Finance Committee Standing Rules

Fall 2026

Section I. Regular Meetings

1. Pre-Finance meetings will be held at 5:00 p.m. preceding all Finance Committee meetings, unless otherwise approved by the Finance Chair.
2. Pre-Finance meetings are not required to follow *Robert's Rules of Order Newly Revised.*
3. Finance Meetings will be held at 6:00 p.m. on Wednesday opposite Full Senate meetings, or as called by the Finance Chair.
4. In accordance with NMSA 10-15-1 to 4, Finance meetings of quorum are declared to be open to the public at all times, except as otherwise provided by the Open Meetings Act of the State of New Mexico.
    a. The Finance Chair must make the agenda available to each Finance Committee member, the President Pro-Tempore, and the Vice President at least seventy-two (72) hours prior to the next regularly scheduled Finance Committee meeting.
    b. The Vice President must make the agenda available to the public at least seventy-two (72) hours prior to the next regularly scheduled Finance Committee meeting.
    c. All Finance Committee business must be submitted in final form to the Vice President by 12 p.m. on the Friday following the Finance Committee meeting for consideration at the next Full Senate meeting.

Section II. Parliamentary Authority

1. The parliamentary authority will be *Robert's Rules of Order Newly Revised.*

Section III. Finance Definitions

1. Advertisement – A notice or announcement in a public medium publicizing a product, service, event, or job vacancy. Advertisements may include, but are not limited to, those in the Daily Lobo, on the ASUNM website, or on ASUNM social media platforms. (ASUNM Lawbook Definition Code).

2. Anti-Donation Law – Prohibits the University and, by extension, the ASUNM Finance Committee, from "spending", "giving away", or "allowing free use of" University resources to benefit other organizations or individuals. These resources include any financial assets (cash), property (supplies, equipment, or furniture), provided services, and employee-paid work time. (ASUNM Lawbook Definition Code).
3. Appropriations – Unforeseen one-time expenditures, one-time capital outlays, or travel.
4. Appropriation Bill – A proposed piece of legislation which, if enacted, signed, or otherwise confirmed would authorize the expenditure of funds. It is a mechanism to request funding outside of the budget processes. (ASUNM Lawbook Definition Code).
5. Deficit Spending – Spending of ASUNM money that is not available in an organization's account. This includes the spending of ASUNM money not available in individual line items within an organization's budget. (ASUNM Lawbook Definition Code).
6. Fiscal Year – The period of time beginning July 1st and ending June 30th. (ASUNM Lawbook Definition Code).
7. Honorarium – A payment given to an individual or organization for a voluntary act or service.
8. New Student Organization – A student organization that did not participate in the prior fiscal year's budget process or a student organization that has not received funding through an appropriation bill in the past two semesters.
9. Promotional Item – Includes models, gifts, and souvenirs; costs of advertising and public relations designed solely to promote the University. This includes expenditures incurred for the following activities: lobbying, selling/marketing, alumni outreach and/or engagement, advertising/public relations, fundraising and development, and student activities, (unless specifically provided for in the sponsored agreement). (ASUNM Lawbook Definition Code).
10. Reversion of Funds – Funds allocated by the Finance Committee but unspent during the fiscal year will be returned by the SGAO to the ASUNM General Fund at the end of the Fiscal year. (ASUNM Lawbook Definition Code).
11. Spring Budget Process – Basic operating expenses for organizations for the upcoming school year. Funding approved in the Spring Budget process will be available to student organizations in the next Fall semester.
12. Student Government Accounting Office – A service department on campus that processes all funds allocated by ASUNM. Also referred to with the acronym 'SGAO.' (ASUNM Lawbook Definition Code).
13. Standing Rules – The rules guiding a government body on matters including but not limited to, speaking time, rules of debate, limits of debate, etc. A Government body will include but not limited to, the Senate, its Committees, and Student Service Agencies. (ASUNM Lawbook Definition Code).

