

# RUSA

INTERNAL AFFAIRS  
COMMITTEE

## A Report on Model Standing Rules for RUSA Committees

In order to provide for proper operation of RUSA committees and to insure all interested persons are aware of the procedures before committees, the Internal Affairs Committee recommends that all committees agree on certain rules of how the committee will operate. The rules we recommend should be approximately one or two pages long and essentially fill the gaps between the RUSA Standing Rules and committee procedure.

One important gap to fill is how a committee will conduct electronic votes. One practical consideration for RUSA committees is that a committee meets generally once a week. While this is generally a practicable meeting frequency, sometimes important issues may arise that require swift action be taken by the committee. In that regard, the committee may be best suited to resolve the issue in an electronic format. However, since RUSA considers itself a deliberative body, it is important that all voices can be heard throughout this process, as a result we propose model rules that allow for a substantial majority to take action in an electronic medium, but a sufficient minority may prevent that action from being taken electronically, and instead, that action must be taken at a special meeting of the committee in question.

Another important gap to fill is how the committee will actually operate. The RUSA Standing Rules permit a chair to deviate from *Robert's Rules* in committee operations: a necessity in some contexts and committees. The Standing Rules of a committee should describe how the committee plans to maintain order and insure all voices are heard. Additionally, there should be rules put in place to make sure the committee maintains its deliberative character. A way to do this while incorporating *Robert's Rules* is provided below. Committees which use other methods are encouraged to work with the IA committee to devise rules appropriate to their committee.

Lastly, it is important that all proposed committee rules contain the language, (preferably word for word) in the preliminary matters section below. This language is necessary to make the rules comply with the RUSA Standing Rules.

## Standing Rules of the \_\_\_\_\_ Committee

- I. Preliminary Matters
  - A. This document shall constitute a binding agreement between the chair of the committee and its members.
  - B. All amendments to this document require the approval of the committee chair as well as the majority of the committee. Proposed amendments must be circulated in writing to all members of the committee at least a week prior to adoption.
- II. Rules of Procedure
  - A. This committee shall operate under the rules of procedure as established for committees in the latest version of *Robert's Rules of Order, Newly Revised*, unless otherwise noted in these rules.
  - B. The motion to call the question shall be in order in this committee. It shall require a second, followed by a three-fifths vote for adoption.
  - C. There shall be no time limits for debate in committee, nor limits on the number of times a member may speak, except as noted on any agenda the committee adopts.
  - D. The committee chair may ask for the committee to sponsor or approve other matters in an electronic form, with at least twenty-four (24) hours be provided for deliberation; however, upon objection of at least two-fifths of the membership of the committee, the motion to sponsor or approve other matters must be decided at a committee meeting.
  - E. The committee may additionally authorize the chair to ask certain questions in electronic form regardless of any objections. Such authorization shall expire after the Spring post-election transition meeting.
  - F. The chair of the committee or four members of the committee may call for a special meeting of the committee, outside of the normally designated meeting times.
  - G. The committee may meet over teleconference or videoconference. All members shall be able to participate in the deliberations of the committee. Any member who becomes disorderly may be removed from the electronic meeting.
- III. The General Order of Business for this committee shall be:
  - A. Chair's Report
  - B. Approval of Past Minutes of the Committee
  - C. Approval of Agenda
  - D. Old Business
  - E. New Business
  - F. Adjournment