

**Interim Rules of Procedure
December 2-3, 2022 PSEA House of Delegates**

Approved by the PSEA Board of Directors September 10, 2022

1. Authority. These rules are adopted pursuant to the Board's authority to act for the Association between meetings of the House of Delegates as set forth in Article V, Section 10 of the PSEA Constitution.

2. Delegate Preregistration. Local associations must submit their delegate rosters to PSEA Convention Services on or before November 11, 2022. For each preregistered delegate, local associations must provide a personal email address and indicate whether the delegate wishes to attend in-person or remotely. Any changes to a local association roster, including the addition of delegates, substitution of alternate delegates, or a change in a delegate's attendance from in-person to remote or remote to in-person, must be submitted to PSEA Convention Services on or before 5:00 p.m. on November 23, 2022.

The number of delegates who may attend in-person will be subject to capacity limits as established by applicable public health mandates or recommendations. Preference for in-person attendance will be given to all voting delegates, in the order in which preregistrations are received by PSEA Convention Services.

After 5:00 p.m. on November 23, 2022, requests to change a preregistered delegate's attendance from in-person to remote or remote to in-person are subject to approval of the President or his designee. Approval of such requests is not guaranteed and will be based on venue capacity limits, vendor deadlines, and availability of staff to process requests.

All preregistered delegates who will participate remotely will receive an email from PSEA Convention Services that includes a link to the House of Delegates and individual meeting credentials. Participants shall not forward or otherwise share invitations or meeting credentials (e.g., meeting identifiers or passwords) with any other person.

3. Guest Preregistration. All PSEA members may observe the proceedings on the members-only section of www.psea.org.

Advance requests for in-person guest credentials must be submitted on or before 5:00 p.m. on November 23, 2022. In-person guest credentials will be subject to capacity limits as established by applicable public health mandates or recommendations and will be issued on a first-come, first-served basis, with preference given to PSEA members. PSEA Convention Services shall notify requesters whether their request was approved on or before November 29, 2022. After 5:00 p.m. on November 23, 2022, requests for in-person guest credentials are subject to the approval of the President or his designee.

4. Standing Rules. The Board shall prepare and approve proposed Standing Rules for the House of Delegates. The proposed Standing Rules shall be provided to delegates in the House premailing.

5. New Business. All new business items to be brought before the House shall be filed with the new business office. The new business office shall be open virtually on November 28,

2022, from 5:00 p.m. to 8:00 p.m., and on December 2, 2022, from 10:00 a.m. to 4:30 p.m. Instructions for participating in the virtual new business office shall be provided to delegates in the House premailing.

The new business office shall also be open for in-person submissions of new business on December 2, 2022, from 10:00 a.m. to 4:30 p.m. The location of the office will be provided to delegates in the House premailing.

New business items must be submitted using the form provided by the Constitution, Bylaws and Rules Committee. Only preregistered delegates may move or second a new business item in the new business office, and both the moving and seconding delegate must appear in the new business office.

Final new business items that have been revised by the maker and seconder must be submitted in writing to the Constitution, Bylaws and Rules Committee no later than 4:30 p.m. on December 2, 2022. No final new business item may be submitted or considered that has not been submitted in preliminary form during a new business office session.

All new business items shall be assigned a number. Items of new business submitted on behalf of the Board of Directors shall appear first and may be arranged in a topical sequence for consideration. All other items submitted in the new business office shall be sequentially numbered in the order received.

Final new business items shall be made available to preregistered delegates in advance of the first business session of the House.

6. Resolutions. All proposed resolutions shall be submitted to the PSEA Committee on Resolutions prior to or during the resolutions hearing of the House of Delegates. The resolutions hearing shall be conducted on December 2, 2022, at 4:00 p.m. The location of the hearing will be provided to delegates in the House premailing.

Proposed new resolutions not submitted to and adopted by the Resolutions Committee may only be presented to the floor of the House of Delegates upon a two-thirds vote of the House.

