

Excerpt from the 2024-25 Standing Rules and Adopted Procedures for the WEA Representative Assembly (In-Person)

(Adopted by the 2024 WEA REpresentative Assembly.)

XVI. RESOLUTIONS REPORT

A. Definition

1. Resolutions and amendments to resolutions shall be submitted by WEA members and must meet the conditions outlined in the "Criteria for Resolutions and New Business."
2. WEA Documents and Resolutions will judge whether each resolution submitted meets the criteria.
3. If, in the opinion of WEA Documents and Resolutions, the item does not meet the criteria for resolutions, WEA Documents and Resolutions shall so advise the presenter of necessary changes and/or challenge methods.
4. A presenter may challenge a WEA Documents and Resolutions ruling through the WEA Board prior to the Assembly or through Assembly Rules during the Assembly.

B. Format

1. Resolutions shall be submitted in the format prescribed by the presiding officer.
2. The Resolutions Submission Form will include the following question to promote equity and inclusion: "To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)?"

C. Submission and Incorporation

1. Resolution proposals that are received by WEA Documents and Resolutions in accordance with prescribed procedures and criteria and are submitted prior to the time established in the adopted agenda are considered "New Resolutions."

2. Resolutions adopted as "New Resolutions" during one Assembly shall be incorporated into the "Continuing Resolutions" and their placement reported in the Assembly Summary Report.

D. Amendments

Amendment proposals to Continuing Resolutions shall be submitted to WEA Documents and Resolutions prior to the Assembly in accordance with the procedures and timetable developed and publicized.

E. Availability

1. New Resolutions and amendments to Continuing Resolutions submitted to WEA Documents and Resolutions within the prescribed deadlines prior to the Assembly shall be distributed to the delegates prior to the Assembly.
2. New Resolutions shall be available in writing to delegates at the time of introduction and consideration of the report, provided they are submitted to WEA Documents and Resolutions prior to the established deadline. The dissemination of New Resolutions is the responsibility of WEA Documents and Resolutions.
3. Amendments to Continuing Resolutions shall be available in writing to delegates at the time of introduction and shall be the responsibility of WEA Documents and Resolutions provided they are submitted to WEA Documents and Resolutions prior to the deadline in the established adopted agenda for amendments to Continuing Resolutions.

F. WEA Documents and Resolutions Report

1. In the event the WEA Documents and Resolutions chairperson is not an elected delegate to the Assembly, then the chair shall have non-voting ex-officio status during the time of the WEA Documents and Resolutions Report.
2. The WEA Documents and Resolutions Report shall include:
 - (a) proposed New Resolutions for the current year; and
 - (b) any proposed amendments to the Continuing Resolutions.

G. Housekeeping

WEA Documents and Resolutions may recommend housekeeping changes in the Continuing Resolutions to the WEA Board for its approval.

XVII. NEW BUSINESS REPORT

A. Definition

1. New Business Items must meet the conditions outlined in the "Criteria for Resolutions and New Business."
2. WEA Documents and Resolutions will judge each New Business Item submitted as to whether the criteria are met. WEA Documents and Resolutions will verify that each new business item submitted meets the criteria.
3. If, in the opinion of WEA Documents and Resolutions, an item does not meet the criteria for New Business Items, the WEA Documents and Resolutions chairperson shall so advise the presenter.
4. A presenter may challenge a WEA Documents and Resolutions ruling through the WEA Board prior to the Assembly or through Assembly Rules during the Assembly.

B. Format

1. New Business Items shall be submitted in the format prescribed by the presiding officer.
2. The cost to WEA listed under Cost Implications on a new business item shall contain estimates for WEA staffing expenses and non-staff expenses.
3. The New Business Submission Form will include the following question to promote equity and inclusion: "To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)?"

C. Submission

New Business Items shall be submitted by WEA members to WEA Documents and Resolutions prior to the Assembly in accordance with the procedures and timetable developed and publicized.

D. Types and Consideration

1. Items pertaining to policy and programs shall be submitted prior to the time established and shall be distributed as soon as possible.
2. Items submitted by the WEA Board may be introduced and considered during any business session.
3. Items pertaining to the procedural operation of the Assembly may be introduced and considered during any business session.

