

DELEGATE REGISTRATION & PROCEDURAL INFORMATION

Onsite Delegate Registration at the 2025 Annual Meeting of Delegates is located in Hall A on the first floor of the MassMutual Center. The Business Session will take place next to the registration room, in Hall B. All on-site delegates must proceed through Registration in Hall A only once, and must do so before gaining entry to the Business Session.

Friday, May 2

Delegate registration 10 a.m. to 5:30 p.m.

Business Session doors open 11 a.m.

Saturday, May 3

Delegate registration 8 a.m. until the conclusion of elections

Business Session doors open 8 a.m.

CERTIFICATION AND REGISTRATION

According to the MTA Standing Rules, RULE 1: Certification and Registration, Section 2. Duties: The Credentials and Ballot Committee shall be responsible for the supervision of the accreditation of delegates and alternates at meetings of the delegates and for the seating of delegates. The decisions of the Credentials and Ballot Committee shall be final unless overruled by the Meeting(s) of Delegates.

According to the MTA Bylaws, ARTICLE IX, DELEGATE MEETINGS, Section 5. Voting:

- A. Only official delegates shall be entitled to vote.
- B. Each delegate shall have one vote.
- C. Delegates shall vote in the district and region in which they are employed.
- D. Delegates for the Statewide Retired Electoral District shall vote in that district.

To proceed through on-site registration, delegates should be prepared to show a government-issued photo ID to the Credentials and Ballot member at Registration in Hall A. The delegate will then be provided with a name badge, a unique delegate voter keycard, and color-coded badge holder (colors correspond to MTA's Electoral Regions, A through H, plus Retired). The keycard provided must be inserted into the electronic handheld keypad device, to be picked up at the entrance to the Business Session.

Remote delegates are provided with registration credentials online, via email. The unique delegate link and login instructions are to be followed by those delegates participating remotely. Logging-in online

will provide those delegates with access to voting, as well as the ability to participate in debate via the online speaking queue.

IDENTIFICATION CREDENTIALS

Color-coded badge holders combined with your unique printed name badge are your identification as a delegate. Delegates will not be admitted into the meeting without a badge plus badge holder. Lanyards are available in the registration room and can be attached to your badge holder so that these credentials may be worn around your neck.

Delegates must wear proper badges at all times when in the convention center and in particular for admission to and within the Business Session. Please make sure your badge is visible when entering and assist the Sergeants at Arms who is staffing the doors by clearly showing your badge each time you enter.

Badge holders are color-coded by electoral region. Each badge bears the letter of your region and the number of your electoral district. Only delegates and officials will be permitted on the floor of the Business Session while the Annual Meeting is in session.

REGION	BADGE HOLDER COLOR
A	RED
B	ORANGE
C	BLACK
D	GREEN
E	YELLOW
F	BLUE
G	GOLD
H	PURPLE
Retired	TEAL
Students	CLEAR

LATE REGISTRATION CUTOFF

For the 2025 meeting, April 25 was the deadline date for local presidents to report elected delegates and alternates to MTA. After that date, delegate and alternate names were not accepted, and new delegate credentials cannot be provided.

LATE DELEGATE SEATING

In-person delegates who arrive to register after the official close of Delegate Registration on Saturday must go to the Sergeant-at-Arms table located at the entrance to Hall B. Such delegates must obtain approval of the seated delegation in order to proceed with registration.

NON-DELEGATE REGISTRATION AND SEATING

Non-delegate seating is available for members who are not delegates, visitors, MTA staff and the press. Non-delegates are required to register, wear badges, and sit in the area reserved for their use in the Business Session room (Hall B).

ALTERNATE DELEGATES

Local presidents were advised of a deadline to report any elected Alternates to MTA no later than April 25. Local presidents may instruct the MTA Credentials and Ballot Committee to seat an elected and reported alternate to replace a delegate who was unable to attend. To make such a change, the alternate must have been reported to MTA by April 25. The local president may communicate this change either in-person at the Registration service desk in Hall A during registration hours, or by emailing MTAGovernance@massteacher.org.

HELP AND ISSUES RESOLUTION

The Credentials and Ballot Committee provides a service desk in Hall A for those delegates and local presidents with questions or problems relating to registration and credentials. This would be the location to go to for help, for example, for delegates who have lost their credentials and need a replacement.

