



## **Rensselaer Union Executive Board Special Rules of Order**

### **AUTHORITY**

In accordance with Article V, Section 7 of the Executive Board Bylaws, the President has determined that special rules order are necessary; the Executive Board and any attendees of Executive Board meetings hereby adopt the following special rules of order, which supersede any other rules of order in cases which these special rules of order apply.

Adopted June 2<sup>nd</sup>, 2015

11-0-0

Amended September 20<sup>th</sup>, 2015

15-0-0

Amended February 8<sup>th</sup>, 2018

02-08-18

### **FISCAL POLICY**

When questions of fiscal policy come before the Executive Board, it is necessary for the Board to have modified rules of order. As fiscal policy decisions often come before the Board in the form of a proposal from a Union organization or other student organization, the Board requires a more open discussion than that of the standard in parliamentary procedure. At the discretion of the President, the Executive Board shall use the following rules of order during debate:

1. The President shall introduce the proposal and presenter(s), if appropriate.
2. The presenter(s) shall speak on the proposal, giving any relevant information and context.
3. After the presentation, the President shall open the floor for discussion on the proposal. During this time, the Board may clarify its understanding of the proposal by questioning the presenter(s). The President shall choose a method by which a Representative obtains the floor.
4. When the discussion has been exhausted, the President shall instruct the Representative responsible for the presenting organization to write a motion based on the previously formed consensus. This motion must then be seconded by another member of the Board.
5. Once, the President has a motion in hand, all parties with a conflict of interest as defined below will be asked to leave the room.
  - a. A conflict of interest is defined as a set of circumstances that occur when an individual has competing loyalties, creating a risk that professional judgement may be compromised.
6. The President shall read aloud the motion, and open the floor for discussion on how the motion is worded. If a Representative suggests changes to the motion, it may be amended by the author, with the consent of the second. After each change the President shall read aloud the motion and open discussion on how the motion is worded.



7. When discussion on the wording is exhausted, the President shall open discussion on the merits of the motion. Any amendments or changes to the motion at this time must receive a majority determined by a voice vote, unless a show of hands is requested by a Representative or deemed necessary by the President.
8. When discussion on the motion has been exhausted, the President will call for a formal vote to be taken. If more motions need to be made to address the proposal of the presenters, they will follow the same procedure as the first motion.
9. The parties with a conflict of interest will be invited back into the room where the President will tell them the results of the motion.

### **ELECTRONIC VOTING**

In cases where the Executive Board must conduct business, but is unable to meet, the President may entertain a motion to be voted on by means of an electronic vote through a proxy meeting. An electronic vote shall not be held if one quarter of the Executive Board Representatives object. A Representative shall make a motion via e-mail sent to every Representative and the President or via the Executive Board Facebook group, so long that all Representatives and officers of the Executive Board are included in the Facebook group. This motion does not need a second. When authorizing an electronic vote the President must establish a voting period of at least 24 hours and not more than 7 days. Once this time period has been set, it cannot be altered. Quorum must be reached in the time period set by the President in order for an electronic vote to be valid and binding.

In the case of an e-mail vote, in order for a Representative's vote to be valid, his or her response e-mail must clearly indicate affirmative, negative, or abstention and be sent to the President and to all Executive Board Representatives. In the case of a Facebook vote the President shall determine a method that allows Representatives to clearly indicate their affirmative or negative vote or abstention from the vote that can be viewed by all other Representatives.

The President may use another medium for an electronic vote with the approval of the Vice President and Policies Committee Chair so long as the method meets the requirements placed on email and Facebook voting set forth previously in these rules of order.

The discussion thread of any electronic medium where the motion in question was discussed shall constitute the minutes of the meeting. These discussion threads shall be made public as minutes by the Secretary with the omission of any private or personal information such as but not limited to email address, phone number, place of residence, employment status, etc.

### **AUDIO/VIDEO RECORDINGS AND LIVESTREAMING**

The Executive Board respects the public's freedom to create audio and video recordings of open portions of meetings. Any party who intends on doing so must make it known to everyone present at the start of the recording and must immediately stop recording when asked to by the President. The President may also request that all copies of an audio or video



recording be deleted in front of the President if there is reason to believe the recording captured sensitive or confidential information.

The Executive Board does not condone livestreaming of meetings of any kind. The Executive Board or its members will not actively take part in or allow livestreaming meetings.

These policies are adopted to ensure the privacy of any party presenting sensitive financial or personal information to the Board and to allow the Board to freely express its opinions without interruption from biased parties.