

# Activity & Service Fee (A&SF) Budget Committee



## 2013 – 2014 COMMITTEE RULES & GUIDELINES

### **Powers and Duties of the A&SF Budget Committee Chair**

- A. Meeting Times: Shall be responsible for setting and posting the committee meeting times and locations, with the concurrence of the majority of the committee. The meeting must be posted in accordance with the Sunshine Law.
- B. Excusing Committee Absences: Shall have the power to excuse committee absence(s), as per the Rules and Guidelines.
- C. Shall report to the Student Senate weekly or as the Senate meets.
- D. Shall perform office hours as stipulated by the A&SF Budget Committee.
- E. Shall be responsible for developing a communications plan.
- F. Shall notify the A&SF Budget Committee of any extensions granted to a requesting entity.
- G. Vote of No Confidence: In the case where the committee chair is not performing his/her duties to the satisfaction of the committee, a vote of no confidence may be brought forth in motion form. The vote on the motion of no confidence will take place at the next scheduled meeting of the A&SF Budget Committee.

### **Powers and Duties of the A&SF Budget Committee Vice Chair**

- A. Shall fulfill all of the duties of the Committee Chair in **his/her** absence.
- B. Shall perform office hours as stipulated by the A&SF Budget Committee.
- C. Shall keep record of recommendations sent to **him/her** by the chair of ORC regarding all agencies and departments.

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- D. Shall be responsible for recording minutes at all A&SF Budget Committee meetings.
- E. Vote of No Confidence: In the case where the committee vice chair is not performing his/her duties to the satisfaction of the committee, a vote of no confidence may be brought forth in motion form. The vote on the motion of no confidence will take place at the next scheduled meeting of the A&SF Budget Committee.

### **Powers and Duties of the ORC Chair**

- A. Shall bring all available audits to each meeting and forward any recommendations to the A&SF Budget Committee Vice Chair.

### **A&SF Budget Committee Guidelines**

- A. The A&SF Budget Committee will consider funding for SGA affiliated agencies and departments for the fiscal year beginning July 1, 2013, ending June 30, 2014.
- B. The deadline set by the A&SF Budget Committee to submit budget requests is December 7, 2012. Requests must be submitted to the A&SF Business Office. Agency/Department budget requests also must be sent to the Chair via email. Requests that do not meet these guidelines will not be considered by the committee.
- C. Departments and Agencies with incorrect/incomplete Update Forms or incomplete budget forms will have ten (10) business days after notification from the A&SF Budget Committee Chair or Vice Chair to correct the error and be eligible for funding. All communications by the Vice Chair to departments or agencies about their budget status shall be carbon copied to the Chair.

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## **A&SF Budget Committee Attendance Policy**

- A. Members of the A&SF Budget Committee are expected to attend all committee meetings.
- B. If a committee member receives more than two (2) unexcused absences, the Chair shall pursue action to have the committee member resigned.
- C. Senator-at-large and Student-at-large positions may be resigned if they accumulate more than two (2) unexcused absences.
- D. The Chair may excuse a committee member's absence upon request via email written petition. The email must be sent to the Chair within two (2) weeks following the absence in question; otherwise the absence will not be considered excused. The Chair shall notify the committee of excused and unexcused absences. A two-thirds (2/3rds) vote of the committee shall overturn the decision of the Chair.
- E. The Chair may expunge any committee member's absences by notifying in memo to the rest of the A&SF Committee. By a two-thirds (2/3rds) vote of the committee this absence may be overturned.

## **A&SF Budget Committee Miscellaneous Rules**

- A. Committee members must be physically present to vote on committee business. There shall be no proxy voting.
- B. Robert's Rules of Order will be used to facilitate committee meetings. An official vote count must be taken any time a line item is zero-funded and an explanation must be stated as well.
- C. There shall be no seconds necessary to entertain a motion.
- D. Deviations from or changes to the Committee Rules and Guidelines require a 2/3-committee vote to pass.