14. Student Organization – A student group that has been chartered or is currently in the process of rechartering through the Student Activities Center prior to the established deadline per that chartering semester. (ASUNM Lawbook Definition Code).
15. Travel – Any items relating to airfare, gas mileage, conference fees, and/or per-diem. (ASUNM Lawbook Definition Code).
16. Absence (Senatorial) – Missing a meeting for any period of time, excluding tardiness, early departure, and points of personal privilege.
17. Financial Enjoinment – A legislative remedy issued in order to prohibit a group from engaging in any financial transactions.

Section IV. Appropriation Funding Process

1. All requests for funding in an Appropriation Bill must be submitted to the ASUNM Finance Chair no later than 5:00 p.m. on the Friday prior to a Finance Committee meeting to be placed on the agenda as new business.
    a. Only chartered student organizations, ASUNM government, ASUNM Student Service Agencies and service entities may receive appropriation bills. They can receive funding through an Appropriation Bill a maximum of once (1) per semester. (ASUNM Lawbook Finance Code, Article 5300: Appropriation Bills, Section 5302: Criteria for Appropriation Funding).
    b. ASUNM Senators, the President, and Vice President are prohibited from submitting or presenting appropriation bills for student organizations that are not ASUNM government organizations. These officers are considered to have submitted an appropriation if they are listed as a contact on the appropriation bill. (ASUNM Lawbook Finance Code, Article 5300: Appropriation Bills, Section 5302: Criteria for Appropriation Funding).
    c. Any student organization submitting an appropriation must have started the chartering process through the Student Activities Center. The Finance Vice Chair shall review all submitted appropriations to ensure the organizations are chartered through the Student Activities Center. (ASUNM Lawbook Finance Code, Article 5300: Appropriation Bills, Section 5302: Criteria for Appropriation Funding).
        I. If an appropriation form is submitted before a student organization submits their chartered form, it will result in the appropriation being failed. Once the organization begins the chartering process, they may resubmit an appropriation. (ASUNM Lawbook Finance Code, Article

5300: Appropriation Bills, Section 5302: Criteria for Appropriation Funding).

d. Funds approved through any ASUNM Finance process may not be used for any financial obligation incurred before signing, enacting, or otherwise confirming the authorization of the expenditure of funds. (ASUNM Lawbook Finance Code, Article 5200: Disbursement of Funds, Section 5205: Usage of Funding).

2. Groups unable to attend their scheduled Finance Committee hearing must provide the Finance Committee Chair with at least twenty-four (24) hour notice prior to committee meeting and can be rescheduled at the Finance Committee Chair's discretion.

a. If notice is not received, the appropriation will be failed, and the organization will have the opportunity to re-submit an appropriation.

3. Any group requesting funds must have an undergraduate member of the organization present at the Finance Committee meeting when their request is to be discussed.

a. The Finance Committee reserves the right to request an active undergraduate membership roster at its discretion.

4. Appropriations that are incomplete or need reconsideration can be accepted or denied by the Finance Committee Chair.

a. If denied, the organization will be instructed to revise and resubmit the appropriation to the Finance Committee Chair by Tuesday preceding the Finance Committee meeting.

Section V. Current Budget Funding Process

1. All requests for funding during the Fall Budget process must be submitted to the ASUNM Finance Chair no later than 5:00 p.m. on the fourth Monday of the Fall semester, which is September 7th, 2026.
    a. Budgets that are incomplete or turned in after the deadline will not be accepted. This will result in the group being dropped from the Spring Budget process
2. Funds approved through any ASUNM Finance process may not be used for any financial obligation incurred before signing, enacting, or otherwise confirming the authorization of the expenditure of funds. (ASUNM Lawbook Finance Code, Article 5200: Disbursement of Funds, Section 5205: Usage of Funding).
3. The Finance Committee reserves the right to order the schedule of the budget hearing as they see fit. The order will be posted in the ASUNM office and with the Student Government Accounting Office by noon (12:00 p.m.) of the Wednesday preceding the first hearing. (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6203: Budget Hearings).
    a. Budget hearings may not begin any earlier than the fifth (5th) Saturday of the semester at 8:00 a.m. (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6203: Budget Hearings).

