

Rule 1 Meeting Protocol

1.1 Agenda

The following agenda shall govern regular meetings of the General Assembly. It may be amended by a 2/3 vote of the Assembly.

- I. CALL TO ORDER
 - A. Roll Call
 - B. Introduction of Guests
 - C. Approval of the Agenda
- II. APPROVAL OF THE MINUTES
- III. PRESENTATIONS
- IV. PUBLIC COMMENT
- V. REPORTS OF OFFICERS
 - 1. RHA Sponsored Initiatives and Groups
 - 2. Assembly Members
 - 3. President
 - 4. Vice President
 - 5. Chief of Staff
 - 6. Financial Staff
 - a. Chief Financial Officer
 - b. Director of Treasurers and Allocations
 - 7. Director of Public Relations & Advertising
 - 8. Director of Racial, Ethnic, and Progressive Affairs
 - 9. Michigan Organization Communications Coordinator
 - 10. National Communications Coordinator
 - 11. Office of Programs
 - a. Dir. of Special Events
 - b. Dir. Of RHA TV
 - c. Dir. of Campus Center
 - d. Dir. of Movie Offices
 - 12. Health & Safety Director
 - 13. Director of Technology
 - 14. Executive Secretary
 - 15. Representatives to the Body
 - 16. Advisor
 - 17. Dept. of Residence Life
 - 18. University Housing
- III. REPORTS OF STANDING COMMITTEES
 - A. Budget
 - B. Internal Affairs
 - C. Residence Hall Issues
 - D. Diversity and Community Advocacy
- IV. REPORTS OF SPECIAL COMMITTEES
- VII. OLD BUSINESS
- IV. NEW BUSINESS
- VIII. DISCUSSION
- IX. ANNOUNCEMENTS
- XI. ROLL CALL
- XII. MEMBER'S PRIVILEGE
- XIII. ADJOURNMENT

1.2 Special Topics

The following agenda shall be adhered to during the special topic meetings.

- I. Call to Order
 - A. Roll Call
 - B. Introduction of Guests
- II. Announcements
- III. Special Topic
- IV. Roll Call
- V. Member's Privilege

VI. Adjournment

1.3 **Presentations**

There shall be no more than three (3) presentations to the General Assembly. Presentations are limited to ten (10) minutes in length. Presenters will be accommodated on a first-come, first-serve basis. All presenters must be listed on the agenda, and must be approved by the President at least 24 hours prior to the meeting. Presentations not on the agenda may be added by a two-thirds (2/3) approval of the General Assembly.

1.4 **Member's Privilege**

During Member's Privilege, any tax-paying member of RHA may make personal announcements, voice statements, concerns, questions, and/or complaints.

1.4.1 Each speaker is entitled to be put on the speaker's list once during Member's Privilege. Speaking time is limited to three (3) minutes for each speaker on the speaker's list. Speaking time may be yielded from one member to another. Only a chair (President or proxy) and a clerk (the Recording Secretary or a proxy) must be present for Member's Privilege.

1.4.2 During Member's Privilege, the RHA Secretary reserves the right to put only those items related to the business of the Residence Halls Association in the official record of a meeting.

1.4.3 Should a speaker explicitly state that they wish a statement to be included in the official record of a meeting, the comments made must be included in the official record. This rule may be overridden by a simple majority vote of the assembly during the approval of the minutes that deal with the statement in question.

1.4.4 A speaker may motion to amend the minutes to include comments made at a prior meeting if they feel their prior statement should be included. This motion must be made during the approval of the minutes for the meeting in question and must pass by a simple majority vote.

1.5 **Discussion**

During discussion, any general assembly member, executive board member, representative to the body, or representative of the body (as defined in the agenda) may voice statements, concerns, questions, and/or complaints on any matter pertaining to RHA, the residence hall system, or Michigan State as a whole.

1.5.1 Items brought up during discussion are not considered formal business (therefore quorum is not necessary to debate the issues brought up). Discussion items need not be seconded to be placed on the floor, only the approval of the chair is needed to pursue discussion on an item.

1.5.2 No external actions, in the form of formal motions, may be taken by RHA as a whole based on decisions reached in discussion (even if there is consensus). However informal motions (such as a motion to close discussion) are allowed. Internal action such as drafting a bill or statement out of committee based on discussion is encouraged.

