Parliamentary Procedure

A basic overview of how to conduct an orderly democratic process
Terminology & Titles
A motion

- Proposes council takes vote on action of some kind.
- Can be made by any voting member
- Need to be recognized by chair by raising hand

“a formal proposal by a member of a deliberative assembly that the assembly take certain action.”
A Second

- Made by someone after a motion is made
- All motions need a ‘second’ to move forward
- Can be made by someone saying ‘second’ or holding 2 fingers out

“In deliberative bodies a second to a proposed motion is an indication that there is at least one person besides the mover that is interested in seeing the motion come before the meeting.”
An Objection

- Stated after a second if someone disagrees with motion and wishes a debate
- Does not need to be recognized by the chair
- Begins a pro-con debate
Minutes

- Minutes are a record of who motioned and seconded items, as well as everyone's votes.
- Is written by secretary each meeting
- Also records who was or wasn't at meeting or when anyone leaves.
The Chair

- Person who creates Agenda
- ‘Presides’ over meeting (Mediates discussion)
- Attempts to be impartial when able (shouldn’t influence others votes)
- Decides style of meeting
- Recognizes speakers to allow them to talk

The officer who presides at the meetings of an organization
Voting Members

- Any member who has a vote in their respective bodies *(ICC Delegates, Senate Senators, and Exec Executives)*
- Can create motions, objections, and second items
- Hold privileges of title per their respective bylaws.
Ex-Officio

- Any members who sit on council, but do not have vote (Advisors, & bylaw designated positions such as Student Trustee or Branch Directors)
- Can be recognized by chair to speak, but no vote/motion/second
- Purpose is to advise

An **ex officio member** is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.
The Public

- All public meetings must allow public to sit in per Brown Act.
- They may speak during public comments if speaking on non agenda item.
- If item is on agenda, they may speak on item before voting members discuss.
Presenters

- Are listed on agenda and invited by the council or chair to speak on item.
- Council may ask presenters questions.
- Presenters may be asking something of the council (such as funding) or simply be there to inform council.
**Agendas**

Structure used in professional meetings

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### Executive Council Workshop Agenda

**Thursday, August 22nd 2019**

10:00 am - 12:00 pm  
Room NC 1317

#### I. Call to Order
- Talha Tanig
- Tiffany Tang
- Claire Zuo
- Nilay Patel
- Tanzim Anis
- Mohit Modi

#### II. Adoption of the Agenda

#### III. Approval of the minutes

A. August 20th, 2019

#### IV. Public Comments - (4 items of 3 minutes per speaker; 15 minutes total is allowed)

This segment of the meeting is reserved for persons desiring to address the Council on any matter of concern that is not listed on the agenda. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda, except under special circumstances as deemed by the Chair. The Council may briefly respond to statements made or questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. (Brown Act §4594.2)

#### V. Reports (1 minute per person)

#### VI. Special Orders - none

#### VII. Consent Agenda - none

#### VIII. Unfinished business

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
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#### IX. New Business

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**President**
- Talha Tanig
**Vice President**
- Tiffany Tang
**ICC Chair**
- Mohit Modi
**Treasurer**
- Claire Zuo
**Secretary**
- Tanzim Anis
**Legislative Representative**
- Nilay Patel
Important Info

- All agendas must have the following information
  - Meeting title (Senate Meeting, Exec Meeting, ICC Meeting)
  - Date
  - Time
  - Room Number
Call to Order

- Council’s secretary will call roll call to indicate who is present for start of meeting.

- An ‘absence’ is defined as missing over 75% of meeting.
Adoption of Agenda

- Council must vote on Adopting the agenda before starting.
- Council may amend the agenda at this point to remove or add items or change discussion or action items.
- Council may move to ‘suspend orders of the day’ which gives chair authority over what order items will go in.
Approval of Minutes

- Last meeting’s minutes must be approved, verifying the information is accurate.
- A motion can be made to modify the minutes if a majority of the council deems a portion inaccurate.
Public Comments

- Chair must read full Brown act citing to ensure transparent information for public
- Member of public may speak for max of 3 minutes
- Max of 15 minutes in total is allowed.
- This is where those not on agenda or ex-officio may speak. (including college administration)
- Members of council may speak in public comments if they so wish

IV. Public Comments - (A limit of 3 minutes per speaker, 15 minutes total is allowed)
This segment of the meeting is reserved for persons desiring to address the Council on any matter of concern that is not stated on the agenda. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda, except under special circumstances as deemed by the Chair. The Council may briefly respond to statements made or questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. (Brown Act §54954.2)
Reports

- Reports are for any voting member to report information from various committees.
- Student Admin Ex-Officio branch directors may report here if invited by chair to do so.
- Should keep short, with 1 minute per person.
## Executive Council Workshop Agenda

