

CHAPTER 200 - FRESHMEN COUNCIL POLICY AND PROCEDURE

ARTICLE I. GENERAL ORGANIZATION

§1 **AUTHORIZATION.** This chapter and all its regulations are authorized pursuant to Article III(10)(a),(d) of the Student Government Constitution.

§2 **AMENDMENT AND SUSPENSION.** In addition to the Senate's constitutional power to amend this statute, this Policy and Procedure statement may be amended by Executive Order of the President or temporarily suspended by a verbal directive of the President. It may also be amended by a two-thirds vote of the Freshmen Leadership Commission, with permission of the President. Any changes must be provided to the Dean of Students for final approval.

§3 **PURPOSE OF OFFICERS.** The officers of Freshmen Council shall help achieve the Freshmen Leadership Commissions stated objectives.

§4 **THE CHAIRPERSON.**

- (a) Have no vote in the Council except in the event of a tie.
- (b) Be an *Ex officio* member of the Council.
- (c) Maintain order at all times.
- (d) Know the basics of parliamentary procedure.
- (e) Not debate from the Chair except in the case of an appeal.
- (f) At no time decide on a question involving the constitutionality of a piece of petitions.
- (g) Shall create the Council meeting agendas.
- (h) Follow the order of business as prescribed by the agenda unless the rules are suspended.
- (i) Remain impartial at all times while conducting meetings.
- (j) Make clear to all of the council members the issue in question.
- (k) Execute all powers and duties found in the Freshmen Council Policy and Procedure, and ensure that the Council functions in compliance with the Student Government Constitution, Student Government Code, and all University policies and the rules and regulations of the Texas State University System Board of Regents.
- (l) Shall have the power to nominate Freshmen Council members and *ex officio* members to vacate executive officer positions with two-thirds majority confirmation vote by the Freshmen Council.

- (m) Be the only person authorized to recognize individuals wishing to speak during a Council meeting.
- (n) Not recognize anyone except Council members, the President, Student Government Advisors, Cabinet members and *ex officio* Freshmen Council members during the Old Business and New Business sections of the Agenda.
- (o) Recognize qualified persons wishing to speak in a fair and impartial manner.
- (p) Have the power to establish Ad-Hoc Committees and Special Committees made up of selected Councilmembers.
- (q) Shall appoint the Chairs of Ad-Hoc and Special Committees at his/her discretion.
- (r) Shall act as a liaison between the Council and all other Student Government branches.

§5 **THE VICE CHAIRPERSON.**

- (a) Assume the position of interim Chairperson in the event of the Chairperson's absence.
- (b) Shall become Chairperson in the event the office of the Chairperson becomes vacant.
- (c) Shall be a Council Member.
- (d) Assist the Chairperson in managing and scheduling the Council's council and executive business.
- (e) Serve on the Freshmen Council Executive Board and attend meetings as required.

§6 **THE CLERK.**

- (a) Assume the duty of the Freshmen Council Secretary.
- (b) Keep a permanent record of all Freshmen Council proceedings in the form of minutes that are to be posted within one week after the meeting.
- (c) Be responsible for the printing of all Freshmen Council literature.
- (d) Keep a record of all absences and excuses.
- (e) Keep an accurate and up-to-date Freshmen Council roster.
- (f) Be responsible for updating and maintaining the Freshmen Council TRACS page.
- (g) Be responsible for maintaining the Freshmen Council's record of petitions.
- (h) Be responsible for the carrying out of all official correspondence for the Freshmen Council including delivery of the Freshmen Council Minutes to the Student Government President and any other member of the campus community who requests a copy.

- (i) Be an *Ex officio* member of the Council.
- (j) Be responsible for maintaining the computerized Freshmen Council Voting Record, which shall be made available for public access.

§7 **THE PARLIAMENTARIAN.**

- (a) Know the basics of Parliamentary Procedure once elected.
- (b) Have the final say in all matters of procedural conflict on the Freshmen Council floor.
- (c) Point out errors in procedure to the Chairperson of the Freshmen Council.
- (d) Record all questions of order and other questions of procedure for future reference.
- (e) Keep time during periods of limited debate and/or speech.
- (f) Remove any person deemed out of order by the Chairperson or by the Parliamentarian himself.
- (g) Be an *Ex officio* member of the Council but shall have no authority to author, debate, or sponsor petitions.

§8 **THE HISTORIAN.**

- (a) Keep an archive of all petitions for future viewing.
- (b) Be a Freshmen Council member.
- (c) Catalog and collect items throughout the course of the year that may be useful for future Freshmen Council members.
- (d) Be responsible for updating and maintaining the Freshmen Council Facebook and other social media.

