



Engineering Governing Council

*The legislative body representing the students
of the School of Engineering at Rutgers University.*

Engineering Governing Council Standing Rules

This document will hereby serve as the Engineering Governing Council (EGC) Standing Rules. The Engineering Governing Council Standing Rules serve an important function in the governing body. They act as a guideline for day-to-day procedures as well as further notation to the Engineering Governing Council Constitution. It should be noted that the Standing Rules are a document separate from the Constitution and thereby not liable to the same amendment procedures thus making the Standing Rules a more adaptive document that can be changed when necessary. This document will nullify all past legislature that contradicts the material contained within.

I. Meeting Procedure

The President or the highest-ranking Executive Committee Member present shall Chair Council meetings. The meeting shall adhere to Robert's Rules of Order and to the Engineering Governing Council Constitution and Engineering Governing Council Standing Rules. Should the rules set forth in the Engineering Governing Council Constitution or the Engineering Governing Council Standing Rules differ from Robert's Rules of Order, the following documents will set precedence as follows: Engineering Governing Council Constitution, the Engineering Governing Council Standing Rules, and Robert's Rules of Order.

II. Agenda

All Council general body meetings will consist of the following items: The composition of the Agenda, it's order, and the addition of other items at the discretion of the Council.

- I.** Call to Order
- II.** Approval of Agenda/Approval of Minutes
- III.** Forums and Reports
 - a. Open Discussion
 - b. External Representative
 - c. Standing Committees Reports
- IV.** New Business
- V.** Old Business
- VI.** Forums and Reports
 - a. President's Report
 - b. Society Reports
 - c. Internal Representative and Committee Reports
 - d. Open Discussion
 - e. Press Questions
- VII.** Adjournment

III. Bills and Resolutions

All bills and resolutions must be submitted in writing to the Executive Board for consideration. The bill or resolution must be submitted within 48 hours before the Council where the bill or resolution will be presented. After review, the bill or resolution may be sent to committee, returned to the author or sponsoring committee with recommendations, or put on the agenda of the next Council meeting. A bill or resolution may also be added to the agenda at the time of a Council meeting by motion by a voting member and subsequent approval by the Council.

IV. Debate

Debate shall follow the rules prescribed in Robert's Rules of Order. Some general rules that apply include:

- A. A person may speak on a given issue no more than twice.
- B. If there is no time limit set, then the time limit shall be five minutes.
- C. Debate must be germane.
- D. All comments must be directed to the chair.
- E. The Chair shall not enter debate.
- F. The question is called once the speakers list is exhausted or by a 2/3 vote of the body.
- G. There will be three categories for debate: for, against, to. The speakers list will be closed for each category with three speakers.
- H. The speakers' list may be reopened for any or all categories by a simple majority vote.

V. Motions and Points

Robert's Rules of Order are used by the Council to maintain order and efficiency. When a member of the body wishes to speak they may not speak until the chair has recognized them. When recognized by the chair the person will rise and make either a motion or make a point.

VI. Closed Sessions

The EGC may make a meeting closed to the public by a 2/3 majority vote of the body. Closed sessions will usually occur when dealing with in-body elections, members, or legal matters. If a meeting is closed after the meeting has begun, all members of the public must leave before business may continue.

VII. Executive Board

The powers of each Executive Board position are as follows, noting that all Executive Board members are additionally responsible to the President of the Council:

President

- Is the official representative of the Council to the University Community
- Shall preside over all meetings of the Council
- Shall preside as the chair of the Executive Board
- Shall report on the state of the School and recommend where action seems necessary
- Shall appoint special representatives and chairs of committees
- Shall be responsible for the coordination of all Council activities

Internal Vice President

- Shall assume the responsibilities of the President in the absence of the President
- Shall be responsible for coordinating all of the Council's committees
- Shall be responsible for coordinating the annual Retreat

External Vice President

- Shall assume the responsibilities of the President in the absence of the President and the Internal Vice-President
- Shall be responsible for coordinating communication between governing body representatives and envoys
- Shall be responsible for coordinating an annual Leadership Conference

Treasurer

- Shall handle all financial transactions of the Council and provide accurate records of such transactions
- Shall, with the President, be authorized to withdraw funds from the Council's account
- Shall allocate money, in conjunction with the Finance Committee, to the recognized societies
- Shall review the financial status of all recognized Societies and make recommendations of membership status to the Internal Review Committee Chair

Secretary

- Shall keep accurate records of all proceedings related to the Council
- Shall be responsible for all official correspondence of the Council
- Shall maintain a current list of members of the Council

University Senator(s)

- Shall attend all University Senate meetings
- Shall be responsible for communication between the Council and the University Senate

VIII. Committees

The EGC will operate the following Standing committees: Internal Review Committee (IRC), Finance Committee, Events Committee, Engineering Affairs Committee, University Affairs Committee, Society Affairs Committee, and Publicity Committee. Members outside of the Engineering Governing Council are encouraged to join any Council Committees.

