



# **UEA 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.

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.

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

## **RULE 5. AGENDA AND REVIEWING COMMITTEE**

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

## **RULE 6. ORDER OF BUSINESS AND DEBATE**

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

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

## 8 **RULE 7. REPORTS**

9

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

## 24 **RULE 8. RULES AND RESOLUTIONS COMMITTEE**

25

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

32 The UEA-Retired representative along with UniServ representatives on the Rules and  
33 Resolutions Committee are appointed for terms of three years and shall not serve more  
34 than two terms consecutively. The president requests recommendations from the  
35 UniServ presidents and the UEA-Retired president before appointing the Committee  
36 member from their respective group.  
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

1 C. Procedure. Bills amending the UEA Constitution must be received at the UEA  
2 Headquarters Office 30 calendar days before the House convenes. Proposed  
3 constitutional amendments cannot be amended after the submission due date, but can  
4 be amended in future years. Proposed amendments to the resolutions should be  
5 submitted by this deadline for consideration by the Rules and Resolutions Committee  
6 and possible inclusion in the Committee's report. Other bills, amendments, and new  
7 business items should be submitted 30 calendar days before the House convenes if  
8 the sponsor wants them to be published in the delegate program materials. During the  
9 time between the deadline for submitting matters to the Rules and Resolutions  
10 Committee and the House, the Rules and Resolutions Committee studies the  
11 proposals, holds hearings, and prepares the proposed documents in proper form for  
12 publication in the official program and distribution to the delegates prior to the House.  
13

14 New business items, bills amending the Bylaws or Standing Rules, amendments to the  
15 legislative program, amendments to the budget, and amendments to the resolutions  
16 may be submitted to the Rules and Resolutions Committee at the Open Hearing held  
17 prior to the annual House. Amendments to the resolutions and legislative program, new  
18 business items, and other bills not submitted at the Open Hearing or earlier require a  
19 two-thirds vote of the House for consideration. Bills amending the Bylaws that are  
20 contingent upon a proposed Constitutional amendment may be submitted and  
21 considered during the same House of Delegates. Such Bylaw amendments will be  
22 noted as conditional in the House materials, and will only be in effect if approved by the  
23 House of Delegates and upon approval of the contingent Constitutional amendment by  
24 the membership during the next general election.  
25

26 Documents submitted to the Rules and Resolutions Committee should be in standard  
27 form, examples of which can be obtained from the executive director. All proposals  
28 must include a statement of rationale.  
29

30 Proposals not in standard form may be rewritten by the Rules and Resolutions  
31 Committee. The Rules and Resolutions Committee will retain the purpose of the  
32 original proposal. If the Rules and Resolutions Committee is unable to determine the  
33 sponsor's intent, the item will be referred to the sponsor. Nothing in this section  
34 precludes the Rules and Resolutions Committee from substituting its version of the  
35 item or of submitting items to the House.  
36

37 The Rules and Resolutions Committee may, with respect to bills, resolutions, new  
38 business items, amendments to the Legislative Program, and amendments to the  
39 Budget, take the following action:  
40

- 41 1. Refer them to the House;
- 42
- 43 2. Refer them to another committee, board, officer, or body for action;
- 44
- 45 3. Amend or rewrite them and refer them to the House;
- 46
- 47 4. Reschedule them for action at a later date; or
- 48

1 5. Return them to the sponsor because:

- 2
- 3 a. Improper procedure was followed in submitting the document.
- 4
- 5 b. The action proposed is not consistent with the function or authority of the
- 6 House.
- 7
- 8 c. The proposed action conflicts with provisions of the Articles of Incorporation,
- 9 Constitution or Bylaws.

10

11 If a proposal is returned, the sponsor will be notified of the action of the Rules and

12 Resolutions Committee.

13

14 The Rules and Resolutions Committee determines which proposed actions are bills,

15 resolutions, new business items, amendments to the Legislative Program, or

16 amendments to the Budget.