ARTICLE II. COUNCIL MEETINGS GENERAL PROVISIONS

§1 **MOTIONS.** A motion may be carried to only three levels at one given time.

§2 **DECISIONS OF THE CHAIR.** Decisions of the Chair may be overridden by the majority vote of Council members present.

§3 **IMPARTIAL CHAIR.** The Chairperson or acting Chairperson of the Freshmen Council shall at no time decide on a question involving the constitutionality of a piece of petitions or other issues of actions of the Freshmen Council.

§4 **OPEN MEETINGS.** All Freshmen Council meetings shall be open to the public.

§5 **PETITION ORIGINAL INTENT.** No petitions may be amended so as to change the original intent.

§6 **DEFEATED PETITIONS.** Once petitions have been considered and defeated, no petitions containing the same principle subject matter shall be considered again during the same semester it was presented. However, the original petitions may be reconsidered once.

§7 **RECONSIDERING.** A motion to reconsider may be made and seconded only by Council members who voted on the prevailing side in the original vote. A motion to reconsider is debatable if the item to be reconsidered is debatable. A motion to reconsider requires a majority vote for passage. Upon passage of a motion to reconsider, the petitions may be debated and amended. Upon termination of debate on the petitions, a new vote shall be taken.

ARTICLE III. FRESHMEN COUNCIL MEETING PROCEDURES

§1 **ROBERTS RULES OF ORDER.** The most up to date edition of Robert's Rules of Order will be the sole source of parliamentary procedures unless otherwise provided by this Policy and Procedure Statement.

§2 **MEETING DATES AND TIMES.** The Freshmen Council shall meet on a schedule as decided by the President and Freshmen Leadership Director.

§3 **QUORUM.** No official business may be conducted by the Council without the presence of a quorum. A quorum for the conduct of business shall be two-thirds of the Council membership..

§4 **MEMBERSHIP.** Membership shall be determined by the total number of Council members on the roll at the time a meeting is called to order.

§5 **ORDER OF BUSINESS.** Order of Business shall be determined by the agenda. The general order of business may be:

- (a) Call to Order
- (b) Roll Call
- (c) Approval of Minutes
- (d) Guest Speakers
- (e) Public Forum
- (f) Old Business
- (g) New Business
- (h) Chairperson's Report

- (i) Coordinator's Report
- (j) Announcements
- (k) Adjournment

§6 **GUEST SPEAKERS.** A guest speaker must be on the posted agenda in order to address the Freshmen Council. A guest speaker shall not be allowed to speak during the Old Business or New Business sections of the agenda. A guest speaker shall be limited to no more than fifteen minutes of speaking time. There shall be an initial question and answer period of ten minutes after speaking time has expired. Question and Answer time can be extended by a motion made by a Freshmen Council member, seconded and approved by a simple majority vote of the Freshmen Council voting body.

§7 **ORDER OF GUEST SPEAKERS.** The order of speakers for Freshmen Council meetings with multiple speakers shall be decided by the Chairperson.

- (a) Non-council members may be allowed to address the Freshmen Council under the rules for guest speakers if adequate notice is given to the Chairperson of Freshmen Council prior to the start of the meeting. Otherwise, non-council members may address the Freshmen Council during the Public Forum for a maximum of two (2) minutes. Public Forum shall be limited to two (2) students for a maximum of four (4) minutes of speaking.

§8 **THE AGENDA.** The agenda shall be sent out on the Friday preceding any formal Freshmen Council meeting except in cases where an emergency meeting has been called.

§9 **CONDUCT.** Members of the Freshmen Council shall conduct themselves in an orderly fashion at all times while on the Council floor. Excessive persistent disruptions, which impacts the normal business of the meeting shall be defined as disorderly. The Chairperson and the Parliamentarian of the Council shall have the authority to decide what actions are disorderly. Disorderly person(s) will be asked to leave the Freshmen Council chambers by the either officer.

§10 **ON TOPIC DEBATE.** During debate all Council members shall confine their remarks to the subject at hand or shall be ruled out of order.

§11 **UNLIMITED SPEAKING TIME.** Any Council member who has the floor shall not be interrupted by another Council member or officer for any purpose except as provided in

Robert's Rules of Order or unless the member consents to yield the floor to that Council member or officer.

