



**Contents**

Article I: Mission and Purpose..... 2

    Section 1.1 Mission:..... 2

    Section 1.2 Purpose:..... 2

        1.200 ..... 2

        1.201 ..... 2

        1.202 ..... 2

        1.203 ..... 2

        1.20 4..... 2

        1.205 ..... 2

        1.20 6..... 3

        1.20 7..... 3

Article II: Membership and Members Responsibilities..... 3

    Section 2.1 Members:..... 3

        2.10 0..... 3

        2.10 1..... **Error! Bookmark not defined.**

    Section 2.2 Term of Office:..... 3

    Section 2.3 Member Responsibilities:..... 3

        2.300 Chair..... 3

        2.301 Vice-Chair..... 3

        2.302 AS Legislative Liaison..... 4

        2.303 AS Local Liaison..... 4

        2.304 Student-at- large..... 4

        2.305 Western Votes Representative..... 4

        2.306 Secretary..... 4

    Section 2.4 Voting Rights:..... 5

    Section 2.5 Removal, Suspension and Reinstatement:..... 5

        2.500 Removal..... 5

        2.501 Suspension..... 5

        2.502 Reinstatement..... 5

Article III: Responsibilities..... 5

    Section 3.1 Fiduciary Duty:..... 5



**Associated Students of Western Washington University**  
 Legislative Affairs Council  
 Rules of Operation

3.100 5

Section 3.2 Policy Recommendations:..... 6

3.200..... 6

Article IV: Review and Amendments..... 6

Article V: Parliamentary Procedure..... 6

Section 5.1 Preamble:..... 6

Section 5.2 Meetings:..... 6

Section 5.3 Informality of Discussion and Motions:..... 7

Section 5.4 Main Motion:..... 7

Section 5.5 Subsidiary Motions:..... 7

Section 5.6 Privileged Motions:..... 8

Section 5.7 Incidental and Other Motions:..... 9

Section 5.8 Voting:..... 10

Section 5.9 Committees:..... 11

Section 5.10 Amendments:..... 11

**Article I: Mission and Purpose**

**Section 1.1 Mission:**

The Legislative Affairs Council works to increase on and off campus student representation and civic engagement by formulating positions of the Associated Students as related to local, state, and federal legislative issues.

**Section 1.2 Purpose:**

Legislative Affairs Council serves to empower student representation by:

- 1.200** Encouraging civic engagement and student participation in the political process.
- 1.201** Creating, reviewing, and proposing the Local, State, and Federal Legislative Agendas to the Associated Students of Western Washington University (ASWWU) Board of Directors.
- 1.202** Submitting recommendations to the Washington Student Association (WSA) regarding the statewide Legislative Agenda.
- 1.203** Establishing contact with elected officials to ensure that student perspectives are being considered at all levels of government.
- 1.204** Formulating policy positions for all matters concerning students in higher education.
- 1.205** Reviewing funding request proposals, making financial decisions, and monitoring the expenditures of student funds donated through the Legislative Action Fund.



**Associated Students of Western Washington University**  
Legislative Affairs Council  
Rules of Operation

- 1.206** Manage the operations of the Legislative Action Fund and appropriate funding to more directly represent WWU students in legislative matters.
- 1.207** Approving a budget for the Legislative Action Fund based on projected revenue with estimated expenses in areas designed to more directly represent Western Students at the local, state and federal level.

## **Article II: Membership and Members Responsibilities**

### **Section 2.1 Members:**

- 2.100** The Legislative Affairs Council will consist of:
- A. AS Vice President for Governmental Affairs (Chair)
  - B. AS Legislative Liaison
  - C. 6-8 Students at-Large, appointed by the AS Board of Directors
  - D. 1 - Western Votes! Representative
  - E. 1 - Graduate Student
  - F. AS Local Liaison
  - G. Secretary (non-voting)
  - H. Advisor (non-voting)

### **Section 2.2 Term of Office:**

Following approval by the ASWWU Board of Directors, members will serve a term of office until the end of finals week Spring Quarter. Members may be reappointed during Spring Quarter for the following year, but such appointments will not be more than one-fourth of the current membership.

