

Interim Rules of Procedure
April 23-24, 2021 Virtual WEAC Representative Assembly
As Adopted by the WEAC Board of Directors

1. Authority.

- a. These rules are adopted pursuant to the WEAC Board's authority to act for the Association between meetings of the Representative Assembly as set forth in Article VI, Section 1, of the WEAC Constitution.

2. Preregistration.

- a. Local associations must submit their delegate and alternate rosters to WEAC on or before April 5, 2021.
- b. A personal email address must be provided for every preregistered delegate.
- c. Notification of any delegate changes with substitutions of previously submitted alternates must be reported to WEAC by April 17. No changes will be allowed after that date.
- d. An invitation to join the WEAC Representative Assembly meeting will be sent by email to all preregistered delegates and will originate from WEAC.
- e. Participants shall not forward or otherwise share invitations or meeting credentials (e.g. meeting identifiers or passwords) with any other person.

3. Order of Business.

- a. The order of business of the Representative Assembly shall be the first item of business at the opening session of the assembly.
- b. The Representative Assembly shall be conducted in accordance with provisions of the WEAC Constitution and Bylaws and the Interim Rules of Procedure. Matters not specifically covered by these documents shall be governed by Robert's Rules of Order, Newly Revised.
- c. The President shall appoint an official parliamentarian to whom questions may be directed, only through the presiding officer.
- d. Delegates who are recognized by the chair shall give their name and identify their local association.
- e. No delegate shall speak in debate more than once to the same question during the same session, nor longer than three minutes at one time.

4. Standing Rules.

- a. The WEAC Board shall approve proposed Interim Rules of Procedure for the Representative Assembly.
- b. The proposed Interim Rules of Procedure shall be provided to delegates in the RA mailing that goes out prior to the RA and will be posted on the WEAC website.

5. New Business Items.

- a. All new business items to be brought before the Representative Assembly shall be filed with the Office of the Executive Director on or before Friday, April 15, by 5:00 p.m.
- b. New Business items will be debated, and, once debate has concluded, will be voted on by the delegates, unless an amendment has been submitted. If amendments have been submitted, the New Business Item will be referred to the WEAC Board of Directors for a vote at a meeting of the WEAC Board of Directors on June 12, 2021.
- c. Debate will consist of 3 for and 3 against with no limit on questions; the maker of the motion will be considered the first of the three in favor for the new business item.
- d. No amendments to NBIs will be considered.
- e. The WEAC Board of Directors will receive all NBIs, debate, questions and attached budgetary implications with a fiscal note.

6. Resolutions.

- a. Resolutions will be honored at the WEAC Representative Assembly only if they have been submitted by **January 15**.
- b. Resolutions will be debated using 3 for and 3 against with no limit to questions.
- c. Resolutions cannot be amended.
- d. Simple majority vote of delegates will constitute adoption of a resolution.
- e. The Resolutions hearing shall be conducted virtually on April 20, 2021 at 6:00 p.m. Instructions for participating in the resolutions hearing shall be provided to delegates in the pre-mailing. An interim report of Resolutions shall be made available to all preregistered delegates at least 24 hours prior to the hearing on April 20, 2021.

7. Constitution and Bylaws.

- a. The Constitution may be altered, amended or repealed at any regular or special meeting of the Representative Assembly by a two-thirds vote of the representatives present and voting; but any proposed change must be submitted to the WEAC Governance Documents Committee through the Executive Director in writing by January 15.
- b. The Bylaws may be altered, amended or repealed at any regular or special meeting of the Representative Assembly by a simple majority vote of the representatives present and voting; but any proposed change must be submitted to the WEAC Governance Documents Committee through the Executive Director in writing by January 15.
- c. The Constitution and Bylaws amendments will be debated using 3 for and 3 against with no limit to questions.

- d. The Constitution and Bylaws hearing shall be conducted virtually on April 20, 2021 at 6:00 p.m. Instructions for participating in the C&B hearing shall be provided to delegates in the pre-mailing.
- e. Registered delegates shall receive the printed ballot for Constitution and Bylaw amendments via the United States Mail. Ballots will be mailed immediately following the second day of the Virtual Representative Assembly and must be received in the WEAC office by **May 17, 2021**.