- §12 **ENFORCEMENT.** All rules of debate and decorum shall be enforced by the Parliamentarian and transgressors of these rules shall be considered out of order.
- §13 **RESULT OF BEING CALLED OUT OF ORDER.** All Council members ruled out of order shall automatically lose the floor. Any Council member ruled out of order two or more times may be asked to leave the Freshmen Council chambers by the Parliamentarian.
- §14 **PRECEDENT OF REGULATIONS.** Except in the cases of conflict with the Policy and Procedure Statement, Robert's Rules of Order shall prevail in matters of procedure unless a motion to suspend the rules has been approved.
- §15 **SUSPENSION OF THE RULES.** A motion to suspend the rules will enable the Order of Business on the agenda to be amended with two-thirds approval of the Freshmen Council. A motion to suspend the rules can also enable the Chairperson to recognize anyone in the Freshmen Council chambers. All motions to suspend the Rules shall require a two-thirds vote.
- §16 **DRESS CODE.** Proper attire is required at Freshmen Council meetings in order to vote. Proper attire at a minimum should be business casual for both male and female members and wardrobe selections should be those that both preserve and honor the dignity of the meeting. Wardrobe selection should include, but is not limited to: a collared shirt, or sweater, with slacks for male members and either slacks, skirt or a dress for female members. Complimentary footwear should be worn. Proper attire in question will be determined by the Chairperson of the Freshmen Council.
- §17 **PRESENT TO VOTE.** Freshmen Council members must be present on the Freshmen Council chamber in order to vote.
- §18 **ABSTAIN.** Members not wishing to vote may abstain. Members wishing to abstain shall not be counted when determining the number needed to obtain a majority.
- §19 **PASSING TO VOTE LATER.** Undecided Council members may pass and then cast their vote at the conclusion of voting before the final vote is announced.
- §20 **TIE VOTES.** A tie vote shall be considered broken by the Chairperson.
- §21 **DIVISION OF THE HOUSE.** At the desire of any Council member present, a division of the house can be called as prescribed in Robert's Rules of Order.

§22 **ROLL CALL VOTES.** All votes on petitions and amendments to petitions shall be taken by roll call vote unless there is an appropriate motion to suspend the rules. All other motions may be considered as outlined in Robert's Rules of Order.

ARTICLE IV. PETITIONS

§1 **PURPOSE.** A Freshmen Council petition is a recommendation to another organization or the official support of any actions external to Freshman Council. A Freshmen Council petition is a formal statement expressing the opinion, will, or intent of the Freshmen Council as a representative body of the freshmen of Texas State University or which is addressed to the President for action. Each petitions shall carry:

- (a) The name or names of sponsor(s) and the author(s).
- (b) A title if the sponsor or co-sponsor wished to give it one.
- (c) Each petition passed by the Freshmen Council shall carry:
 - (1) The date it was first introduced by the Freshmen Council.
 - (2) A place for the signature of the Freshmen Council Chairperson, Freshmen Council Clerk, and the Freshmen Council coordinator.
 - (3) A place for the date on which the petition passed in the Freshmen Council.
 - (4) Any amendments approved by the Freshmen Council.

§2 **SUBMITTING PETITIONS.** All petitions to be placed on the agenda must be submitted to the Council Chairperson no later than noon on the Friday preceding the Council meeting. Thereafter, petitions to be placed on the agenda shall require special permission from the Chairperson and shall not be accepted at all after 1:00 p.m. on Monday.

- (a) **First Reading** – At the first meeting the petition shall be placed under New Business during formal meetings with quorum present. No debate or discussion may take place on new petitions.
- (b) **Second Reading** – At the next formal meeting following the meeting in which the petitions were first read, the petitions shall have a second reading under Old Business.
- (c) **Move for Adoption** – After second reading under Old Business, it may then be moved and seconded for adoption. At this time, amendments to the petitions may be proposed and voted on. All amendments must be pertinent to the petitions being

considered. Upon termination of debate, if the petitions have not been taken from the floor, a roll call vote shall be taken to determine passage or failure of the petitions.

- (d) Upon passage of a petition it shall be forwarded to the President. If the President does not approve of the petition he may return it to the Freshmen Council with specific recommendations to improve upon.

ARTICLE V. SPECIAL COMMITTEES OF FRESHMEN COUNCIL

§1 **PURPOSE.** Ad-Hoc Committees can be established throughout the academic year by the Chairperson of the Freshmen Council, petitions, or motion and approved by a simple majority of the Freshmen Council to study specific problems or concerns of the freshmen class and recommend solutions to the Freshmen Council. Freshmen Council members may not serve on more than one Ad-Hoc committee.

§2 **POWERS OF COMMITTEE.** No Ad-Hoc committee shall have the authority to amend, delete, or change in any way the nature, purpose, or content of any petition referred to it, but may draft and recommend amendments thereto.

