



WASHINGTON
EDUCATION
ASSOCIATION

STANDING RULES AND ADOPTED PROCEDURES FOR THE WEA REPRESENTATIVE ASSEMBLY

2023-2024

(As amended by the 2023 WEA Representative Assembly.)

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

STANDING RULES AND ADOPTED PROCEDURES

TABLE OF CONTENTS

I.	PRESIDING OFFICER	1
	PRESIDING OFFICER AUTHORIZATION	1
II.	OFFICERS.....	1
	OFFICER AUTHORIZATION	1
III.	DELEGATES.....	1
	A. DELEGATE AUTHORIZATION	1
	B. DELEGATE LIST	1
IV.	SUCCESSOR DELEGATES	1
	A. SUCCESSOR DELEGATE AUTHORIZATION	1
	B. SUCCESSOR DELEGATES AND SUBSTITUTION FOR DELEGATES	1
V.	CERTIFICATION	2
	A. CREDENTIALS.....	2
	B. REGISTRATION	2
VI.	NONDELEGATE ATTENDANCE AND PARTICIPATION	3
	A. ATTENDANCE	3
	B. PARTICIPATION.....	3
VII.	ADMISSION	3
	A. ADMITTANCE TO THE ASSEMBLY MEETING AREA.....	3
	B. ADMITTANCE ONTO THE FLOOR	3
VIII.	SEATING.....	3
	A. DELEGATES	3
	B. NONDELEGATES	3
IX.	DELEGATE PROCEDURES	3
	A. COMMUNICATIONS WITH THE PLATFORM	3
	B. SPEAKER RECOGNITION REQUESTS	4
	C. SPEAKER RECOGNITION.....	4
	D. SPEAKER IDENTIFICATION.....	4
	E. SPEAKER LIMITATIONS	4
	F. MOTIONS.....	5
	G. SECONDING	5
	H. DEBATE CLOSURE	5
	I. POINTS OF ORDER.....	5
	J. PARLIAMENTARY INQUIRY (POINTS OF INFORMATION).....	5
	K. IRREGULARITIES	5
	L. APPEALS	5
	M. VOTING	6
X.	QUORUM	6
XI.	GOVERNANCE	6
	GOVERNING DOCUMENTS.....	6
XII.	BUSINESS	7

	ORDER OF BUSINESS	7
XIII.	MATERIALS	7
	A. IDENTIFICATION	7
	B. APPROVAL FOR DISTRIBUTION	7
	C. ADJUDICATION	7
XIV.	GENERAL REPORTS	7
	A. FORMAT	7
	B. SUBMISSION.....	7
	C. TYPES AND CONSIDERATION	8
	D. AVAILABILITY	8
XV.	WEA CREDENTIALS REPORT	8
	A. FORMAT	8
	B. SUBMISSION AND CONSIDERATION	8
XVI.	RESOLUTIONS REPORT	8
	A. DEFINITION	8
	B. FORMAT	8
	C. SUBMISSION AND INCORPORATION	8
	D. AMENDMENTS	9
	E. AVAILABILITY	9
	F. WEA DOCUMENTS AND RESOLUTIONS REPORT	9
	G. HOUSEKEEPING.....	9
XVII.	NEW BUSINESS REPORT	9
	A. DEFINITION	9
	B. FORMAT	10
	C. SUBMISSION.....	10
	D. TYPES AND CONSIDERATION	10
	E. AVAILABILITY	10
	F. PROGRESS REPORT	10
XVIII.	CRITERIA FOR RESOLUTIONS AND NEW BUSINESS	10
	A. BOTH RESOLUTIONS AND NEW BUSINESS ITEMS DEAL WITH ISSUES THAT ARE:	10
	B. DIFFERENCES BETWEEN RESOLUTIONS AND NEW BUSINESS ITEMS:	11
XIX.	CONSTITUTION, BYLAWS, RULES AND ADOPTED PROCEDURES REPORT	11
	A. FORMAT	11
	B. SUBMISSION.....	11
	C. CONSIDERATION.....	12
	D. VOTING	12
	E. AVAILABILITY	12
	F. ELECTION RESULTS	12
	G. HOUSEKEEPING.....	12
XX.	WEA NOMINATIONS AND ELECTIONS REPORT	13
	A. FORMAT	13
	B. SUBMISSION AND CONSIDERATION	13
XXI.	NOMINATION AND ELECTION OF ASSOCIATION OFFICERS, WEA AT-LARGE DIRECTORS TO THE BOARD, AND NEA STATE DIRECTORS	13
	A. WEA NOMINATIONS	13
	B. VOTING	13
	C. COUNTING OF VOTES.....	14

