

# **Associated Students of the University of New Mexico**

## **Steering & Rules Committee Standing Rules**

### **Spring 2021**

#### **Section I: Regular Meetings**

1. Meetings will be held at 6:00 PM on the Wednesday opposite to Senate meetings or as called by the Chair of the committee.
2. Special meetings can be called at the request of one third of the seated Committee or as called by the Chair in compliance with the Open Meetings Act (OMA).
3. Pre-Steering and Rules will be held at 5:30 PM on the Wednesday opposite to Senate meetings or as called by the Chair of the committee.
4. Pre-Steering and Rules Meetings are not required to follow *Robert's Rules of Order Newly Revised*.

#### **Section II: Parliamentary Authority**

1. The parliamentary authority of Steering & Rules shall be Robert's Rules of Order Newly Revised.

#### **Section III: Consideration**

1. Any legislation to be considered in committee must be made available by the Chair of the Steering and Rules Committee by 5:00 PM on the Friday preceding the Committee meeting.
2. Any legislation to be considered in committee must be made available by the Chair to each committee member and the President Pro-Tempore at least forty-eight (48) hours prior to the scheduled committee meeting.
3. All speakers (not including members of the committee) will have five (5) minutes to speak.
4. All members of the committee will have up to two (2) five (5)-minute periods to speak on each piece of legislation and amendment there forth.
5. During deliberation of legislation only committee members and other ASUNM officials may speak, with permission of the committee Chair. Senators may yield their speaking times to others for technical questions only.
6. Any legislation received before the agenda is required to be posted according to OMA will be considered New Business.

#### **Section IV: Approved Legislation**

1. All legislation must be submitted in final form to the ASUNM Vice President by 5:00 PM of the Friday following the committee meetings for consideration at the next Full Senate meeting and is the responsibility of the Chair or Vice-Chair.

#### **Section V: Agenda**

- I. Agendas will be made available by rules set forth by OMA.

- a. The agenda for regularly scheduled Steering and Rules Committee meetings will consist of the following sections:
  - I. Opening
    - A. Call to Order
    - B. Roll Call
    - C. Approval of Minutes
    - D. Approval of Agenda
  - II. Preliminary Business
    - A. Chair
    - B. Members of the Committee
    - C. Public Comment
  - III. Old Business
  - IV. New Business
  - V. Closing
    - A. Closing Comments
      - a. Members of the Committee
      - b. Vice-Chair
      - c. Chair
    - B. Adjournment

Section VI: Quorum

- A. Quorum will be majority of the committee members.

Section VII: Minutes

- A. Minutes will be recorded by the Legislative Coordinator of the Vice-President's Office.

Section VIII: Absences

- A. Any member having two (2) or more un-excused absences will lose voting privileges at the next attended meeting, or any further reprimands the committee feels necessary to impose. Excuses will be determined by the Chair of the Committee.