

Excerpt from the 2023-2024 Standing Rules and Adopted Procedures for the WEA Representative Assembly (In-Person)

(As amended by the 2023 WEA Representative Assembly.)

(As amended with nonsubstantive housekeeping changes approved by the WEA BOD March 2023.)

XVI. RESOLUTIONS REPORT

A. Definition

1. Resolutions and amendments to resolutions 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, the chairperson of 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:

1. WEA Documents and Resolutions prior to the Assembly in accordance with the procedures and timetable developed and publicized; or
2. the WEA Documents and Resolutions table during the Assembly in the prescribed manner and format and prior to the deadline in the established adopted agenda for amendments to Continuing Resolutions.

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 sent to the delegates at least four (4) weeks before 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 the WEA Documents and Resolutions table prior to the deadline in the established adopted agenda for New Resolutions. The printing in appropriate format and 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 the WEA Documents and Resolutions table 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 to:

1. WEA Documents and Resolutions prior to the Assembly in accordance with the procedures and timetable developed and publicized; or
2. the WEA Documents and Resolutions table during the Assembly in the prescribed manner and format.

D. Types and Consideration

1. Items pertaining to policy and programs shall be submitted prior to the time established in the adopted agenda and copies shall be distributed as soon as printed.
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 prior to the Assembly shall be available to delegates at least four (4) weeks before the Assembly.
2. New Business Items submitted at the Assembly shall be available in writing to delegates at the time of consideration.
3. The printing in the prescribed format and 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 packet mailed 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 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 sent to all delegates at least four (4) weeks 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 printing and 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 in sufficient copies for WEA Nominations and Elections to post copies at all voting stations.
6. Action on finally 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 and delegate badge 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. Only appointed and/or volunteer members of WEA Nominations and Elections shall review and, if necessary, tally paper records.
4. When all votes have been recorded, the document record storage shall be transmitted to the secretary to the WEA President by the chairperson of WEA Nominations and Elections and shall be retained for at least two (2) months.
5. If the margin of decision is less than one percent (1%), Nominations and Elections shall count the paper record.

E. Availability

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

F. Election Results

1. Election results shall be written in duplicate and signed 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 secretary to the WEA President who shall file it for a period of at least two (2) months.
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.