E. Availability

1. New Business Items submitted within the prescribed WEA Documents and Resolutions deadline shall be available to delegates prior to the Assembly.
2. New Business Items submitted at the Assembly shall be available in writing to delegates at the time of consideration.
3. The dissemination of any New Business Item submitted during the Assembly shall be the responsibility of WEA Documents and Resolutions.

F. Progress Report

A progress report concerning implementation of the previous Assembly's New Business Items shall be included in the information provided to Assembly delegates.

XVIII. CRITERIA FOR RESOLUTIONS AND NEW BUSINESS

A. Both Resolutions and New Business Items deal with issues that are:

1. of current importance to the education profession;
2. educational in nature; and
3. statewide in scope.

B. Differences between Resolutions and New Business Items:

1. Resolutions are compound in structure beginning with background and concluding with a statement of belief, support, and/or opposition.

2. New Business Items are simple in structure calling for a particular action or course of action on a specific issue.
3. Resolutions are ongoing in their application. They remain in effect until the philosophy stated therein is officially changed.
4. New Business Items are terminal in application. Once the specific issue dealt with therein has been resolved, the item no longer continues in effect. Any item of new business that establishes an appointed group will include a statement of the charges and a specific time limit for its existence.
5. Resolutions are statements of belief, positions, or directions for the WEA upon which programs may be developed. They do not request action or the expenditure of funds.
6. New Business Items request action and govern the implementation, operation, and administration of programs. However, they may not directly mandate the expenditure of funds. New Business Items that require budgetary allocations must be referred to the WEA Board for program development and processing through the regular budgetary channels. They become effective only when budgeted.
7. Resolutions reflect the current beliefs, positions, and directions of the WEA.
8. New Business Items reflect the will of the WEA on specific issues.

XIX. CONSTITUTION, BYLAWS, RULES AND ADOPTED PROCEDURES REPORT

A. Format

1. Amendments shall be submitted by WEA members in the format prescribed by the presiding officer.
2. The Proposed Constitution, Bylaws, Rules, and Adopted Procedures Submission Form will include the following question to promote equity and inclusion: "To the best of your knowledge/understanding, how does the suggested policy support and impact students, educators, and people from marginalized communities (ex. race, ethnicity, gender, class, sexuality, gender identity, immigrant status, age, language, ability, culture)?"

B. Submission

1. Amendments to each document shall be submitted as prescribed to WEA Documents and Resolutions prior to Assembly consideration.
2. The complete written text of a Constitutional amendment submitted prior to the Assembly shall be submitted in the prescribed format to the Assembly at the time of the WEA Documents and Resolutions Report and distributed to all delegates prior to the Assembly.
3. The complete written text of Bylaws amendments and Rules or Adopted Procedures amendments submitted prior to the Assembly shall be submitted in the prescribed format to all delegates at the time the WEA Documents and Resolutions Report is introduced.
4. The dissemination of the complete written text of the Constitution, Bylaws, or Rules and Procedure amendments in the prescribed format introduced from the floor for consideration shall be the responsibility of WEA Documents and Resolutions.

C. Consideration

1. Proposed amendments to the Constitution, Bylaws, Rules and Adopted Procedures are main motions and may be amended.
2. Amendments to proposed amendments require no previous notice and require only a majority vote for their approval.

3. Amendments to proposed amendments must be germane to the section to which they apply.
4. Amendments to proposed Constitutional amendments may not increase the modification of the article to be amended. Such amendments may diminish the amount of change but may not increase the change or introduce new changes.
5. Following floor debate on Constitution and Bylaws amendments, WEA Documents and Resolutions will produce a revised report of the full text of all Constitution and Bylaws amendments. The report will be produced for WEA Nominations and Elections to post.
6. Action on final approved proposed amendments to the Constitution and Bylaws shall be by secret ballot as prescribed by the presiding officer. Voting screens shall contain only the number and title of the proposed amendments.