D.	ELECTION	14
E.	ELECTION RUNOFFS	14
F.	ELECTION CHALLENGES	14
G.	ELECTION RESULTS	15
XXII.	CAMPAIGN REGULATIONS FOR WEA OFFICERS, WEA AT-LARGE DIRECTORS TO THE BOARD, AND NEA STATE DIRECTORS	15
A.	CANDIDATE INFORMATION	15
B.	CAMPAIGN MATERIALS	15
C.	CAMPAIGN SERVICES	16
D.	CAMPAIGNING	16
E.	ENFORCEMENT OF CAMPAIGN REGULATIONS	16
XXIII.	NEA GOVERNANCE CANDIDATE ENDORSEMENT	16
A.	WEA STATE CAUCUS	16
B.	WEA OR PACIFIC REGION ENDORSEMENT	17
XXIV.	EXTERNAL CANDIDATES	17
A.	DEFINITION	17
B.	MATERIALS DISTRIBUTION	17
C.	CAMPAIGN ACTIVITIES	17
XXV.	APPROPRIATIONS	17
	AUTHORIZATION	17
XXVI.	SUSPENSION OF RULES AND ADOPTED PROCEDURES	17
XXVII.	AMENDMENT OF RULES AND ADOPTED PROCEDURES	17
A.	AMENDMENT PROPOSALS	17
B.	AMENDMENT AFTER ADOPTION OF PREFILED AMENDMENTS	17
C.	HOUSEKEEPING	17
XXVIII.	GOOD OF THE ORDER	18
A.	TOBACCO PRODUCTS	18
B.	ALCOHOLIC BEVERAGES	18
C.	CELL PHONES	18
XXIX.	THE SHARING PLACE	18
A.	TABLE SPACE ACCOMMODATION	18
B.	ASSIGNING SPACE	18
XXX.	ASSEMBLY SUMMARY REPORT	18

STANDING RULES AND ADOPTED PROCEDURES FOR THE WEA REPRESENTATIVE ASSEMBLY

(As amended by the 2023 WEA Representative Assembly.)

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

I. PRESIDING OFFICER

Presiding Officer Authorization

1. The president of the Washington Education Association or designee shall be the presiding officer of the Assembly.
2. The presiding officer may appoint a parliamentarian to advise the presiding officer.

II. OFFICERS

Officer Authorization

Members of the WEA Board shall be the officers of the Assembly and have in addition to their responsibilities as officers all the rights and responsibilities of elected local affiliate delegates.

III. DELEGATES

A. Delegate Authorization

An individual may become a delegate if:

1. the individual has been elected to serve as prescribed in the WEA Constitution and Bylaws; and
2. the individual presents the appropriate temporary credential card.

B. Delegate List

UniServ Councils will be provided a list of Assembly Delegates as reported by local affiliates to WEA.

IV. SUCCESSOR DELEGATES

A. Successor Delegate Authorization

An individual may become a successor delegate and take the place of a delegate if:

1. the individual has been elected to serve as a successor as prescribed in the WEA Constitution and Bylaws; and
2. the individual presents the appropriate credential card and is properly registered prior to participating in the Assembly.

B. Successor Delegates and Substitution for Delegates

1. A successor delegate may substitute for a delegate if the delegate is unable to attend, arrives late, or leaves during the Assembly for any length of time deemed appropriate by the delegate.
2. The delegate shall resume delegate status upon return to the Assembly floor. If a delegate leaves during the Assembly and a successor delegate is to replace the delegate, the delegate and successor delegate shall report to the registration desk where they will surrender their delegate

badges. An "Official Delegate Badge" will be issued to the successor delegate and the delegate shall transfer the voting credential card to the successor delegate. If the original delegate chooses to return to the floor, the process will be reversed.

3. Successor delegates may sit on the floor if the Assembly facility can accommodate them. A delegate and successor delegate cannot transfer a voting card without going through the process outlined in IV.B.2.

