



UEA STANDING RULES

*Last amended by the House of Delegates of the Utah Education Association
this 27th day of April, 2024.*

STANDING RULES

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STANDING RULES

RULE 1. CREDENTIALS COMMITTEE

- A. Composition. The president, with the advice and consent of the Board of Directors (herein "Board"), appoints a chair and two members of the Credentials Committee for the annual House of Delegates (herein "House").
- B. Duties. The Credentials Committee is responsible for supervising the accreditation and registration of delegates to the House.

The Credentials Committee reports to the House the number of voting delegates invited to the House and the number registered.

RULE 2. CERTIFICATION OF DELEGATES

- A. Delegate Lists. Each local association or organization entitled to send delegates to the House shall certify the official list of its delegates to the executive director of the Association. Certification shall be made by the president of the respective local association or organization within a time set by the executive director and shall contain such information relating to the delegates as the executive director shall request.
- B. Credentials. The executive director ensures delegate status is verified prior to the House. Each delegate presents proof of identity to be verified by a member or a representative of the Credentials Committee. Credentials may be certified using an approved secure platform for delegates attending remotely.
- C. Alternate Delegates. Each local association or organization entitled to send delegates to the House should elect alternate delegates. The president of each local or organization certifies the official list of alternate delegates to the executive director. Alternate delegates register at the House by presenting the credentials of the delegates they are replacing.

RULE 3. PARTICIPATION AND SEATING

- A. Participation in Meetings. All meetings of the House shall be open to the public unless closed by a majority vote of the delegates. Program participants and the members of UEA committees may participate in discussion, but only delegates may vote.
- B. Seating Arrangements. The auditorium seating plan is arranged to provide sections for delegates, guests, and staff. Delegate seating is arranged according to UniServ area or other affiliated group. Delegates shall be identified by the color of their name tags.
- C. The UEA House of Delegates will be conducted in compliance with the Americans with Disabilities Act.

RULE 4. LOCAL DELEGATIONS

- A. The UniServ president or their designated representative chairs the delegation.
- B. Unit voting is prohibited at the House. Each delegate has one vote.

- 1 C. If a roll call vote is taken at the House, the chair of each delegation or their designee is
2 responsible for taking an accurate tally of delegate votes and for transmitting a report to
3 the chair.
4
- 5 D. Proxy voting is prohibited at the House.
6

7 **RULE 5. AGENDA AND REVIEWING COMMITTEE** 8

- 9 A. Composition. The President of the Council of Local Presidents appoints from Council
10 members a chair and two members of the Agenda and Reviewing Committee.
11
- 12 B. Duties. The Agenda and Reviewing Committee recommends an agenda to the House.
13 Adoption of the report by the House establishes the agenda as the order of business.
14

15 **RULE 6. ORDER OF BUSINESS AND DEBATE** 16

- 17 A. The adoption of the order of business of the House is the first item of business of the
18 House.
19
- 20 B. The House is conducted according to the provisions of the Articles of Incorporation,
21 Constitution, Bylaws, and these Standing Rules. Except as otherwise specifically
22 provided in these documents, the House is governed by the most current edition of
23 *Robert's Rules of Order*.
24
- 25 C. There is an official parliamentarian, to whom questions may be directed only through
26 the presiding officer. The presiding officer may also refer questions to the Rules and
27 Resolutions Committee. The parliamentarian and the Rules and Resolutions
28 Committee may advise the presiding officer, but the presiding officer rules on all
29 motions which require a ruling.
30
- 31 D. Any delegate recognized by the chair states their name and the name of their local
32 association before addressing the House.
33
- 34 E. The sponsor or the sponsor's designated representative of a bill, new business item, or
35 amendment, has three minutes to speak at the beginning of debate on the motion.
36
- 37 F. Using designated microphones, speakers alternate between those for and those
38 against the motion as long as there are speakers. Procedural motions may be made by
39 any delegate after the initial speakers for and against, but a motion to "object to
40 consideration" is in order prior to the sponsor's speech.
41
- 42 G. Debate is limited to three minutes for each speaker.
43
- 44 H. No person may speak twice on a motion if there are other delegates desiring to speak
45 on the motion.
46
- 47 I. No delegate may make a motion after he or she has engaged in debate.
48
- 49 J. Amendments to a main motion or motions to close debate may be offered at either the
50 "For" or the "Against" microphone but cannot be made at the "Procedural motion"
51 microphone.