The Resolutions Committee Report shall be made available to all preregistered delegates in advance of the first business session of the House.

**Standing Rules of Procedure
December 2-3, 2022 House of Delegates**

Recommended by the PSEA Board of Directors September 10, 2022

1. Order of Business. The adoption of the order of business of the House of Delegates shall be the first item of business following the report of the Credentials and Elections Committee at the first business session of the House.

2. Delegates. Delegates shall be duly certified Association members entitled to occupy the positions identified in Article VI of the Constitution, whose credentials have been approved by the Credentials and Elections Committee. Delegates may attend either in-person or remotely using virtual meeting technology. Delegates who have preregistered by the deadline established by the Board of Directors will be deemed to be registered for the House if they: (1) have received their credentials in-person at delegate registration, or (2) have logged in remotely using the online platform.

3. Meeting Technology. Remote delegates will connect to the meeting using an online virtual meeting platform. Remote delegates shall not use a public Wi-Fi network. Remote registration shall open one hour before the start of each session. 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 the 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.

In-person delegates will also connect to the virtual meeting platform using a provided handheld device and electronic card loaded with the appropriate delegate credentials. Delegates shall not provide their card or device to any other person.

Participants are prohibited from recording video or audio of any portion of the meeting, except for the president, who shall reserve the right to employ a system-embedded recording feature for purposes of constructing a transcript of the proceedings. Such recordings shall be destroyed upon adoption of the transcript at a subsequent meeting.

4. Meeting Attendance. Only credentialed delegates, staff assigned by the Executive Director, and credentialed guests shall be admitted to the meeting.

Credentialed in-person guests shall be restricted to the designated guest areas. All PSEA members may observe the proceedings on the members only section of www.psea.org.

Region presidents shall be responsible for maintaining order within their in-person delegations during the business session. Delegates may sit in the region delegation in which their local association is located if different than the region delegation to which the delegate is credentialed. Region presidents will not be responsible for any delegate not sitting with the region delegation to which the delegate is credentialed.

Remote meeting participants and observers shall take steps to ensure that unauthorized individuals are not able to observe or overhear the meeting.

5. Quorum. Quorum shall be a majority of registered delegates as defined in paragraph 2. With respect to remote delegates, the continued presence of a quorum shall be determined by the online list of participating delegates.

6. Motions. All substantive motions (amendments, substitutions, and resolutions) shall be submitted to the President on the forms provided.

7. Coordinating Debate. Remote delegates shall request recognition by the president using the virtual meeting platform in accordance with the instructions provided at the House of Delegates. In-person delegates who seek recognition shall immediately report to a microphone. Microphones shall be managed by a microphone committee composed of staff members assigned by the Executive Director. To assist the President, there shall be a microphone coordinator whose responsibility shall be to maintain the order of recognition and to identify the local of individuals requiring immediate recognition.

8. Assignment of the Floor and Debate. Delegates recognized by the Chair shall announce their name, local association, and position before speaking. A delegate may speak twice on any motion for no longer than two minutes. A delegate may not speak a second time if another delegate who has not spoken wishes to speak. A delegate may not speak to a motion and make a motion in the same presentation.

The Chair shall alternate between presentations for and against the motion. Where all remaining speakers are in favor of the motion, or all remaining speakers are against the motion, the Chair may close debate and require the vote on the motion.

9. Order of Voting Amendments. Each motion to amend will be voted on independently in the order in which it was received. A motion that would, in effect, call for the vote on both the amendment(s) and the original motion simultaneously will be out of order.

10. Voting. Voting other than for elections shall be by system-embedded voting feature.

11. Reports of Committees, Commissions, and Task Forces. Except for the Resolutions Committee and the Legislative Committee, all committee, commission, and task force reports to be received by the House of Delegates shall be presented only in written form.