17

## 18 **RULE 9. BILLS, RESOLUTIONS, AND NEW BUSINESS ITEMS**

19

20 A. PROCEDURE: All bills, amendments, resolutions, and new business items may be

21 proposed by any member, local association, the Board of Directors, committee, task

22 force, or membership organization of the Utah Education Association. The text of

23 proposed bills, amendments, resolutions, and new business items will be included in

24 the official delegate materials if submitted in writing to the Rules and Resolutions

25 Committee prior to the submission deadline. The preferred method is electronic

26 submission. If the sponsor is not an individual member, the name of a contact person

27 should appear on the submission. Bills shall be arranged in sequential order by

28 Constitutional article, Bylaw section, or Standing Rule. New business items that are

29 being referred to the House shall be numbered by the Rules and Resolutions

30 Committee according to the order in which they were submitted.

31

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

33

34 1. Bills amending the Constitution approved by the House must be voted on by the

35 membership in accordance with the Constitution.

36

37 2. Bills amending the Bylaws require a majority vote of the delegates present at the

38 House in accordance with the Bylaws.

39

40 3. Bills amending the Standing Rules require a majority vote of the delegates present

41 at the House. By motion from the floor, a Standing Rule may be suspended without

42 notice by a two-thirds vote of the delegates present.

43

44 C. RESOLUTIONS: A resolution is a formal expression of opinion, intent, belief, or

45 position of the Association adopted by the House, providing direction for activities of

46 the Association.

47

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

6  
7 2. The resolutions shall be presented to the House for vote as a single motion.  
8 Resolutions amendments that have been referred to the House from the Open  
9 Hearing, or as separate items from the Rules and Resolutions Committee, shall then  
10 be considered one at a time. When all amendments have been considered, the  
11 resolutions as a whole shall be adopted.

12  
13 D. NEW BUSINESS ITEMS: Items of new business call for a specific action by the  
14 Association and expire on (1) a specific date, (2) the date the position or objective is  
15 accomplished or becomes moot, (3) the date it is rescinded by the House, or (4) three  
16 years after its adoption.

17  
18 The Rules and Resolutions Committee shall supervise the submission and processing  
19 of new business items. The adoption of a new business item shall not include approval  
20 of any appropriations. The Budget & Audit Committee shall review each new business  
21 item and, without changing or eliminating any, shall (1) make a preliminary estimate of  
22 the cost of each item and (2) determine whether the item is covered in the budget.

## 23 24 **RULE 10. LEGISLATIVE PROGRAM**

25  
26 A. The Legislative Program shall be revised and updated, after appropriate discussions  
27 and consultation, by the Board consistent with the Bylaws. The text of the Legislative  
28 Program is published in the official delegate materials. The Legislative Priorities shall  
29 be included with the UEA Legislative Program in the annual House delegate materials  
30 distributed to each delegate.

31  
32 B. Amendments to the Legislative Program may be proposed by any member, local  
33 association, the Board of Directors, committee, task force, or membership organization  
34 of the Utah Education Association. Legislative amendments may be submitted in  
35 writing to the Rules and Resolutions Committee at or before the Open Hearing. The  
36 President, or a designated representative, shall be at the Open Hearing to answer  
37 questions regarding the Legislative Program.

38  
39 C. Legislative amendments to the House ordinarily shall be numbered by the Rules and  
40 Resolutions Committee in the order in which they were received by the executive  
41 director. These amendments shall be published, along with the name of the sponsor of  
42 the amendment, and distributed at the House. If the sponsor is not an individual  
43 member, the name of a contact person should appear on the bill.

44  
45 D. Changes proposed to the Legislative Program submitted to the House by the Board are  
46 amendments to the Legislative Program.



## **RULE 11. BUDGET**

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

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

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

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

- B. Administration. The Board administers the adopted budget, but may make such adjustments as are necessary to implement the goals and objectives.
- C. Amendments. Amendments to the budget may be proposed by any member, local association, the Board of Directors, committee, task force, or membership organization of the Association. Budget amendments of a substantial nature must be submitted in writing to the Rules and Resolutions Committee at or before the Open Hearing require a two-thirds vote of the House for consideration. The chair of the Budget & Audit Committee, or a designated representative, shall be at the Open Hearing to answer questions regarding the budget.

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

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

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

***Last amended by the UEA House of Delegates May 10, 2025.***