperson of the credentials subcommittee or his/her designee shall make a credentials report to the President and/or the delegates when called upon concerning matters under the jurisdiction of the credentials subcommittee.

## 2.0 REGISTRATION

- 2.1 Designated persons on the AEA staff shall supervise the registration procedure at the Delegate Assembly.
- 2.2 Delegate registration shall commence on the first day of the annual meeting.
- 2.3 Delegates shall present temporary credentials. They shall receive permanent credentials and voting badges at the registration desk.
- 2.4 Delegates who do not present temporary credentials shall follow the procedure specified in the AEA election guidelines.

## 3.0 SEATING

- 3.1 Duly accredited delegates shall wear their permanent credentials in order to be seated in the voting section for business meetings.
- 3.2 There shall be no smoking on the floor of the assembly.
- 3.3 The seating of the local delegations shall be rotated each year.
- 3.4 Cell phones, pagers, and other communication devices shall be set so that they do not ring or sound during sessions or meetings of the Delegate Assembly.

## 4.0 ORDER OF BUSINESS AND DEBATE

- 4.1 The first items of business at the initial meeting of each Delegate Assembly shall be the adoption of the credentials report, amendment of rules, and adoption of program.
  - a. The standing rules adopted by the Delegate Assembly shall be in effect until amended or suspended by the same or a subsequent Delegate Assembly.
  - b. A standing rule may be amended or suspended by a 2/3 vote of those present and voting.
- 4.2 There shall be an official parliamentarian. Questions shall be directed to him/her through the presiding officer.
- 4.3 The privilege of making motions, debating or voting shall be limited to duly accredited delegates in the voting section.
- 4.4 No delegate shall address the assembly without first being recognized by the chair.
- 4.5 A delegate shall give his/her name and local association when addressing the chair.
- 4.6 No delegate shall speak from the floor for more than three minutes at one time to any question under discussion, nor more than twice to the same question without the consent of the assembly.
- 4.7 Nonprocedural motions and amendments shall be written and presented to the presiding officer as soon as they have been made.

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- 4.8 Delegates attending business sessions shall remain seated until the meeting is adjourned, except while waiting to use a microphone.
- 4.9 Only announcements concerning the assembly program, procedural matters and emergencies shall be made from the platform.
- 4.10 Requests for privileged recognition shall be verified by the microphone monitors.
- 4.11 After the maker of the motion speaks to the motion, the chair shall recognize speakers, attempting to alternate between pro and con, in the order they are received. The chair may entertain a motion to close debate if all remaining speakers represent one side of the debate.
- 4.12 The motion to close debate shall not be in order prior to the opportunity for one pro and one con speech on a debatable motion.

### 5.0 RESOLUTIONS, NEW BUSINESS, LEGISLATIVE PLATFORM AND AMENDMENTS

- a. The Report of the Resolutions Committee, as adopted by the Delegate Assembly, shall be a statement of the positions of the Association.
  - b. Resolutions are formal expressions of opinion, intent, belief or position of the Association. They shall set forth general concepts in clear, concise language, shall be broad in nature and shall state the positions of the Association positively.  
An example of a resolution: The AEA urges that teachers be assigned only to instructional responsibilities for which they are qualified by preparation and certification.
  - c. New business items express the will of the Delegate Assembly on matters which relate to the operation of the Delegate Assembly or programs of action for the Association. They are specific in nature and terminal in application.  
An example of new business: The Board of Directors is directed to develop an affirmative action plan for presentation to the 1982 Delegate Assembly
  - d. The Legislative Platform is adopted by the Delegate Assembly and includes: a statement of purpose, a statement of legislative philosophy and goals, and a statement of legislative objectives.  
An example of a legislative platform item: To provide for participation in the establishment of professional standards and practices to ensure certified personnel instructing in classrooms.
  - e. Standing rules are the adopted procedures for the operation of the Delegate Assembly.
- 5.1 A Resolutions Committee, appointed according to Article VII, Section 6 of the Constitution and Bylaws, shall present resolutions and new business to the Delegate Assembly.
  - 5.2 The Resolutions Committee shall begin preparing its report by January. Resolutions should be submitted early to receive full consideration. Resolutions received less than 50 days before the Delegate Assembly shall not be considered in its proposed report. Proposed resolutions may be submitted by a local association, an individual member, an AEA committee, an AEA recognized caucus, or the AEA Board of Directors.
  - 5.3 Proposed amendments to the Constitution and Bylaws must be received by the Resolutions Committee in writing at least 60 days before the vote will be taken and presented to the membership at least 30 days before the vote will be taken.
  - 5.4 Proposed resolutions, amendments to the standing rules and new business items shall be received by the Resolutions Committee no later than 50 days before the Delegate Assembly in order to be distributed to the delegates and presented at the pre-Delegate Assembly regional caucuses.
  - 5.5 Proposed resolutions, new business items, legislative platform and amendments shall be submitted on forms provided by the Association.

