



RULES OF ORDER
SDEA/NEA REPRESENTATIVE ASSEMBLY
March 27-28, 2026

- Rule 1. **REGISTRATION:** All SDEA/NEA members shall be registered before being admitted to in-person or virtual sessions of the Representative Assembly; non-members will be admitted only with the approval of the President and must be seated in an area designated for non-members or visitors.
- Rule 2. **CREDENTIALS:** For in-person sessions, delegates shall wear delegate badges and ribbons at all meetings and be seated in the section reserved for voting members during the business meetings. An alternate, acting in place of a delegate, shall wear the delegate's badge and ribbon. For virtual sessions, delegates shall indicate their local through their name on the virtual platform (e.g., Sally Member - Any Local). Non-members shall indicate their role through their name on the virtual platform (e.g. John Doe - Staff, or Jane Roe – Guest). All delegates and non-members shall have their cameras on at all times during the virtual sessions.
- Rule 3. **PROMOTIONAL LITERATURE:** No literature signs shall be distributed or posted in the meeting room, distributed through the virtual platform chat feature, or shown in the virtual platform windows or backgrounds.
- Rule 4. **RECOGNITION:** For in-person sessions, members desiring the floor for any purpose other than making an incidental motion must seek recognition by approaching a microphone and raising the appropriately numbered and colored card. A blue card shall be raised to seek recognition for the purpose of making a motion, a green card for speaking in favor of a motion (a bylaw, an amendment, a new business item, or any other proposal being considered on the floor), a red card for speaking against a motion, or a yellow card when seeking a point of information or wishing to make a parliamentary inquiry. When recognized, the person shall state her/his name and local. For virtual sessions, all delegates and non-members will be muted unless recognized to speak. Members wishing to speak shall indicate their desire to do so in the platform's chat feature, indicating whether they are speaking for the motion, speaking against the motion, wishing to make an amendment, seeking a point of information, or seeking a point of order or parliamentary inquiry. When recognized, the person shall state his/her name and local.
- Rule 5. **MOTIONS:** Only registered delegates may make or second motions and vote. Any SDEA/NEA member may ask questions, make suggestions and take part in the discussion. The member shall state whether he/she is speaking for or against the questions when rising for the purpose of debate.
- Rule 6. **DEBATE:** Debate shall be limited to two minutes for each speaker and twelve minutes for each bylaws proposal or new business item. Debate shall rotate with a speech in favor of the question followed by a speech against the question and shall continue until the time limit is expended. A minimum of two speeches shall be assured even though both may be in favor of or both may be against the question. If two speeches have been made and there are only speakers taking the same position, the President will put the questions to the body, unless there is an objection. No member may make a second speech on the same question so long as any member who has not spoken on that question desires the floor. Amendments shall be allowed up to eight additional minutes of debate.
- Rule 7. **NEW BUSINESS:** New business items shall be submitted in writing to the presiding officer no later than noon CST on the Monday prior to the SDEA RA for cost assessment and distribution to the delegates. Prior to action on a properly submitted new business item (NBI), the NBI shall be submitted to the SDEA Treasurer for a preliminary estimate of the cost of the NBI or determination if the NBI is covered in the proposed budget. A two-thirds majority vote shall be required for adoption of any new business items not submitted in writing to the presiding officer by the stated deadline. A standard form shall be used for the submission of NBIs.
- Rule 8. **ORDER OF BUSINESS:** The agenda as printed in [The Educator's Advocate](#) shall constitute the order of business.
- Rule 9. **NOMINATIONS:** Candidates for the SDEA/NEA offices of President, Vice President, and Treasurer, and NEA Director shall be limited to two nominating speeches of no more than three minutes each. A candidate may use the total allotted time of six minutes in her/his own behalf. Candidates for NEA delegates and Board of Directors will be nominated and introduced to the Representative Assembly by the presiding officer.
- Rule 10. **PRESS:** All sessions of the Representative Assembly shall be open to representatives of the news media. Registration is required, and press shall wear identifiable badges at all times for in-person sessions. For virtual sessions, press shall indicate their role through their name on the virtual platform (e.g. Ron Reporter – Press). Press shall have their camera on at all times during the virtual sessions.
- Rule 11. **MINUTES:** Minutes of the Representative Assembly shall be approved by a committee composed of delegates to this assembly appointed by the President.

- Rule 12. SUSPENSION: These rules may be suspended by a two-thirds (2/3) vote.
- Rule 13. SMOKING: No smoking will be permitted in the meeting room or on the virtual platform.
- Rule 14. BEVERAGES: No alcoholic beverages will be allowed on the floor during the meeting or on the virtual platform.
- Rule 15. SEATING ARRANGEMENTS: The seating arrangements shall be determined by the SDEA/NEA Board of Directors for in-person sessions.
- Rule 16. FACE MASKS: During the COVID-19 pandemic, the need to wear a mask at the SDEA/NEA Representative Assembly shall be governed by the current CDC guidance, taking into consideration the state as a whole rather than county by county.
- Rule 17. NURSING DELEGATES: Nursing delegates may have their child(ren) with them on the RA floor as long as the child(ren) does not create a disturbance. If a disturbance is created, the delegate will remove the child(ren) from the RA floor and the room in which the RA is being held. If the nursing delegate brings a childcare provider for the child(ren), the child(ren) will remain with the provider who will be seated in the area designated for the visitors unless the delegate is actively nursing the child(ren). If the child(ren) creates a disturbance when seated with the provider, then the provider will remove the child(ren) from the room in which the RA is being held.