

SEATTLE EDUCATION ASSOCIATION

SPECIAL RULES OF ORDER

*As written in the June 14, 2004 Policy and Procedures Manual
Reorganized April 21, 2008, amended March 23, 2009, updated for non-binary terms Dec 2020,
revised December 19, 2025*

- A. The SEA Policy Manual may be reorganized or rearranged as the President or their designee determines.
- B. Representative Assembly policies that are changed shall be reported to the Representative Assembly and shall be subject to ratification.
- C. Board of Directors:
 - 1. Board policies may be changed by the SEA Board of Directors.
- D. All provisions of the SEA Constitution and Bylaws shall govern and are hereby incorporated by reference.

4.1 Special Rules of the Representative Assembly

4.1.1 Notice of the Representative Assembly meeting shall be received in the buildings no later than the Monday preceding Representative Assembly.

4.1.2 The Tentative Agenda shall have a brief statement or synopsis of the items to prepare the Representatives for the Representative Assembly.

4.1.3 Guest speakers can be acknowledged if approval is received from BOD prior to meeting.

4.1.4 The Representatives, by a two-thirds majority, may vote to recess the RA no earlier than 6:00 P.M. until the following week or until a new meeting location can be arranged.

4.1.5 The following materials shall be available at all meetings:

- a. SEA RA Standing Rules and Special Rules of Order
- b. SEA Bylaws
- c. Association Representative List
- d. Board of Directors list and contact information
- e. The Administrative Organization of SEA
- f. Association Representative duties
- g. A summary of motions and procedures relating to Robert's Rules of Order.
- h. A statement clarifying the roles of General Assembly, Representative Assembly, and Board of Directors

4.1.6 Copies of the Administrative Organization of SEA shall be given to the newly elected members of the Board of Directors. Standing rules for the Board of Directors

4.1.7 A summary of common motions and procedures relating to Roberts' Rules of Order shall be distributed and explained by the October RA and be available at all meetings.

4.1.8 Representative's voting cards shall be available in the foyer prior to the meeting and in the auditorium during the meeting.

4.1.9 Have the Monthly Calendar of all SEA meetings distributed online and physical copies upon request.

4.1.10 Any motion referred from the Representative Assembly to a committee or appropriate body be referred to the RA as quickly as possible.

4.1.11 Copies of draft minutes of Board of Directors will be distributed to all members of RA within ten (10) days after any meeting of the Board of Directors. Final BOD minutes will be distributed in the same timeframe.

4.1.12 The 9 minutes and 29 seconds for BIPOC members to speak to the assembly on a prompt written by the CRSJ director is a standing item at Representative Assembly.

4.1.13 The agenda item of New Business Items (NBIs) will begin no later than 60 minutes after the Representative Assembly has been called to order.

4.2 Participation

A. All SEA members are encouraged to attend the meetings of the Representative Assembly.

B. All active SEA members shall have the privilege of participation in discussion and/or debate on matters before the Representative Assembly but shall not have the privilege of making motions or voting.

C. Each representative shall have one vote, the privilege to make motions, and other rights of a participant in a Representative Assembly.

D. Members of the Representative Assembly must display their voting card as credentials to exercise representative privileges.

4.3 Reports

A. Committee and commission reports should be made by the chairperson. If the chairperson is not present, the report shall be made by the committee /executive board liaison member or other person designated by the president.

B. Board of Directors reports and/or recommendation shall be made by a person designated by the president.

C. Reports will be restricted to brief remarks from the person making the report, answering questions from the floor, and to action on the recommendation.

4.4 Rule Changes

These rules shall be adopted by a majority vote, but may be suspended, rescinded or amended after their adoption by a two-thirds majority vote of those delegates present and voting.

REPRESENTATIVE ASSEMBLY RULES OF DEBATE

A. Before a member can make a motion or address the Representative Assembly in debate, the member must obtain the floor. To obtain the floor, a member must:

1. Rise after the floor is yielded.
2. Be "recognized" by the presiding officer.
3. Not be recognized by the Chair until the previous speaker is finished.
4. To expedite the pressure of business, speakers will be limited to 3 minutes and not speak to the same motion more than once, except the maker of the motion may respond to questions as directed by the presiding officer.
5. Total time limit for debate of a motion may be established by a two-thirds vote of those present and voting. (If a time limit is set, the opportunity of speakers for each side will be adhered to). Any member may yield their remaining time to any member.
6. The chair will recognize the member is out of order for non-compliance with the rules.

B. Members, when speaking, shall rise, give their name, pronouns [if they desire], and school worksite.

C. The presiding officer may require that a motion be in writing and presented to the designated note taker.

D. Any member may request through the presiding officer that the parliamentarian give an opinion on points of order or interpretation of procedure.

E. The president may use presidential discretion to adjust items on the adopted agenda as time permits to facilitate an early adjournment, without objection,

F. Any member may request, through the presiding officer, the technical assistance of any officer or professional staff member on matters before the Assembly.

G. Claims of irregularities or other parliamentary misfeasance must be raised promptly while the meeting is in session.

H. No appeal from the decision of the presiding officer shall be in order unless based on a point of order and shall be seconded. The vote thereon shall be put on sustaining the decision of the president. A 50% vote, including that of the chair, sustains the decision.

1. A motion for roll call vote, after being seconded, shall require a majority vote for approval.

J. The "previous question," when moved, can apply only to the immediately pending motion.

K. Closing Debate. On issues brought to the floor of the SEA RA there should be the

opportunity for at least two (2) members to speak on each side of the issue before debate can be closed. (2-89)

4.5 General Assembly Rules

4.5.1 The General Assembly will operate under Roberts' Rules of Order.

4.5.2 To have voice in this assembly, the person must be represented by one of SEA's bargaining units.

4.5.3 To have voice in this assembly, the person must identify themselves by name, worksite, or other qualifying status.