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- 5.6 The Resolutions Committee shall prepare a proposed comprehensive categorized resolutions statement which shall be distributed to members before the pre-Delegate Assembly regional caucuses. The committee shall use the adopted resolutions from prior years and submitted resolutions in preparing their statement. The committee has the power to originate resolutions and edit, consolidate, revise or reject submitted resolutions. The format of the proposed resolutions shall show both the current and the proposed language for any proposed reversals of positions adopted by a prior Delegate Assembly.
- 5.7 The committee shall notify the sponsor of a submitted resolution of the action taken by the committee prior to the regional hearings.
- 5.8 The Resolutions Committee shall, upon written request, present its proposed statement at the pre-Delegate Assembly caucuses.
- 5.9 At the Delegate Assembly, the Report of the Resolutions Committee may be amended before adoption. Amendments involving the addition of more than five (5) words shall be submitted in writing on the Delegate Assembly Submission form to the chair before being moved.
- 5.10 Amendments to the Resolutions Statement submitted not less than two hours prior to the time specified for consideration of the Resolutions Statement in the program adopted by the Delegate Assembly shall be printed and considered by the Delegate Assembly before non-printed amendments to the Resolutions Statement.
- 5.11 All new business items to be considered by the Delegate Assembly shall be submitted prior to 2:00 p.m. on the second day of the Delegate Assembly.
- 5.12 Items of new business submitted in accordance with this section shall be the first business item in at least two business meetings of the Delegate Assembly, and these new business items shall be considered for at least one (1) hour.
- 5.13 All AEA statewide association events, such as marches, rallies, demonstrations or similar activities that are proposed and passed by the AEA Delegate Assembly will be referred to the AEA Board of Directors for review and implementation approval.
- 5.14 The Resolutions Committee shall edit the resolutions document after the Delegate Assembly to reflect any changes made in the Constitution and Bylaws.
- 5.15 The Government Relations and Legislative Task Force shall edit the Legislative Platform after the Delegate Assembly to reflect any changes made in the platform.

## 6.0 NOMINATIONS

- 6.1 A Nominations Sub-committee of the Elections Committee shall solicit candidates for a position, when necessary. The committee shall inform members of positions coming up for election and aspects of campaigning therefore.
- 6.2 Members planning to seek a position may file with the Executive Director of the AEA a campaign statement of up to 250 words and a photograph. Forms are available from the AEA office.
- 6.3 The Executive Director of the AEA shall publish in an AEA publication and/or in delegate materials the campaign statement and the photograph submitted by each candidate who filed by the deadline.
- 6.4 The deadline for receipt of candidate data for publications shall be set by the Elections Committee in consultation with AEA staff.
- 6.5 Nominations shall be taken from the floor. If the number of candidates nominated is equal to or less than the number of positions to be filled, the chair shall declare such candidates elected.

