

**Residence Halls Association
Standing Rules of Order**

A) Meeting Protocol

1.1 Agenda

The 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
 - a) Department of Residence Education and Housing Services
 - b) Culinary Services
- IV. OLD BUSINESS
- V. NEW BUSINESS
- VI. PUBLIC COMMENT
- VII. REPORTS OF OFFICERS
 - a) Advisor
 - b) President
 - c) Vice President
 - d) Chief of Staff
 - Financial Staff
 - a. Chief Financial Officer
 - b. Director of Treasurers and Allocations
 - e) Director of Public Relations
 - f) Director of Advertising
 - g) Director of Racial, Ethnic, and Progressive Affairs
 - h) Communications Coordinator
 - Office of Programs
 - a. Director of Special Events
 - b. Director of Campus Center Cinemas
 - i) Director of Health & Safety
 - j) Director of Technology
 - k) Executive Secretary
 - l) Representatives to the Body
- III. REPORTS OF STANDING COMMITTEES
 - a) Committee on Budget
 - b) Committee on Diversity and Residence Advocacy
 - c) Committee on Internal Affairs
 - d) Committee on Programs
- IV. REPORTS OF SPECIAL COMMITTEES
- VIII. DISCUSSION
- IX. ANNOUNCEMENTS AND REPORTS OF ASSEMBLY MEMBERS
- XI. ROLL CALL
- XII. ADJOURNMENT

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B) 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. Adjournment

C) Presentations

1. There shall be no more than two additional presentations included to the General Assembly meetings that are not pre-established in the RHA agenda. Presentations are limited to five 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. The chair reserves the right to amend the time allotted to presentations by a two-thirds approval of the General Assembly.
2. Presentations can include but are not limited to: University speakers, University Department or Initiative updates, diversity training, General Assembly bonding activities, or leadership training.

D) Legislation

1. There shall be no more than three bills and or resolutions under new business for every General Assembly meeting.
2. Legislation can include but not limited to: bills on the governing documents from the Committee on Internal Affairs, bills voting on appropriations on the budget, bills allocating funding for RHA initiatives, resolutions advocating on behalf of students from the Committee on Diversity and Resident Advocacy, or approval of hired staff positions.

E) Debate

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. Members of the executive board shall not be entitled to debate and offer motions.
3. Members shall always seek recognition of the Presiding Officer before speaking. When recognized, they should speak in a loud and clear voice.
4. Members shall not refer to other members during debate. All comments are to be directed to the Presiding Officer.
5. 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, viva voice, or ballot vote.
6. Any debate on bills, resolutions, and or candidates will be determined by a pro and con list that sets a list of criteria to be debated on.

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7. Debate will be 15 minutes in length. Any General Assembly member, or representative to the body has the ability to extend the length of debate by 5 minutes for only two consecutive turns by a two-thirds approval of the General Assembly.

F) Discussion

1. 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. The chair can facilitate all discussions and or give that reasonability to an executive board member or advisor.
2. 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.
3. 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.
4. 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.
5. 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.
6. As soon as the matter is resolved in new business, the meeting will return to a period of discussion.
7. Discussion will last for 15 minutes. Any general assembly member, representative to the body, or representative of the body (as defined in the agenda) has the ability to extend the length of discussion by 5 minutes for only two consecutive turns.
8. The chair will have the authority to end discussion when the selected time is up, or if discussion is circular.

G) Public Comment on Items Germane to the Agenda

1. Any taxpaying member of RHA may speak for up to two minutes on any topic germane to the agenda.
2. No members of the RHA Executive Board, General Assembly, or Representatives to the Body may comment at this time.
3. The chair reserves the right to amend the time allotted for individual and/or cumulative public comment.

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H) Reports from Officers, Committees, and Representatives of the Body

1. All officers, committee chairs, and representatives of the body have the ability to report on the progress or lack thereof on issues related to their positions and or committee assignments.
2. Reports from officers, committee chairs, and representatives of the body need to be typed and sent to the Executive Secretary prior to the meeting. The oral reports shall be at most two minutes in length.
3. Sponsored Groups or any organizations that is supported by RHA through formal legislation can send their reports to the chair of the Committee on Internal Affairs to speak on their behalf during General Assembly. Information on upcoming events can be sent to the Executive Secretary to distribute in the RHA weekly email updates.

I) General Assembly Meeting Minutes

1. The official record of each meeting shall be the copy of the minutes available online. Minutes shall always be accessible through the RHA website. Copies shall be held by the Executive Secretary.
2. An archive shall be kept of the Executive Secretary's written notes for not less than four semesters.
3. Paper copies of the official record shall be made available upon request.
4. All bills will be submitted for enrollment and distribution with the RHA Executive Secretary, who will assign the bill a number.

