

## STANDING INTERIM RULES OF PROCEDURE

(As approved by the 2021 WEAC RA)

### Adopted by the WEAC Board of Directors for the Hybrid 2022 WEAC Representative Assembly)

Authority. 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.

#### Rule 1 - Registration of Delegates

- A. Responsibility. Registration procedures at the Representative Assembly shall be under the immediate direction of the Committee on Credentials and Elections. Council staff shall be available to assist the Committee in this task.
- B. In-Person and Remote Attendance. Delegates may attend the Representative Assembly either in-person or remotely using virtual meeting technology.
- C. Preregistration. Local affiliates must submit their delegate rosters to WEAC on or before April 20, except in the case of a delegate who is unexpectedly unable to attend the Representative Assembly in person due to illness, quarantine or isolation. In such case, an affected delegate must inform WEAC that the delegate wishes to attend remotely as soon as practicable and without delay.
- D. Registration. Delegates who have preregistered by the deadline established herein will be deemed registered for the Representative Assembly if: 1) they received their credentials in-person at the Representative Assembly; or 2) they have logged in remotely to the Representative Assembly using the online platform.
- ~~EB.~~ Hours. In-person dDelegate registration shall be held during the hours stipulated by the Board of Directors. ~~and printed in the Delegate's materials and included in the mailing of the temporary credentials.~~
- ~~EG.~~ Eligibility Verification. The president and secretary of each local affiliate and organization shall file with the Executive Director of the Council a certificate of election and eligibility of delegates. Upon verification of eligibility, the Executive Director shall forward: 1) to each in-person delegate a temporary credential card which is to be presented at the time of registration, and 2) to each remote delegate an email with credentials and a link to participate in the Representative Assembly. Remote delegates shall not forward or otherwise share invitations or meeting credentials with any other person. Once certified, a delegate shall remain certified until the expiration of the term to fulfill such duties of a delegate as are appropriate between Annual Meetings. Policies governing changes in original certification shall be approved by the Committee.
- ~~GD.~~ Lost Credentials. In-person dDelegates who lose their temporary credential ~~cards~~ can obtain a replacement by presenting proper identification while registration is open. Identification which is acceptable when preparing a duplicate temporary credential ~~card~~ for a delegate who lost the original credential ~~card~~ shall be the WEAC membership card, driver's license, or other identification which has both the written signature and picture of the delegate. Permanent credentials ~~badge and voting card~~, if lost, cannot be replaced.
- ~~HE.~~ Misrepresentation of Credentials. Any misrepresentation of credentials will result in the confiscation of such credentials and the expulsion of such individuals from the floor and from remote participation. Where doubt exists,

identification may be requested such as WEAC membership card, driver's license or other identification which has both the written signature and picture of the delegate.

IF. Challenges.

- (1) Any challenges to the seating / remote attendance of a delegate must be filed in writing with the Chairperson of the Committee no later than one-half hour after the closing of registration. If the challenge is filed prior to the delegate's registration, ~~neither the voting card nor the badge credential shall not~~ be issued before the challenge is resolved. If the challenge is filed after the delegate has registered, the delegate status shall be suspended and ~~the an in-person~~ delegate shall return the credential ~~badge and voting card~~ to the chairperson of the Committee pending resolution of the challenge. Any remote delegate being challenged would be moved to the waiting room until the challenge is resolved. The Committee shall promptly hear and make a determination with respect to the challenge. The determination must be concurred by a majority of the Committee. Any appeal from this determination shall be taken to the Representative Assembly.
- (2) Challenges shall be heard by the Committee in the order of which they are filed. Appeals to the Representative Assembly shall be filed in writing with the secretary of the Representative Assembly and shall be heard in the order filed. No challenged delegate shall take part in any proceedings or determinations of the Representative Assembly, except to present information in case of a challenge of the delegate's status, until the individual's registration has been completed.

JG. Alternate Delegates.