4. Any group requesting funds must have an undergraduate member of the organization to present at their designated Budget hearing when their request is to be discussed.

a. The Finance Committee reserves the right to request an active undergraduate membership roster at its discretion.

5. Groups unable to attend their scheduled budget hearing must provide the Finance Committee Chair with their inability to attend no later than noon (12:00 p.m.) on Friday prior to their scheduled hearing.

a. If a group does not contact the Finance Committee Chair by noon (12:00 p.m.) on the Friday prior to their scheduled hearing regarding their inability to attend their scheduled hearing appointment, they will be expected to attend at the appointed time. (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6203: Budget Hearings).

b. Groups that fail to attend their scheduled budget hearing will still be considered for the Spring budget process. (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6203: Budget Hearings).

c. Failure to attend a budget workshop will result in the group not being considered for the budget process. (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6204: Penalties).

d. If a group fails to appear before the end of their scheduled budget hearing they will be considered to have missed their hearing. Groups that fail to attend their hearing will not be rescheduled for another hearing. Failure to attend the scheduled budget hearing will result in the following penalty (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6204: Penalties):

   i. The maximum amount of funding a group absent from their scheduled hearing will be eligible to receive shall be thirty (30) percent less than their previous budget. (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6204: Penalties).

   ii. If the group did not receive funding in either of the immediately preceding Fall or Spring budget or appropriation processes, they shall be considered a “New Group” and the maximum funding they can be allotted will be thirty (30) percent less than the maximum allowable limit. (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6204: Penalties).

e. In the event that a group fails to attend both a budget workshop and its budget hearing, then it will be dropped from the budget process for that particular semester. (ASUNM Lawbook, Finance Code, Article 6200: Fall Budget Process, Section 6204: Penalties).

Section VI. Appropriation Funding Criteria

1. The Finance Committee observes the following criteria in all funding:
    a. New Student Organizations and Inactive Organizations
        i. New student organizations and inactive organizations with less than ten (<10) active members may be allocated a maximum of two thousand dollars ($2,000) when requesting funds for an appropriation.
        ii. New student organizations and inactive organizations with ten or more (≥10) active members may be allocated a maximum of two thousand and five hundred dollars ($2,500) when requesting funds for an appropriation. b. Quotes
            i. Quotes must be provided at the time of submission to the Finance Chair for requests including airfare, ground transportation (including vehicle rentals and gas mileage), registration/conference fees, catering, and professional services.
            ii. Student groups must provide quotes on any single item exceeding two hundred dollars ($200). Failure to provide a quote will result in a minimum of an eighty percent (80%) reduction in funding. Unquoted items will be funded up to a maximum of four hundred dollars ($400).
            iii. The Finance Committee reserves the right to request an active undergraduate membership roster at its discretion.
    c. Food & Refreshments
        i. The funds allotted to refreshments/food for general organization meetings will not be funded if an organization was funded for refreshments/food for meetings with their current budget.
            1. If the organization was not funded for refreshments/food in their current budget, then the funds allotted to refreshments/food for general organization meetings will not exceed $300.
        ii. The funds allotted to refreshments/food for events will not exceed two hundred and fifty dollars ($250) per hosted event at a maximum of three (3) events or eight hundred dollars ($800) for one (1) hosted event.
            1. The funds allocated to refreshments/food for events will not exceed one thousand dollars ($800).
    d. Operating & Supply Costs
        i. The funds allotted to educational supplies will not exceed one hundred and fifty dollars ($150). ii. The funds allotted to office supplies will not exceed seventy-five dollars ($75).
        ii. The funds allotted to postage for first-class stamps will not exceed one hundred dollars ($100).
        iii. The funds allotted for telephone line charges will be two hundred fifty dollars ($250) per line and fifteen dollars ($15) for long distance charges. e. Travel

i. Student organizations may receive funding for up to two (2) trips per academic year, up to five thousand and five hundred dollars (5,500) per trip.