- 1
2 K. Amendments of more than ten words must be submitted to the chair in writing before
3 the amendment is moved.
4
5 L. A caucus may be called by two or more UniServs or four or more local associations.
6
7 M. Caucuses will be limited to ten minutes.
8

9 **RULE 7. REPORTS**

- 10
11 A. Accountability. All program-related standing committees and House-appointed task
12 forces report their activities and recommendations to the House at least annually.
13
14 B. Availability. Copies of each report shall be made available to each delegate before or at
15 the time of the presentation of the report.
16
17 C. Action. The House does not accept or adopt a report unless (1) action by the House is
18 required, or (2) the House adopts it as the position of the Association. The adoption of
19 committee reports does not include approval of any requested appropriation.
20
21 D. Report Format. Reports of task forces and committees shall be in a format which
22 provides a separation of explanatory information from recommendations or positions to
23 be acted upon by the House.
24

25 **RULE 8. RULES AND RESOLUTIONS COMMITTEE**

- 26
27 A. Composition. The Rules and Resolutions Committee is comprised of the following
28 voting members: the president, vice president, a member of the Board of Directors, the
29 UEA representative(s) on the NEA Resolutions Committee, and at least one member
30 from each UniServ. The president, with the approval of the Board of Directors, appoints
31 the chair and committee members.
32

33 UniServ representatives on the Rules and Resolutions Committee are appointed for
34 terms of three years and shall not serve more than two terms consecutively. The
35 president requests recommendations from the UniServ president before appointing the
36 Committee member from their UniServ.
37

38 The Rules and Resolutions Committee chairperson is appointed as defined in UEA
39 Bylaw.
40

- 41 B. Duties. It is the responsibility of the Rules and Resolutions Committee to: (1) review
42 proposed actions before they are considered by the House; (2) prepare and present to
43 the House proposed resolutions for adoption; (3) hold a hearing on all bills, resolutions,
44 new business items, amendments to the legislative program, and amendments to the
45 budget prior to their presentation to the House; (4) annually review UEA governance
46 documents to determine whether they are current; and (5) report any recommendations
47 to the House.
48
49 C. Procedure. Bills amending the UEA Constitution must be received at the UEA
50 Headquarters Office 30 days before the House convenes. Proposed constitutional
51 amendments cannot be amended after the submission due date, but can be amended

1 in future years. Proposed amendments to the resolutions should be submitted by this
2 deadline for consideration by the Rules and Resolutions Committee and possible
3 inclusion in the Committee's report. Other bills, amendments, and new business items
4 should be submitted by this deadline if the sponsor wants them to be published in the
5 delegate program materials. During the time between the deadline for submitting
6 matters to the Rules and Resolutions Committee and the House, the Rules and
7 Resolutions Committee studies the proposals, holds hearings, and prepares the
8 proposed documents in proper form for publication in the official program and
9 distribution to the delegates prior to the House.

10
11 New business items, bills amending the Bylaws or Standing Rules, amendments to the
12 legislative program, amendments to the budget, and amendments to the resolutions
13 may be submitted to the Rules and Resolutions Committee at the Open Hearing held
14 prior to the annual House. Items not submitted at the Open Hearing or earlier require a
15 two-thirds vote of the House for consideration. Bills amending the Bylaws that are
16 contingent upon a proposed Constitutional amendment may be submitted and
17 considered during the same House of Delegates. Such Bylaw amendments will be
18 noted as conditional in the House materials, and will only be in effect if approved by the
19 House of Delegates and upon approval of the contingent Constitutional amendment by
20 the membership during the next general election.

