

Proposed Rules of Procedure for the TABCO Representative Assembly 2025-2026

1. Credentials. Any member who is a properly credentialed Association Representative or their elected alternate(s) to the Representative Assembly, a member of the TABCO Board of Directors, or an officer of TABCO (hereinafter collectively referred to as “Representative”) shall be allowed to actively participate and vote. Representatives who have joined a virtual meeting using the online platform shall be deemed to be registered for the virtual Representative Assembly.

2. Meeting Technology for Virtual Meeting A virtual meeting is a meeting that uses an online virtual platform such as Zoom, MS Teams, or Google Meet. Representatives shall be notified in advance of a virtual meeting, and notification will include a link or code to join the meeting. A virtual meeting shall be opened and available to attend no less than fifteen (15) minutes prior to the scheduled start of the meeting.

Participants are prohibited from recording video or audio of any portion of the meeting, except for the president, who shall reserve the right to employ a system-embedded recording feature for the purpose of assisting preparation of the minutes of the meeting. Such recording shall be destroyed upon adoption of the minutes at a subsequent meeting. Notice of recording will be announced at the beginning of the meeting.

Each participant is responsible for their electronic connection. No action shall be invalidated on the grounds that the loss, or poor quality of a participant’s individual connection prevented them from participating in the meeting.

The chair may cause or direct the disconnection or muting of a participant’s connection if it is causing undue interference with the meeting.

3. Meeting Attendance. Only TABCO members and staff, and invited guests will be admitted to the meeting. NEA/MSEA slide will be presented at the beginning of each meeting indicating this and recording/sharing regulations. TABCO members who are not Representatives and staff, and invited guests may observe the proceedings but may not speak or otherwise participate except by permission of the chair. Representatives and observers shall take steps to ensure that unauthorized individuals are not able to observe or overhear the meeting.

4. Quorum. Quorum shall be determined at the call to order based on the number of Representatives present, or for a virtual meeting the number of Representatives who have logged on for the virtual meeting of the Representative Assembly. The continued presence of a quorum for a virtual meeting shall be determined by the online list of participants who are Representatives.

5. Assignment of the Floor and Debate. Requests for recognition shall be submitted to the president in accordance with these Rules and the instructions provided at the Representative Assembly. Representatives recognized by the chair shall announce their name and work site before speaking. A Representative may speak only once on any motion and for no longer than two minutes. A Representative may not speak to a motion and make a motion in the same presentation.

The chair shall alternate between presentations for and against the motion. Where all remaining speakers are in favor of the motion, or all remaining speakers are against the motion, the Chair may ask the body for consent to close debate. Professional decorum shall be maintained while speaking and in a virtual meeting while using the chat feature. Where there are factual and/or Parliamentary Inquiries these shall be given priority recognition in order. If there are more than three inquiries: at least three inquiries, but for no more than six minutes, shall be addressed, before returning to debate for at least one for and one against.

For a virtual meeting, to seek regular recognition by the chair, a Representative shall type in the chat feature the purpose for which recognition is being sought or the intention to speak for or against the motion. Factual Inquiries and Parliamentary Inquiries shall be given priority recognition via the chat feature and shall not use the raise hand feature. Except as otherwise provided in these Rules, Representatives will be recognized in the order listed in the chat feature. Representatives wishing to make interrupting motions such as Point of Order shall state this in the chat to be recognized immediately. No other motions will be allowed to interrupt.

For a virtual meeting, while a motion is on the floor the chat feature shall only be used to seek recognition by the chair. Any other use, including but not limited to debate, electioneering, soliciting support for outside items, or posting debate related information or requests for information is not permitted. Representatives may use the private chat feature to conduct occasional personal and non-debate conversations. Private messages between participants are not viewable by the host.

Representatives shall be allowed to use an electronic communication chat feature that is not part of the virtual meeting platform for the purpose of open discussion among representatives. Such discussion shall be allowed to take place during the official RA Meeting without being considered a violation of etiquette. A representative may use the private chat feature of the meeting platform to share with other participating representatives a link to a private outside chat forum. Any open discussion outside of the Virtual Meeting shall not be considered part of the official RA meeting and shall not be included in the minutes.

6. Order of Voting Amendments. Each motion to amend will be voted on independently in the order in which it was received. A motion that would, in effect, call for the vote on both the amendment(s) and the original motion simultaneously will be out of order.

7. Voting. Voting shall be by voice vote, by show of hands when the chair is in doubt, or by division when a division is called for by the chair or a Representative. Voting at a virtual meeting shall only be by a system-embedded voting feature and Representatives will have 45 seconds to complete the vote. In a virtual meeting the completed vote shall be presented for no less than 10 seconds.

8. New Business. Motions proposing new business may be submitted by a properly credentialed Representative and must be submitted in writing to the president via email at kolds@mseanea.org no later than 5:00 PM on the Monday prior to the Representative Assembly. No motions proposing new business will be accepted from the floor of the Representative Assembly. All properly submitted motions shall be made available to Representatives no later than the Wednesday of the week of the Representative Assembly.

Only Representatives who properly submitted motions proposing new business may move the motion; provided that if a mover is absent due to unforeseen circumstances, another Representative may move the motion. A request to do so, and the reason for the request, must be submitted to the chair before the Representative Assembly is called to order.

All properly received motions proposing new business will be assigned a number in the order received and considered by the Representative Assembly in numerical order. In a virtual meeting, the chair may amend the order of new business to accommodate a mover whose individual connection has been lost or disrupted during the consideration of new business; where a mover's connection is not restored by the conclusion of all other new business their motion will be deemed withdrawn.

In a virtual meeting, upon being recognized by the Chair, a member intending to offer an amendment shall submit the amendment in clear, specific language via the chat feature. For in person meetings a

member intending to offer an amendment shall, before being recognized, submit the amendment in writing to the Chair's designee.

9. Parliamentary Procedure. Any matter not covered by these Rules of Procedure or by the TABCO Bylaws shall be governed by the most recent edition of *Robert's Rules of Order*.

10. These standing rules will expire at the end of the 2025-2026 school year.