ii. The funds for airfare/gas mileage, conference event fees, or per diem may not exceed a cumulative sum of five thousand and five hundred dollars ($5,500).

iii. The Finance Committee funds auto mileage at sixty-seven cents (67¢) per mile, which is the maximum allowable by the University of New Mexico's policy, at the maximum of two (2) vehicles, including charter buses, excluding fifteen (15) passenger or greater vans. Estimates for ground transportation must be provided with the appropriation request.

1. Funding for auto mileage will be consistent with the current IRS standard mileage rate.

iv. Vehicle rentals shall be funded at a maximum of sixty percent (60%) for up to two (2) vehicles, twice an academic year.

v. Airfare for destinations within the United States of America, Canada, or Mexico will be funded at a maximum of sixty percent (60%) of a quoted ticket price in economy class for up to six (6) traveling members.

1. Quotes from three (3) different airlines and one (1) ground transportation estimate must be provided with the appropriation request. Organizations failing to provide quotes from three (3) unique airlines and one (1) ground transportation estimate shall be denied funding for airfare.

vi. Airfare for international destinations (outside the United States of America, Canada, or Mexico) will be funded at a maximum of fifty percent (50%) of a quoted ticket price in economy class for up to six (6) traveling members.

1. Quotes from three (3) different airlines must be provided with the appropriation request. Organizations failing to provide quotes from three (3) unique airlines shall be denied funding for airfare.

f. Per Diem

i. An organization with less than ten (<10) members traveling will receive a maximum of two hundred and fifty dollars ($250) per day for up to six (6) consecutive days at a cap of one thousand and five hundred dollars ($1,500).

ii. An organization with ten or more (≥10) members traveling will receive a maximum of ($350) per day for up to six (6) consecutive days at a cap of two thousand and one hundred dollars ($2,100).

iii. An organization may only receive funding for per diem two (2) times within an academic year.

g. Registration/Conference Fees

i. Registration and conference fees will be funded at sixty percent (60%) of the quoted amount and will not exceed two thousand dollars ($2,000) per event.

ii. Student organizations shall only receive funding for registration/conference fees two (2) times in an academic year.

iii. Student organizations cannot receive funding for individual membership dues or for group dues paid to exist as a chapter of a larger organization.

h. Professional Services

i. The maximum funds allocated for professional services (guest speaker/trainer/entertainer) shall be up to seventy percent (70%) of the cost at a limit of two (2) per academic year. ii. The funds allocated to advertising (such as the Daily Lobo or social media ads) may not exceed one hundred dollars ($100).

i. Facility Rentals

i. Renting a UNM space shall be funded at seventy percent (70%) of the quoted price and up to five hundred dollars ($500).

ii. Renting a non-UNM space shall be funded at fifty percent (50%) of the quoted price and up to five hundred dollars ($500).

iii. A limit of two (2) facility rentals will be allotted per academic year. j. Honorarium

i. The funds allotted to honorariums will not exceed one hundred dollars ($100).

k. Additional Funding Criteria

i. Funding requests for items that do not fall under one of the previously outlined categories will be funded at a maximum of seventy percent (70%) of the quoted price.

Section VII: Budget Funding Criteria

1. The Finance Committee observes the following criteria in all funding:

a. Quotes

i. Quotes must be provided at the time of submission to the Finance Chair for requests including airfare, ground transportation (including vehicle rentals and gas mileage), registration/conference fees, catering, and professional services.

ii. Student groups must provide quotes on any single item exceeding two hundred ($200). Failure to provide a quote will result in a minimum of an eighty percent (80%) reduction in funding. Unquoted items will be funded up to a maximum of four hundred dollars ($400). iii. The Finance Committee reserves the right to request an active undergraduate membership roster at its discretion.

b. Food & Refreshments

i. The funds allotted to refreshments/food for general organization meetings will not exceed six hundred dollars ($600).

ii. The funds allotted to refreshments/food for events will not exceed two hundred and fifty dollars ($250) per hosted event at a maximum of three (3) events or eight hundred dollars ($800) for one (1) hosted event.

