

Proposed changes to BEA Internal Procedures. Language to remove is strikethrough text. Language to add is underlined red text. Items are listed in order in which they appear in our Governing Documents, with the Article listed in blue text. The proposed changes are on the left. Reason for the change is on the right.

## BEA Internal Procedures Proposed Changes

**Approved by the Representative Council on September 23, 2021**

Proposed Internal Procedures change	Reason for proposed change
<p><b>ARTICLE III – REPRESENTATIVE COUNCIL</b></p> <p>A. <u>All meetings of the Representative Council shall be open to the General Membership.</u></p> <p>B. <u>Minutes of the meetings shall be distributed to members of the Representative Council.</u></p> <p>C. <u>Structure of Representative Council Meetings</u></p> <ol style="list-style-type: none"> <li>1. <u>The Bellevue Education Association President will preside as Chair over the meeting.</u></li> <li>2. <u>The President will present an agenda at the start of each meeting for approval by an elected Association Representative. The agenda will be established in alignment with section F below.</u></li> <li>3. <u>Debate will follow modified Sturgis Rules of Order, however items in the standing rules will supersede Sturgis rules.</u></li> <li>4. <u>Motions, except for the motion to adopt the standing rules and agenda, will only be allowed during the Motions time indicated on the agenda.</u></li> <li>5. <u>When a motion is brought to the floor, the chair will acknowledge a second and invite the maker to speak to their motion.</u></li> <li>6. <u>There will be a 3-minute break before debate begins to allow for submission of Speaker Request Forms.</u></li> </ol> <p>D. <u>Standing Rules for Debate</u></p> <ol style="list-style-type: none"> <li>1. <u>During the 3 minutes prior to beginning debate, speaking order will be established.</u></li> </ol>	<p>The BEA governing documents include limited information on the structure and functioning of the Representative Council. This language increases transparency for all members to understand how the agenda for meetings is established and how decisions on agenda items will be reached. Such transparency allows for greater understanding and access for members to drive the work of the Association.</p>

2. Those wishing to enter debate must submit a Speaker Request Form with the following information:
  - a. Submit name, racial identity (optional), and position/grade level
  - b. Indicate if any language accommodation is needed
  - c. Indicate if speaking as a BIPOC, For, Against, Asking a Question or Making a Motion, or with a Point of Order
    - i. When making a Motion to Amend, the member must include the text of the amendment and the name of the member who will second it in the speaker request form.
    - ii. A Point of Order will be immediately brought to the Chair to be heard by the body.
    - iii. A Motion to Close Debate will not be accepted in the 3 minutes prior to debate.
3. Speakers may voluntarily racialize their voice.
4. Speakers are encouraged to share their position or grade level when speaking.
5. Speakers will be limited to 2 minutes or less. It is the speaker's responsibility to keep track of their time.
6. A speaker who needs a language accommodation (ex: multilingual speaker, speech language impairment) may indicate this on the Speaker Request Form to receive an additional 30 seconds to speak.
7. Any member may submit a written statement instead of speaking. The language must be included when submitting the Speaker Request Form.
  - a. Written statements will be read by a member of the Executive Board appointed by the Chair, or, if requested, by a designated member the writer indicates.

Written statements will be included in the speaking order and selected through the same process. They will be limited to 2 minutes.

8. Speakers will be called on in the following order: one BIPOC speaker, one speaker FOR, one BIPOC speaker, one speaker AGAINST, one BIPOC speaker, one speaker with a QUESTION or MOTION.

E. Standing Rules for Amendments

1. When an Amendment is moved, the Chair will call on the maker of the main motion to determine if the Amendment is considered friendly.
2. Amendments deemed friendly by the maker will be accepted unless an objection is voiced.
3. Amendments deemed unfriendly by the maker or objected to by a member of the body will trigger a new round of debate as specified in section D.
4. If the amendment is passed, the speaking round of the main motion will be reset. If the amendment fails, the speaking round of the main motion will continue from where it left off.
5. Makers of amendments to motions are encouraged to communicate with the maker of the motion prior to submitting an amendment.

F. Motion to Close Debate

1. A motion to close debate will not be entertained until either: a) there are no further BIPOC members that wish to speak or b) debate has lasted one hour, whichever occurs first.
2. A motion to close debate may not be submitted until after debate has begun. It must be submitted via a Speaker Request Form, to be selected randomly by the same method indicated for speaking order.
3. A motion to close debate is not debatable and will be brought to a vote.

4. A motion to close debate requires two-thirds approval by the body, not to include abstentions.
5. Prior to voting on the motion, the chair will share how many further Speaker Requests are outstanding in each line.
6. Once a motion to close debate is passed, the chair will provide a 3-minute break before the vote is held.

G. Voting during remote meetings

1. The body will vote through an anonymous poll that will remain open for 1 minute.
2. The full motion will be read out loud before the minute starts.
3. Only elected Associate Representatives or their appointed substitutes may vote on items during meetings of the Representative Council. Proxy or absentee votes will not be allowed.
4. If a Representative's poll is not working or does not appear, the Rep can send their vote in the chat to be added to the total vote count.
5. Each Representative is responsible for their connection to the meeting; no action will be invalidated on the grounds that the loss of, or poor quality of, a Rep's individual connection prevented them from participating in the meeting, provided that at least a quorum of Representatives was connected and adequately able to participate.

H. Agenda

1. The agenda for meetings of the Representative Council will be established by the President with input from the Executive Board. The agenda will include a set time for addressing New Business Items (NBIs) and motions.
2. Any BEA member may write a business item for consideration by the Representative Council. To be included on a given month's agenda, a new business item must be submitted by an elected Association Representative to the Executive Board

at least one day prior to that month's Executive Board meeting.

3. Business items presented for consideration will be reviewed by the Executive Board. The Executive Board will determine the order in which business items will be listed on the agenda. The Executive Board may make a recommendation for consideration to the Representative Council.
4. All business items that will be included on the Representative Council agenda will be sent to Association Representatives no later than the Monday preceding the Representative Council meeting.
5. Debate on New Business Items will be limited to the time allotted on the meeting agenda.
6. Any business items not addressed in the given time on the agenda will be automatically submitted to the Executive Board for inclusion on the following month's agenda.