- (1) Alternate delegates shall meet the same eligibility requirements required of delegates.
- (2) Only a qualified alternate may take the place of an absent delegate.
- (3) The name of the certified delegate must be identified when an alternate registers in the place of a delegate. In addition, notification of the alternate taking the delegate's place must be received from the local president before registration is closed.
- (4) Certified alternates will not be seated unless they present the temporary credentials for the delegates they will be replacing or unless they present a statement, signed by the President and Secretary of the local affiliate, designating them as a replacement for the delegate.
- (5) If a registered delegate leaves for an emergency reason, a duly elected alternate may fill the position, provided that the original delegate surrenders the credential badge and voting card and the alternate is registered before the closing of registration.
- (6) Once a duly qualified alternate has been registered for a delegate position, the alternate shall continue as a delegate.

**Rule 2 – Meeting Technology**

A. Remote Attendance.

- (1) Remote delegates will connect to the meeting using an online virtual meeting platform.
- (2) Remote delegates shall not use a public WIFI network.
- (3) Remote registration shall open one hour before the start of each session.

- (4) Each remote participant is responsible for his or her electronic connection. No action shall be invalidated on the grounds that the loss, or poor quality of a participant's individual connection prevented him or her from participating in a meeting. The chair may cause or direct the disconnection or muting of a participant's connection if it is causing undue interference with the meeting.
  - (5) Remote meeting participants and observers shall take steps to ensure that unauthorized individuals are not able to overhear the meeting.
  - (6) Remote delegates experiencing technical issues during the Representative Assembly should email [informationtechnology@weac.org](mailto:informationtechnology@weac.org) or call 608-960-4607.
- B. Recordings Prohibited. Participants are prohibited from recording video or audio of any portion of the meeting, except for the presiding officer who shall reserve the right to employ a system-embedded recording feature.

### **Rule 3 - Seating Arrangements**

- A. Open Meeting. Meetings of the Representative Assembly shall be open to members of affiliates and organizations of the Council insofar as seating arrangements permit. Non-delegate members shall be seated apart from the delegates. With the unanimous consent of in-person delegates attending the Representative Assembly, a non-delegate may address the Assembly.
- B. Seating Plan. The Representative Assembly hall seating plan shall be arranged to provide sections for delegates, members, guests, press and staff. Delegates at-large shall be seated with their Region.
- C. Floor Arrangement. Delegates shall be seated with the WEAC Region or Regional Unit through which they are granted delegate status (e.g., retired delegates to sit with retired delegation, Region 1 delegates to sit with Region 1 delegation, etc.). Members of the WEAC Board of Directors serving as delegates shall be seated with the Region or Regional Unit they represent. If a challenge is presented as to where a delegate is sitting, a note will be given to the President and an announcement will be made to remind people to move to their assigned area. If they do not move, they will be stripped of their credentials and removed from the RA floor.
- D. Admittance. Admittance to any section of the Representative Assembly hall shall be by badge. Badges and ribbons will determine admittance to the proper section. Members of the news media shall be given an appropriate "press" badge and admitted to the area reserved for their use.
- E. Staff Members. WEAC staff members shall wear an appropriate badge and ribbon and shall be seated in the staff section except when assigned to be working on the floor. Regional staff shall wear an appropriate badge and ribbon and may be seated with their delegation at the discretion of their Regional unit without speaking or voting privileges. Lost badges cannot be replaced.
- F. Working Staff. Assigned workers to the Representative Assembly who need access to the floor shall wear an appropriate badge.
- G. Door Guard. The Credentials and Elections Committee shall be responsible for providing the WEAC President with names of persons who will serve as door guards and additional workers. State and local staff shall not serve in this capacity.