1. The funds allocated to refreshments/food for events will not exceed eight hundred dollars ($800).
2. An event that has received funding for two (2) reoccurring years is eligible for funding through the budget process.

c. Operating & Supply Costs

i. The funds allotted to educational supplies will not exceed one hundred and fifty dollars ($150).

ii. The funds allotted to office supplies will not exceed seventy-five dollars ($75).

iii. The funds allotted to postage for first-class stamps will not exceed one hundred dollars ($100).

iv. The funds allotted for telephone line charges will be two hundred fifty dollars ($250) per line and fifteen dollars ($15) for long distance charges.

d. Professional Services

i. The maximum funds allocated for professional services (guest speaker/trainer/entertainer) shall be up to seventy percent (70%) of the cost at a limit of two (2) per academic year. ii. The funds allocated to advertising (such as the Daily Lobo or social media ads) may not exceed one hundred dollars ($100).

e. Facility Rentals

i. Renting a UNM space shall be funded at seventy percent (70%) of the quoted price and up to five hundred dollars ($500). ii. Renting non-UNM space shall be funded at fifty percent (50%) of the quoted price and up to five hundred dollars ($500).

iii. A limit of two (2) facility rentals will be allotted per academic year. f. Honorarium

i. The funds allotted to honorariums will not exceed one hundred dollars ($100).

g. Additional Funding Criteria

i. Funding requests for items that do not fall under one of the previously outlined categories will be funded at a maximum of seventy percent (70%) of the quoted price

<u>Section VIII:</u> Funding Restrictions

1. ASUNM funding shall not be used for expenditures which will generate a donation of cash, materials, or goods. This includes the purchase of materials that will be sold at

organization events, meetings, or fundraisers (ASUNM Lawbook, Finance Code, Article 5200: Disbursement of Funds, Section 5209).

2. Materials or goods purchased with ASUNM funding shall not be sold by any student organization (ASUNM Lawbook, Finance Code, Article 5200: Disbursement of Funds, Section 5209: Restrictions on Expenditures).
3. ASUNM funding shall not be used for expenditures relating to purchasing alcohol or marijuana, purchasing items for personal expenses, gifts or donations to UNM students or faculty, awards or payments to UNM faculty, and purchasing mobile technology (ASUNM Lawbook, Finance Code, Article 5200: Disbursement of Funds, Section 5209: Restrictions on Expenditures).
4. Student groups cannot receive funding for individual membership dues or for group dues paid to exist as a chapter of a larger organization.
5. Student groups cannot receive funding for items such as laptops, digital cameras, or any form of mobile technology.
6. ASUNM funding will not be used for chartered student organization expenditures that can generate revenue or profit.
7. ASUNM funding prohibits groups from violating the Anti-Donation Law, which states groups cannot use funding to spend, give away, or allow free use of university resources to benefit other organizations or individuals. This includes but is not limited to financial assets (cash), property (supplies, equipment, or furniture), provided services, and employee paid time.
    a. The Anti-Donation Law is in accordance with New Mexico State Constitution, Article IX, Section 14 stating that materials or goods purchased with ASUNM funding shall not be donated, ASUNM funding shall not be used for expenditures which will generate donations for charitable causes or political causes, ASUNM funding shall not be used for expenditures which will generate donations or funding for external entities, and all materials or goods purchased with ASUNM funding must remain on campus, excluding Residence Halls (ASUNM Lawbook, Finance Code, Article 5200: Disbursement of Funds, Section 5210: Anti-Donation Law).
    b. Student organizations found to have violated the Anti-Donation Law will be subject to the following consequences including financial enjoinment, reversion of funds, and further disciplinary action by the Finance Chair, Finance Committee, and/or the University (ASUNM Lawbook, Finance Code, Article 5200: Disbursement of Funds, Section 5210: Anti-Donation Law).
8. All items funded by the Finance Committee including, but not limited to, printers and computers, must be stored on campus, excluding the individual residential hall rooms.
9. ASUNM funding shall not be used to pay for recurring subscriptions.
10. ASUNM funding for travel shall only be used for undergraduate students. ASUNM funding allocated for travel shall not be used for graduate students, University faculty, University employees, or non-UNM students.

