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# 2023 STANDING RULES AND ADOPTED PROCEDURES FOR THE WEA CAUCUS AT THE NEA REPRESENTATIVE ASSEMBLY

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## **I. PRESIDING OFFICER**

- A. The president of the Washington Education Association, or designee, will be the presiding officer of the WEA Caucus.
- B. The presiding officer may appoint a parliamentarian to advise the presiding officer.

## **II. CAUCUS MEMBERSHIP**

Caucus membership consists of the WEA members who are NEA Representative Assembly delegates.

## **III. NON-CAUCUS MEMBER ATTENDANCE AND PARTICIPATION**

- A. Meetings of the caucus will be open to any member of the WEA.
- B. With the consent of the presiding officer or a majority of the caucus members present and voting, a non-caucus member may address the caucus.
- C. Candidates for office in NEA Caucuses, with the exception of Washington State candidates, will not address the WEA Caucus.

## **IV. CAUCUS PROCEDURES**

### **A. Speaker Recognition Requests**

Speaker recognition requests will be presented to the presiding officer through the floor microphone.

### **B. Speaker Recognition**

Recognition of speakers will be in the order of appearance at the microphone, with the exception of privileged points which may interrupt a speaker and be recognized immediately.

### **C. Speaker Identification**

After being recognized by the presiding officer and before speaking to an issue, a speaker will give the name and the unit name.

### **D. Speaker Limitations**

1. Caucus members are to refrain from speaking unless they have been recognized by the presiding officer.
2. Speakers will be recognized to debate an item no more than twice to the same question during the same caucus meeting.
3. Speakers will be limited to two (2) minutes at one (1) time.
4. The caucus may further limit equally the time or the number of speakers for each side of a question, or the total time for debate thereon, by a two-thirds (2/3) vote of the caucus members present and voting.

5. Speakers may yield any part of their speaking time to other caucus members.

E. Motions

1. The presiding officer may require that motions be submitted in writing.
2. Debatable motions will be open to debate until put to a vote or until a motion to close debate is approved.
3. Any subsidiary motion may be made by a speaker when the speaker is recognized to speak for or against a motion.

F. Debate Closure

1. A motion to close debate will not be accepted from a speaker if it is presented immediately after speaking to the issue.
2. A motion to close debate will only apply to the single issue immediately before the caucus.
3. A motion to close debate on an issue will be accepted only after the opportunity has been provided for two (2) pro and two (2) con speakers.

G. Points of Order

A speaker may be interrupted by a point of order brought to the attention of the presiding officer and/or the caucus. A point of order may be about an interruption, may be a violation of the rules, an omission, a mistake, an error in procedure, or as otherwise defined in Sturgis.

H. Parliamentary Inquiry (Points of Information)

Points of information, such as the following will be submitted in the prescribed procedure for recognition:

1. inquiries concerning procedure in connection with a pending motion;
2. immediate submission of a motion; or
3. information on the meaning or effect of a pending motion from the presiding officer, maker of the motion, or speaker.

I. Irregularities

Claims of irregularity or other parliamentary misfeasance at the time of occurrence must be raised, and the claim will be presented while the caucus is in session in the prescribed procedure for recognition.

J. Appeals

Appeals of a decision of the presiding officer will be seconded and presented in the prescribed procedure for recognition.

K. Voting

Except as otherwise provided in these rules, voting on the floor of the caucus will be conducted as prescribed in *Standard Code of Parliamentary Procedure* (Sturgis) (voice, rising, the raising of hand, roll call, or ballot).

## V. QUORUM

A quorum of the caucus will consist of one-half (1/2) of the caucus members.

## VI. PARLIAMENTARY AUTHORITY

Cases not specifically covered in these rules and adopted procedures will be governed by the current edition of *Standard Code of Parliamentary Procedure* (Sturgis).