### **Rule ~~43~~ - Order of Business and Debate**

- 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 Standing Rules. Matters not specifically covered by these documents shall be governed by Roberts Rules of Order, Newly Revised.
- C. The President shall appoint an official parliamentarian to whom questions may be directed, through the presiding officer only.
- D. Delegates who are recognized by the chair shall give their name and local associations. Remote delegates shall request recognition to speak through a request in the chat box to the host. No delegate shall speak in debate more than twice to the same question during the same session, nor longer than three minutes at one time, unless permission is granted by majority vote of the Representative Assembly.
- E. When opposing views exist, speakers shall be recognized in an order which shall provide that affirmative and negative statements shall be presented alternately.
- F. A member may yield the microphone or speaking time to another delegate only for the unused portion of the allotted time.
- G. No delegate speaking on a question may move the previous question.
- H. A motion to move the previous question shall apply to no more than the single question immediately before the Representative Assembly.
- I. A written copy of all main motions and of all amendments may be requested by the presiding officer prior to a final vote.
- J. New business items to be brought before the Representative Assembly may must be filed with the office of WEAC's Executive Director on or before 5:00 p.m. on April 27, 2022 introduced during the first session, and until 3:00 p.m., but no such items may be introduced thereafter. Written copies must be presented to the Chair at the time of their introduction.
- K. New business items which impact the conduct of subsequent annual meetings of the Representative Assembly shall be processed as follows:
- (1) Rejected – if the Representative Assembly rejects the new business item, no further action shall be taken.
  - (2) Adopted – if the Representative Assembly adopts the new business item, it shall be referred to the WEAC RA Planning Committee. The WEAC RA Planning Committee shall implement the new business item, unless, after consideration of legal, financial, and other relevant factors, it concludes that such implementation would not be in the best interest of the Association. In that event, the WEAC RA Planning Committee shall make a recommendation to the Board of Directors regarding implementation of the new business item at or before the Board's February meeting, and the Board shall take such action as it deems appropriate. The action taken by the Board with regard to the new business item shall be reported to the next Representative Assembly, and the Representative Assembly shall take such action as it deems appropriate.
  - (3) Referred – if the Representative Assembly refers the new business item to the WEAC RA Planning Committee without taking a position for or against the new business item, the WEAC RA Planning Committee shall assess the new business item. Following such assessment, the WEAC RA Planning Committee shall make a

recommendation to the Board of Directors regarding implementation at or before the Board's February meeting, and the Board shall take such action as it deems appropriate. The action taken by the Board with regard to the new business item shall be reported to the next Representative Assembly, and the Representative Assembly shall take such action as it deems appropriate.

- L. In order to insure orderly and informed debate, all items having budgetary implications must be accompanied by a fiscal note (an estimate of cost).
- M. Prior to the opening session, the President shall select two delegates from each WEAC Regional or non-Regional unit to serve as floor tellers to assist in the tabulation of roll-call votes (including a standing count or a written ballot) and for the distribution and collection of run-off election ballots. The President shall appoint these tellers and the names of these tellers shall be posted at the entrance(s) to the assembly floor. Remote delegates shall vote electronically and the virtual moderator will report their votes to be included in the final tally for roll-call votes.
- N. While a roll-call vote or run-off election is in progress, the doors of the Representative Assembly hall shall be closed and no delegate or other person shall be allowed to enter.
- O. 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 Representative Assembly shall be prohibited.
- P.

<u>Type of Vote</u>	<u>Begun By</u>	<u>What is done</u>	<u>Results determined</u>	<u>Form of the Report of the Vote</u>
<u>Voice vote</u>	<u>Chair, as normal procedure</u>	<u>Delegates say "Aye" or "No" as Chair instructs.</u>	<u>Chair decides.</u>	<u>The motion passes (or fails).</u>
<u>Standing vote</u>	<u>Chair, as normal procedure</u> <u>A delegate calling "Division"</u>	<u>Delegates stand or wave placards as Chair instructs.</u>  <u>Remote delegates shall vote electronically and their votes shall be included in the final tally.</u>	<u>Chair decides.</u>	<u>The motion passes (or fails).</u>
<u>Count vote</u>	<u>A delegate moves (no 2<sup>nd</sup>) to take a count vote.</u> <u>The body votes 1/3 in favor</u>	<u>Delegates stand until counted by the tellers.</u>  <u>Remote delegates shall vote electronically.</u>	<u>Tellers report their count on the issue being decided.</u>  <u>Remote delegates shall vote electronically and their votes shall be included in the final tally.</u>	<u># in favor, # opposed, as totaled in the RA.</u>