J) Meeting Times and Locations

- A. For each session, the President is charged with setting the General Assembly meetings schedule for the upcoming semester. The schedule shall consist of weekly meetings, alternating between General Assembly and Committee. General Assembly meetings will be at the discretion of the President, and be made available two weeks prior to the first meeting of the semester. Committee meetings will be at the discretion of the Vice President. Once committees are formed, committee chairs and advisors will determine the meeting time and locations.
- B. General Assembly meetings will be held biweekly starting the second week of classes during the fall semester, and first week of classes during the Spring semester. Any change to this schedule will be at the discretion of the President (i.e. two general assembly meetings back to back, and then committee next week at the start of the fall semester).
- C. General Assembly meetings will run at most two hours (with the exception of elections). Committee meetings will run at most one hour.
- D. If assembly members do not go through all of the agenda under new business, then those topics will be pushed until the next assembly meeting under old business.
- E. The President shall also retain the right to call a special General Assembly meeting and or cancelation of a General Assembly meeting. The Executive Secretary shall notify all assembly members of any scheduling changes.

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K) Attendance

- A. 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.
- B. Every General Assembly absence must be cleared with the Executive Secretary. Every committee absence must be cleared with the committee chair and the committee advisor.
- C. The Executive Secretary, committee chair, and committee advisor should notify the Vice President of any incurred unexcused absences.
- D. The attendance policy for unexcused absences is as follows:
- E. No constituency shall miss more than four (4) RHA meetings in a semester whether General Assembly or Committee, each constituency can use 2 excused absences a semester, which needs to be cleared with the Executive Secretary prior to the meeting. Attendance will count starting on the second General Assembly meeting of the Fall semester.
- F. After one unexcused absence whether General Assembly or Committee the Executive Secretary shall contact the representative, advisor, and their president to stress the importance of all meetings.
- G. After two unexcused absences whether General Assembly or Committee a letter shall be drafted by the Vice President stressing the importance of attending all meetings and copies will be sent to the representative, advisor, and their president.
- H. After three unexcused absences whether General Assembly or Committee absences the absent representative shall meet with the Vice President to discuss the importance of attendance at all meetings. After ~~three~~ four unexcused absences whether General Assembly or Committee the constituent organization in questioning shall not be able to receive any funds from the Committee on Budget or General Assembly, and all voting rights will be suspended until attendance at meetings is resumed.
- I. The constituent organization needs to attend the next upcoming meeting whether General Assembly or Committee to be able to receive any funds from the Committee on Budget or General Assembly, and return of all voting rights. Furthermore, the Vice President must sign and date an attendance form at the meeting.
- J. If a constituent organization receives another unexcused absence whether General Assembly or Committee after regaining good standing, the constituent organization in questioning shall not be able to receive any funds from the Committee on Budget or General Assembly, and all voting rights will be suspended. The Vice President will meet with the constituent organization in questioning to discuss the importance of attendance at all meetings. Furthermore, the Vice President will preside and form a special committee composed of General Assembly members to hear the constituent organization's case. If the committee finds the constituent organization in questioning at fault then all funds from the Committee on Budget or General Assembly, and all voting rights will be suspended till the end of the semester. If the committee votes in favor of the constituent organization in questioning, then the President will determine the best course of action (i.e. creating a special case for attendance).

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- K. Representatives can send a competent replacement (i.e. a co-representative or member of their constituency) to take their place at an assigned General Assembly or Committee meeting.
- L. The attendance policy for executive board members is as follows:
 - a. Executive Board members may not miss more than a total of three meetings (Executive Board or General Assembly) in a given semester.
 - b. Every absence needs to be cleared with the Chief of Staff, who shall notify the Executive Secretary.

L) Special Dinners

- 1. Prior to every other regular 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.
- 2. The RHA Food Service Representative shall be responsible for providing an RSVP for each dinner and notify representatives no later than a week prior.
- 3. 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.
- 4. Dinners are expected to begin promptly at 6:00pm, with the meeting to follow
- 5. Special meetings of the assembly shall be called in accordance with Article II Section 5.2 of the RHA Constitution.
- 6. Effective November 2nd, 2011 Van Hoosen Hall shall be retired as a meeting place for the RHA and as the historic home of the RHA Presidential Elections.

M) Credentials

- 1. At their first meeting, the representative shall give their name and constituency to the RHA Executive Secretary.
- 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.

N) Oaths

- 1. The oaths or affirmations of executive officers shall be taken once a session and subscribed in open Assembly, before entering upon his/her duties.
- 2. The following oath is a convenient and sufficient form of the oath of office of an Executive Officer:
 - a. "I, (first and last name), do solemnly affirm that I will support the governing documents of RHA, and that I will truly and faithfully execute the duties of (office), to the best of my knowledge and ability."