



**ADMINISTRATIVE MANUAL**

**Parliamentary Guidelines**

**ARTICLE I**

**PURPOSE**

Section 1 – Purpose

In addition to *Robert's Rules of Order*, all committees of the A.S.I. shall enforce the parliamentary guidelines outlined in this policy to ensure efficient meetings within the organization.

**ARTICLE II**

**GUIDELINES**

Section 1 – Agendas

- A. The agenda shall be posted at least seventy-two (72) hours prior to the date set for a regular meeting and twenty-four (24) hours before a special meeting
- B. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000.
- C. Special Meetings:
  - 1. All members are to be present at special meetings unless excused by the chair.
  - 2. Special meetings shall be adjourned after two (2) hours unless the B.O.D. extends the meetings and the absences from meetings shall be considered as an absence from a regular meeting.

Section 2 – Meeting Procedures

- A. No action or discussion may take place on items not on the agenda, unless deemed an "emergency situation" by 2/3 of members' present or unanimous vote if 2/3 of members not present.
- B. Proxies shall not be allowed under any circumstances unless explicitly stated in the committee code of procedure.
- C. On any particular issue, members who have not spoken shall be given preference over officers who have.
- D. A roll call vote shall be taken at the request of any member. Secret ballot is not permitted in such a situation.
- E. Motions



1. Presentations on motions, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the committee).
  2. Debate on a motion before the committee shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the committee).
  3. Motions not voted on at the committee meeting shall be considered an item of business at the following meeting.
- F. Non-Action Agenda Items
1. Presentations on non-action items, when necessary, shall be limited to 5 minutes unless an extension is granted by the chairperson (with the consent of the committee).
  2. Discussions on non-action items shall be limited to 10 minutes unless an extension is granted by the chairperson (with the consent of the committee).
- G. No committee member shall speak for more than three (3) minutes on any question except when an extension is granted by the chairperson (with the consent of the committee).
- H. Any member unable to attend a meeting and having in his/her possession papers necessary for business to be presented to the committee, shall leave them with the chairperson.
- I. Any member rising to speak on protest shall be allowed to speak for a period not to exceed one (1) minute after the deciding vote.
- J. A member may yield to a member of the gallery to speak on an issue during a period of discussion. The member of the gallery will have the same speaking restrictions as the committee member.
- K. Meetings shall be adjourned by a simple majority of the committee.

### **ARTICLE III**

### **AMENDMENTS**

A committee proposing amendments to these codes shall approve those amendments with a simple majority vote. Proposed amendments to these codes will then be referred to the A.S.I Bylaws and Codes of Procedure Subcommittee for their review and approval prior to submission of the proposed changes to the B.O.D. for their 2/3 approval.