12. Resolutions. Resolutions are formal expressions of the belief, intent, or position of the Association. All proposed resolutions shall be submitted to the PSEA Resolutions Committee prior to or during the resolutions hearing held in advance of the House of Delegates.

Proposed resolutions not submitted to and adopted by the Resolutions Committee may be presented to the floor of the House of Delegates only upon a two-thirds vote of the House. Any proposed resolution that is to be presented from the floor must be identified as such and must be submitted to the president and the chairperson of the Resolutions Committee in writing with the mover and seconder clearly identified before it may be considered. Resolutions from the floor shall be considered as amendments to the resolutions report and shall be considered at the conclusion of action on that report.

13. New Business. Items of new business are motions that relate to operation of the House of Delegates, that reflect the will of the House of Delegates on programs of action for the Association, or that propose amendment to the bylaws of the Association. A new business item

adopted by the House of Delegates shall remain in effect (1) until a specified expiration date, (2) until it is fully implemented, or (3) until it is amended or rescinded by a subsequent House of Delegates.

No new business may be submitted after the close of the new business office. New business to be acted upon by the House shall be introduced by title prior to the closing of the first business session of the House.

All new business items shall be assigned a number and considered by the House in numerical order. Items of new business submitted on behalf of the Board of Directors shall be considered first and may be arranged in a topical sequence for consideration. All other items submitted in the new business office shall be sequentially numbered in the order received. The Chair may amend the order of new business to accommodate a remote mover or seconder whose individual connection has been lost or disrupted during the consideration of new business. Where a mover or seconder's connection is not restored by the conclusion of all other new business, their new business item will be deemed withdrawn.

Only delegates who submitted new business items at the new business office may move and second new business items from the House floor; provided that if a mover or seconder is absent due to unforeseen circumstances, another delegate may move or second the new business item. A request for substitution, and the reason for the request, must be submitted to the Chair before the second business session of the House of Delegates begins.

14. Distribution of Literature. General distribution to delegates or posting of any type of printed material in the auditorium in which the business session is held shall require clearance with the chairperson of the Committee on Constitution, Bylaws and Rules. Clearance is not required for official PSEA reports and materials.

Campaign literature and materials relating to Association candidates and/or issues pending before the House of Delegates may be handed out or posted on the days of the House of Delegates at locations other than in the auditorium in which the business session is held. Written invitations for hospitality may be circulated among members during the final business session of the December House of Delegates.

Any material that is distributed to delegates must be clearly identified as to source and sponsorship including a contact person.

15. Objection to Consideration. The objection to consider motion shall be in order immediately after the maker of the motion has had a chance to speak to it. A two-thirds vote shall be required to sustain the objection. If the objection is sustained, the same matter cannot be reintroduced, and the discussion shall appear in the minutes with a line drawn through it, absent a motion to reconsider.

16. Parliamentary Procedure. Any matter not covered by these standing rules or by the PSEA Constitution and Bylaws shall be governed by the most recent edition of *Robert's Rules of Order*.

17. Smoking. There shall be no smoking or alcoholic beverages on the floor of the House.

**Credentials Procedures
December 2-3, 2022 House of Delegates**

Approved by the PSEA Board of Directors September 10, 2022

Delegates

Delegates shall be Association members duly certified by an officer of the body which they represent as entitled to occupy their position as set forth in the PSEA Constitution and Bylaws and whose credentials have been approved by the Credentials and Elections Committee.

