

# **Associated Students of the University of New Mexico** **Outreach and Appointments Committee Standing Rules** **Fall 2019**

## Section I. Regular Meetings

1. Meetings will be held at 6:00 p.m. on the Wednesday opposite Full Senate meetings, or as called by the Chair.
2. Emergency Outreach and Appointments Meetings can be called by the discretion of the Chair, or if necessary, by the majority of the seated committee members.

## Section II. Parliamentary Authority

1. The parliamentary authority will be the most recent edition of Robert's Rules of Order Newly Revised.

## Section III. Operating Procedures

1. Order of Outreach and Appointments Committee
  - a. The Chair shall conduct all business at hand of the committee.
  - b. The Vice Chair shall record all actions of the committee.

## Section IV. Presidential Appointment Interviews

1. When interviewing a presidential appointment, questions from the committee shall be limited to the appointee's qualifications and potential services to ASUNM; this questioning process should refrain from any personal attacks or individual biases.
2. Questions shall pertain, but not limited to the following:
  - a. What past experiences do you have that will contribute to ASUNM?
  - b. What interests you about this position?
  - c. What are your goals for this position?
  - d. How will you benefit ASUNM through this position?
  - e. Will you be able to fulfill your term?
  - f. Are you work study qualified? (If applicable)
- i. Appointees seeking a position within ASUNM shall represent him/herself in person, no exceptions can be made unless approved by two-thirds of the full committee.
3. If an applicant fails to submit an application specific to their desired position, a cover letter, or a resume, the committee will not approve the applicant until all of the documents are received by the committee.

## Section V. Agenda

1. Agendas will be available 72 hours in advance of the Committee Meeting.
2. The agenda for a regularly scheduled Outreach and Appointments Committee Meeting will consist of the following sections:

### I. Opening

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda
- D. Approval of Minutes

### II. Preliminary Business

- A. Chair
- B. Vice Chair
- C. Gallery and Media

III.Old Business

IV.New Business

V.Closing

- A. Members of the Committee
- B. Vice Chair
- C. Chair
- D. Adjournment

Section VI. Quorum

1. Quorum for the Outreach and Appointments Committee Meeting will be a 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 Vice-Chair.
2. Absolutely no proxy votes will be allowed from committee members, a committee member must be present in order to vote on an appointee.

Section VI. Absences

1. Any member having two or more unexcused absences will lose voting privileges at the next attended meeting, or any further reprimands the committee feels is necessary to impose. Excuse will be determined by the Chair of the Committee.