8. Budget.

- a. According to the WEAC Constitution, under Article VII, the delegates shall adopt a budget.
- b. The budget hearing shall be conducted virtually on April 22, 2021 at 6:00 p.m. Instructions for participating in the budget hearing shall be provided to delegates in the pre-mailing. The WEAC budget will be presented at the April 22, 2021 hearing.
- c. The budget will be debated for 30 minutes. At the conclusion of the 30 minutes, the chair will allow the individual speaking to finish their remarks and will end debate.
- d. Simple majority vote of delegates will constitute adoption of the budget.

9. Elections.

- a. The Committee on Credentials and Elections shall be responsible for conducting the elections and enforcing the Interim Rules of Procedure for the Virtual Representative Assembly which apply to the election of officers and any other items on which votes are taken by printed ballots.
- b. All rules of elections shall be conducted as outlined in the WEAC Constitution and Bylaws.
- c. If the number of candidates nominated equals the number of positions to be filled, the presiding officer of the Representative Assembly shall place a motion before the body to instruct the secretary to cast a unanimous ballot.
- d. Order of speeches by candidates seeking a WEAC office or an NEA Directorship shall be determined by lot by the Committee on Credentials and Elections. Candidates shall be invited to the virtual meeting for the lottery and they and/or their designee shall have the right to be present.
- e. Printed ballots shall be prepared for the candidates for office, the Constitution and Bylaws and the budget. Names of individuals shall be listed alphabetically for the position sought. Amendments shall be listed by number and title. The Chairperson of the Credentials and Elections Committee shall approve the ballot prior to printing.
- f. Ballots will be mailed to each registered delegate immediately following the 2nd day of the Virtual Representative Assembly. Ballots should be returned in the self-addressed stamped envelope provided by WEAC.
- g. Ballots must be **received** in the WEAC Office by **May 17, 2021**.

- h. Ballots will be opened and counted on May 18, 2021 by WEAC staff. Members of the Credentials and Elections Committee, official observers, and such other persons as the Chairperson may designate shall be permitted in the virtual room to view opening/counting of ballots.
- i. The Chairperson of the Credentials and Elections Committee shall inform the presiding officer of the Representative Assembly of the results and the need, if any, of a run-off election. If no candidate for state office, NEA Director or Alternate NEA Director receives a majority of the votes cast, a run-off election shall be held. The individuals receiving the top two votes will be listed alphabetically on the ballot.
- j. Any challenges to the official count shall be made by the official observer to the Chairperson of the Committee prior to the report of the presiding officer.
- k. Upon completion of the tabulation of all contests, the Committee shall approve the results. The Chairperson shall report to the President and the Representative Assembly the results of the elections at the 3rd day of the Virtual Representative Assembly.

10.Run-Off Election

- a. If necessary, a run-off election shall be held immediately following the 3rd day of the Virtual Representative Assembly. A printed ballot, listing all the run-off races, will be mailed to all eligible voters. Ballots will be due back to WEAC at a date to be determined. The presiding chair of the Representative Assembly will announce the date of when the election results will be made available.
- b. Counting of ballots shall be done in the same manner as previously mentioned.

11.Miscellaneous.

- a. Publicizing through any media source, including social media, the content or commentary about the content of any business actions of the Representative Assembly by delegates, staff and guests attending the Virtual Representative Assembly shall be prohibited. Violation of this rule could result in the individual being removed from the virtual meeting.
- b. Recognition to speak will be made through a request in the Chat Box to the meeting Host. Delegates will note if they wish to speak for, against or have a question.
- c. The chat feature of Zoom shall only be used to seek technical assistance. Any other use, including but not limited to, debate, electioneering, soliciting support for outside items, posting debate related information or requests for information, or inappropriate comments are strictly prohibited. Violation of this rule could result in the individual being removed from the virtual meeting.