



## Outreach and Events Committee Standing Rules Fall 2024

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- Section I: Regular Meetings
1. Meetings will be held at 6:00 p.m. on Wednesday opposite Full Senate Meetings, or as called by the Chair.
  2. Emergency Outreach and Events Meetings can be called at 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 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. They will also be responsible for the ASUNM Senate Instagram along with the chair and aid the chair in creating posts and keeping the Instagram active.
  3. Events may only be conducted if discussed in a Committee Meeting and/or with approval of the Chair.
- Section IV: Agenda
- 1) Opening
    - a. Call to Order
    - b. Land 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 Vice Chair.
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.