

**RULES FOR THE 2024 ANNUAL MEETING  
OF THE MSEA REPRESENTATIVE ASSEMBLY**

1. BADGES  
All persons attending the business meetings of the Representative Assembly shall be required to wear the appropriate official badge. The official badge shall contain the person's name, preferred pronouns, and the group or local association to which they have been elected to represent.
  
2. SERGEANT AT ARMS  
TIMEKEEPER  
PARLIAMENTARIAN  
The president shall appoint a sergeant-at-arms, timekeeper, and parliamentarian. The sergeant-at-arms, timekeeper, and parliamentarian shall have the duties normally associated with these positions. Assistants to these positions may also be appointed by the president. The parliamentarian shall make themselves available to the delegates at least fifteen (15) minutes before and after each business meeting.
  
3. SESSION  
The Representative Assembly meetings shall constitute one (1) session, recessing from meeting to meeting within the session.
  
4. HEALTH AND SAFETY  
To maintain a healthy and safe environment for all in attendance, any health and safety mitigation protocols needed will be shared in advance and enforced. Individuals denied entry or removed from a business session may return to a future business session as long as they commit to follow all safety protocols.
  
5. SMOKING/VAPING  
Smoking and vaping shall be prohibited anywhere inside the convention center and all activities associated with the Representative Assembly. Convention center rules must be followed.
  
6. REGISTRATION  
CLOSING  
Delegate registration shall be closed one hour after the call to order of each business meeting.
  
7. DELEGATE SEATING  
Only delegates shall be seated in the areas designated by the Convention Arrangements Committee. The chairperson of each delegation shall assume the responsibility for permitting only certified delegates to sit in their section and is responsible for their decorum. The local association which includes in its membership the president of MSEA shall receive first choice in a seating area.

8. MOTIONS  
LIMITS ON DEBATE

Only delegates may present motions. Delegates and non-delegate members of MSEA may participate in debate only upon recognition by the chair. Each speaker is limited to three (3) minutes on any one recognition. Any speaker wishing to speak more than once to the same question will be recognized a second time only after all others speaking to the question have been heard. The chair shall call for a vote on the motion to close debate after the recognition of not more than three (3) speakers on each side of the question. A two-thirds majority of the delegates voting is required to end debate.

The use of the *yellow* card enables a delegate to move ahead of delegates waiting their turns with *green* and *red* cards. Use the *yellow* card to ask a question concerning the content of the motion or to ask a question or to make a point or a motion concerning procedure. Prior to using the yellow card, a delegate must first seek clarification on the *main* motion from the maker of the motion *and* the information table. A delegate is permitted to ask a question only if they are unable to obtain an answer from the maker of the motion or the information table.

9. SUBMITTING MOTIONS/  
AMENDMENTS

All new motions of or amendments to business must be submitted electronically by the established pre-meeting deadline, utilizing the forms at [marylandeducators.org/convention](http://marylandeducators.org/convention).

All amendments and reports to be debated shall be provided to delegates in advance of scheduled hearings.  
(This requirement may be waived by the chair.)

10. VOTING

Only delegates may vote. Votes will be taken by a show of official voting cards. Each delegate shall have one vote even though they may be accredited in more than one capacity.  
Roll call vote: A counted vote shall be taken at the request of one-third of the delegates present.

11. VERIFYING  
A VOTE

When a roll call vote is called for, the assembly doors will be closed while the votes are counted.

12. BYLAW  
AMENDMENTS

Proposed amendments to the MSEA Bylaws made in accordance with Article XXII of the MSEA Bylaws will be acted upon by the Representative Assembly. Bylaw amendments require 2/3 (two-thirds) vote in the affirmative to be adopted.

### 13. RESOLUTIONS

The report of the Resolutions Committee shall be available to all delegates prior to the Representative Assembly and shall include all new resolutions together with all deletions and amendments as recommended by the committee. All resolutions shall be affirmed annually by the Representative Assembly.

Once the maker of a resolution amendment or new resolution speaks to their item, the chair of the MSEA resolutions committee will state if the item is deemed friendly or not by the committee. If deemed friendly, the assembly will be asked if they wish to debate the amendment or new resolution. ~~A~~ 25% vote of delegates is needed to debate.

### 14. LEGISLATIVE PROGRAM

The MSEA Legislative Program shall be adopted by the Assembly every four years.

The legislative program as approved by the MSEA Legislative and Citizenship Committee shall be available to all delegates prior to the Representative Assembly and shall include all amendments together with deletions recommended by the committee.

Once the maker of a legislative amendment or new item speaks to their item, the chair of the MSEA legislative and citizenship committee will state if the item is deemed friendly or not by the committee. ~~I~~f deemed friendly, the assembly will be asked if they wish to debate the amendment or new resolution. ~~A~~ 25% vote of delegates is needed to debate.

### 15. ELECTION GUIDELINES

The report of the Nominations and Elections Committee shall be available to all delegates prior to the Representative Assembly and shall include all deletions and amendments as recommended by the committee. The Nominations and Guidelines Report shall be affirmed annually by the Representative Assembly.

16. NEW BUSINESS

New business items shall be designated by “NBI” followed by the appropriate number. When items of New Business or amendments involving language additions are to be offered, they shall be made available to the Assembly and prepared according to the format devised by the Bylaws and Rules Committee. MSEA will include a projected cost factor for each new business item that is submitted to the MSEA Representative Assembly. The projected cost factor will be written below the proposed NBI. All new business items must show their relevance to one or more strategic objectives and may not be currently part of the action/work of the association.

New Business Items and amendments to submitted items must be submitted electronically by the established pre-meeting deadline, utilizing the forms at [marylandeducators.org/convention](http://marylandeducators.org/convention).

17. RECONSIDERATION

If a Motion to Reconsider is made, there will be allowed one (1) speaker for and one (1) speaker against, even though debate has been closed on the motion to be considered. A motion to reconsider all items of a given category shall be considered dilatory and ruled out of order by the chair.

18. ENDORSEMENT FOR STATEWIDE OFFICE

The Representative Assembly shall take final action for endorsement regarding statewide offices. Following standing debate rules, the Representative Assembly will act on a motion to adopt the endorsement council recommendation. This motion cannot be amended. Delegates will receive a ballot with the motion to adopt the recommendation with an option to vote YES or NO. To garner an endorsement, the motion to adopt must receive a minimum of 58% ~~percent~~ affirmative vote.

19. MINUTES

The minutes of the Representative Assembly will be approved by the MSEA Board of Directors no later than its second regular board meeting following the end of the Representative Assembly. A copy of the approved minutes will be made available to delegates at the next Representative Assembly for their information.

20. ACTION ON RULES

The Rules of the MSEA Representative Assembly shall require a two-thirds vote of the delegates voting to be adopted, amended or suspended.

21. PARLIAMENTARY AUTHORITY

In addition to these Rules, the rules contained in the current edition of Robert's Rules of Order, latest revision, shall govern the Representative Assembly in all cases in which they are not inconsistent with the Bylaws and these Rules.