<u>Tally Vote</u>	<u>A delegate moves (no 2<sup>nd</sup>) to take a count vote. The body votes majority in favor.</u>	<u>Delegates vote on paper ballots, which are collected and counted by tellers.</u>  <u>Remote delegates shall vote electronically.</u>	<u>Tellers count ballot and report by Region-non-Regional unit.</u>  <u>Remote delegates shall vote electronically and their votes shall be included in the final tally.</u>	<u># in favor, # opposed, as totaled by Region-non-Regional unit.</u>
<u>Roll Call Vote</u>	<u>A delegate moves, requires a second and the body votes 2/3 in favor.</u>	<u>Delegates vote as recorded by tellers on a roster of delegates by Region-non-Regional unit.</u>  <u>Remote delegates vote using polling feature</u>	<u>Tellers record vote of each delegate on a roster.</u>  <u>Poll results will be downloaded and added to tellers record</u>	<u># in favor, # opposed by individual delegates (rosters displayed)</u>

- Q. If the Chair is in doubt as to the delegate voting status of persons on the floor of the Assembly during the voting, the Chair may direct all non-delegate individuals off the floor and request a check of voting delegates by the Committee on Credentials and Elections.
- R. Any kind of behavior that constitutes a disturbance or interferes with the order of business shall be prohibited.
- S. Any chairperson, delegate, or other person who is presenting a committee report shall not speak more than ten (10) minutes unless permission is granted by a majority vote of the Representative Assembly.
- T. Any and all ~~printed~~ materials distributed to delegates shall clearly identify the author and/or source of the document(s).

**Rule 45 - Reports**

- A. Availability. Whenever practicable, ~~copies of~~ each report by a committee of the Council or of the Representative Assembly shall be made available to each delegate before or at the time of the presentation of such report.
- B. Action. The adoption or acceptance of committee reports does not include approval of any requested appropriation.
- C. Report of the Committee on Budget. Appropriation requests shall be considered by the Representative Assembly at the time of the adoption of the budget. The adoption of the budget shall be by vote of the Representative Assembly after consideration of all New Business Items.

## Rule 56 - Amendments to Standing Rules

- A.(1) Submission. Proposed amendments to the Standing Rules shall be submitted to the Governance Documents Committee by January 15. Amendments may be proposed by the Board of Directors, the committees of the Council, any local affiliate or organization of the Council, or by a member or members of such groups.
- B.(2) Distribution. Amendments to the Standing Rules which have been submitted in time will be included in the Delegate's Material packets.
- C.(3) Approval of Amendments. Amendments to the Standing Rules shall be considered at the first session of the Representative Assembly. Adoption of amendments which have been distributed in the Delegate's Materials shall be by a simple majority vote of the delegates.
- D.(4) Suspension of Standing Rules. By a motion from the floor, a Standing Rule may be suspended or amended without notice by a two-thirds (2/3) vote of those present and voting.

## Rule 67 - Elections, Committee and Procedures

- A. Committee Functions. The Committee on Credentials and Elections shall be responsible for conducting the elections and enforcing the standing rules which apply to the election of officers and any other items on which votes are taken by printed ballots.
- B. Filing for Candidacy and Verification of Eligibility. Filings for elections to be held at the Representative Assembly shall be in accordance with the Constitution and Bylaws of the Council. The Executive Director shall examine the qualifications of each candidate and inform the same of the determination. If a candidate is found unqualified for the position being sought, the Executive Director shall inform the candidate and the Board of Directors of the cause for such finding. A candidate so informed may appeal the determination to the Board of Directors.
- 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. Campaign Materials Distribution. Campaign materials may be distributed on behalf of a candidate any time following the filing of the candidacy. Campaign materials shall not be distributed or displayed (other than on the person) in the Representative Assembly hall. During voting hours no campaign materials shall be visible in the Representative Assembly Hall; in corridors, rooms, or property which can be seen from the Assembly hall; or in the voting area or areas leading to the voting area. Delegates, when voting, shall not have on any symbol or device which will indicate the support for a candidate or issue. The candidate shall be responsible for the removal of campaign materials from restricted areas one-half hour before the polls open.
- E. Order of Speeches by Candidates. ~~The speaking order of candidates seeking a WEAC office or an NEA Directorship shall be determined by lot by the Committee on Credentials and Elections on the morning prior to the opening session of the Representative Assembly. Candidates shall be notified of the time and place of the lottery and they and/or their designee shall have the right to be present.~~ 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.
- F. Ballot Preparation. Printed ballots shall be prepared as follows: separate electronically scannable or paper ballots, for all Constitution and Bylaw amendments and candidates for office. Order of names of individuals shall be determined by lot 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. A Voter Assistance Form, including a listing of candidates for the various offices and the amendment language will be provided to the delegates. The ballots for these amendments will be coded by number and title, corresponding to that contained in the Voter Assistance Form.

