

## Chapter 3. Meetings and Procedures

### Section 1. Introduction

#### *Item 1. Introduction*

- A. The following rules shall govern and control all actions and procedures of the Allocations Committee during the Allocations Committee Meeting.
- B. The Allocations Chair shall serve as Chair of the meeting. When unable to serve as Chair, the Allocations Vice Chair shall serve as the Chair.
- C. In any case where these rules do not cover a situation, the most recent edition of Robert's Rules of Order shall be used.

#### *Item 2. Suspension and Amendment of the Rules*

- A. These rules may not be permanently rescinded or altered except by a bill introduced and passed by the Allocations Committee.
- B. The Allocations Committee may temporarily suspend any of these rules during Allocations Committee meetings upon a two-thirds vote of the affirmative by present and voting members.

### Section 2. Allocations Committee Meeting Agenda

#### *Item 1. Master Agenda*

- A. The Chair shall have the ability to modify the agenda when necessary to ensure that the Allocations Committee Meeting is conducted in an efficient manner.
- B. The master agenda and order of business shall be as follows:
  - 1. Call to Order
  - 2. Announcements
  - 3. Request Hearings and Deliberations
  - 4. Unfinished Business
  - 5. New Business
    - a. Resolutions
    - b. Bills
  - 6. Adjournment

#### *Item 2. Call to Order and Announcements*

- A. The Chair shall call the meeting to order, take attendance, and make any important announcements.

#### *Item 3. Request Hearings and Deliberations*

- A. The Allocations Chair shall have a schedule of approximate hearing times.
- B. The Allocations Chair may have the Allocations Committee move between hearings and deliberations when necessary to ensure that the meeting remains efficient (i.e., the Allocations Chair may ask the Committee to vote on a request because it is waiting for another student organization to arrive).

- C. During deliberations, the Allocations Chair shall announce the request under deliberations. The Allocations Committee may discuss the request before and/or after making a motion.

*Item 4. Unfinished Business*

- A. Unfinished Business shall include all items under New Business that were postponed from the preceding meeting.

*Item 5. New Business*

- A. The Chair shall be in charge of placing items of new business on the agenda.
- B. All requests to place items on the agenda shall be delivered to the Allocations Chair in writing at least 48 hours in advance of the meeting.

**Section 3. Motions**

*Item 1. General Information about Motions*

- A. Main motions must be seconded.

*Item 2. Motions to Amend*

- A. A motion to amend a main motion must be seconded.
- B. All amendments shall be germane to the original subject matter of the bill. The question of germaneness is in order at any time the measure is before the Chair.

*Item 3. Motions for Legislation*

- A. All main motions that involve legislation shall be submitted in writing in the form of a bill or resolution utilizing the procedures outlined in the SGB Governing Code.
- B. The introduction of a bill shall serve as the motion.
- C. The motion must be seconded.
- D. If the motion is seconded, the legislation shall be automatically postponed to the next meeting and the Chair shall add the item under “Unfinished Business.”

*Item 4. Motion to Recess*

- A. A motion to recess shall be seconded before the motion is put to a vote of the Board and shall be decided without debate.
- B. A motion to recess shall include a length of time for the recess.
- C. Upon reconvening, the President shall begin with roll call and then proceed where the meeting left off.
- D. A motion to recess shall only be in order when no other motion is on the table.

*Item 5. Motion to Table*

- A. A motion to table shall be seconded before it is put to a vote of the Board.
- B. A motion to table shall be decided without debate.
- C. When the question before the Board is the adoption of an amendment, a motion to table the amendment is not in order.

#### *Item 6. Previous Question*

- A. The previous question may be called by any member of the Board.
- B. The previous question must be seconded.
- C. Once seconded, the Chair shall state: “The call for the previous question has been made. Is the call sustained?”
- D. The call for the previous question shall preclude all motions, amendments, and debate, except the motion to table.
- E. If the previous question is decided in the affirmative, the Chair shall move the motion to a vote without debate.
- F. If the previous question is decided in the negative, the question remains under debate.

#### *Item 7. Reconsideration*

- A. A two-thirds vote shall be required to order to reconsider a motion or vote.
- B. Only a member of the prevailing side of a motion may move to reconsider.

#### *Item 8. Motion to Adjourn*

- A. A motion to adjourn shall only be in order when there are no other items on the agenda.
- B. A motion to adjourn shall be seconded before the motion is put to a vote of the Board and shall be decided without debate.

### Section 4. Obtaining the Floor

#### *Item 1. Obtaining Recognition*

- A. When any Allocations Committee Member wishes to speak in debate or deliver any matter to the Congress, he or she shall raise his or her hand to obtain the attention of the Chair.
- B. No member shall speak until recognized by the Chair. Only the Chair may award the floor to any Board Member.

### Section 5. Debate

#### *Item 1. Conduct of Debate*

- A. The Chair shall be authorized to take such action as is necessary to maintain order, and in case of any disturbance or disorderly conduct in the meeting space, he or she shall have the power to order those areas cleared.

#### *Item 2. Substitution for Presiding Officer*

- A. The Chair shall have the right to call on the Vice Chair to perform the duties of the Chair. The Chair may reclaim the Chair from any other member at any time.

#### *Item 3. Limitations of Debate*

- A. There are no limitations to debate.

#### *Item 4. Germaneness of Debate*

- A. Any debate by a member must be germane to the motion under consideration.

#### *Item 5. Questions of Order*

- A. The Presiding Officer shall decide all questions of order, subject to an appeal to the Board by any Board Member.
- B. A two-thirds vote of membership present and voting is necessary to sustain any appeal from the ruling of the Presiding Officer.
- C. In the event that the SGB Constitution and SGB Governing Code do not provide for any point of order raised by any Board Member, the current edition of Robert's Rules of Order shall govern.

#### *Item 6. Precedence of Motions*

- A. When a main motion is before the Board no motion shall be received except those herein specified, with the following order of precedence:
  - 1. To lay on the table
  - 2. To previous question
  - 3. To reconsider
  - 4. To postpone
  - 5. To amend an amendment
  - 6. To amend
  - 7. To pass the main motion

### Section 6. Voting Procedure

#### *Item 1. Methods of Voting*

- A. The Allocations Committee shall vote by show of hands except where otherwise prohibited.

#### *Item 2. Voting*

- A. Any Allocations Committee Member may vote aye, nay, or abstain. Any abstention vote shall not be counted in the final vote.