

**Adoption of the Order of Business:**

Agenda for the Assembly of Delegates requiring a voice vote to adopt. Once adopted, the Order of Business will be followed with the exception that any changes that become necessary as we progress through it may cause adjustment as provided in Standing Rule 4. item a.

**Amendments:**

- **To a proposed amendment to the Bylaws or Articles of Incorporation:** An amendment to the proposed amendment; offered to change the proposed amendment. The amendment to the proposed amendment will be voted on first, then voting for the proposed amendment, as amended, will take place.
- **To a resolution:** Used to amend a resolution. The amendment may contain additional language and/or deleted language.
- **To the Bylaws or Articles of Incorporation:** A proposed amendment is offered to change the Bylaws or Articles of Incorporation. Submitted to the Articles, Bylaws & Rules Committee.
- **To the order of business:** Makes changes to the order of items on the order of business. A motion to amend requires a two-thirds (2/3rds) vote for adoption. A standing vote will be taken on the Amendment.

**Amendments to Adopted Resolutions:**

These were submitted after the October Education Policy Committee meeting up to the end of the 30-minute period. That is to say, they have NOT gone through the Resolutions Process. Each item requires a two-thirds (2/3rds) vote to consider. If considered, they are debated and voted on individually.

**Articles of Incorporation:** This document creates the corporation and covers the purpose of the corporation as well as the founding members and information about the Board of Directors. It must be filed with the Secretary of State's office.

**Assembly of Delegates:** MSTAs annual membership meeting where elected delegates act on behalf of all MSTA members in conducting our most important business, such as approving reports, electing officers, considering bylaws amendment(s), if any, amending the resolutions, and a host of other items. The

Assembly of Delegates shall be conducted in accordance with provisions of the MSTA Bylaws, the Standing Rules, and special rules incorporated therewith. Cases not specifically covered otherwise shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*.

**Ballot items:** Voting for the president-elect and vice president, and adopting the bylaws or Articles of Incorporation amendment(s), if any, on which to vote. Electronic voting devices will be used for these votes, except in cases of uncontested elections. The voting window will be open for one minute. Election results will be announced after lunch.

**Board of Directors:** The board will constitute MSTA's governing body for all matters. The board, within broad policies determined by the Assembly of Delegates, has general charge of all work of the Association and shall have the power to do all that may be necessary to fulfill the purposes of the Association, subject only to the provisions of the Articles of Incorporation and Bylaws.

**Bylaws:** These are the rules established by the organization to regulate itself and provide a framework for its operation. These have much more detail than the Articles of Incorporation.

**Chair:**

- **MSTA President:** Presiding officer; moderates the Assembly of Delegates
- **Other committee chairs recognized during the Assembly:** Articles, Bylaws and Rules Committee; Committee on Credentials; Education Policy Committee; and, Election Judges

**Clicker:** Electronic device from which to vote.

**Committee Reports:** Published in the Annual Report Book, these reports provide an overview of the activities of each MSTA committee during the previous year. Reports include:

- **Articles, Bylaws & Rules**
- **MSTA Board of Directors**
- **Communication Awards**
- **Education Policy**
- **Friends of Bunker Hill**
- **Legislative Impact**
- **Missouri State Teachers Foundation**
- **New Professionals**
- **Reading Circle**
- **Retired Member**
- **Student**

**Committees:**

- **Articles, Bylaws & Rules Committee:** Oversees the administration of, and changes to MSTA's Articles of Incorporation, Bylaws, and other rules. Makes recommendations for revision on the Articles of Incorporation and Bylaws of MSTA and makes standing rules to govern the organization and deliberations of the Assembly of Delegates.
- **Committee on Credentials:** A committee of three to certify the eligibility of delegates to serve in the Assembly. The chair of this committee will present the committee's findings to the Assembly and move for adoption of the report. A voice vote will be taken to adopt the report.
- **Education Policy Committee:** Develops resolutions to propose for Assembly adoption, sets Education Policy priorities, and assists in promoting MSTA's government relations program. Develops and reports on proposed resolutions, with the assistance of local associations and other groups, for Assembly of Delegate action. Drafts and sponsors legislation as determined by the Assembly of Delegates and others as deemed advisable. Works with the staff in legislative, other political, and lay contacts.
- **Executive Committee:** The MSTA Board of Directors officers will constitute the executive committee. Between board meetings, this committee will exercise all powers of the board.
- **Legislative Impact Committee:** Supports the nomination and election of individuals to the Missouri Senate and House of Representatives who have taken responsible positions which generally support Missouri education and are in the best interest of MSTA and its members. It also supports the mission of the MSTA, particularly the government relations program to advocate public policies that are supportive of Missouri educators and students. The Impact Committee is self-funded and relies on donations from individuals, CTAs, and MSTA regions that want to support education-friendly candidates. Dues money is not used to support candidates. Impact donors

can be assured that their donations are disbursed to candidates who share MSTAs's vision for education in the state. The Impact Committee reviews each candidate in every legislative race to ensure that Impact dollars are well spent. The Impact Committee has one MSTAs member from each region and directs every aspect of the endorsement process. These members then call on local members to receive input, conduct interviews, and evaluate candidates. If you are interested in becoming involved in this process for future elections, contact Matt Michelson at mmichelson@msta.org.