- A. Voting delegates with the full right to vote are: (1) local association delegates; (2) at large delegates; and (3) officers of the Association (region representatives on the Association Board of Directors) elected by direct vote of the region membership. Voting delegates with a full right to vote are entitled to vote on all matters.
- B. Voting delegates with a modified full right to vote for retired delegates are: PSEA-Retired delegates elected pursuant to Article VI Paragraph 6.b of the PSEA Constitution. Voting delegates with a modified full right to vote for retired delegates are entitled to vote on all matters except dues and election of the Association representatives on the National Education Association Board of Directors.
- C. Voting delegates with a limited right to vote are: (1) executive officers of the Association (president, vice president, and treasurer); (2) officers of the Association not elected by direct vote of the region membership; (3) Association representatives on the National Education Association Board of Directors; (4) the PSEA-Retired president, vice president, and second vice president if not elected as a delegate pursuant to Article VI Paragraph 6.b of the PSEA Constitution; and 5) Student PSEA delegates. Voting delegates with a limited right to vote are entitled to vote on all matters except dues and election of the Association executive officers and representatives on the National Education Association Board of Directors.
- D. Nonvoting delegates are: (1) a region officer from each region who is not an officer of the Association; (2) a representative from each coordinating council and department; and (3) members of the Council on Instruction and Professional Development, Resolutions Committee, and Legislative Committee.

Local Association Delegates

Each local association is entitled to one delegate for every 67 active members or major portion thereof. Every local association irrespective of size is entitled to at least one delegate.

At Large Delegates

Active members of the Association other than administrators and supervisors for whom membership in a local association is not available shall be entitled to one delegate for every 67 such members or major fraction thereof. Active members of the Association that are administrators and supervisors for whom membership in a local association is not available shall be entitled to one delegate for every 67 such members or major fraction thereof.

PSEA-Retired Delegates

PSEA-Retired is entitled to the PSEA-Retired president, vice president, and second vice president, and one elected delegate for every 1,000 PSEA-Retired members per region, provided that irrespective of size, every region shall be entitled to at least two delegates.

Student PSEA Delegates

Student PSEA is entitled to one delegate for every 375 Student PSEA members.

Alternate Delegates

Alternate delegates shall be elected at the same time and in the same manner as regular delegates and meet the same requirements of the PSEA Constitution and Bylaws as regular delegates. The number of alternate delegates to be elected by each local association is a decision to be made by the local association. The local association must certify a regular position to which each alternate delegate may succeed. Alternate delegates who are not certified as regular delegates by November 23, 2022, may observe the proceedings on the members-only section of www.psea.org unless they have been issued in-person guest credentials by PSEA Convention Services.

Delegate Challenge Procedure

- A. A challenge to the election of one or more delegates based on the delegate election or credential requirements of the PSEA Constitution or Bylaws must be received in writing from a member of the Association by the PSEA Credentials and Elections Committee no later than 15 days prior to the first business session of the House. After that date, the Committee will not entertain a challenge if it is based on information known or that reasonably should have been known prior to that date.
- B. Upon receipt of a challenge, the Committee shall determine whether:
 1. The challenge alleges a violation of a specific election or credentials requirement of the PSEA Constitution or Bylaws;
 2. An appropriate party (PSEA member) has brought the challenge to the attention of the Committee; and
 3. The challenge is supported by *prima facie* evidence (sufficient on its face to support the fact alleged until it is contradicted or overcome by other evidence) of a violation.
- C. If the challenge is insufficient under 1 or 2 of paragraph B, it will not be accepted and the party submitting the challenge will be so informed. If the challenge is insufficient under 3, the party submitting the challenge shall be so informed and may resubmit the challenge with sufficient evidence within five days of such notice.
- D. If the challenge submitted constitutes *prima facie* evidence of a violation, the Committee shall so notify the party submitting the challenge, the officer who certified the challenged delegates, and the party or parties challenged. If no specific delegate is challenged, or if the delegates have not yet been certified, the president of the local association shall be notified. The Committee shall ask each party for all information that would be of assistance to the Committee in rendering a decision.
- E. The Committee shall determine the most appropriate method to be used in responding to a challenge.

- F. If, after review, the Committee determines that the challenged party or parties failed to meet a delegate election or credential requirement of the PSEA Constitution or Bylaws, or that a PSEA requirement has not been met, the Committee will take appropriate action regarding the credentials of the delegate or delegates in question.