

2022 OEA RA STANDING RULES

Approved March 31, 2022

- Rule 1. The President of the Association or the President's designee shall preside at the meetings of the Representative Assembly (RA).
- Rule 2. The Assembly shall have an official Parliamentarian to advise the presiding officer and to help delegates who wish to submit motions. Parliamentary questions raised on the floor must be directed to the presiding officer. The presiding officer rules on all procedural questions. Delegates wishing to challenge a ruling may do so. The decision will then be made by a majority of the delegates.
- Rule 3. The Credentials Committee shall report the number of delegates and alternates registered.
- Rule 4. A member registered as an alternate can, upon clearance by the Credentials Committee, be transferred from alternate to delegate at any time during business meetings. An alternate once seated as a delegate cannot be replaced by the original delegate until the next scheduled meeting break (lunch - recess of the session).
- Late registrants shall be seated during the first and second session of the OEA Representative Assembly.
- For initial and runoff elections, the delegate registered 15 minutes before the polls open shall be the official voting delegate for that election.
- Rule 5. Credentials
- a. Delegates participating virtually shall log in using the link provided and their unique delegate ID. Delegates may not share the Representative Assembly link or ID with any other individual. Delegates must display their name to be admitted into the RA.
 - b. If attending in person, delegates shall be required to wear the badge issued by the Credentials Committee for admission to the assembly hall.
- Rule 6. Language requirements for motions
- a. All amendments to OEA Bylaws, Policies, Standing Rules, Resolutions and Legislative Objectives as well as proposed new business items shall be accompanied by a 175-word or less statement of rationale and shall include the name of the sponsoring delegate or group. In addition, each of the proposed amendments and new business items shall be accompanied by the name and UniServ Council of a contact person.
 - b. All motions which encumber the Association with expenditures shall include an estimate of the expenditures which shall be provided by maker, revised if needed by the Executive Director or designee, and presented to the delegates. If adopted, Representative Assembly actions which encumber the Association with expenses shall be sent to the OEA Program/Budget Committee to make the appropriate recommended budgetary adjustment to the OEA General Fund. The recommendation will be submitted to the Board of Directors as part of the final budget approval process.

Rule 7. Bylaws/Policies:

- a. Proposed amendments to the Bylaws will be considered only if they are submitted sixty days prior to the Representative Assembly and in accordance with the Bylaws. Amendments to proposed amendments may be made from the floor only if they do not go beyond the scope of the amendment as it was submitted sixty days in advance and published.

Proposed amendments to Policies must be submitted sixty days in advance.

- b. The Bylaws committee collects and edits proposed Bylaws and Policy changes but may not make any substantive alterations. It also presents proposed amendments to the Assembly for voting. A two-thirds affirmative vote is required to adopt any proposed Bylaw amendment.

Policy changes are enacted by majority vote. Goals are part of Policy.

Rule 8. Resolutions:

- a. Each year, the Resolutions Committee shall review OEA's Resolutions and propose any changes that would more clearly state OEA's positions on critical issues facing education employees. The proposed changes will be provided to delegates in advance of RA.
- b. Delegates who wish to make changes or additions to the Resolutions must submit their ideas, in writing, to the Committee. Amendments may be submitted to the committee in writing at any time during the year but must be submitted before the end of the final Resolutions Committee hearing. After the hearing(s), the Committee shall meet to consider proposals they have received. If the Committee decides to make any further changes, it will provide copies of the changes to the delegates.
- c. The Resolutions Committee shall present the Resolutions (as changed by the Committee) to the RA and make a motion for approval. Delegates may request to pull individual Resolutions to which changes have been proposed to be considered separately. Resolutions not pulled will be voted on as a block.
- d. Debate and secondary amendments will be allowed only on the Resolutions to which changes are proposed by the Committee or by delegates. Any delegate who proposes an amendment to a Resolution by the required deadline, to the Resolutions Committee will be allowed to make a motion on that Resolution on the RA floor.
- e. After all debate, a vote will be taken to approve the entire list of Resolutions, including any changes.

Rule 9. New Business:

- A New Business Item submitted by any delegate on the official form will be distributed by the start of regional Caucuses. All New Business Items must be submitted by 11:59PM, April 23, 2022; amendments may be submitted by the maker no later than April 28, 2022, for update without debate. The New Business item shall also include a statement of rationale and will be identified with the name and board district number of the motion maker.

For the purposes of the 2022 OEA Representative Assembly, no second will be necessary.