**Consideration of the:**

- **Proposed Bylaws or Articles of Incorporation amendment, if any:** Amendment is read a second time and debated before voting occurs.
- **Proposed Resolutions, Amendment(s) to Adopted Resolutions, and Proposed New Resolutions:** Proposed, Amendment(s) to, and New Resolutions, if any, to the Proposed Resolutions are debated and voted upon as a whole. Once the debate is closed, the Assembly will not return to it again unless a motion is made, with a second, to suspend the rules, which requires a two-thirds (2/3rds) vote without debate.
- Proposed resolutions submitted to the Education Policy Committee in advance of our meeting today. That is to say, they have gone through the Resolutions Process. Any changes submitted to and adopted by the Education Policy Committee by their second meeting in October will be included in this section. They are debated and voted upon as a whole. Once the debate is closed, the Assembly will not return to it unless a motion is made, with a second, to suspend the rules, which requires a two-thirds (2/3rds) vote without debate.
- Amendments to Adopted Resolutions submitted after the October Education Policy Committee meeting up to the end of the 30-minute period. That is to say, they have NOT gone through the Resolutions Process. Each item requires a two-thirds (2/3rds) vote to consider. If considered, they are debated and voted on individually.
- Proposed new resolutions submitted AFTER the October Education Policy Committee meeting up to the end of the 30-minute period. That is to say they have NOT gone through

the Resolutions Process. Each item requires a two-thirds (2/3rds) vote to consider. If considered, they are debated and voted on individually.

- Proposed Resolutions that did NOT get adopted by this Assembly can be appealed to the Education Policy Committee at their meetings next year, or, members may submit their proposal to the Assembly again next year.
- **Voting Plan & Standing Rules:** The Articles, Bylaws & Rules Committee Chair reviews some specific Rules and Moves for the adoption of the Voting Plan & Standing Rules. After debate, if any, the chair will call for a two-thirds (2/3rd) standing vote.

**CTA:** "Community Teacher Association" means an independent affiliate of MSTAs. A group of professional educator and associate members may form and become members of a CTA. Only MSTAs professional educator and associate members may serve as CTA president, president-elect, and/or vice president.

**Declaration of Meeting Open for**

**Business:** With the Voting Plan in place, the chair will declare the Assembly is in order and ready to conduct business.

**Delegate:** An MSTAs member selected according to provisions in the Bylaws, Article V. Sections 8 to 10.

- Local MSTAs/CTAs elect professional educators and associate members to represent their CTA as delegates to the annual Assembly of Delegates meeting.
- Each CTA will elect delegates from among their members who are professional educator or associate members with fully paid dues.
- Only professional educator and associate members who are also MSTAs/CTA members may vote for delegates to serve at the Assembly of Delegates.
- To determine the number of delegates from each CTA, member totals will be based on professional educator and associate member totals as of June 30 of the preceding membership year, unless MSTAs can verify larger totals before the first session of the annual Assembly of Delegates.
- See Bylaws, V. Meetings for more information.

**Education Policy Committee Report:**

The Proposed Resolutions and Adopted Resolutions as printed in your Assembly of Delegate Book. They have gone through the Resolutions Process and any changes approved by the Education Policy Committee at their second meeting in October are contained in the Report.

**Education Policy Priorities:** The Education Policy Committee, based on Adopted Resolutions and Delegate discussion, formulates Education Policy Priorities which guide our lobbyists in their work with the Missouri General Assembly and other state agencies.

**Elections:**

- **Judges:** Consists of three delegate members who oversee voting for officers and the Bylaws and Articles of Incorporation amendment(s), if any. The chair of the election judges reports the election results to the Assembly after the lunch break.
- **Results:** Presentation of the official results of the elections for the president-elect, vice president, and amendment(s) to Articles of Incorporation and Bylaws, if any.

**Forms:**

- **Delegate Speaking Form:** Used to submit a Point of Information, or any other Secondary Motion, to be recognized by the chair. Delegates submit the completed form to the Articles, Bylaws & Rules, and Education Policy Committee members at Microphone 2.
- **Resolutions form:** For submitting a New Resolution or to amend a Resolution for consideration by the Assembly.

**Information on the Proposed Bylaws Amendment(s) and/or Articles of Incorporation:**

The proposed bylaws amendment(s) and/or Articles of Incorporation, if any, are read to the Assembly for informational purposes only.

**Meeting called to order:** The president of MSTAs is the presiding officer and chair of the Assembly of Delegates and will ask those in attendance to be seated and come to order.

**Microphone Tables:** No one may speak to a motion until recognized by the chair. To be recognized, you should go to:

- **Microphone 1** to speak FOR an issue
- **Microphone 2** to make motions
- **Microphone 3** to speak AGAINST an issue

**Microphones, How can I be heard?:**

- Delegates will be provided instruction on how to use the microphones to be recognized by the chair.
- There are three microphone tables for delegates to utilize. See Microphone Tables for more information.

