



GPSA LEGISLATIVE STEERING COMMITTEE 2021-2022 Standing Rules

Section I: Committee Duties

1. Committee shall work for the benefit of GPSA and its members.
2. Committee members including chair must follow GPSA Constitution and Bylaws.
3. Committee shall meet regularly to review Bylaws and make recommendations to the Council during regular council meetings for the most benefit of GPSA and its members.

Section II: Members Rights

1. Members have the right to know the date and time of scheduled meeting in advance.
2. Every committee member shall have only one vote to cast on a bill.
3. Members have the right to resign from the committee at their will.
4. If committee chair is a credentialed council representative, he/she/they shall have right to vote on a bill but reserves the right to vote or not to vote in order to break or prevent a tie.
5. If committee chair is not a credentialed council representative, he/she/they shall vote only in order to break a tie.

Section III: Meeting

1. Meetings of the GPSA LSC shall be held in accordance with the GPSA Constitution, Bylaws, and any relevant resolutions passed to date in the session.
2. Public Notice of the regularly scheduled meeting and the agenda shall be sent out via the GPSA listserv at least 72 hours before the meeting and accessible on the public website www.gpsa.unm.edu.
3. Committee meeting minutes must be noted as “draft” and made accessible within six (6) academic days from the meeting on the public website, www.gpsa.unm.edu.
4. A quorum consisting at least ½ of appointed members must be present to conduct a meeting.

5. Committee must decide and agree on two tentative dates in the order of preference for next meeting.
6. Meeting shall be postponed to the next preferred date if half of the committee members request for postpone of the meeting before the agenda is out for the public.
7. If quorum is not formed on a meeting then it automatically cancels and shifts to the next accepted date.
8. If quorum is not formed on the meeting scheduled on the second preferred date then the meeting automatically cancels, and no further meeting shall be conducted for that regularly scheduled council session.
9. If committee chair is not able to attend a scheduled meeting, he/she/they must inform committee members at the earliest and if there is no vice chair, committee members shall elect a temporary chair for that scheduled meeting on the day of meeting or in advance via official email supporting a member.
10. In any case if a meeting not conducted between two regular scheduled council meetings, it should be reported to council chair who further should report it back to council in immediate regular council meeting.

Section IV: Agenda

The Agenda for regularly scheduled committee meetings shall consist of the following sections:

1. Roll Call
2. Opening Business
 - a. Approval of the Agenda
 - b. Approval of previous minutes
3. Discussion on bills
4. Guest Speakers
5. Discussion on bill proposed by guests
6. Announcements
7. Upcoming meeting
8. Adjourn

Section V: Speaking Rules

1. Representatives are in order only when a motion is on the floor or when making motion and recognized by the Chair.

2. Each Representative is allotted a maximum of two speaking turns of three minutes each per motion on the floor.

(a) If a representative interrupts the debate, Committee Chair will dock one speaking turn.

(b) Representatives may announce any conflict of interest in a point of order that does not count toward their two allotted speaking turns.

3. Guest speakers must be treated with respect and dignity and they should be considered equal to committee members during discussions and sufficient time should be allotted to them by committee chair keeping the status of meeting and time elapsed in mind.

Section VI: Bills

1. All bills must be in the approved format that should be available for public on GPSA website.
2. Any committee member or members of GPSA can propose a bill for committee consideration in the approved format.
3. Only committee members and/or chair can introduce a bill for committee approval.
4. The bills for discussion should be sent to committee chair before the preparation of agenda.
5. If a bill is submitted after preparing agenda, committee chair reserves the right whether to include it in the coming meeting or reserve it for next scheduled meeting based on importance of the bill.

Section VII: Minutes

1. Minutes shall be taken by a volunteer for all meetings of the GPSA LSC.
2. All Minutes shall include:
 - (a) Time and location
 - (b) Presiding member, GPSA leadership if any, and members of media or gallery that address the committee.
 - (c) Committee members who entertains a motion and the vote of the motion.

Section VIII: GPSA LSC Code of Ethics

1. Committee Chair and members shall demonstrate professional courtesy, emphasizing respect for others and their opinions.

2. Committee Chair and members shall promote open, two-way communication between the GPSA council and the students they serve.
3. Committee Chair and members not use their position for the benefit of personal matters or others outside of the representative's regular duties.
4. Committee members shall refrain from interrupting other speakers, making personal comments not germane to the matters of business addressed before the body, or otherwise interfere with the orderly conduct of meetings.
5. Committee Chair shall refrain from making personal comments not germane to the matters of business addressed before the body, or otherwise interfere with the orderly conduct of meetings.
6. Committee Chair and members shall not use their position for the sake of personal gain or advancement, or for any matter in which they have material or personal interests.