D. Voting

1. Only a delegate who presents the official voting credential shall vote.
2. Voting on Constitution and Bylaws Amendments shall occur during the initial voting for candidates. Voting on dues and assessment provisions shall take place no later than noon of the final scheduled day of the meeting of the Assembly.
3. When all votes have been recorded, the document record storage shall be transmitted to the executive assistant to the WEA President by the chairperson of WEA Nominations and Elections and shall be retained for at least one (1) year.

E. Availability

Amendments shall be available in writing to each delegate at the time of consideration.

F. Election Results

1. Election results shall be verified by the WEA Nominations and Elections chairperson in the presence of WEA Nominations and Elections members and the official observers.
2. The original of the certified tally shall be delivered to the presiding officer of the Assembly. The copy shall be retained by the WEA Nominations and Elections chairperson for transmittal to the executive assistant to the WEA President who shall file it for a period of at least one (1) year.
3. The presiding officer of the Assembly or designee shall announce the results following each vote as prescribed in *The Standard Code of Parliamentary Procedure* (Sturgis).

G. Housekeeping

Housekeeping changes within the Constitution and Bylaws articles and section number identifications may be made by WEA Documents and Resolutions where necessary prior to publication.

XX. WEA NOMINATIONS AND ELECTIONS REPORT

A. Format

Reports shall be in the format prescribed by the presiding officer.

B. Submission and Consideration

1. The WEA Nominations and Elections chairperson shall report the names of members who have filed for office prior to the Assembly.
2. The presiding officer shall recognize nominees for offices beginning with the filed candidates. The order of filed candidates shall be determined by drawing lots. During the second business session

of the Representative Assembly at the time of the WEA Nominations and Elections Report, any further nominations for the offices shall be sought from the floor by the presiding officer before for each office nominations are closed.

4. If nominations have been closed, they may be reopened by a motion to this effect until voting has begun.

XXI. NOMINATION AND ELECTION OF ASSOCIATION OFFICERS, WEA AT-LARGE DIRECTORS TO THE BOARD, AND NEA STATE DIRECTORS

A. WEA Nominations

1. WEA Nominations and Elections shall notify each affected unit of the nomination and election procedures and vacancies for WEA officers and NEA state directors by December 15.
2. Nominations for WEA officer and NEA state director candidates may be made by any individual eligible for the office. Nominations for NEA State Directors shall be by position.
3. Nominations for WEA officer, WEA at-large directors to the Board, and NEA state director positions close with the closing of nominations during the second business session of the Representative Assembly.
4. Candidates may have their names withdrawn from the ballot until the time the polls officially open for balloting.
5. Candidate speeches shall take place at the third business session of the Representative Assembly. Speaking time by a candidate for WEA office and NEA state director shall be limited to ten (10) minutes. Speaking time by a candidate for WEA at-large director to the Board shall be limited to five (5) minutes. Order of speakers by specific office shall be determined by lot and supervised by the Nominations and Elections chairperson following the first business session of the Assembly.

B. Voting

1. Voting screens shall include the names of all properly nominated candidates and the option to vote for write-in candidates. Each candidate may choose to include the candidate's picture on the voting screen.
2. Names of candidates on the voting screen shall be listed in the order that WEA receives the nominations.
3. The at-large director to the WEA Board election will not be by position. All candidates for open at-large positions will be listed together on the ballot for the open positions.
4. Delegates must use their unique official election credentials to vote.

C. Counting of Votes

1. When all votes have been recorded, the document record storage shall be transmitted to the executive assistant to the WEA President by the chairperson of WEA Nominations and Elections and shall be retained for at least one (1) year.
2. Items marked in such a manner that creates doubt as to the intent of the voter shall be voided.
3. Only one (1) official observer per candidate shall be allowed.
3. Only appointed members and/or volunteer members of WEA Nominations and Elections shall review and verify the results.

D. Election

WEA officers, WEA at-large directors to the Board, and NEA state directors shall be elected by secret ballot by a majority of the delegates voting.