21
22 Documents submitted to the Rules and Resolutions Committee should be in standard
23 form, examples of which can be obtained from the executive director. All proposals
24 must include a statement of rationale.

25
26 Proposals not in standard form may be rewritten by the Rules and Resolutions
27 Committee. The Rules and Resolutions Committee will retain the purpose of the
28 original proposal. If the Rules and Resolutions Committee is unable to determine the
29 sponsor's intent, the item will be referred to the sponsor. Nothing in this section
30 precludes the Rules and Resolutions Committee from substituting its version of the
31 item or of submitting items to the House.

32
33 The Rules and Resolutions Committee may, with respect to bills, resolutions, new
34 business items, amendments to the Legislative Program, and amendments to the
35 Budget, take the following action:

- 36
37 1. Refer them to the House;
- 38
39 2. Refer them to another committee, board, officer, or body for action;
- 40
41 3. Amend or rewrite them and refer them to the House;
- 42
43 4. Reschedule them for action at a later date; or
- 44
45 5. Return them to the sponsor because:
 - 46
47 a. Improper procedure was followed in submitting the document.
 - 48
49 b. The action proposed is not consistent with the function or authority of the
50 House.

- 1 c. The proposed action conflicts with provisions of the Articles of Incorporation,
2 Constitution or Bylaws.
3

4 If a proposal is returned, the sponsor will be notified of the action of the Rules and
5 Resolutions Committee.
6

7 The Rules and Resolutions Committee determines which proposed actions are bills,
8 resolutions, new business items, amendments to the Legislative Program, or
9 amendments to the Budget.
10

11 **RULE 9. BILLS, RESOLUTIONS, AND NEW BUSINESS ITEMS**

12

13 A. PROCEDURE: All bills, amendments, resolutions, and new business items may be
14 proposed by any member, local association, the Board of Directors, committee, task
15 force, or membership organization of the Utah Education Association. The text of
16 proposed bills, amendments, resolutions, and new business items will be included in
17 the official delegate materials if submitted in writing to the Rules and Resolutions
18 Committee prior to the submission deadline. The preferred method is electronic
19 submission. If the sponsor is not an individual member, the name of a contact person
20 should appear on the submission. Bills shall be arranged in sequential order by
21 Constitutional article, Bylaw section, or Standing Rule. New business items that are
22 being referred to the House shall be numbered by the Rules and Resolutions
23 Committee according to the order in which they were submitted.
24

25 B. BILLS: Proposals to amend the Constitution, Bylaws, or Standing Rules are bills.
26

27 1. Bills amending the Constitution approved by the House must be voted on by the
28 membership in accordance with the Constitution.
29

30 2. Bills amending the Bylaws require a majority vote of the delegates present at the
31 House in accordance with the Bylaws.
32

33 3. Bills amending the Standing Rules require a majority vote of the delegates present
34 at the House. By motion from the floor, a Standing Rule may be suspended without
35 notice by a two-thirds vote of the delegates present.
36

37 C. RESOLUTIONS: A resolution is a formal expression of opinion, intent, belief, or
38 position of the Association adopted by the House, providing direction for activities of
39 the Association.
40

41 1. The Rules and Resolutions Committee shall prepare a body of resolutions,
42 categorized into goal areas, for presentation to the House. The Rules and
43 Resolutions Committee may (1) keep, change, or delete previously adopted
44 resolutions; (2) add newly submitted resolutions in the original or in rewritten
45 language; and (3) draft new resolutions.
46

47 2. The resolutions shall be presented to the House for vote as a single motion.
48 Resolutions amendments that have been referred to the House from the Open
49 Hearing, or as separate items from the Rules and Resolutions Committee, shall then
50 be considered one at a time. When all amendments have been considered, the
51 resolutions as a whole shall be adopted.

