



## **STANDING RULES OF THE REPRESENTATIVE COUNCIL** **2022-2023**

Article VII, Section 12 of the PGCEA Bylaws, states that: *“The Representative Council shall adopt Standing Rules for the conduct of its meetings... 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 [parliamentary] authority for the Representative Council.”*

### **I. Time of Meeting & Agenda**

- A. The regular meeting of the Representative Council occurs traditionally on the fourth Monday of the month. [see *attached list of meetings for actual meeting dates.*] If schools are closed due to an emergency on the day of a regular meeting, the meeting will be held virtually at the discretion of the President. Meetings will begin at 4:45PM and end by 6:45PM. If the agenda is not completed at that meeting it may be recessed and the agenda completed at a meeting called by the President for that purpose, or, without objection by the Council, the President may defer such items until the next scheduled Representative Council meeting.
- B. The Chair of the Representative Council (aka: The President) will submit a tentative Agenda for the Representative Council meeting five (5) days prior to each regular meeting.

### **II. Type of Meeting**

- A. The President shall provide the members of the Representative Council at least 5 workdays (for 10-month members) notice if the meeting will be held virtually or in-person. If virtual, the President will also communicate the manner in which all representatives will be able to participate.
  - 1. In-person meetings: These meetings may be broadcast or recorded for all members to view, however, PGCEA Representatives or their alternates must be physically present at the meeting to vote on any motion put before the body.
  - 2. Closed virtual meetings:
    - i. A “Closed Virtual Meeting” is one that only PGCEA Representatives or their duly elected alternates are to be in attendance. These meetings may be recorded or broadcast for viewing by members.
    - ii. The PGCEA Nominations, Credentials, and Elections Council (NECC) will identify a procedure to ensure that only PGCEA Representatives can attend the Closed Virtual Meeting and communicate how they will gain access to the meeting.

- iii. The President must report the rationale for the “Closed Virtual Meeting” in the message sent under (A) of this section and under the following circumstances:
  - 1. There is an emergency or other circumstances requiring a virtual meeting take place AND
  - 2. There is a vote on an action item which must take place during that meeting and cannot be held at a later date and time.
  - 3. Open virtual meetings:
- iv. An “Open Virtual Meeting” is one that all PGCEA members may attend. However, only duly elected representatives or their alternates may have a right to the floor except as noted in II.D.
- v. The PGCEA NECC will identify a procedure to ensure that only members of the Association can attend the Open Virtual Meeting and communicate how they will gain access to the meeting.
- vi. Votes will not take place during this meeting and will be cast after the conclusion of the meeting by PGCEA Representatives who attended. The timeframe for the vote will be set by the NECC.

### **III. Order of Business**

- A. Representatives, members of the Board of Directors, PGCEA staff, and other members shall register with the NECC prior to entering the meeting. Representatives at this time shall receive their voting cards.
  - 1. For closed virtual meetings, PGCEA Representatives will register at least 48 hours prior to the start of the meeting. The method of voting will be explained to PGCEA representatives in attendance during the meeting.
  - 2. For open virtual meetings, all members wishing to attend will register at least 48 hours prior to the start of the meeting. PGCEA Representatives in attendance will be contacted by the NECC after the close of the meeting with an explanation of voting procedure.
- B. If a Representative cannot attend a Council meeting, a duly elected alternate may attend in their place. For all virtual meetings, the Representative must communicate to the NECC that their alternate will be attending at with at least 48 hour notice.
- C. Written reports from the President, Executive Director, Treasurer, and Committees will be provided as consent agenda items. Representatives may raise questions about the reports during the Adoption of the Consent Agenda or during Petitions and Comments.
- D. The President will set time limits for agenda items. Representatives may Suspend the Rules to extend time on an agenda item in accordance with Robert’s Rules of Order.

#### IV. General Conduct of Meetings

- A. A quorum shall be determined to exist when 60 eligible voters are present. Eligible voters consist of Association Representatives (or, their Alternates) and members of the Board of Directors. Determination of quorum shall be made by the NECC in conjunction with the Chair.
- B. Requests for adjustments within the budget shall be submitted to the Representative Council with the Agenda.
- C. Chairs of Standing Committees, Special Committees, and Task Forces shall submit monthly Committee Reports to the Chair at least ten (10) days prior to Representative Council meetings for publication and presentation to Association Representatives with the agenda. If an oral report is necessary, the Standing Committee Chair shall request time on the Agenda from the Chair at least six (6) school days prior to the meeting. Oral reports should not exceed three (3) minutes unless approved in advance by the Chair. Any committee recommendation(s) which requires action by the Representative Council should be submitted electronically to the Chair in time for placement on the Agenda under New Business.
- D. It shall be within the purview of the Chair to recognize visitors and grant them permission to speak or make presentations.
- E. Candidates for MSEA and/or NEA office will be invited by the Chair to attend a PGCEA Representative Council meeting. Remarks by candidates should not exceed three (3) minutes.
- F. In general, the Chair will only recognize duly elected members of the Representative Council. However, any PGCEA member-in-good-standing may request of the Chair, in advance of the meeting, the privilege of addressing the Representative Council. Such remarks will be limited to two (2) minutes during Petition & Comment section of meeting. Approved written commentary may also be accepted for inclusion in our records.
- G. Debate shall be limited to fifteen (15) minutes per topic. Speakers shall limit remarks to two (2) minutes as follows: the maker of the motion, then two (2) additional speakers in support and three (3) speakers in opposition. If all speakers wishing to speak are on the same side of a motion, the chair may, without objection, place the question to the body.
- H. For an item, including New Business, to be placed on the agenda for consideration, it must be submitted electronically, at least six (6) school days in advance, to the Chair of the Representative Council in order for it to be sent to the representatives in accordance with I.B.
- I. There shall be a 20-minute Petition & Comment section of each meeting during which Association Representatives 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.

- J. Association Representatives with membership concerns that may require action by PGCEA Staff are encouraged to communicate with the President via email prior to the Representative Council meeting for a response to be provided either personally or during the Representative Council meeting.

**Regular Meetings of the PGCEA Representative Council**

**2022-2023**

August 29, 2022  
September 19, 2022  
October 31, 2022  
November 28, 2022  
December 19, 2022 (*candidate forum*)  
January 30, 2023  
February 27, 2023  
March 27, 2023  
April 24, 2023  
May 22, 2023

Accepted and approved: