

## STUDENT FEE ADVISORY COMMITTEE STANDING RULES

### I. MEETINGS

A. The Committee will meet once a month during the academic year. All meetings will be convened according to the availability of member's schedules.

B. All meetings are open to the public and students are encouraged to attend.

### II. MEMBERSHIP

A. Voting membership of the committee shall consist of

1. The President of the Associated Students (or designee)
2. Associated Student Administrative Vice President (or designee)
3. Four (4) students appointed by the Associated Students nominated by the follow groups:
  - Residence Hall Association (RHA) Designee:
  - Student-Athlete Advisory Committee (SAAC) Member:
  - Two (2) At Large Student Appointments nominated by the Dean of Students:
  - At Large Student Appointment nominated by the Dean of Students:

5. Vice President for Administration & Finance (or designee):

6. Vice President for Enrollment Management (or designee):

7. Provost (or designee):

8. One faculty member serving a two-year term, appointed by the University Senate

9. URPC Faculty Co-Chair:

B. Non-Voting membership of the committee shall consist of an Administration Affairs designee and Enrollment Management designee.

C. Chair - The Co-chairs of the committee will be appointed by the president yearly from the membership of the committee.

D. Term and Appointment- Committee appointments will be for a two year term; Associated Students, SAAC and RHA terms will align with their board terms and/or appointments. Co-chairs can re-appoint committee members for extended terms at their discretion.

### III. QUORUM

A. Quorum for the committee shall be a minimum of 6 members present to transact business. The Chair is counted in computing a quorum. It is the duty of the Chair to declare that business may not be transacted any time it is apparent that a quorum is not present.

## **IV. BUSINESS**

A. Parliamentary procedure shall be used in conducting meetings of the Student Fee Advisory Committee. In order to avoid abuse of process, the Chair, with a 2/3 approval of committee members, may suspend the rules of Parliamentary Procedure. Any such suspension will be duly noted in the minute of the meeting.

B. An opportunity for Public Comment shall be provided for members of the public to directly address the Student Fee Advisory Committee on any action item on the agenda. Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the agenda.

## **V. VOTING AND VOTING BY PROXY**

A. Committee members may proxy their vote by submitting a letter or email of intent to the Chair.

B. A student voting majority is required to transact business.

C. A proxy will not be count toward the six-member minimum for establishing or maintaining quorum. Proxies will be counted in establishing whether a voting majority of students is present.

D. Committee members may proxy votes to other committee members. Students may only proxy their vote to other students on the committee.

E. Committee members may send representatives to meetings; however, members may not proxy their vote to representatives.

F. For the purposes of computing a majority or two-thirds approval, only yes and no votes shall be taken into account.

## **VI. ADOPTION**

A. These standing rules shall be adopted by a majority vote of the Student Fee Advisory Committee and will be on-going year-to-year: They may only be amended or modified by a 2/3 vote of the committee.

Approved by the Committee: October, 2022