



Steering and Rules Committee Standing Rules

Spring 2025

Section I: Regular Meetings

1. Pre-Steering and Rules meetings will be held at 5:30 PM preceding all committee meetings, unless otherwise approved by the Chair.
2. Meetings will be held at 6:00 PM on Wednesday opposite Full Senate Meetings, or as called by the Chair.
3. 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).
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 will 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 5:00PM on the Friday preceding the Committee meeting. <https://asunm.unm.edu/government/vicepresidentoffice/legislation.html>
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 and members of the public (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 5:00PM 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 Acknowledgment
 - c. Roll Call
 - d. Approval of Agenda
 - e. Approval of 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. Finance 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.
3. No voting en bloc shall be permitted.

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 Vice President of ASUNM.