The Chair may set aside any NBI that would be impacted by a Bylaws or Policy Amendment that has been duly submitted and not acted on by the RA prior to this time.

A minimum of 90 minutes will be scheduled Saturday morning for discussion and action on New Business Items that have been distributed to the delegation. Process:

- Any member who has an idea for a New Business Item (NBI) may submit it for action at the Representative Assembly (RA).
- Only a delegate, however, may move it on the floor of the RA.
- Before submitting a NBI, the author should check to ensure it is not in conflict with OEA's guiding documents (Bylaws, Policies, Resolutions).
- Each NBI must be written on the electronic motion form, include the name of the maker and include both the action to be accomplished through the NBI and a rationale. Additionally, the author must also provide a cost estimate.
- The language of the NBI should be clear and focused. It should include the action, the timeline, and specify who will be responsible for completing it
- Once the NBI is written on the motion form, it should be submitted via electronic means.
- All NBIs will be reviewed by leaders and/or staff; the author will be notified once the review is complete to clarify any points in the NBI, including if the reviewers believe the NBI may be ruled out of order.
- The maker has the opportunity to rewrite the item or withdraw it prior to final submission.
- Concepts for changes to NBIs may be made by any delegate at the NBI hearing or directly to the maker.

Rule 10. Legislative Objectives:

- a. The proposed Legislative Objectives will be provided to delegates and a hearing will be held.
- b. Delegates may propose additions or changes to the Proposed Legislative Objectives by submitting their changes through the online submission form, to the chairperson of the Legislative Advisory Council no later than the conclusion of the final hearing.
- c. A maker of a motion for Legislative Objectives will be allowed to update their motion without debate if that amendment is submitted by the Thursday prior to the Representative Assembly.
- d. After the chairperson of the Legislative Advisory Council makes a motion to approve the proposed Legislative Objectives, motions to amend will be accepted only if they have been properly submitted by the close of the final hearing.

Rule 11. The following rules shall govern all floor debate:

- a. Each speaker shall be limited to 1 minute for discussion on any topic, except that the maker of a motion shall have 2 minutes to present their motion and may not speak again until all others who wish to speak on the same motion have been heard. A delegate wishing to speak shall not proceed until the delegate goes to a microphone, is recognized by the chair, gives their name and name of local, and is directed to proceed.

- b. A delegate who has been granted the privilege of the floor may not yield any part of their time to another delegate.
- c. Prior to final vote on the motion, the chair of the assembly shall read the full motion under consideration.
- d. Votes on motions shall be a predetermined method communicated to the delegates. On the request of any delegate, however, a standing division of the Assembly shall be taken. Any delegate may call for a roll call vote, provided that when this request is put to the Assembly, the request is supported by one-third of the delegates present. The roll call shall be by Board District, with the individual delegate votes counted and reported by the Board Director or designee. Voting by electronic means will be considered a roll call vote.
- e. Amendments to motions shall be presented in writing to the Recording Secretary prior to or simultaneously with presentation of the amendment.
- f. For the purposes of the 2022 RA, only amendments and amendments to amendments will be allowed.
- g. Any delegate may call for a caucus; a majority vote of the delegates present shall determine if the Assembly will be recessed for caucus.
- h. OEA Board Directors shall be Ex-Officio members of the Representative Assembly without voting rights unless they are also duly elected delegates; Directors have all other privileges of the Assembly including the rights to make motions, second motions, and take part in floor debate.
- i. On any motion, debate shall alternate between pro and con as follows:
 In the event no speaker wishes to be recognized in opposition to the first speaker, debate shall be closed except as follows.
 If after the maker of the motion has been allowed to speak in favor of the motion, no speaker wishes to speak in opposition to the motion, one additional speaker in favor will be allowed.
 After this, if there are still no speakers wishing to speak in opposition, debate will be closed.
 If, however, after two delegates speak in favor, there is a speaker in opposition, debate will then continue, alternating between pro and con.
- j. A delegate who is unable to speak to the Assembly due to a disability may have someone speak for them.

Rule 12. Candidate election procedures:

- a. A member is considered nominated upon receipt of completed nomination forms, or upon nomination from the floor. Courtesies extended to candidates, such as display space, will not be extended to anyone prior to their being nominated.
- b. For each office the president or their designee will announce the names of members who have been duly nominated as candidates and will allow additional candidates to be nominated from the floor. No nominating speeches or statements will be allowed. (Nominations do not require a second.)

