

# Standing Rules for Meetings

1. The President or designee shall preside at all meetings. The designee will be selected according to Robert's Rules order of progression.
2. The NCUEA Standing Rules shall be adopted by a majority vote at the beginning of the first business session of the Council and may be amended or suspended by a two-thirds vote at any time.
3. Voting cards shall be issued to the president or other designated representative of each member association prior to the first business session.
4. All votes of the Council shall be conducted in accordance with the *NCUEA Bylaws*.
5. A proposed Order of Business shall be developed by the NCUEA President and presented to the Council for adoption.
6. The Order of Business may be changed by a majority vote or by unanimous consent at any business session.
7. Delegates to a meeting of the Council are individuals from dues-paying member locals who have registered and paid applicable registration fees.
8. Only delegates shall be allowed on the floor during General Business Sessions.
9. Visitors will be restricted to the visitor's area unless invited by the Chair to speak or sit with the Council.
10. The Chair will recognize any delegate holding the voting card of the delegate's local, or member of the NCUEA Executive Committee, to introduce new business items, participate in debate, or hold the floor for any other purpose.
11. For the purpose of conducting a fair and orderly debate, a delegate desiring to obtain the floor shall rise, proceed to a microphone, and select the appropriate debate card as follows:
  - a. A checkered card shall be used for a point of order or parliamentary inquiry.
  - b. A yellow card shall be used for a point of information or a point of personal privilege.
  - c. A green card shall be used to speak for a motion, close debate, or make any of the four basic motions (main, subsidiary, privileged or incidental).
  - d. A red card shall be used to speak against a motion, close debate, or make any of the four basic motions (main, subsidiary, privileged or incidental).
12. When recognized by the Chair, delegates shall state their names and member associations.
13. A motion to close debate will be in order only after two speakers for and two speakers against the motion on the floor have been provided the opportunity to speak.
14. New Business shall be submitted on the designated form and must bear the name and association of both the maker and the seconder of the motion.
15. All motions, and other items of business, shall be presented at the appropriate time according to the adopted order of business and shall be acted upon in the order received.
16. No delegate shall speak more than twice to the same motion during the same business session nor shall anyone hold the floor for more than three minutes on any one recognition.

17. Only one yield will be allowed to another delegate per recognition. However, the chair may permit additional yields upon a majority vote or unanimous consent of the Council.
18. Speakers shall conform to the rulings of the timekeeper who shall be designated by the President.
19. The parliamentarian shall be responsible for interpreting the NCUEA Standing Rules and shall advise the chair, who shall rule on points of order.
20. If only one candidate has been nominated for an executive office or directorship by the deadline, the candidate shall be declared elected by the chair of the NCUEA Elections Committee.
21. Smoking and vaping are prohibited at all NCUEA official functions, including meetings, trainings, and banquets.
22. All personal electronic devices must be turned off or set to silent mode.
23. The NCUEA Executive Committee must approve the distribution of any materials on the floor.
24. No audio or video recording is allowed in any NCUEA function unless permission is expressly granted by the Chair.
25. All NCUEA New Business Items proposed at the Fall Conference and Summer Meeting must be submitted by a specific time set in the agenda.
26. NCUEA New Business Items proposing the submission of New Business Items at the NEA Annual Meeting may only be introduced at the Summer Meeting.