1.5.3 Cross debate is allowed during discussion. The chair will still call people out of order for personal attacks. The reference of past RHA legislation is allowed during discussion.

1.5.4 Should a matter be deemed important and significant progress has been made towards its resolution, a period of new business may be re-opened. This new business section may only be

called by the chair and must be approved by 2/3 of the General Assembly (using a quorum call). At this point, all of Robert's Rules that were suspended for discussion, including quorum, are reactivated.

- 1.5.5 As soon as the matter is resolved in new business, the meeting will return to a period of discussion.
- 1.6 **Public Comment on Items Germane to the Agenda**

Any taxpaying member of RHA may speak for up to two minutes on any topic germane to the agenda
- 1.6.1 No members of the RHA Executive Board, General Assembly Representatives, or Representatives to the Body may comment at this time.
- 1.6.2 The chair reserves the right to amend the time allotted for individual and/or cumulative public comment.
- 1.7 **Reports on RHA Sponsored Groups and Initiatives**

Organizations that have been supported by RHA through formal resolution may report on their activities to the General Assembly. Officers will also report on progress or lack thereof on issues where no organization is present to report.
- 1.8 **General Assembly Meeting Minutes**

The official record of each meeting shall be the copy of the minutes available online. Minutes shall always be accessible through the RHA website. Three copies of the official records shall be kept in a digital form indefinitely. One copy shall be held by the Secretary, one copy by the Director of Technology, and one by the RHA Advisor.
- 1.8.1 An archive shall be kept of the Secretary's written notes for not less than four semesters.
- 1.8.2 Paper copies of the official record shall be made available upon request.
- 1.8.3 All bills will be submitted for enrollment and distribution with the RHA Secretary, who will assign the bill a number.
- 1.9 **Warden Rule**

Bills will be laid over one meeting from the time they are submitted, unless such determination is made by the President that the bill is of significant importance to warrant its consideration immediately.

Rule 2 Decorum in Debate

- 2.1 Members shall make every effort to maintain a positive atmosphere, where the exchange of ideas can be expressed freely, without fear of persecution.
- 2.2 Members of the executive board shall not be entitled to debate and offer motions.
- 2.3 Members shall always seek recognition of the Presiding Officer before speaking. When recognized, it is recommended that the member rise (if able), and speak in a loud and clear voice.
- 2.4 Members shall not refer to other members during debate. ALL comments are to be directed to the Presiding Officer.
- 2.5 Debate on any question shall be by the voting-card system, at the discretion of the Presiding Officer or Parliamentarian.

- If a member wished to speak in favor of the pending question, he/she shall raise the green “pro” card; if opposed, the red “con” card. The member’s name will then be noted on the speaker’s list, and called when it is their turn to speak.
 - A member who supports the speech of another member MAY wave their orange “ditto” card, to signify their agreement. Snapping of the fingers is strongly discouraged.
 - A member who is lost or confused during the meeting should raise their blue “what the duck?” card. This may be used for *Parliamentary Inquiries* and *Points of Privilege*. It is not to be used for *Points of Order* or *Points of Information*, which are to be made simply by rising and addressing the chair, regardless if a speaker has the floor.
- 2.6 The names of the halls/organizations and their votes shall be recorded and entered into the minutes on the question of final passage of all bills and resolutions, unless unanimous consent is ordered.

Rule 3 Meeting Times and Locations

- 3.1 Meeting time and locations shall be set by University Housing.
- 3.2 **Special Dinners**
Prior to every other regular RHA General Assembly meeting, there shall be a special dinner hosted in the special dining room (when scheduled) of the hall hosting the RHA meeting. The Food Service of the sponsor hall shall reserve space for the dinner. Dinner count shall be determined on for each dinner by the Food Service Representative.
- 3.2.1 Individuals who cannot attend that dinner are required to contact the Food Service Manager of the sponsoring hall no later than noon of the day of the meeting. Failure to do so will result in a fine being sent to the absent representative's hall government in the representative's name. Non-representatives' fines shall be billed to RHA in that person's name.
- 3.2.2 The RHA Food Service Representative shall plan menus in consultation with the sponsoring hall's representative and Food Service Manager at least two weeks prior to the dinner. The Food Service Representative will, if possible, arrange for refreshments at the meeting.
- 3.2.3 Dinners are expected to begin promptly at 6:00pm, with the meeting to follow. Late comers will not be fined provided that the Food Service employees can still serve the dinner.
- 3.3 Special meetings of the assembly shall be called in accordance with Article II Section 5.2 of the RHA Constitution.

