

STANDING RULES OF THE REPRESENTATIVE COUNCIL

Introduction

The PGCEA By-Laws establish in Article VII, Section 12, that: *“The Representative Council shall adopt Standing Rules for the conduct of its meetings, including rules for the establishment of a quorum. These rules shall be reviewed, revised if necessary, and adopted at the September meeting of the Representative Council. Unless otherwise stated in the Representative Council’s Standing Rules, Roberts Rules of Order (latest edition) shall be the authority for the Representative Council.”*

Standing Rules can be adopted, suspended or amended by a majority vote at any business meeting without previous notice.

I. Time of Meeting

The **Representative Council Chairperson** (*aka: The President*) shall submit the tentative agenda for the Representative Council meeting five (5) school days prior to the regular Representative Council meeting. The agenda will be distributed electronically to all Faculty Representatives and posted on the website.

The regular meeting of the **Representative Council** occurs traditionally on the fourth Monday of the month. If schools are closed due to an emergency, the meeting is postponed for forty-eight (48) hours. The regular meeting will begin at 4:45 P.M. and end by 6:45 P.M. Suspension of the Standing Rules to continue the meeting beyond 6:45 P.M. requires a majority vote of the Council.

II. Order of Business

The President, with the approval of the Representative Council, shall establish the regular order of business at the first scheduled Council meeting of the school year.

The order of business shall be followed generally at all Representative Council meetings, except at the May regular meeting. At that meeting, the election of the NEC Commission shall be the first order of business. Also, the regular meeting shall be adjourned prior to reconvening as the **Annual Business Meeting**.

III. Standing Rules Related to Order of Business

- A. All members of the Representative Council shall register with the **Nominations, Elections and Credentials Commission (NECC)** prior to entering the meeting, at which time they shall receive their voting cards.
- B. If a **Faculty Representative** cannot attend a Council meeting, a duly elected **Alternate** may attend the meeting. The NECC will verify duly-elected Alternates from the prepared list of Faculty Representatives and Alternates.
- C. A quorum shall be determined to exist when seventy-five (75) eligible voters are present. Eligible voters include: members of the Board of Directors, Faculty Representatives (or, their Alternates). This determination shall be made by the **Nominations, Elections and Credentials Commission**.
- D. Treasurer's financial report is to be in printed form and supplied to each Faculty Representative in attendance on a monthly basis. Council members may raise questions about the printed report presented. Such questions will be answered by the Treasurer. Requests for adjustments within the budget shall be submitted to the Representative Council with the agenda.
- E. Monthly oral reports, not to exceed three (3) minutes, *may* be provided by **Standing and Special Committees**. Any report recommending action by the Representative Council shall be submitted to the Chairperson of the Representative Council electronically in time for placement on the agenda. Those reports requiring Council action shall be included on the agenda under the **Unfinished Business** category.

IV. Standing Rules Relating to the General Conduct of Meetings

- A. It shall be within the purview of the Chairperson of the Representative Council to recognize visitors and grant them permission to speak or make presentations. All candidates for office at **MSEA** and/or **NEA** will be invited by the President to speak for no more than three (3) minutes each.
- B. In general, the Chair may only recognize duly-elected members of the Representative Council. However, any member-in-good-standing may request of the Chairperson, in advance of the meeting, the privilege of addressing the Representative Council for two (2) minutes during Petition & Comment. Written commentary will also be accepted for inclusion in our records.
- C. Debate shall be limited to fifteen (15) minutes per topic. Speakers shall have two (2) minutes and be limited to: the maker of the motion, three (3) speakers in support and three (3) speakers in opposition. If three (3) consecutive speakers speak to the same side of a motion without opposition, without objection, the chair shall place

the question to the body. A motion to extend debate on a particular topic requires a simple majority.

- D. For an item to be placed on the Agenda for consideration, it should be submitted electronically, in advance, to the Chairperson of the Representative Council and the Secretary. (*See Section I. The tentative agenda is set five (5) school days prior to the meeting.*)
- E. All items of **New Business** shall be submitted in writing to the Secretary prior to the adoption of the Agenda.
- F. During the *Petition & Comment* section of the meeting, **Members of the Representative Council** may seek the floor for two (2) minutes to speak on one (1) topic. After one topic, representatives will retire to the end of the line.
- G. Members of the Representative Council are encouraged to communicate with the President electronically (*Subject Line: Petition & Comment*) during the month regarding membership concerns that may require action by PGCEA Staff.

Adopted:	September 25, 1972
Revised/Adopted:	May 21, 1973
Adopted without Revision:	June 3, 1974
Adopted without Revision:	May 26, 1975
Revised/Adopted:	June 7, 1976
Revised/Adopted:	October 26, 1976
Revised/Adopted:	May 23, 1977
Revised/Adopted:	March 20, 1978
Revised/Adopted:	December 4, 1978
Revised/Adopted:	October 22, 1979
Adopted without Revision:	October 27, 1980
Revised/Adopted:	September 21, 1981
Revised/Adopted:	October 25, 1982
Adopted without Revision:	September 26, 1983
Revised/Adopted:	September 24, 1984
Revised/Adopted:	September 23, 1985
Adopted:	August 26, 1986
Adopted:	August 25, 1987
Adopted:	September 26, 1988
Adopted:	September 25, 1989
Adopted:	September 24, 1990
Adopted:	August 31, 1992
Adopted:	August, 1993
Approved:	August 30, 1994
Approved:	September 18, 1995
Approved:	September 16, 1996
Revised/Adopted:	January 12, 2004
Revised/Adopted:	September 26, 2011