STANDING RULES OF THE REPRESENTATIVE COUNCIL

2026-2027

Article VII, Section 12 of the PGCEA Bylaws, states: *"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, Robert's Rules of Order (latest edition) shall be the authority for the Representative Council."*

I. Time of Meeting & Agenda

A. The regular meeting of the Representative Council traditionally occurs 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 the regular meeting, the meeting will be held virtually at the discretion of the President. Meetings will begin at 4:45 PM and end by 6:45 PM. 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 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.

B. In-person meetings: These meetings may be broadcast for all members to view; however, PGCEA Representatives or the alternates must be physically present at the meeting to vote on any motion put before the body.

C. Open virtual meetings:

1. 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 IV.D and IV.F.

DRAFT

2. The PGCEA Nominations, Elections, and Credentials Council (NECC) will identify a procedure to ensure that only members of the Association can attend the Open Virtual Meeting and communicate how they gain access to the meeting.

3. Votes will not take place during this meeting and will be cast after the conclusion of the meeting by PGCEA Representatives who attended. The NECC will set the timeframe for the vote.

D. Closed virtual meetings:

1. A closed virtual meeting is one in which only PGCEA Representatives or their duly elected alternates will be in attendance. These meetings may be recorded or broadcast for viewing by members.

2. The PGCEA 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.

3. The President must report the rationale for the closed virtual meeting in the message sent under 2 of this section and under the following circumstances:

    a. An emergency or other circumstances require a virtual meeting to take place AND

    b. There is a vote on an action item that must take place during that meeting and cannot be held at a later date and time.

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 open virtual meetings, all members wishing to attend will register at least 48 hours prior to the start of the meeting. The NECC will contact PGCEA Representatives in attendance after the meeting closes, explaining the voting procedure, if needed.

2. For closed virtual meetings, PGCEA Representatives will register at least 48 hours prior to the start of the meeting. The voting method will be explained to PGCEA representatives in attendance during the meeting.

B. If a Representative cannot attend a Council meeting, a duly elected alternate may attend in their place. For all virtual meetings, the

DRAFT

Representative must communicate to the NECC that their alternate will be attending with at least 48 hours' 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. The NECC shall make the determination of quorum 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 10 days prior to the Representative Council meeting for publication and presentation to Representatives with the agenda. If an oral report is necessary, the committee chair(s) 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's recommendation(s) that require 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 to attend a PGCEA Representative Council meeting. Remarks by candidates shall 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 the Chair to address the Representative Council before the meeting. Such remarks will be limited to two (2) minutes during the Petition & Comment section of the meeting. Approved written commentary may also be accepted for inclusion in our records.

DRAFT

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 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 Representatives may seek the floor for two (2) minutes to speak to one (1) topic. After one topic, the representative will retire to the end of the line.

J. Representatives and members shall refrain from using this forum to address or discuss personnel matters or grievances they may have with a member of the PGCEA staff. Personnel matters, including grievances, complaints, or concerns related to PGCEA staff members, should be directed to the Executive Director privately.

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

Regular Meetings of the PGCEA Representative Council

2026-2027

1. Monday, September 28, 2026
2. Monday, October 26, 2026
3. Monday, November 23, 2026
4. Monday, December 14, 2026 (Candidate Forum)
5. Monday, January 25, 2027
6. Monday, February 22, 2027 (Lobby Night)
7. Monday, March 22, 2027
8. Monday, April 26, 2027
9. Monday, May 24, 2027

Accepted and approved: October 26, 2026

DRAFT