- (a) Ad-Hoc committee members will be appointed by the Chairperson of the Freshmen Council.
- (b) Ad-Hoc committees shall have petition review power over all petitions submitted to their committee, but shall not be able to kill or amend a petition.
- (c) Will be dissolved as soon as the Chairperson of the Freshmen Council and the Chairperson of the Committee feel the project is completed, or by petitions or motion.

ARTICLE VI. SELECTION OF OFFICERS

§1 **APPLICATION.** All candidates for Freshman Council executive office will submit their names, and desired position to the Director of the Freshmen Leadership Commission at least one week before selections.

§2 **DECIDING OFFICERS.** The Director of the Freshmen Leadership Commission, with the President shall establish standardized questions for all candidates and a matrix for the Council to grade candidates. This matrix will be used by the Freshmen Leadership Commission, the Council and the President to grade the oral presentation and interview. The order of selection shall be as follows:

- (a) Chairperson
- (b) Vice-Chairperson
- (c) Parliamentarian
- (d) Clerk
- (e) Historian

§3 **CANDIDATE PRESENTATIONS.** Candidates for office shall make an oral presentation and answer questions of the Freshmen Leadership Commission, the Council and the President.

§4 **COMPOSITION OF GRADING MATRIX.** The grading matrix shall be tallied by the Freshmen Leadership Director, and transmitted to the President. Whomever has the highest grade for each position will take office, unless the President disagrees. If the President disagrees, the President shall remand the final decision to the Freshman Leadership Commission for further consideration and final selection. The President shall announce the results at the next regular meeting of the Council.

§5 **PRESIDENTS POWER TO BREAK A TIE.** In the event of a tie, the President may take steps to identify who the best candidate is and decide who shall be installed.

ARTICLE VII. ABSENCE POLICY

§1 **EXCESSIVE ABSENCES.** Two unexcused absences from Freshmen Council meetings in one semester, either from general assembly or committee meetings, shall be just cause for removal of a Council member.

§2 **RECORDING ABSENCES.** All absences will be recorded as excused and unexcused.

§3 **REPORTING ABSENCES.** All excuses shall be turned into the Chairperson and the Freshmen Council Clerk and/or the Freshmen Council coordinator no later than 5:00 p.m. of the Friday for the meeting missed that same week (except holidays).

§4 **RECORDING ATTENDANCE.** The Freshmen Council Clerk shall keep an attendance file of all excuses for absences along with an up-to-date running attendance record. Excuses will be kept on file for a period dating back one year. This file will be open to the public.

§5 **FAILURE TO INFORM.** Absent Council members who fail to turn in an excuse shall have their absences recorded as unexcused.

- §6 **ACCEPTABLE EXCUSES.** Freshmen Council Clerk shall keep a running list of excused and unexcused absences. Excused absences shall include:
- (a) Death in the Family.
 - (b) Illness.
 - (c) School sponsored trips.
 - (d) Other extraordinary circumstances as defined by the Council Clerk.
 - (e) Representing the Freshmen Council in an official capacity.
- §7 **WARNING FOR ABSENCES.** When a Council member acquires one unexcused absence they shall be warned that they have one more unexcused absence before removal from office via e-mail.
- §8 **REMOVAL BECAUSE OF ABSENCES.** Once a Council member acquires two (2) unexcused absences, the Director of the Freshmen Leadership Commission shall meet with the member and discuss the reason for absences. After this warning should the member receive another unexcused absence the Director of the Freshmen Leadership Commission shall ask the member to resign. If the member refuses the request to resign, the Director will request permission from the President to remove the member. With approval the Director will remove the member.
- §9 **REVOKED VOTING RIGHTS IF ABSENT.** A Council member not present for roll call shall be recorded as absent and have no vote.
- §10 **RECORDING TARDY.** The Freshmen Council Clerk shall record in the minutes a tardy when a Council member arrives after roll call.
- §11 **RESPONSIBILIY OF TARDY MEMBER.** When a tardy Council member arrives to the Freshmen Council meeting, he shall check with the Freshmen Council Clerk after the Freshmen Council meeting and the absence shall be removed if qualified.

ARTICLE VIII. FRESHMEN COUNCIL REMOVAL

- §1 **POWERS TO REMOVE.** The President, Freshmen Leadership Commission, Freshmen Leadership Director, or Senate may remove any Freshmen Council member in a manner outlined in Robert Rules of Order for reasons including but not limited to:
- (a) Violations of Senate statute.
 - (b) Violation of this policy and procedures statement.

- (c) Conduct unbecoming of a member of Student Government.
- (d) Other reasons as described by the President.