- c. Each candidate for President is allowed 5 minutes to address the delegates. Delegates shall have 20 minutes to ask questions of Presidential candidates. Each question shall be answered by all candidates and candidates shall rotate the order in which they answer questions. Questions will be limited to 1 minute, answers will be limited to 3 minutes. In the event there is only one candidate, question time will be limited to 10 minutes. If a recognized delegate begins a question, and the time allotted for questions expires during the question or answer(s), time will be extended accordingly so that both the question and answer(s) may be completed as prescribed above.
- d. Each candidate for State Vice President is allowed 5 minutes to address the delegates. Delegates shall have 20 minutes to ask questions of State Vice Presidential candidates. Each question shall be answered by all candidates and candidates shall rotate the order in which they answer questions. Questions will be limited to 1 minute, answers will be limited to 3 minutes. In the event there is only one candidate, question time will be limited to 10 minutes. If a recognized delegate begins a question, and the time allotted for questions expires during the question or answer(s), time will be extended accordingly so that both the question and answer(s) may be completed as prescribed above.
- e. Each candidate for Regional Vice President will be allowed 5 minutes to address the delegates. Question and answer time will not be provided for Regional Vice Presidential candidates as a part of the regular session agenda.
- f. Each candidate for NEA Director will be allowed 5 minutes to address the delegates. Question and answer time will not be provided for NEA Director candidates as a part of the regular session agenda.
- g. Each candidate for Racial Equity Board Director, ESP Director and ESP Proportional At-Large Director will be allowed 3 minutes to address the delegates. Question and answer time will not be provided.

Rule 13. Candidate Campaigning

- a. Candidates may place material only on the delegate tables in the Assembly room. Distribution of the material may not take place while the RA is in session and may not disrupt any RA business including hearings.
- b. Campaign material placed on delegate tables may not be larger than 11" x 17" and may not be more than 9" tall.
- c. No campaign material may be distributed or posted in any hearing rooms.
- d. Regional caucuses may establish their own rules about campaigning during their caucus but must treat all candidates equally.
- e. Campaigns may not cause disruption to the business of the RA.

Rule 14. Notices for announcement to the Assembly shall be in writing, signed by the person under whose authority the announcement is issued and shall be submitted to the President.

Rule 15. Items that have already been adopted for action by the Assembly, if resubmitted, shall be listed as "previously adopted items" and shall be readopted, unless amended or deleted.

- Rule 16. The rules governing the Assembly which are not stated explicitly above shall be the rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED.
- Rule 17. There shall be no smoking in the display areas, or on any of the hotel floors in which OEA meetings or other OEA official functions are scheduled, except in OEA designated areas.
- Rule 18. When a chairperson is not a delegate, they may not make motions on behalf of their committee or council and shall appoint another delegate to do so.
- Rule 19. Meetings in conflict with the RA, hearings or regional caucuses may not be scheduled without the approval of the OEA president because delegates are expected to attend all RA business sessions and to attend hearings and their regional caucus.
- Rule 20. The RA will conclude when all business has been finished and if quorum is lost, unfinished business will be referred to the board.
- Rule 21. Delegate expense vouchers shall be submitted to the OEA within 30 days. Vouchers not received within 30 days may not be paid.
- Rule 22. Minutes of the OEA RA will be posted on the OEA member web site within 30 days of the adjournment of the Representative Assembly.
- Rule 23. Display space or meeting rooms may be allocated to candidates or groups. Since space is limited, requests should be made as soon as possible, but no later than three weeks before the RA. Allocation will be made or refused based on these priorities:
- a. Official OEA committees, projects, groups.
 - b. Candidates for OEA elected office - if they have been nominated.
 - c. NEA
 - d. Oregon local EAs and Councils
 - e. Special Interest Caucuses
 - f. Individual members wishing to promote activities that advance or are compatible with OEA/NEA goals or projects.
 - g. Groups endorsed by OEA - Trusts, California Casualty, etc.
- Any requests received within three weeks of the OEA RA will be considered on a space available basis only.
- Rule 24. The OEA Board of Directors is empowered to approve proposed changes to these OEA RA Rules. The (changed) Rules will be available at Pre RA Meetings (PRAMS) and will be subject to approval by the RA.
- Rule 25. Materials distributed on the floor of RA will be clearly marked with delegate contact.
- Rule 26. No non-member educator of the year will speak at the RA.