V. CERTIFICATION

A. Credentials

1. Each authorized delegate and successor delegate shall receive a temporary credential card from the WEA office prior to the Assembly provided that the delegate's local affiliate meets one of the following criteria.
 - (a) The local meets the person of color WEA constitutional requirement, meaning the local affiliate's delegation is at least proportionate to the person of color population within the state.
 - (b) The local has developed, instituted, and submitted a written plan to improve participation of its members of color. Locals making genuine progress toward their goals will be considered in compliance by the Credentials chair with the concurrence with the Human & Civil Rights Committee chair.
 - (c) The local was not out of compliance in the preceding year.
2. In the event that person of color requirements are not met, as outlined in V. A. 1., the following procedures will be implemented.
 - (a) A local in the first year out of compliance will be contacted by WEA Credentials and assisted by the Human & Civil Rights Committee in developing an Initial Plan for Inclusive Diversity. This plan must be submitted to the Credentials Work Team prior to the delegate registration deadline of the next Representative Assembly.
 - (b) If in each successive year the local is out of compliance, then the local and one of the local's UniServ Council Board Directors will be required to attend a WEA Credentials hearing prior to Representative Assembly before receiving delegate credentials. WEA Credentials may then recommend to RA that the local may be denied the right to participate in RA except:
 - i. to participate in the election for Association officers; and
 - ii. to vote on increases in membership dues.
3. Replacement and additional temporary credential cards may be obtained at the time of registration at the Assembly in accordance with the procedures prescribed by WEA Credentials.
4. Decisions regarding delegate and successor delegate credentials shall be made by WEA Credentials.
5. WEA Credentials' decisions may be appealed to the Assembly. A majority of the Assembly delegates present and voting may overrule a WEA Credentials' decision.

B. Registration

1. Registration procedures at the Assembly meetings shall be conducted under the supervision of WEA Credentials.
2. Delegate and successor delegate registration shall begin at least one (1) hour prior to the beginning of the opening session and continue until the beginning of the final business session.

3. Delegates and successor delegates shall present appropriate temporary credential cards at the registration desk when registering in exchange for a voting credential and identification badges.

VI. NONDELEGATE ATTENDANCE AND PARTICIPATION

A. Attendance

1. Nondelegates shall be required to register and obtain the appropriate identification badge prior to being admitted to the Assembly meeting area.
2. Meetings of the Assembly shall be open to any appropriately registered nondelegate member of the WEA.

B. Participation

With the consent of the presiding officer or a majority of the delegates present and voting, a nondelegate may address the Assembly.

VII. ADMISSION

A. Admittance to the Assembly Meeting Area

Admittance to the Assembly and the proper seating section shall be by badge as prescribed by and under the supervision of WEA Credentials Work Team.

B. Admittance onto the Floor

1. Only delegates of the Assembly shall be admitted onto the floor of the Assembly during business sessions unless an exception is granted by the presiding officer or a majority of the Assembly delegates present and voting.
2. The officers of the Assembly and sergeants-at-arms shall assume responsibility for permitting only credentialed delegates on the floor of the Assembly as well as successor delegates if space available.

VIII. SEATING

A. Delegates

The Assembly seating plan shall be arranged by the group charged with planning the Assembly to provide sections on the floor of the Assembly for active member delegates including successor delegates by UniServ Council delegations and the WEA-Retired delegation. Student delegates shall be provided seating within the UniServ Council where their college or university they attend is located.

B. Nondelegates

1. The Assembly seating plan shall provide seating sections for members, WEA and UniServ staff, guests, and representatives of the press.
2. Assembly seating shall be provided for nonmembers insofar as seating arrangements permit.

IX. DELEGATE PROCEDURES

A. Communications with the Platform

All communications to the platform including written motions and speaker recognition requests shall be by page messenger or telephone monitor.

B. Speaker Recognition Requests

1. Only speaker recognition requests from a delegate or officer of the Assembly shall be recognized, unless otherwise provided.
2. Speaker recognition requests shall be presented to the platform through the floor-microphone monitors.
3. The speaker will present a completed speaker recognition form to the floor-microphone monitor.
4. The speaker may prefile the completed green *Main Motion Speaker Request* form up to three (3) items in advance of the item being considered on the floor. White *General Speaker Request* forms and red *Privileged Speaker Request* forms may not be prefiled.
5. The floor-microphone monitor shall immediately convey to the platform, by telephone or page messenger, those requests for recognition related to the item under consideration and/or privileged motions.
6. The head table monitor shall pass the *Speaker Request* forms to the Assembly Rules Chairperson.
7. The Assembly Rules chairperson shall maintain the *Speaker Request* forms in a speaking order for presentation to the presiding officer.