11. Funding for travel, per diem, and conference fees will only be limited to the appropriation process.
12. Only non-ASUNM chartered student organizations who have received funding for an event for two (2) reoccurring years will be eligible to receive this funding through the budget process rather than the appropriation process.

Section IX: Suspension of Standing Rules

1. Only Section VI and VII of the Finance Committee Standing Rules may be suspended following a two-third (2/3) majority vote of the committee.

Section X: Speaking Time

1. Speaking time for members of the Finance Committee will be limited to three (3) minutes unless they are responding to questions from the Committee.
2. For appropriation bills, the student group will be allotted a maximum of five (5) minutes of speaking time, followed by a question-and-answer period from the Committee.

Section XI: Conflict of Interest and Transparency

1. Each Senator shall be required to report all affiliations with chartered student organizations at UNM to the Vice President and President Pro Tempore at the start of term and by the Monday of the ninth week of the term (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3410: Additional Senatorial Duties).
2. When a Senator has a financial or personal interest in any matter coming before the Committee, the Senator shall fully disclose their affiliation (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3410: Additional Senatorial Duties).
    a. Failure to do so may result in consequences that the Finance Committee may see fit or at the discretion of the Finance Chair.
3. ASUNM Senators, President, and Vice President may not present or include their name on appropriations or budgets on behalf of any non-ASUNM student organizations.

Section XII: Unbiased Disbursement

1. ASUNM shall make all financial disbursement decisions in a viewpoint neutral manner as required by federal law (ASUNM Lawbook, Finance Code, Article 5200: Disbursement of Funds, Section 5207: Unbiased Funding Disbursement).
    a. No request for funding will be favored or disfavored because of the viewpoint expressed by the organization seeking the funding including the organization's mission, beliefs, or objectives (ASUNM Lawbook, Finance Code, Article 5200: Disbursement of Funds, Section 5207: Unbiased Funding Disbursement).
    b. Every organization shall have an equal opportunity to receive funding (ASUNM Lawbook, Finance Code, Article 5200: Disbursement of Funds, Section 5207: Unbiased Funding Disbursement).

2. Finance Committee members shall maintain an objective viewpoint in disbursement decisions, removing bias from decision making.

Section XIII: Amendments to the Standing Rules

1. Amendments to the Finance Committee Standing Rules may be proposed and voted on by the Finance Committee.
2. Changes must receive a two-third (2/3) vote by the members of the Finance Committee to pass.
3. Changes made to the Standing Rules apply to any appropriation or budget bills following the change.
4. All proposed changes to the Finance Committee Standing Rules must be submitted by 5 p.m. on the Friday before the next Finance Committee meeting.