REPLACEMENT OF LOST DELEGATE REGISTRATION MATERIALS

Please remember to keep your badge, badge holder and keycard with you at all times. In particular, remember to take your keycard out of the keypad device, keep it with your badge and holder and remember to bring all materials with you when returning on Saturday morning.

If you lose your delegate materials, they may be replaced once.

Please follow these instructions to replace lost delegate materials:

- The registered delegate must apply in person to the chair (or the chair's designee) of the Credentials and Ballot Committee at the Registration service desk in Hall A.
- The Credentials and Ballot Committee must be able to verify that the member is a duly authorized registered delegate. The registered delegate must present a photo identification.
- The registered delegate must fill in and sign the required form in the presence of the chair (or the chair's designee) of the Credentials and Ballot Committee.
- Replacements will be made only during official registration hours of the Credentials and Ballot Committee.

Please allow time for new materials to be produced, including production of the replacement electronic keycard, which is necessary for voting. If lost delegate materials are found, they must be turned over to the chair (or the chair's designee) of the Credentials and Ballot Committee at the registration service desk.

BUDGET BOOKS AND BYLAWS

A limited number of Budget Books and copies of the MTA Bylaws and Standing Rules will be available at the Bylaws and Rules Table adjacent to the podium. Proposed amendments to the Bylaws must have been submitted in writing to the Bylaws and Rules Committee prior to 5 p.m. on the second Friday in January.

According to the MTA Bylaws, ARTICLE IX, DELEGATE MEETINGS, Section 6. Rules of Order:

A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Association in all cases to which they are applicable provided they are not inconsistent with these Bylaws or with any special rules of order the Association may adopt.

AMENDMENTS TO THE STANDING RULES

MTA Standing RULE 8: Amendments to Bylaws and Standing Rules; Section 2:

Amendments to the Standing Rules shall be presented to the Committee on Bylaws and Rules prior to the opening of the Meeting of Delegates.

Amendments to the Standing Rules must be submitted in writing to the Bylaws and Rules Committee. The committee will accept Standing Rules amendments via email to MTAGovernance@massteacher.org and on-site from 11 a.m. to noon on Friday, prior to the opening of the Annual Meeting.

To file an amendment to the Standing Rules, please fill out the Form for Submitting Amendments to the Standing Rules and submit to the Bylaws and Rules Committee. Forms will be available in Hall B at the Bylaws and Rules Committee table (adjacent to the podium) or by requesting the form via email.

PROPOSED RESOLUTIONS

Proposed Resolutions for action at the Annual Meeting must have been submitted to the Resolutions Committee prior to 5 p.m. on the second Friday in January.

NEW BUSINESS ITEMS

New Business Items submitted by 5 p.m. on the Monday prior to the Annual Meeting will be distributed to the delegates at registration and begin to be considered at the Friday session.

New Business Items WITH budgetary implications must be submitted either by the Monday prior to the Annual Meeting or no later than prior to the conclusion of business on Friday at the Annual Meeting so they may be acted upon prior to adoption of the annual budget and the dues for FY 2025-2026, which will occur Saturday morning. A new business item WITH budgetary implications is defined as any activity or action that would result in an additional MTA expenditure of more than \$1,000.

New Business Items WITH budgetary implications will be considered in the order in which they are received but before other New Business Items WITHOUT budgetary implications.

New Business Items with policy implications must be submitted by 5 p.m. on the Monday prior to the Meeting of Delegates and shall be considered throughout the meeting at times determined by the presiding officer and before Resolutions.

Other New Business Items WITHOUT budgetary implications shall be submitted prior to the end of the first hour of the business session of the second day of the Meeting of Delegates (by approximately 10 a.m. on the Saturday of the Annual Meeting) and shall be considered throughout the meeting at times determined by the presiding officer and before Resolutions. These may be considered during the meeting in the order in which they are received.

The New Business Item form is available on the MTA Annual Meeting webpage, at massteacher.org/annualmeeting, and may be submitted by email to MTAGovernance@massteacher.org or submitted to the podium assistant in the business session room.

MOTIONS

MTA Standing RULE 6: Section 13:

With the exception of items on the agenda, all substantive motions shall be submitted in writing to the Presiding Officer.

Use the “Motion Form” to submit motions to the Chair. Forms may be obtained from the podium or from the Bylaws Committee table, which is adjacent to the podium. Then, deliver your written motion to the podium assistant.