- 1
2 D. NEW BUSINESS ITEMS: Items of new business call for a specific action by the
3 Association and expire on (1) a specific date, (2) the date the position or objective is
4 accomplished or becomes moot, (3) the date it is rescinded by the House, or (4) three
5 years after its adoption.
6

7 The Rules and Resolutions Committee shall supervise the submission and processing
8 of new business items. The adoption of a new business item shall not include approval
9 of any appropriations. The Budget & Audit Committee shall review each new business
10 item and, without changing or eliminating any, shall (1) make a preliminary estimate of
11 the cost of each item and (2) determine whether the item is covered in the budget.
12

13 **RULE 10. LEGISLATIVE PROGRAM**

- 14
15 A. The Legislative Program shall be revised and updated, after appropriate discussions
16 and consultation, by the Board consistent with the Bylaws. The text of the Legislative
17 Program is published in the official delegate materials. The Legislative Priorities shall
18 be included with the UEA Legislative program in the annual House delegate materials
19 distributed to each delegate.
20
21 B. Amendments to the Legislative Program may be proposed by any member, local
22 association, the Board of Directors, committee, task force, or membership organization
23 of the Utah Education Association. Legislative amendments may be submitted in
24 writing to the Rules and Resolutions Committee at or before the Open Hearing. The
25 President, or a designated representative, shall be at the Open Hearing to answer
26 questions regarding the Legislative Program.
27
28 C. Legislative amendments to the House ordinarily shall be numbered by the Rules and
29 Resolutions Committee in the order in which they were received by the executive
30 director. These amendments shall be published, along with the name of the sponsor of
31 the amendment, and distributed at the House. If the sponsor is not an individual
32 member, the name of a contact person should appear on the bill.
33
34 D. Changes proposed to the Legislative Program submitted to the House by the Board are
35 amendments to the Legislative Program.
36

37 **RULE 11. BUDGET**

- 38
39 A. Adoption Procedure. The president requests comments and suggestions from local
40 presidents, committees, caucuses, staff, and delegates to the House regarding specific
41 objectives for each goal and proposed activities to be achieved within the next year.
42 The budget should reflect the priorities of the organization.
43

44 The president presents a draft of tentative objectives and activities which is considered
45 and adopted, or amended and adopted by the Board. The executive director, in
46 consultation with the chair of the UEA Budget & Audit Committee, prepares a tentative
47 budget for the ensuing year based on the proposed objectives, activities, and
48 anticipated revenues for the Budget & Audit Committee. The Budget & Audit
49 Committee finalizes the tentative budget for presentation to the Board.
50

1 The Board approves a tentative budget. The tentative budget, including the aggregate
2 salaries of the Association staff and the salary and fringe benefits of the president, is
3 published with an explanatory narrative and distributed to all local association
4 presidents, committees, caucuses and delegates to the House. Regional meetings on
5 request of members are held to allow membership review of the budget. The House
6 adopts the official budget for the ensuing fiscal year. The complete budget will be
7 available to members on request.

8
9 A current budget report (balance sheet and financial statement) is presented to the
10 House.

11
12 B. Administration. The Board administers the adopted budget, but may make such
13 adjustments as are necessary to implement the goals and objectives.

14
15 C. Amendments. Amendments to the budget may be proposed by any member, local
16 association, the Board of Directors, committee, task force, or membership organization
17 of the Association. Budget amendments of a substantial nature must be submitted in
18 writing to the Rules and Resolutions Committee at or before the Open Hearing or
19 approved for consideration by a two-thirds vote of the House. The chair of the Budget &
20 Audit Committee, or a designated representative, shall be at the Open Hearing to
21 answer questions regarding the budget.

22
23 Budget amendments considered by the House ordinarily are numbered by the Rules
24 and Resolutions Committee according to the order in which they were submitted.
25 These amendments shall be published, along with the name of the sponsor proposing
26 the amendment, and distributed at the House. If the sponsor is not an individual
27 member, the name of a contact person should appear on the bill.

28
29 Proposed budget amendments are amendments to the main motion on the budget and
30 shall be discussed at the time that the House acts on the budget. The budget is
31 adopted by the House after consideration of all new business items.

32
33 The Budget & Audit Committee reviews each new business item, and (1) makes a
34 preliminary estimate of the cost of each item, and (2) determines whether the item is
35 included or may be included within the budget under consideration by the House.
36

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