



Affiliated with the MTA and NEA

## STANDING RULES

for the

### DELEGATE ASSEMBLY MASSACHUSETTS STATE COLLEGE ASSOCIATION

#### DELEGATE ASSEMBLY

**Date:** The Delegate Assembly shall hold an Annual Meeting on a day determined by the Board of Directors, which day shall be either the last Saturday in April or the first Saturday in May.

**Agenda:** The agenda of the meeting shall include but not be limited to:

- Reports of the Officers and Standing Committees.
- Approval of the budget for the next fiscal year.
- Adoption of official positions of MSCA.
- Consideration of proposed amendments to the MSCA *Constitution and Bylaws*.
- Consideration of the endorsement of candidates for MTA and NEA office.

#### AMENDMENTS

**Section 1.** Amendments to the Standing Rules must be submitted to the MSCA President at least forty-eight (48) hours prior to the scheduled opening of the Regular Annual Delegate Assembly Meeting.

**Section 2.** The President will present the proposed changes to the meeting.

**Section 3.** Changes will be approved by a two-thirds (2/3) vote to the membership present and voting.

## **ORDER OF BUSINESS AND DEBATE**

- Section 1.** Motions shall be presented in writing on the forms provided, signed with the name and chapter of both the maker and seconder of the motion.
- Section 2.** The first item of business is to adopt the Credentials Report.
- Section 3.** The second item of business shall be to adopt the Standing Rules.
- Section 4.** The third item of business shall be to adopt the Order of Business.
- Section 5.** The meeting shall be conducted in accordance with the MSCA *Constitution and Bylaws* and the current version of *Robert's Rules of Order*.
- Section 6.** If necessary, voting cards will be issued to each member and member organization representative at the beginning of the meeting.
- Section 7.** No delegate shall speak in debate more than twice to the same question, nor longer than three (3) minutes at one time, unless permission is granted by majority vote of the members present. Debate on a topic shall be limited to twenty (20) minutes.
- Section 8.** New business items must be submitted to the Presiding Officer prior to the scheduled opening of the meeting. There must be a copy for each member.
- Section 9.** These Rules may be suspended by a vote to two-thirds (2/3) of the members present and voting.