C. Speaker Recognition

1. The presiding officer shall recognize speakers in the order called in, except that:
 - (a) the presiding officer has the discretion to alternate speakers for and against an issue; and that
 - (b) privileged points will be placed at the head of the recognition order.
2. The only points that may interrupt a speaker are those of an emergency nature.

D. Speaker Identification

After being recognized by the presiding officer, and before speaking to an issue, a speaker shall give the following:

1. name;
2. unit name; and
3. whether speaking as an individual or on behalf of their unit.

E. Speaker Limitations

1. Delegates are to refrain from speaking unless they have been recognized by the presiding officer.
2. Speakers shall be recognized no more than twice to debate an item on the same question during the same business session.
3. Speakers will be limited to two (2) minutes at one (1) time if speaking as an individual or three (3) minutes at one (1) time if speaking for their delegation, unless an exception is granted by majority vote of the delegates present and voting.
4. The Assembly 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 delegates present and voting.

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

F. Motions

1. Motions shall be submitted in writing to the platform through page messengers.
2. Debatable motions shall 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 recognized to speak for or against a motion.
4. The vote on a motion to refer shall be voted on only after the maker of the original motion has been given an opportunity to speak to the motion to refer and after the maker of the motion to refer has spoken.
5. When a motion is made to combine or bundle new business items for the purpose of voting on, or for referral to committees, the chair shall ask the makers of each NBI if they support the bundle. The maker of each NBI shall be given one (1) minute to explain their NBI and whether they support or oppose the bundle.

G. Seconding

Seconding of motions shall be done by a delegate displaying a credential card.

H. Debate Closure

1. A motion to close debate shall not be accepted from a speaker if presented immediately after speaking to the issue.
2. A motion to close debate shall apply to no more than a single item immediately before the Assembly.
3. A motion to close debate on an issue will be accepted only after the opportunity has been provided for three (3) speakers for and three (3) speakers against.
4. The presiding officer may close debate as soon as an unequal number of delegates has spoken for or against an issue and no other delegate wishes to speak to the position having fewer speakers.
5. During debate on a motion, if three (3) speakers in sequence have spoken to one (1) side of the motion (for or against), and if no speaker is scheduled to speak on the opposite side of the motion, the chair shall declare debate closed on the motion.

I. Points of Order

Points of order brought to the attention of the presiding officer and/or the Assembly of a violation of the rules, an omission, a mistake, or an error in procedure shall be submitted in the prescribed procedure for recognition.

J. Parliamentary Inquiry (Points of Information)

Points of Parliamentary Inquiry, including Points of Information, shall be submitted in the prescribed procedure for recognition.

K. Irregularities

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

L. Appeals

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

M. Voting

1. General

- (a) Voting on the floor of the Assembly will be by displaying credential cards.
- (b) Voting on ballot issues and candidates shall be by secret ballot under the supervision of the group charged with responsibility for WEA Nominations and Elections.
- (c) It shall be the duty of the presiding officer to make known the decision of all votes taken during the Assembly.
- (d) A division of the Assembly may be used by the presiding officer to verify an indecisive vote or in response to a call from an eligible delegate for a division of the Assembly. If a division of the assembly is verbally called from the floor by an eligible delegate, in the absence of dilatory tactics, the chair shall conduct a standing vote. If the will of the body is not clear, the chair shall conduct a rising vote. The chair may call for a division to verify an indecisive vote without a request from the floor.

2. Rising Votes

- (a) A rising vote shall be a count of each eligible delegate vote by the appropriate WEA Board director. A rising vote shall be approved by the presiding officer or a majority of delegates present and voting.
- (b) Supervision of rising votes shall be the responsibility of WEA Nominations and Elections.
- (c) If a rising vote of the delegates is conducted during the Assembly, the officers of the Assembly shall be responsible for taking an accurate poll of the delegates present at the time of the vote and for transmitting a report to the chairperson of WEA Nominations and Elections at the platform.
- (d) To facilitate an accurate count, the presiding officer will direct the sergeants-at-arms to close the entrances to the Assembly floor allowing no delegate admission until completion of the rising vote.
- (e) The chairperson of WEA Nominations and Elections will be responsible for tabulating the reports and transmitting the results to the presiding officer.

3. Voter Challenges

Delegates wishing to be recognized to challenge a voter may do so through prescribed procedures for recognition.

X. QUORUM

A quorum of the Assembly shall consist of one-half (1/2) of the registered delegates eligible to vote on the pending matter before the Assembly.

