



Outreach and Events Committee Standing Rules

Fall 2026

Section I: Regular Meetings

1. Meetings will be held at 6:00 p.m. on Wednesday opposite Full Senate Meetings.
2. Emergency Outreach and Events Meetings may also be called at the discretion of the chair or upon request by the majority of the seated committee members if necessary.

Section II: Parliamentary Authority

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

Section III: Operating Procedures

1. The Chair shall conduct all business at hand of the committee.
2. The Vice Chair shall be responsible for aiding the chair and running the meeting when the chair is absent. Additionally, the Vice Chair will share responsibility with the Chair for managing the ASUNM Senate Instagram account, including creating posts, ensuring regular activity, and maintaining engagement on the platform.
3. Events may only be conducted if discussed in a Committee Meeting and/or with approval of the Chair.
4. The Council Clerk shall record all actions of the committee.

Section IV: Agenda

- 1) Opening
 - a) Call to Order
 - b) Land of Acknowledgement

- c) Roll Call
 - d) Approval of Agenda
 - e) Approval of Minutes
- 2) Preliminary Business
 - a) Chair
 - b) Vice Chair
 - c) Members of the Committee
 - d) Public Comment
 - e) Media
- 3) Old Business
- 4) New Business
- 5) Closing
 - a) Members of the Committee
 - b) Vice Chair
 - c) Chair
- 6) Adjournment

Section V: Quorum

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

Section VI: Voting

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

Section VII: 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 Committee.
2. If you are going to miss a Committee event, you must complete the Absence Form and inform the Chair of the Committee and the Vice President within forty-eight (48) hours of the event.

- a. In the case of an emergency, you have up to forty-eight (48) hours after the event to notify the Chair of the Committee and the Vice President.