



Steering and Rules Committee Standing Rules Spring 2023

Section I: Regular Meetings

1. Meetings will be held at 6:00 PM on Wednesday opposite to Full Senate meetings or as called by the Chair.
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 preceding all committee meetings unless otherwise approved by the Chair
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 unlimited time to speak on legislation and up two (2) five (5) minute periods on any amendment.
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

- 1) Opening
 - a. Call to Order
 - b. Land Acknowledgement
 - c. Roll call
 - d. Approval of Agenda
 - e. Approval of the Minutes
- 2) Preliminary Business
 - a. Chair
 - b. Members of the Committee
 - c. Public Comment
- 3) Old Business
- 4) New Business
- 5) Closing
 - a. Members of the Committee
 - b. Vice Chair
 - c. Steering and Rules Chair
- 6) Adjournment

Section VI: Quorum

1. Quorum will be a simple majority of the seated Committee Members.

Section VII: Voting

1. All votes will be taken by roll call vote and will be recorded by the Legislative Coordinator.
2. Absolutely no proxy votes will be allowed from Committee Members. A Committee Member must be present to vote.

Section VIII: Minutes

1. Minutes will be taken by the Legislative Coordinator for each regular meeting or emergency meeting.

Section IX: Absences

1. Any member having two (2) or more unexcused absences will lose voting privileges at the next meeting, and/or be subject to any further reprimands that the Committee feels are necessary. Excuses will be determined by the Chair of the Steering and Rules Committee