XI. GOVERNANCE

Governing Documents

- A. The business of the annual meeting of the Assembly shall be conducted in accordance with provisions of the WEA Constitution, Bylaws, and Assembly Rules and Adopted Procedures.
- B. Cases not specifically covered otherwise shall be governed by the current edition of *The Standard Code of Parliamentary Procedure* (Sturgis).

XII. BUSINESS

Order of Business

- A. Adoption of the preliminary WEA Credentials Report shall be the first item of business of the Assembly.
- B. Consideration of amendments to the Standing Rules and Adopted Procedures for the WEA Representative Assembly shall be the second item of business of the Assembly.
- C. Adoption of the Order of Business of the Assembly, as proposed by the presiding officer, shall be the third item of business of the Assembly.
- D. The presiding officer shall have the authority to alter the Order of Business to facilitate the operation of the Assembly except that the WEA Representative Assembly will devote at least fifty percent (50%) of each session to debate on Constitution and Bylaws amendments or New Business Items or Resolutions or candidate speeches during each session other than the opening session until such time as consideration of Constitution and Bylaws amendments, New Business Items, Resolutions, and candidate speeches have been completed.

XIII. MATERIALS

A. Identification

All material must be clearly identified as to source and sponsorship, date, and time. Such date and time shall change each time the material is changed in any way.

B. Approval for Distribution

1. Materials shall not be posted within the seating area.
2. Election materials shall be cleared with the chairperson of WEA Nominations and Elections prior to distribution and/or posting within the auditorium and adjacent lobbies. Clearance shall not be required for official WEA reports or for distribution of materials by the chairperson of a local delegation to that affiliate's delegates.
3. The submission forms pertaining to the WEA Constitution and Bylaws, Standing Rules and Adopted Procedures, New Business Items, or Resolutions are available from and then submitted to WEA Documents and Resolutions.
4. Other floor materials for distribution must be submitted to the Assembly Planning chairperson or designee as prescribed within the Assembly Floor Materials Distribution Submission Form.

C. Adjudication

Appeals shall be decided by the presiding officer.

XIV. GENERAL REPORTS

A. Format

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

B. Submission

Reports shall be submitted to the WEA Board prior to submission to the Assembly in the format prescribed by the presiding officer.

C. Types and Consideration

Reports as required by the WEA Board or Assembly shall be presented to the Assembly for consideration as prescribed by the presiding officer.

D. Availability

Reports shall be available to each delegate in writing at the time of presentation and consideration.

XV. WEA CREDENTIALS REPORT

A. Format

WEA Credentials Reports shall include the number of eligible local affiliates, the number of local affiliates having registered delegates, and the number of delegates and successor delegates in attendance at the Assembly.

B. Submission and Consideration

1. The preliminary report shall be presented by the WEA Credentials chairperson and adopted by the Assembly at the opening of the first business session before any other item of business is presented to the voting body.
2. Supplementary reports shall be given daily as new delegates are credentialed if prescribed by the presiding officer.
3. A final report shall be given at the beginning of the final business session.

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.

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. Only a delegate who presents the appropriate official voting credential, delegate badge, and Washington driver's license or comparable identification shall vote. The official voting credential shall be marked before voting.

5. Document record storage shall be monitored by a WEA Nominations and Elections member.
6. When the polls close, document record storage will be converted to a single file in the presence of at least three (3) members of WEA Nominations and Elections.

C. Counting of Votes

1. 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.
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 in the counting room.
4. Only appointed members and/or volunteer members of WEA Nominations and Elections shall review and, if necessary, tally the document record storage.
5. Only official observers, WEA Nominations and Elections members, volunteer members, and elected officials shall be allowed in the counting room.
6. If the margin of decision is less than one percent (1%), Nominations and Elections shall present the document record storage record for a hand count.

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 official observer 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 or the candidate's official observer 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 in duplicate 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 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), 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 each Assembly delegate packet one (1) piece of campaign material no larger than 8-1/2" x 11" provided said material is provided to the WEA at candidate's expense and delivered to the WEA headquarters at least ten (10) days prior to published mailing date.

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

External candidates are defined as individuals who are not running for WEA or NEA offices.

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

1. Use of cell phones on the floor of the assembly is allowed only when the user is texting and the cell phone is in complete silent mode. The user must be able to text in a manner that does not distract neighbors with any variety of beeps, ring tones, or other auditory distractions.
2. 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, in order of request through the Documents and Resolutions Work Team, 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.