

Standing Rules for the Montgomery County Education Association Representative Assembly
(MCEA RA)

2026-2027

Adopted September 2, 2026

Introduction: *The Constitution of MCEA creates the Representative Assembly in Article V. Section 4 of that article states, "The Representative Assembly shall establish the Bylaws of the Association and Standing Rules of the Assembly to govern its proceedings."*

I. Time of meeting & agendas

- A. The Representative Assembly shall meet six times per year in person and three times online via Zoom.
 - 1. The Representative Assembly will meet in person at 5:00 PM at 12 Taft Court on: September 2, 2026; October 7, 2026; December 9, 2026; February 3, 2027; April 7, 2027, and May 5, 2027.
 - 2. The Representative Assembly shall meet virtually, at 5:00 PM on November 4, 2026; January 6, 2027; and March 3, 2027.
 - 3. In lieu of the Representative Assembly, on June 2, 2027, at 5:00 PM, MCEA will convene an in-person all-member meeting.
 - 4. If the agenda is not completed at a meeting, it may be recessed and the agenda completed at a meeting called by the President for that purpose, or, without objection by the assembly, the President may defer such items until the next scheduled Representative Assembly meeting.
- B. Old and new business items will be scheduled to begin within the first 90 minutes of the Representative Assembly meeting.

II. Type of meeting

A. The President shall provide the members of the Representative Assembly at least 5 work days' (for 10-month members) notice if the meeting will be held ("virtually"), or in person. If the meeting is to be virtual, the President will also communicate the manner in which all representatives will be able to participate. This in no way is intended to conflict with the authority granted to the President in the MCEA Bylaws to call off or reschedule meetings in the case of emergency.

1. In-Person Meetings

- a. Definition: An "in-person-meeting" is one that the MCEA Representative Assembly are to be in attendance in person.
- b. All observers may attend unless the Assembly moves into Executive Session.

2. Virtual Meetings

- a. Definition: A “virtual meeting” is one that the MCEA Representative Assembly are to be in attendance virtually.
- b. Observers may not attend.

III. Standing Rules Related to Order of Business

A. Representatives, members of the Board of Directors, MCEA staff, and other members shall register with the Credentials and Elections Committee prior to entering the meeting. Representatives at this time shall receive their voting rights.

- 1. For in-person meetings, MCEA Representatives will register at least one week prior to the start of the meeting. The method for voting will occur by voting cards during the meeting.
- 2. For virtual meetings, MCEA Representatives will register at least one week prior to the start of the meeting. The method for voting will occur electronically during the meeting.

B. If a Representative cannot attend an Assembly meeting, the Head Rep or Rep shall designate another member to represent the chapter and submit written authorization to the Credentials and Elections Committee. For all virtual meetings, this authorization must be delivered to the Credentials and Elections Committee at least 24 hours in advance.

C. Treasurer's report is to be supplied to each representative not less than two times a year. Representatives may raise questions about the report when presented.

IV. Standing Rules Relating to the General Conduct of the Meeting

- A. All members of the representative unit may attend sessions of the Representative Assembly in person, except for Virtual Meetings. Non-members of MCEA and members of the press may be present during the RA at any time at the discretion of the presiding officer except during executive session or action on the MCEA budget. Any member of MCEA present at a meeting may request of the Chairperson the privilege of addressing the Representative Assembly concerning a specific question before the body. Non-members of MCEA may speak on the floor of the Representative Assembly with the approval of the MCEA Board of Directors or the Representative Assembly, or at the discretion of the presiding officer.

Reports or talks from individuals and organizations representing non-members may come to the floor of the Representative Assembly via the committee charged with the specific areas of consideration, and presented by a member of MCEA, at the discretion of the presiding officer.

- B. The Chairperson is to direct questions requesting information only, and for which no action is required by the Representative Assembly to the specific person (staff or proper committee) to be answered outside the Representative Assembly.

- C. One month in advance of the Representative Assembly, new business items (NBI's) will be submitted using this form [<https://bit.ly/MCEANBIform>] for review and cost analysis to the New Business Items Committee. The NBI Committee is appointed by the MCEA President and approved by the Board of Directors. It is composed of the MCEA Vice President, Treasurer, and parliamentarian, along with members from elementary, middle and high school, and a non-school-based member. Upon conclusion of its review, the NBI Committee will forward the NBI to the Chairperson and Secretary. Within 10 duty days for 10-month employees, the Committee will provide an update to the maker of the NBI status.
- D. A representative who wishes to have an item of business posted on the electronic boards in the meeting room (or on screen at a virtual meeting) at the time it is presented may send the item in electronic form to the Chairperson by noon on the day before the meeting.
- E. Reports of Standing and Special Committees. Those reports recommending action by the Representative Assembly shall be submitted with the agenda and provided to each representative prior to their official presentation in order to permit immediate consideration by the Assembly.
- F. The individual placing the main motion on the floor may speak for not more than three minutes in support of the motion. If the maker of the main motion wishes to yield their time to another member, they may do so, if the total time allotted does not exceed three minutes. The maker of the motion and/or their designee may answer questions when requested by the Chairperson to do so.
- G. MCEA Representatives may offer "friendly amendments" to motions on the floor. If the "friendly amendment" is accepted as "friendly" by the maker of the motion, and if there is no objection from the body, the motion is amended without discussion, debate, or further vote. If the maker of the motion does not accept the amendment as "friendly," then discussion, debate, and vote will take place under direction of the Chairperson.
- H. A representative may speak to each motion twice. Once not to exceed two minutes; the second time, after all who wish to have spoken once, for a time not to exceed one minute. The parliamentarian shall serve as timekeeper for the above purposes.
- I. After the time allotted for any business item on the agenda, the Chairperson will put the question to close debate. If the motion to close debate fails, an additional ten (10) minutes will be allotted for debate. The Chairperson will again put the question to close debate. This procedure will continue until debate closes.

- J. Any rule may be suspended at any meeting by vote of 2/3 of those MCEA Representatives present and voting.
- K. The Representative Assembly will be recorded. The recording will be saved for two months in order to provide an additional record of the proceedings for interested delegates. Video recording and audio recording by individuals must receive prior approval from the Chair.
- L. Changes in the Rules shall be referred to the MCEA Board of Directors after a motion for consideration has been ordered. The Board will report its recommendations in writing at the next meeting of the Representative Assembly. A majority of the Representatives present may change the rules following Board consideration.
- M. Fifteen minutes shall be allotted at each Representative Assembly for Open Microphone. Each representative shall speak for no more than one minute. No representative may speak more than once until all other representatives wishing to speak have done so. Issues needing more than one minute of discussion or explanation shall be submitted in writing to the Chairperson for referral to the specific person (staff or proper committee) to be addressed outside of the Representative Assembly.
- N. All meetings of the Representative Assembly shall be governed by those provisions of the latest edition of ROBERTS RULES OF ORDER--NEWLY REVISED not in conflict with these rules.