Rule 4 Attendance

- 4.1 The representatives will attend all General Assembly meetings and the meetings of all committees to which they are assigned. An absence is defined as not being present for both roll calls.
- 4.2 Every General Assembly absence must be cleared with the RHA Secretary. Every committee absence must be cleared with the committee chair and the committee advisor.
- 4.2.1 The RHA Executive Secretary, committee chair, and committee advisor should notify the V.P of any incurred unexcused absences.
- 4.3 The attendance policy for unexcused absences is as follows:

- 4.3.1 Attendance for General Assembly meetings and committee meetings shall be separate. Absences from committee meetings will not be counted against General Assembly attendance and vice versa.
- 4.3.2 After one unexcused absence the Vice President shall contact the representative and their president to stress the importance of all meetings. In the case that a committee does not meet weekly, after the first unexcused absence, rule 4.3.2 is skipped and the absence policy directly proceeds to rule 4.3.3, and upon the second unexcused absence, the attendance policy proceeds to rule 4.3.4 and 4.3.5.
- 4.3.3 After two unexcused absences a letter shall be drafted by the Vice President stressing the importance of attending all meetings and copies will be sent to the representative, their hall President, and graduate advisor.
- 4.3.4 After three unexcused absences the absent representative shall meet with the RHA Vice-President to discuss the importance of attendance at all meetings. After three unexcused absences from General Assembly meetings, no organization shall be able to receive any funds from the Budget committee or General Assembly until attendance at meetings is resumed.
- 4.3.5 After three unexcused absences in the General Assembly or three unexcused absences from the committee, voting rights to the body in question will be suspended until three consecutive meetings in either the General Assembly or committee have been attended (e.g. Two committee meetings and a General Assembly meeting). Furthermore, the Vice President must sign and date an attendance form at these meetings.
- 4.4 If the representative fails to secure a competent replacement (i.e. a co-representative or member of his/her hall government) to take his/her place at an assigned committee meeting or a General Assembly meeting, or in the event of illness or urgent personal business, the hall representative will contact the Secretary in the case of a General Assembly absence, or the appropriate committee chairperson and committee advisor in the case of a committee absence at least twenty-four hours in advance and request a leave of absence. If the Secretary and the committee chairperson deem the situation appropriate, than an excused absence will be granted. No more than two excused absences will be granted a semester.
- 4.5 The attendance policy for executive board members is as follows:
Executive Board members may not miss more than a total of three meetings (Executive Board or General Assembly) in a given semester.
 - 4.5.1 Every absence needs to be cleared with the Chief of Staff, who shall notify the Executive Secretary.
 - 4.5.2 Upon having more than three unexcused absences in a given semester, the individual's compensation will be divided by 29, and this amount will be subtracted from his/her pay for each additional absence.

Rule 5 Credentials

- 5.1 At their first meeting, the representative shall give their name and constituency to the RHA Vice President. The Vice President shall then contact the representative's advisor and/or president to verify the representative's status prior to the following RHA meeting.

- 5.2 In the case of a temporary representative being sent to an RHA meeting, the current respective organization's authorized representative, president, or advisor must notify the RHA Vice President of the temporary representative's name prior to the RHA General Assembly meeting. In the case of a temporary representative being sent to a committee, the committee chair must be notified before the meeting.

Rule 6 Oaths

- 6.1 The oaths or affirmations of representatives and executive officers shall be taken once a semester and subscribed in open Assembly, before entering upon his/her duties.
- 6.2 The following oath is a convenient and sufficient form of the oath of office of an Executive Officer: "I, (first and last name), do solemnly affirm that I will support the constitution of RHA, and that I will truly and faithfully execute the duties of (office), to the best of my knowledge and ability."
- 6.3 The following shall be a convenient and sufficient form of the oath of office of a Representative: "I, (first and last name), do solemnly affirm that I will truly and faithfully execute the duties of (office) and represent the full views of my constituency to the best of my knowledge and ability."