



Steering & Rules Committee Standing Rules

Fall 2026

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 submitted to the Chair of the Steering and Rules Committee by 5:00PM on the Friday preceding the Committee meeting. The Chair shall make all submitted legislation available to each committee member and the President Pro-Tempore no later than 6:00PM on that Sunday.
2. All legislation must be submitted in proper format and use clear, precise language. Each piece of legislation shall include a clear title, purpose, and any necessary background information or justification and follow the template outline.
3. The Chair may return legislation to the sponsoring Senator(s) for revision if it does not meet the required standards of format or clarity.
4. All speakers and members of the public (not including members of the committee) shall have five (5) minutes to speak.
5. All members of the committee shall have up to two (2) five (5)-minute periods to speak on each piece of legislation and its amendments.

6. During deliberation, only committee members and other ASUNM officials may speak, with the permission of the committee Chair. Senators may yield their speaking time to others for technical questions only.
7. Any legislation received before the agenda is required to be posted according to the Open Meetings Act will be considered New Business.

Section IV: Approved Legislation

1. All legislation must be submitted in final form to the ASUNM Vice President and Chair 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) 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. 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
2. An absence shall be considered excused if the member notifies the Chair and Vice Chair at least twenty-four (24) hours prior to the scheduled meeting, except in cases of emergency.
3. Requests for an excused absence must include a valid reason and are subject to approval by the Vice President of ASUNM.

Section X: Vice Chair Duties

1. The Vice Chair shall assist the Chair in preparing agendas, facilitating meetings, and ensuring that the Standing Rules are upheld.
2. The Vice Chair shall assume the duties of the Chair in the Chair's absence.
3. The Vice Chair shall coordinate with Senators to track legislative submissions and ensure compliance with the Legislative Requirement section.
4. The Vice Chair shall manage Steering and Rules Committee communications, including but not limited to maintaining an active social media presence to inform the UNM community about ASUNM legislation, meetings, and committee work.
5. The Vice Chair shall assist the Legislative Coordinator with minutes if needed and help manage communication between the Committee and the Full Senate.
6. The Vice Chair shall assist in editing legislation during meetings to reflect approved edits and ensure that all updates are incorporated accurately. The Vice Chair shall also mark legislation for voting records and maintain an organized record of committee actions.

Section XI: Senatorial Legislative Requirement

1. Each Senator serving on the Steering and Rules Committee must author or co-author a minimum of two (2) substantive pieces of legislation prior to Fall Break and two (2) after Fall Break. Co-sponsorship alone without meaningful contribution to the drafting or development of the legislation shall not count toward this requirement.
2. The Steering and Rules Committee Chair, in consultation with the President Pro Tempore and Vice President, shall monitor compliance. If a Steering and Rules Committee member fails to meet the requirement, the Chair, Pro Tempore, and Vice President may jointly recommend the removal of voting privileges within the Committee and/or further disciplinary action by the Full Senate.

Section XII: Committee Member Responsibilities

1. Members shall review all legislation prior to each meeting and come prepared to discuss, amend, and vote in good faith.
2. Members shall maintain professional and respectful conduct during meetings, discussions, and committee work.
3. Members shall uphold the integrity and transparency of the Steering and Rules Committee and represent the interests of the student body.