IX. Committee Responsibilities

The standing committees of the Council and their responsibilities are as follows:

a) Internal Review Committee:

- Shall be chaired by a voting member of the Council appointed by the President
- Shall organize and supervise all elections
- Shall maintain and act on an accurate attendance record of all Council members
- Shall maintain a record of the status of all members and societies within the Council
- Shall review the behavior and actions of all representatives and enact an appropriate action.

b) Finance Committee

- Shall be chaired by the Treasurer
- Shall review the budgets of recognized, eligible societies
- Shall allocate student fees to recognized, eligible societies
- Shall approve all expenditures of the Council that are over \$1,500

c) Events Committee

- Shall be chaired by a member of the Council appointed by the President
- Shall organize and execute all annual engineering events
- Shall operate two permanent subcommittees: An Open House Subcommittee and a First Year Subcommittee
- Subcommittees shall be chaired by a member of the Council appointed by the President

d) University Affairs Committee

- Shall be chaired by a member of the Council appointed by the President
- Shall collect the concerns of the students of the University and work towards dissolving those issues
- Shall work with the administration of the University to help voice these concerns

e) Engineering Affairs Committee

- Shall be chaired by a member of the Council appointed by the President
- Shall collect the concerns of the students of the School and work towards dissolving those issues
- Shall work with the administration of the School to help voice these concerns

f) Society Affairs Committee

- Shall be chaired by a member of the Council appointed by the President
- Shall aid in starting new societies
- Shall be responsible for administration and compliance of the Societies with this Constitution and University Guidelines
- Shall be responsible for coordinating the activities of the Societies with the Council

g) Publicity Committee

- Shall be chaired by a member of the Council appointed by the President
- Shall publicize all events and meetings of the Council
- Shall be responsible for recruitment for open Council positions
- Shall prepare and update the Council bulletin boards

X. Subsidiary Committees

Subsidiary Committees will be formed when deemed necessary by the EGC President to address any issue that affects the students of the School of Engineering.

XI. Elections

During election times, a special committee will be formed under the IRC with the following responsibilities:

- a) All dates, times, locations, and any other regulations shall be established and presented to the Council by the Internal Review Committee (IRC).
- b) Council elections will be held by the third week in April
- c) Freshman elections will be held by the second week in October.
- d) During the election no campaigning of any kind will be permitted inside or within 25 feet of the exterior of the building that will house the election and must be taken down prior to the start of voting. Campaign material must not be bias against any other candidate.
- e) All elections must be adequately publicized through news media and by posted signs. No publicity shall be biased towards or against any candidate.
- f) All undergraduate students of the School of Engineering may vote for the Executive Board.
- g) All undergraduate students of the School of Engineering may vote for General Representative from their respective class.
- h) A plurality vote will decide all elections. A tie will be decided by a Council plurality vote.
- i) Any student or candidate may contest an election by submitting a written appeal to the Executive Board within twenty-four hours of the polls closing. An investigation will follow by the IRC, who will bring the problem to the Council for a decision.
- j) The IRC and the President shall enforce election regulations and may disqualify any candidate who violates any policy of the Constitution or the Election Guidelines.

In-body Elections

- a) Any eligible person may be nominated by another person or may nominate themselves when asked.
- b) All nominations must be seconded.
- c) Candidates will make a short speech not to exceed a minute.
- d) After deliberation, the Council will vote by secret ballot. The candidate with a majority of votes shall win the position.
- e) If no candidate receives a majority of votes, a runoff election will take place between the top two candidates.

XII. Additional Positions:

All additional positions as defined below shall be voted on through an in-body election.

Parliamentarian

A Parliamentarian shall assist the Council with parliamentary procedure and order by interpreting the Constitution, Standing Rules, and the current edition of "Robert's Rules of Order newly Revised". Any member of the Council is edible to run for Parliamentarian.

Rutgers University Student Assembly (RUSA) Representative(s)

All RUSA Representatives, a number of which shall be prescribed by the RUSA Constitution, shall represent the Engineering Governing Council and the School of Engineering at all RUSA meetings. They must follow all RUSA rules and requirements as prescribed by RUSA documentation, so long as they do not conflict with their duty to the EGC and the School of Engineering. Any undergraduate of School of Engineering student is eligible to run for RUSA Representative.

Busch Campus Center (BCC) Representative(s)

All BCC Representatives, a number of which shall be prescribed by the BC Constitution, shall represent the Engineering Governing Council and the School of Engineering at all BCC meetings. They must follow all BCC rules and requirements as prescribed by BCC documentation, so long as they do not conflict with their duty to the EGC and the School of Engineering. Any undergraduate of School of Engineering student is eligible to run for BCC Representative.

XIII. Additional Documents:

Allocations Guideline

The Allocations Guidelines are a document drafted and maintained by the Finance Committee that outlines requirements to receive funding, the use of funds, and what items are and are not eligible for funding. The Funding Guidelines also outlines violations and penalties, but decisions of the Finance Committee are not restricted by the Guidelines. The Allocations Guidelines are voted on and approved by the Council by a 2/3 vote.

Attendance Guideline

The Attendance Guidelines are a document drafted and maintained by the Internal Review Committee. The Attendance Guidelines outline attendance policy and requirements, as well as consequences of attendance policy breaches.

Rules of Ethical Conduct

The Rules of Ethical Conduct is a set of guidelines that outlines behavior considered ethically acceptable as leaders of the School of Engineering. While a breach of the Rules is not grounds for punishment, any infractions will be noted should charges arise. The Rules of Ethical Conduct are voted on and approved by the Council by a 2/3 vote.

New Society Recommendations Guidelines

The New Society Recommendations Guidelines are a document drafted and maintained by the Society Affairs Committee that outlines the how to start a society, including requirements, timetables, and other pertinent information.