~~G. Voting Hour and Place. Polls for voting shall be open at such time and place as printed in the Delegate's Material but voting shall not commence until one hour after the close of delegate registration and thirty (30) minutes following the completion of debate on the constitutional and bylaw amendments. Under no circumstances will voting commence until the final report of the Credentials Committee has been presented to the Representative Assembly. One and one-half (1-1/2) hours shall be allotted for voting. Voting shall be in an area separate from, but adjacent to, or near the Representative Assembly hall. Admittance to the polling area shall be by delegate badge and voting card. A delegate may not return to the polling room after leaving the voting area.~~

~~H. Voting Procedures.~~

~~(1) Ballot Distribution. The delegate will present the voting card, at which time the delegate will be handed the ballots. All ballots will be given at one time, i.e., state offices and amendments. The name of the delegate appearing on the voting card and credential badge must agree.~~

GH. Voting Procedures.

(1) Ballots will be mailed to each registered delegate (remote and in-person) following the second day of the hybrid Representative Assembly. Ballots should be returned in the self-addressed stamped envelope provided by WEAC. Ballots must be received in the WEAC office by May 18.

H. Counting Procedures.

(1) Counting Order. Statewide election races are to be counted first, and then amendments. If no candidate for state office receives a majority of the votes cast, a run-off election shall be held. One more candidate than the number of positions available shall be listed on the run-off ballot. If a tie exists for run-off spots, these are to be chosen by lot.

(2) Numeric Requirements. For officers and bylaw amendments, one over half of the valid votes cast determines the winner. For amendments to the Constitution, two-thirds (2/3) of the valid votes cast determines the passage of the issue. Write-in ballots for WEAC offices are void. Blank ballots and void ballots shall not be used in determining the winner of an election or passage of an item. Only the office or issue which is void on a ballot will be invalidated, the other offices and issues are valid.

(3) Ballots will be opened and counted on May 19 by WEAC staff. Members of the Credentials and Elections Committee, official observers and such other persons as the Chairperson may designate shall be permitted to view the opening and counting of the mail ballots.

(4) The Chairperson shall inform the presiding officer of the Representative Assembly of the results, and the need, if any, for a run-off election.

~~(3) Committee Room. Only members of the Committee, official observers, and other election officials designated by the Chairperson shall be permitted in the tally room when ballots are being tabulated. After the officer races have been counted and approved by the Committee, the Chairpersons shall inform the~~



~~presiding officer of the Representative Assembly of the results and the need, if any, of a run-off election. Observers may be excused at this time.~~

- (54) Challenges. Any challenge to the official count shall be made by any official observer to the Chairperson of the Committee prior to the report to the presiding officer.
- (65) Upon completion of the tabulation of all contests, the Committee shall approve the results. The Chairperson shall then transmit the report of the results of elections to the office of the Executive Director to the President and the Representative Assembly the report of the results of the elections. The results shall be posted at the polling site. Results will be posted on the WEAC RA website and added to the RA meeting minutes.

IJ. Run-Off Election.

- (1) Run-off elections, if necessary, shall be held by mail ballot. in the designated voting area of the Representative Assembly. A printed ballot, listing all of the run-off races, shall be furnished mailed to eligible voters ~~as they enter the polling room. The President shall designate the time at which the voting will take place.~~ Eligible voters shall be those who register in person or who sign in virtually. The ballot will specify the date by which it must be returned to WEAC. The presiding chair of the Representative Assembly will announce when the election results will be made available. Ballots will be processed in the same manner prescribed by the Counting Procedures, herein.
- (2) Campaigning. Campaigning for candidates involved in run-off elections will be permitted when the Representative Assembly is not in session.

JK. Partial Voting. On ballots where it is permissible to cast more than one vote, no ballot shall be voided where the delegate chooses to cast less than the maximum number of votes.