## **VII. ORDER OF BUSINESS**

- A. The order of business will be at the discretion of the presiding officer unless otherwise directed by a majority vote of caucus members present and voting.
- B. Consideration of amendments to the *Standing Rules and Adopted Procedures for the WEA Caucus at the NEA Representative Assembly* will be the first item of business of the caucus.
- C. The presiding officer will have the authority to alter the order of business to facilitate the operation of the caucus.
- D. Consideration of new business items will be in order of receipt at the planning table in the back of the room. The caucus member wishing to consider a new business item will turn in a slip with the item number, member name, and local affiliate.

## **VIII. MATERIALS IDENTIFICATION**

All materials will be clearly identified as to source and sponsorship.

## **IX. REPORTS**

Reports will be in the format prescribed by the presiding officer unless otherwise directed by a majority vote of caucus members present and voting.

## **X. NOMINATIONS, CAMPAIGN REGULATIONS, AND ELECTIONS OF NEA RESOLUTIONS COMMITTEE MEMBERS**

- A. The number of NEA Resolutions Committee members elected will equal the number of state-elected NEA Board Directors.
  1. Resolutions Committee members may serve up to a maximum of six (6) years on the Resolutions Committee.
  2. Terms on the Resolutions Committee shall be for two (2) years with a maximum of three (3) two (2)-year terms.
- B. In the event that a Resolutions Committee member is not elected as a delegate during the member's second year on the Resolutions Committee, the alternate, if eligible, shall serve. If the alternate is also ineligible to serve, the WEA President shall appoint an eligible member to serve.
- C. Nominations
  1. Nominations will be opened at the second caucus meeting and will remain open until the time of election at the third caucus meeting.
  2. Any NEA delegate qualified to serve under NEA rules may be nominated by a qualified caucus member. Retired and student members will vote for members of the Resolutions Committee according to provisions in the NEA Standing Rules.
  3. Nominations will be made from the floor microphone.
- D. Campaign Regulations
  1. Campaign materials may be distributed at any time or place except in the caucus room while the caucus is in session.
  2. Campaign materials are limited to printed matter.
  3. Candidate speeches will be made from the platform at the third caucus meeting. Each candidate will be limited to three (3) minutes.
- E. Elections
  1. The annual election will be conducted at the third caucus meeting and open for a time period

afterward via Survey Monkey.

2. The election will be held via Survey Monkey unless the number of nominations is equal to the number of positions to be elected. In such an instance, the caucus may declare the candidates elected without resorting to a secret ballot.
3. Election to the Resolutions Committee and selection of alternates will be by the order of the number of valid votes received. A run-off election will be held, only if needed, to break a tie vote for an elected position.
4. Following the election of the Resolutions Committee members, the alternates will be determined in order of the number of votes received on the initial ballot for the Resolutions Committee. If there is a tie vote in determining the order of alternate, the tie vote will be broken by lot. If there was an insufficient number of candidates on the initial ballot to provide for all the alternates needed, the WEA president will appoint any needed additional alternates.
5. In the event that four (4) or more delegates are to be elected to the Resolutions Committee, at least one (1) elected delegate will be a BIPOC member.

#### **XI. CAUCUS ENDORSEMENTS AND POSITIONS**

- A. A caucus endorsement or position of support/nonsupport requires a majority vote of the caucus members present and voting.
- B. A caucus endorsement of an NEA candidate will require a two-thirds (2/3) vote of the caucus members present and voting.
- C. The endorsement of a candidacy will be considered only after all candidates for that position have had an opportunity to address the caucus.
- D. The endorsement of an in-state candidate may be considered at any time by the caucus.
- E. NEA candidate material and NEA issue material may be distributed at any time or place except in the caucus room while the caucus is in session.
- F. Fundraising may occur in the caucus room only with the permission of the presiding officer.

#### **XII. SUSPENSION OF RULES AND ADOPTED PROCEDURES**

These rules and adopted procedures may be suspended as prescribed in Article VI.

#### **XIII. AMENDMENT OF RULES AND ADOPTED PROCEDURES**

These rules and adopted procedures may be amended by a majority vote of the caucus members present and voting.

#### **XIV. GOOD OF THE ORDER**

Use of tobacco products, consumption of alcoholic beverages, use of cell phones, or leaving cell phones on ring mode on the floor of the caucus is prohibited.