E. Election Runoffs

1. Whenever three or more candidates are duly nominated for president, vice president, or any other position voted on during a Representative Assembly, the votes shall be tabulated using an instant runoff (ranked-choice) system. Each eligible representative will vote, at once, for the first, second, and if necessary, 3rd, 4th, 5th, etc., choice for each individual race in which there have been three or more duly nominated candidates.
2. When the votes are tallied, if a candidate wins an outright majority of first-place votes, then that candidate wins the race. If not, then the candidate with the lowest number of first-place votes is eliminated. All first-place votes for that candidate are discounted. The votes are recounted, but the second-place vote on any ballot which had a first-place vote for the eliminated candidate is to be counted as a first-place vote, hereafter called a "consolation vote", in favor of the second-choice candidate. This process will continue until a candidate receives the outright majority of votes cast, or there is an exact tie. If a candidate receives the outright majority of votes cast, that candidate wins the race.
3. In the event of an exact tie, there will be a re-vote of the top two candidates of only those races where the tie vote exists. This election will follow the procedures of Article XXI sections A-C. If the runoff election also ends in a tie, the tie will be resolved by each candidate having the opportunity to give another speech which will then be followed by another runoff election.

F. Election Challenges

1. In case of a challenge, the candidate(s) or their designee(s) shall present in writing to the chairperson of WEA Nominations and Elections any concerns regarding voting procedures, infraction of the rules, or the election.
2. WEA Nominations and Elections will review and rule on the concerns.
3. The candidate(s) or their designee shall have the right to appeal the decision of WEA Nominations and Elections by presenting the concerns to the WEA Board. The Board shall make the final decision on the appeal.

G. Election Results

1. Election results shall be written and signed by the WEA Nominations and Elections chairperson in the presence of WEA Nominations and Elections members and official observers.
2. The original of the certified tally shall be delivered to the presiding officer of the Assembly. The copy shall be retained by the WEA Nominations and Elections chairperson for transmittal to the executive assistant of the WEA President, who shall file it for a period of at least (1) year.
3. The presiding officer of the Assembly or designee shall announce the results following each vote, as prescribed in *The Standard Code of Parliamentary Procedure* (Sturgis), until one (1) candidate achieves a majority. Individual candidates receiving write-in votes of ten percent (10%) or more of the total votes cast in a race shall be reported to the RA.

XXII. CAMPAIGN REGULATIONS FOR WEA OFFICERS, WEA AT-LARGE DIRECTORS TO THE BOARD, AND NEA STATE DIRECTORS

A. Candidate Information

1. WEA Nominations and Elections information for candidates

The chair of WEA Nominations and Elections shall inform all candidates by written notice of the following:

- (a) assembly campaign rules and regulations;
- (b) nomination rules and procedures;
- (c) the opening and closing time of voting polls;
- (d) the place where voting will be conducted;
- (e) the place and time of vote recording;
- (f) a list of WEA Nominations and Elections members and the chairperson; and
- (g) a list of persons who will be recording the vote.

2. Candidate information for WEA Nominations and Elections

Each candidate is required to submit in writing to the chairperson of WEA Nominations and Elections the following:

- (a) the name of one (1) official observer to be present at all times during the voting and the recording of the votes;
- (b) the name of one (1) person giving the nomination; and
- (c) the name of at least one (1) person giving the seconding nomination(s).

B. Campaign Materials

1. No campaign literature or related materials may be distributed or posted until four (4) hours before the beginning of the first business session of the Assembly in which the election is to be held, except as noted in XXII.B.8.
2. All campaign materials placed or distributed outside the Assembly meeting room shall conform with the rules and/or regulations outlined in this section.
3. No campaign literature or related materials may be distributed or posted within the seating area of the auditorium or where they are visible from the seating area or from the polling places on election day.
4. Candidates are permitted to distribute campaign materials at Assembly banquets.
5. Candidates shall be responsible for removing campaign materials one-half (1/2) hour before the election is held.
6. No "giveaway" items of any type shall be permitted by a candidate running for office at any Assembly.
7. Hospitality, campaign buttons, and inexpensive consumable items shall not be considered "giveaway" items.
8. No campaign literature or related materials may be distributed or posted for candidates for office at the next Assembly until the adjournment of the Assembly presently in session.

C. Campaign Services

1. A candidate for WEA officer or NEA director position may request an official nomination form at the close of the Assembly.

