I. Meetings
   A. A calendar of regular meeting dates for the 2012-2013 Council session shall be approved at the second (October) meeting.
      1. The calendar may be revised at any Legislative Steering Committee (LSC) meeting. The LSC Chair may reschedule a meeting as long as TPNR can be satisfied, but the LSC must approve this calendar revision at the next meeting.
      2. Changing date, time, or location of any meeting does count as a revision.
         a. Adding locations to the currently approved calendar does not count as a revision.
      3. Revisions to the calendar must be posted within two (2) business days and at least twenty-four (24) hours prior to the next meeting.
   B. Quorum shall be determined by the physical presence of more than half of the members of the LSC.
      1. The LSC Chair and Council Chair shall maintain a list of current committee members.
      2. Council Representatives may volunteer to participate on the LSC for one meeting prior to appointment by the Council Chair and approval by Council, as long as the volunteer participation does not violate the composition requirements of the GPSA Constitution and Bylaws.
   C. The LSC shall hold at least one (1) meeting prior to each regularly scheduled Council meeting, in accordance with timelines in the Bylaws.
   D. The LSC may vote to adjourn any meeting listed on the calendar to a specific date, time, and place, even if other meetings are scheduled for the session.
   E. Participation by Telecommunication is not permitted for the LSC.
   F. Requests for video or audio recording should be made to the LSC Chair more than twenty-four (24) hours in advance of a meeting.
      1. Requests made less than twenty-four (24) hours will be accommodated, but the person(s) making the request must provide the recording equipment and surrender the recording to the LSC Chair at the end of the meeting for a copy to be made.
      2. The LSC Chair or the Chair’s designee shall make and provide a copy to the GPSA Office within five (5) business days. The content of the original recording shall not be altered.
      3. The original recording shall be returned to its owner as soon as possible after the copies have been made.

II. Parliamentary Procedure
   A. The parliamentary authority, subservient to the GPSA Constitution and Bylaws and the LSC Standing Rules, shall be the tenth (10th) edition of Robert’s Rules of Order Newly Revised.
   B. Proceedings may be informal unless a committee member or the LSC Chair invokes parliamentary procedure.
1. The purpose is to allow hearings, document editing, and recommendation formation to move efficiently and responsively.
2. If at any point the LSC Chair believes a member’s rights are being violated or the meeting is losing decorum, or at the request of any member of the LSC, the LSC Chair shall end informal discussion on that agenda item, and parliamentary procedure shall be resumed.
3. The final outcome of informal discussion must be approved by a parliamentary vote.

III. Chair Expectations
A. The LSC Chair may miss no more than one (1) LSC meeting.
   1. Should the LSC Chair have to miss a meeting, the Chair shall contact the Council Chair and the committee members as soon as possible, explaining the reason for the absence.
   2. The LSC Chair may designate someone to chair the meeting in the Chair’s absence.
   3. If the LSC Chair does not designate someone to chair the meeting, the committee members present at the meeting shall determine if quorum is satisfied, and if so, shall designate one of the members to chair the meeting.
   4. The Chair-designee shall be responsible for holding meeting decorum and fulfilling all obligations for the time of designation as described by the Council Chair or the Council Chair Pro Tempore.
   5. Rescheduling a meeting with proper notice does not count as an absence.
B. The LSC Chair shall be responsible for agendas, minutes, satisfaction of TPNR and Conflict of Interest policies, and committee reports.
C. The LSC Chair shall be responsible for ensuring the appropriate forms are available on the GPSA website and in the GPSA Office.
D. The LSC Chair shall be responsible for collecting legislative item submissions, redirecting submissions to the appropriate contacts if necessary, and distributing submitted documents to the LSC members.
E. The LSC Chair shall hold at least one (1) office hour per week, and shall regularly check e-mail accounts and office mailbox for legislative item submissions.
F. The LSC Chair may participate in discussions.

IV. Member Expectations
A. Members are expected to attend at least four (4) LSC meetings for the session.
   1. Members shall provide the LSC Chair with a reason for each absence as soon as possible.
B. Members are responsible for adhering to the Conflict of Interest policy.
   1. After the agenda is posted, LSC members shall submit in writing a list of conflicts of interest to the LSC Chair to be included in the minutes. This list should be submitted in advance or at the start of the meeting.
   2. Lists of conflicts submitted in this way shall count as disclosure and do not need to be repeated in the course of the meeting.
3. Lists of conflicts shall be available for review at the meeting at the request of any person.
4. Conflicts that arise during the course of the meeting that are not listed must be announced in accordance with the Bylaws.

C. Members may participate in discussion, votes, and further tasks to complete the business of the LSC.
D. Proxies are not permitted for the LSC.

V. LSC Recorder

A. At the start of each meeting, a member present shall be selected to act as LSC Recorder for that meeting. The LSC Chair shall seek volunteers before assigning a recorder.
B. Since the LSC Chair must take minutes of the meeting and most business for the LSC will involve reviewing documents, it is necessary for someone to record changes to documents in real time for the purpose of discussion.
   1. The LSC Recorder shall be responsible for updating the document during discussion.
   2. The LSC Chair shall verify that the document reflects the discussion before any final votes are taken, unless otherwise directed by the committee.

VI. Legislative Items

A. Legislative items may be submitted electronically to LegSteer@unm.edu or in hard copy to the LSC Chair’s mailbox in the GPSA Office in accordance with the GPSA Constitution and Bylaws.
B. Each legislative item submission shall be accompanied with a Legislative Cover Form.
C. Each amendment to the Constitution or Bylaws shall be accompanied with a Rationale for University Legal Counsel, to be reviewed in addition to the amendment.
D. Templates for amendments and resolutions shall be available on the GPSA website and in the GPSA Office. Submissions not in accordance with the templates may be returned to the submitting party for reformatting and revision. The LSC Chair or the Chair’s designee shall assist with preparing submissions upon request.
E. Executive appointments, discussion items, and other business for Council that are not resolutions, bylaws, or constitution may be submitted in any standard and acceptable format.
F. All forms required by the LSC shall be approved by the LSC in a regular meeting before being implemented.

VII. Committee Review and Recommendation

A. The LSC Chair shall notify submitting parties of the LSC meeting in which their item will be discussed, thus acknowledging receipt of the submission.
B. The submitting party shall be allotted three (3) minutes to introduce the legislative item when that item is introduced to the table. Questions directed to the submitting party after the introduction are not part of the time limit.
C. The LSC may determine methods for editing documents for format, grammar, and spelling for each legislative item. Documents changed in only these ways are still considered the original document for the purposes of forwarding to Council.

D. The LSC shall produce a recommendation for every legislative item. The recommendation may include, but is not limited to: substitution, amendment, course of action, and issues for discussion.

E. LSC shall inform submitting party of changes via email and determine if submitting party wishes to remain sponsor. The submitting has two business days to respond to the LSC email. If the submitting party does not wish to sponsor the proposed legislation as amended, members of the LSC may sponsor it.

F. The recommendation shall be forwarded to the submitting party and to the Council Chair in accordance with the Bylaws.

VIII. Committee Reports

A. The LSC Chair shall produce a report that shall include the minutes (or a summary of the minutes), revised legislative submissions, and complete recommendations for each Council meeting and submit it to the Council Chair in accordance with the Bylaws.

B. The LSC Chair shall produce a report each semester which shall include LSC meetings and a list of all legislative items reviewed.

C. The LSC Chair shall produce an annual report after the last regularly scheduled LSC meeting which shall include LSC meetings, a list of all legislative items reviewed, the LSC Standing Rules, and recommendations for the future.