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- 6.6 Nominees for statewide positions shall each be given five (5) minutes to present their qualifications. Candidates, or their designee, shall speak in an order determined by a drawing. No nominating or seconding speeches are allowed. Nominees for regional positions shall be given an opportunity to speak at regional caucuses.

### 7.0 ELECTIONS

- 7.1 The Elections Committee shall assure fair and honest elections at the assembly.
- a. The committee shall conduct the elections for officers, regional directors, alternate directors, NEA state directors, NEA alternate state directors and members-at-large as provided by the Constitution and Bylaws and provide for voting on amendments to the Constitution and Bylaws.
  - b. The committee shall provide all ballots and other materials as required.
- 7.2 Ballots shall be prepared after nominations for all positions are formally closed and after all amendments to the Constitution and Bylaws have been introduced.
- a. The ballot shall be approved by the chairperson of the Elections Committee and the AEA President. The abbreviated form of proposed constitutional amendments shall be approved by a representative of the sponsor and/or the AEA President. Adequate provisions shall be made for write-in candidates.
- 7.3 Voting delegates shall be required to provide their credentials in order to receive a ballot. To the reasonable extent possible, all election procedures shall conform to procedures used in conducting governmental elections.
- 7.4 Prior to the beginning of the balloting, the Elections Committee shall:
- a. inspect all materials and equipment
  - b. assign committee members to function as an inspector of credentials who shall supervise the signing of a register.
- 7.5 The chairperson shall assist any operation where his/her services are needed.
- 7.6 The polls shall be open prior to noon during the final day of the assembly at a place designated by the President.
- 7.7 Upon the closing of the balloting the Elections Committee shall:
- a. count and verify remaining unused ballots, signatures, and spoiled ballots.
  - b. Count all ballots cast and accurately account for materials issued and used. Arizona state election laws shall apply in the event of any accounting discrepancy in the ballots.
  - c. be responsible for the tallying of the ballots. The committees may contract for computer assistance for the actual ballot counting.
  - d. Verify write-in candidate(s) eligibility in the election.
  - e. perform an immediate recount of ballots for an office when the difference between the top two candidates is one percent (1%) or less for statewide office or two votes or less for an AEA regional office.
  - f. perform an immediate recount of ballots for an amendment to the AEA Constitution and Bylaws when the difference between passage or failure is one percent (1%) or less of the votes cast.
- 7.8 Election results shall remain secret until called for by the AEA President.

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## **8.0 CAMPAIGN MATERIALS / ACTIVITIES**

- 8.1 No campaign literature or posters for elections to be held at the Delegate Assembly shall be displayed or distributed in the Delegate Assembly room.
- 8.2 No campaign activity shall occur within fifty (50) feet of the polling place while the polling place is open.
- 8.3 Candidates shall not schedule campaign meetings/rallies during the business sessions of the Delegate Assembly.
- 8.4 No posters, handbills or similar materials shall be attached to walls or glass at or near the assembly site except as the Elections Committee may announce.
- 8.5 Candidates shall be responsible for removal and clean-up of all campaign materials prior to the conclusion of the Delegate Assembly.
- 8.6 Neither the AEA nor any local association shall contribute any dues money or anything else of value to a candidate or a candidate's campaign.
- 8.7 No candidate shall assist the elections committee in the conduct of an election in which he/she is a candidate.
- 8.8 Candidates for all AEA executive offices shall submit a campaign finance report to the AEA Elections Committee within 60 days of the adjournment of the AEA Delegate Assembly. The report will include all income and expenditures related to the campaign.

## **9.0 DISTRIBUTION OF NON-CAMPAIGN MATERIALS**

- 9.1 No materials, printed or otherwise, shall be distributed on the grounds of the assembly site without the permission of the AEA Board of Directors or the Executive Director.

## **10.0 OFFICIAL STATEMENTS**

- 10.1 Only the AEA President, Executive Director or Public Relations Director shall make official statements representing the AEA. This does not restrict delegates from speaking as individuals during interviews concerning the assembly.