**Minutes Approval Committee:** The chairs of the Articles, Bylaws & Rules and the Education Policy Committees are appointed by the president to read, correct, and approve the minutes of the Assembly

of Delegates meeting and to present their report at a meeting of the Board of Directors to be held within six months following the Assembly of Delegates.

**Mission Statement:** MSTA advocates for and empowers public educators so they can teach.

**Officers:** The immediate past president, the president, president-elect, vice president, and treasurer. The officers will constitute the Executive Committee. Between Board of Director meetings, this committee will exercise all powers of the board.

**Order of Business:** An agenda for the Assembly of Delegates. Once adopted, it will be followed with the exception that any changes that become necessary as we progress through it may cause adjustments as provided in the Standing Rules. See Standing Rule 4. Order of Business and Debate.

**Parliamentarian:** On stage to assist the chair with parliamentary procedures according to *Robert's Rules of Order, Newly Revised*. Helps delegates move through the Assembly of Delegates business with fairness and respect for everyone.

**Presiding Officer:** MSTA president; moderates the Assembly of Delegates. Also referred to as "chair."

**Proposed New Resolutions:** These were submitted AFTER the October Education Policy Committee meeting up to the end of the 30-minute period. That is to say, they have NOT gone through the Resolutions Process. Each item requires a two-thirds (2/3rds) vote to consider. If considered, they are debated and voted on individually.

**Proposed Resolutions:** They were submitted to the Education Policy Committee in advance of our meeting today. That is to say, they have gone through the Resolutions Process. Any changes submitted to and adopted by the Education Policy Committee by their second meeting in October will be included in this section. They are debated and voted upon as a whole. Once the debate is closed, the Assembly will not return to it unless a motion is made, with a second, to suspend the rules, which requires a two-thirds (2/3rds) vote without debate.

**Regions:** "Regional Association" means an independent affiliate of MSTA organized by CTAs.

**Resolutions:** States MSTA's beliefs on education-related topics. Used by the Education Policy Committee to set MSTA's Education Policy Priorities. Our lobbyists use these resolutions as a guideline when lobbying legislators in the Missouri General Assembly and other state agencies.

**Resolutions Process:** The Education Policy Committee considers and takes action on Proposed Resolutions submitted by members. After the first Education Policy Committee meeting in September, a draft of proposed resolutions is presented at the regional open hearings. Any new ideas coming from the regional open hearings are incorporated into the proposed resolutions for the Assembly's consideration. Once this Assembly adopts the proposed resolutions, the document becomes the adopted resolutions.

**Secunder:** Someone from the floor who seconds the motion of another delegate's proposal for that delegate to speak to the motion.

**Speaking:**

- As an Individual: Every delegate speaks as an individual and, therefore, does not need to say, "Speaking as an individual," unless that delegate is speaking for a group.
- For a committee, CTA or Region: Delegate speaks on behalf of a group.

**Standing Rules:** Rules to ensure the efficient and effective operation of the Assembly of Delegates.

**Tables:**

- **Bulletin Board Table:** At the back of the Hall, displays handouts distributed within the Assembly Hall that are approved by the Chair of the Articles, Bylaws & Rules Committee.
- **Head Table:** On stage, this is where the President presides over the Assembly. The Parliamentarian and other key members are also seated at the Head Table.
- **30-minute Table:** At the back of the hall, where delegates have 30 minutes to submit their new resolutions, amendments to resolutions, or reversed resolutions to the Education Policy Committee in writing before 30 minutes of elapsed time after the Consideration of Standing Rules. The 30-minute table is also where Delegates requiring assistance with the voting process should go.

**Voting:**

- **Addendum to Voting for Officers:** Used only if someone is nominated from the floor to run for president-elect or vice president, and no majority is achieved. In compliance with Standing Rule 7, item f, a run-off election for the top two nominees will be conducted.
- **Ballot items only:** Voting for the president-elect and vice president, and adopting the bylaws or Articles of

Incorporation amendment(s), if any. Electronic voting devices will be used for these votes. The voting window will be open for one minute. Results will be announced after lunch.

- **Ballots:** Paper ballots are available at the 30-Minute table. Delegates requiring assistance with the voting process should report to a designee at the 30-Minute table.
- **Other votes:** Voting to adopt an Order of Business, approving reports, considering bylaws and Articles of Incorporation amendment(s), if any, amending resolutions, etc. The voting window will be open for 30 seconds.
- **Rising vote:** Used when a two-thirds (2/3rds) vote is required.
- **Standing vote:** Used when there is a question about the voice vote.
- **Standing counted vote:** Used when there is a question about the standing vote. May be called by either the Chair or by any two (2) delegates. Delegates will be counted by your Region President, who will then report the results to the Chair.
- **Voice vote:** A simple "yes" or "no" vote.
- **Voting Plan:** Procedure for voting on candidates for president-elect, vice president, and proposed amendment(s), if any, to the Bylaws and/or Articles of Incorporation, as suggested by the Articles, Bylaws & Rules Committee.