2. When an official nomination form has been received by WEA Nominations and Elections, each WEA officer and NEA state director candidate will be provided with delegate information upon request and after paying the cost to generate the information.
3. Following nomination, a candidate is entitled to the following services from WEA:
 - (a) publication of a photograph and biographical sketch and article of two hundred (200) words or less in WEA publications if information is received within the prescribed deadlines; and
 - (b) inclusion in the Assembly delegate resources can be one (1) PDF version of a candidate flyer. This must be an 8-1/2" x 11" size and may contain 2 pages.

D. Campaigning

Campaigns for WEA officers and NEA directors shall be financed by individual contributions only.

E. Enforcement of Campaign Regulations

WEA Nominations and Elections shall be empowered to enforce the campaign regulations of the Assembly Standing Rules and Adopted Procedures. These decisions of WEA Nominations and Elections may be appealed to the WEA Board.

XXIII. NEA GOVERNANCE CANDIDATE ENDORSEMENT

A. WEA State Caucus

Endorsements for NEA governance-level candidates are to be made at a WEA state caucus meeting by the NEA RA delegates.

B. WEA or Pacific Region Endorsement

When a WEA member or a Pacific Region member is an NEA governance-level candidate, an endorsement may be made prior to the NEA RA either by the WEA Representative Assembly or by the WEA Board.

XXIV. EXTERNAL CANDIDATES

A. Definition

An external candidate is an individual running for an office other than a WEA or NEA office.

B. Materials Distribution

No distribution of materials, announcements, or campaign activities from candidates external to the WEA are permitted on the WEA Representative Assembly floor at any time.

C. Campaign Activities

Campaign activities are permitted in the convention hallways only after the close of the final business session each day, before the next day's opening of the first business session, and during the designated Assembly lunch and dinner breaks.

XXV. APPROPRIATIONS

Authorization

1. The acceptance of a report or adoption of a recommendation does not include authorization of a requested or implied appropriation.

2. Appropriation considerations shall be dealt with in the normal manner prescribed in the Constitution and Bylaws and as otherwise referenced herein.

XXVI. SUSPENSION OF RULES AND ADOPTED PROCEDURES

These rules and adopted procedures may be suspended as prescribed in *The Standard Code of Parliamentary Procedure* (Sturgis).

XXVII. AMENDMENT OF RULES AND ADOPTED PROCEDURES

A. Amendment Proposals

Proposed amendments to these rules and adopted procedures shall be submitted to WEA Documents and Resolutions prior to Assembly consideration.

B. Amendment After Adoption of Prefiled Amendments

These rules and adopted procedures may be amended:

1. if a proposed amendment is approved by a majority of the WEA Board and if the amendment is approved by a majority of the delegates present and voting; or
2. if a consideration of a proposed amendment is approved by a majority of the delegates present and voting and if the amendment is approved by a majority vote of the delegates present and voting.

C. Housekeeping

Housekeeping changes in the Standing Rules and Adopted Procedures for the Assembly may be recommended by WEA Documents and Resolutions to the WEA Board for its approval.

XXVIII. GOOD OF THE ORDER

A. Tobacco Products

Use of tobacco products on the floor of the Assembly is prohibited.

B. Alcoholic Beverages

Possession of and consumption of alcoholic beverages on the floor of the Assembly is prohibited.

C. Cell Phones

Voice use of cell phones on the floor of the assembly is strictly prohibited except by assembly officials who may be required to use cell phones in the course of their duties.

XXIX. THE SHARING PLACE

A. Table Space Accommodation

A Sharing Place space with tables and chairs shall be provided outside the floor of the Assembly so that delegates and members may share education-related ideas and/or advocate for business under consideration by the Assembly. Such space shall be at no cost to participating delegates and members or the Association.

B. Assigning Space

The WEA Convention Work team shall assign such space as long as space is available. Under no circumstances shall such space be allocated for fund raising or advocating for noneducation issues or concerns.

XXX. ASSEMBLY SUMMARY REPORT

A summary of the Representative Assembly actions shall be placed on the WEA website within thirty (30) days after adjournment of the meeting. A hard copy of the summary shall be available to members or delegates through their UniServ Council or upon request of WEA.

STANDING RULES AND ADOPTED PROCEDURES

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