**Thursday, August 22nd 2019**

10:30 am - 12:00 pm  
Room NC 1217

### I. Call to Order
- Talha Tariq
- Tiffany Dang
- Claire Zhou
- Nilay Patel
- Tanzim Amin
- Molish Modi

### II. Adoption of the Agenda

#### A. August 20th, 2019

### IV. Public Comments - (A limit of 3 minutes per speaker, 15 minutes total is allowed)

This segment of the meeting is reserved for persons desiring to address the Council on any matter of concern that is not stated on the agenda. The law does not permit any action to be taken, nor extended discussion of any item not on the agenda, except under special circumstances as deemed by the Chair. The Council may briefly respond to statements made or questions posed, however, for further information, please contact the Chair for the item of discussion to be placed on a future agenda. (Brown Act §54954.2)

### VI. Special Orders

#### A. ASOC New Deal B  
Action: Patel  
20 minutes

The council will discuss the ASOC new deal B and proposed actions.

https://docs.google.com/document/d/1_3dDti9ArO Simmonsn92BpC9NlsaB2UT7lYw249gbl90M Wr/edit

#### B. A.S.O. 23  
Action: Dang  
10 minutes

The council will discuss and take action on A.S.O. 23.

https://docs.google.com/document/d/1GItb3jOMQ6j92KHxizljtwCp6C9t9jR8NjMR4uRk/edit

### IX. New Business

#### A. A.S.O. 24  
Action: Tariq  
30 minutes

The council will discuss and take action on A.S.O. 24.

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Consent Agenda

- Chair may place items council does not need to discuss on consent agenda so to vote on all at once.
- If a voting member wishes, they may ask to pull item from consent agenda, which it will then become a ‘New Business’ action item.
- No discussion should be made on consent items, as it should be pulled if there is any.
Unfinished Business

- Any item on agenda that has been discussed before but not voted yet will be placed on as ‘unfinished business’.

- Unfinished and New business have sub-sections titled with letters, and placed in the order of chair’s discretion.

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**Action Items**

- Items on agenda listed as ‘Action’ are allowed to be voted on by voting members.
- Must have a title, short description, who’s presenting item, and how long item is.
- If pertains to external documents, should include link to said documents for transparency.
- Council does not need to vote on all action items, but are authorized to do so.
Bills & Bill Packages

- ASOC Operates with Bills and Bill Packages.
- Bills are complex voting items written in a standardized ASO Bill format. (Such as ASO 23)
- Bill Packages are a group of bills for larger initiatives that are voted on all at once. (Such as the ASOC New Deal Bill Package)
Discussion Items

- Discussion items on agenda do not give voting members the authority to vote on them.
- They are purely there to discuss the subject.
- If they have potential to lead to vote, next meetings agenda may list them as action item.
New Business

- New business is anything on the agenda that hasn’t been on the agenda before.
- Can be both Action or Discussion items.
Any announcements about upcoming items pertaining to ASOC may be listed here (Should be brief)
Agenda Requests

- Any voting member or member of public may request the chair add item to next meetings agenda.
- Is the chair's discretion if they will add item.
- Council may vote to demand item to be on next agenda to overrule chair if chair doesn’t include it.
Adjournment

- A vote (or chair seeing no objections) is needed to approve an end of a meeting.
Alternative Path

Amendment

Motion is made
Amendment

voting member 2nds motion
Council moves into discussion of motion

Alternative Path

Amendment
Voting member makes motion to amend original motion

Example:
“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’”
**Amendment**

*Example:*

“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’”

*Alternative Path*

If no one seconds, goes back to main motion
Amendment

Example:
“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’”

Alternative Path

If seconded, goes into regular motion process of discussion of amendment to motion
If Objected, will enter debate process about amendment

Example: “I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’”
Example:
“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’’”

Will be moved to a vote
If approved, will return to the main motion with this amendment in effect, and move towards a vote.
If rejected, will return to original motion, and continue to vote.

Example:
“I move to amend the motion ‘Approve ASO 23 in full’ to say ‘Approve ASO 23 with funding of $700’ ”
A motion can be made with in a motion to amend that proposed amendment.

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”

Alternative Path
Amendment of Amendment

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”

A motion can be made with in a motion to amend that proposed amendment.
Alternative Path

Amendment of Amendment

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”

If no second, will return to discussion of amended motion
Alternative Path

Amendment of Amendment

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”

This may be debated if there is an objection

If seconded, will move into discussion of proposed Amended amendment
After discussion, the chair may move this to a vote.

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”
If Nay, then goes back to first proposed amendment

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”
If Aye, then the amendment to the proposed amendment is approved. Does NOT go to main motion, but instead back to the discussion of first amendment.

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”
The now amended amendment must be voted on to approve main motion.

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”
Alternative Path

Amendment of Amendment

Example:
“I move to amend the proposed amended motion of ‘Approve ASO 23 with funding of $700’ to say ‘Approve ASO 23 with the funding of $200’”

The now amended amendment must be voted on to approve main motion
Any Questions?