Section XIV: Standing Committee Vice Chair Elections

1. To elect a new Vice Chair, the Committee Chair shall make a request for nominations for the Standing Committee Vice Chair. Senators may nominate other Senators; or they may self-nominate (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3412: Election of Vice Chairs).
    a. If a Senator is nominated by another Senator, they must accept the nomination in order to run in the election (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3412: Election of Vice Chairs).
2. After all nominations have been made and accepted, the Committee Chair shall ask all candidates to step outside for the nomination speeches (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3412: Election of Vice Chairs).
    a. Senators who nominated candidates for Vice Chair shall give a speech explaining their reasoning for nominating the candidate (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3412: Election of Vice Chairs).
    b. Candidates who are self-nominated shall be given an opportunity to come inside the room one at a time to give a self-nomination speech (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3412: Election of Vice Chairs).
3. Upon the completion of nomination speeches and a discussion period, the candidates shall be allowed back into the room to vote (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3412: Election of Vice Chairs).
4. Votes will be cast in a private ballot vote and shall be tallied by the Committee Chair (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3412: Election of Vice Chairs).
    a. Once all voted have been cast and tallied, the Committee Chair shall announce the newly elected Vice Chair (ASUNM Lawbook, Legislative Code, Article 3400: Senators, Section 3412: Election of Vice Chairs).
5. Vice Chair elections shall occur at the first Finance Committee meeting.

6. If the seated Vice Chair resigns, an election of the Vice Chair shall occur at the next Finance Committee meeting.

Section XV: Agenda

1. Opening
    a. Call to Order
    b. Roll Call
    c. Approval of Agenda
    d. Approval of Minutes
2. Preliminary Business
    a. Finance Chair
        i. Budget Revision Report
    b. Members of the Committee
    c. Public Comment
3. Business
    a. Appropriation Bills
        i. Unfinished ii. New Business
4. Closing
    a. Members of the Committee
    b. SGAO
    c. Finance Vice Chair
    d. Finance Chair
5. Adjournment

Section XVI: Quorum

1. The quorum will be a simple majority of the seated Committee members.
2. If quorum is not met, the absent seat may be filled by the President Pro Tempore.

Section XVII: Voting

1. Any motion that violates ASUNM Standing Rules, the ASUNM Lawbook, the ASUNM Lawbook, and/or any governing guidelines are considered out of order and dilatory.
2. Votes will be taken by voice. In the case of dissent, the Finance Chair may elect to record votes by roll call.
3. All roll call votes shall be taken by the Senate Aide.
4. Absolutely no proxy votes shall not be accepted during Finance Committee meetings.
5. In the case of a tie or in votes of two-third (2/3) majority, the chair may elect to cast the deciding vote.
6. All motions ending in a tied vote shall be considered failed.

Section XVIII: Minutes

1. Meeting minutes shall be taken by the Office of the Vice President for each regular meeting, emergency meeting, Budget Hearing, and Budget Deliberations.

2. Only those minutes from regular meetings, emergency meetings, and Budget Deliberations should be typed for distribution and filing. Minutes shall be published by 5:00 p.m. on the Friday following regular meetings.
3. All minutes should include the time and place the meeting was called to order, who was presiding, any guest speakers, the names of all committee members present, and names of committee members who were late, absent, or left early.

Section XIX: Absences

1. Any member who does not arrive on-time to any scheduled meeting shall be considered unexcused at the discretion of the Chair of the Finance Committee.
2. 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 Chair of the Finance Committee decides are necessary. Excuses will be determined by the Chair of the Finance Committee.
3. All members may file an absence from up to twenty-four (24) hours before the scheduled Finance Committee hearing.

Section XX: Accountability

1. All committee members are expected to treat all students and committee members with respect and dignity, and adherent to the ASUNM Constitution and Student Code of Conduct.
2. No committee members may, whether indirectly or directly, attack the character of another committee member or member of a student group.
3. Any members who are found to be in violation of the ASUNM Standing Rules, ASUNM Lawbook, ASUNM Constitution, and/or any governing guidelines may result in a loss of speaking and/or voting privileges at the committee meeting in which the violation(s) occurred, at the discretion of the Finance Committee Chair and/or the Finance Committee.
4. Finance Committee members are expected to complete all assigned appropriation reviews, preparatory materials, and related tasks in advance of Finance Committee meetings. Failure to adequately prepare or complete assigned appropriations may result in loss of speaking and/or voting privileges, or other corrective action at the discretion of the Finance Committee Chair.