### **Section 2.3 Member Responsibilities:**

#### **2.300 Chair**

- A. The AS Vice President for Governmental Affairs is charged with chairing all Legislative Affairs Council meetings.
- B. Must make initial recommendations to the Council regarding the legislative agenda.
- C. Must provide the Council with accurate legislative information to make informed decisions about the legislative agenda.
- D. Must keep Council members up to date about ongoing legislative activities.
- E. Act as Budget Authority for the Legislative Action Fund.
- F. Present a Legislative Action Fund budget proposal to the Council

#### **2.301 Vice-Chair**

- A. The Vice-Chair will be elected by a majority vote of the LAC. In the case of more than two candidates, the Vice-Chair will be elected by an instant runoff vote.
  - 1. Elections for the Vice-Chair will begin the third meeting of Fall Quarter.



## **Associated Students of Western Washington University**

Legislative Affairs Council

Rules of Operation

2. Elections will be a two-week process. Nominations will be held the first week, and remain open until the next meeting. Voting will be held the second week.
  3. Each member may make one nomination.
  4. Elections will be held any time there is a vacancy in the position of Vice-Chair.
- B. The two-week process will begin at the next regularly scheduled meeting of the Legislative Affairs Council.
- C. The Vice-Chair may not serve concurrently as member of the AS Board of Directors.
- D. The duties of the Vice-Chair will be to:
1. Perform the duties of the Chair in the absence of the Chair. While serving as the Chair, the Vice-Chair will not have voting privileges. If neither the Chair nor Vice-Chair is present, the meeting will be adjourned.
  2. Coordinate forums and other student outreach activities as needed.

### **2.302 AS Legislative Liaison**

- A. Act in an advisory role, reporting legislative facts and issues.
- B. Must provide legislative updates when necessary.
- C. Must keep Council members up to date about ongoing legislative activities.
- D. Discuss legislative items and strategic planning with the Council

### **2.303 AS Local Liaison**

- A. Attend Council meetings as needed
- B. Report local legislative facts and issues
- C. Provide local legislative updates when necessary
- D. Keep Council members up to date about ongoing local issues and activities

### **2.304 Student-at- large**

- A. Consistently attend LAC meetings.
- B. Provide feedback and input regarding legislative issues.
- C. Represent the student perspective and their respective backgrounds.
- D. Complete all outside committee work listed on agenda and attend meetings having prepared for discussion on agenda topics

### **2.305 Western Votes Representative**

- A. Act as a liaison between ASWWU Western Votes and the Legislative Affairs Council.
- B. Update LAC on Western Votes activities.
- C. Bring feedback to LAC from Western Votes.

### **2.306 Secretary**

- A. The Board Assistant for Representation shall serve as the Secretary to LAC
- B. The duties and responsibilities include:
  1. Take and publish the minutes of LAC
  2. Manage and organize LAC folders and binders
  3. Correspond with LAC members



**Associated Students of Western Washington University**  
Legislative Affairs Council  
Rules of Operation

4. Perform other appropriate duties as designated by the Chair
- C. The Secretary of LAC is a non-voting member

### **Section 2.4 Voting Rights:**

All members have the right to vote unless there is a clear personal conflict of interest, such as a voting member benefiting from or being a sponsor of a funding request from the Legislative Action Fund. Council Members whose voting privileges have been suspended due to attendance matters must have this privilege reinstated by a majority vote of the Council. Council members must be present to vote as proxy votes are not allowed.

### **Section 2.5 Removal, Suspension and Reinstatement:**

#### **2.500 Removal**

- A. Members may be removed from LAC for violating requirements as set forth in these Bylaws.
- B. Members may be recommended for removal by a two-thirds vote of the seated membership of LAC. The recommendation will be forwarded to the AS Board of Directors for a vote. Poor attendance may be grounds for removal.
- C. Members may resign if they no longer wish to serve on LAC
  1. All council members who are unable to serve on the Council must notify the VP for Governmental Affairs so that a replacement may be found.

#### **2.501 Suspension**

- A. If a council member is unable to serve for an academic quarter or longer, their voting rights will be suspended from the Council by the VP for Governmental Affairs
- B. Each LAC member will be allowed two absences per quarter. Following a third absence, the member will have their voting rights suspended

#### **2.502 Reinstatement**

- A. In order for a Member to be reinstated, a motion for reinstatement must be passed by a simple majority of the seated Council
- B. The member must be present to be reinstated
- C. Discussions about reinstatement should be conducted in a closed session

## **Article III: Responsibilities**

### **Section 3.1 Fiduciary Duty:**

**3.100** Legislative Affairs Council shall manage the Legislative Action Fund ensuring that monies donated by students are being used to increase student representation.

- A. The Legislative Affairs Council has authority over the Legislative Action Fund and its appropriation.
- B. A majority of the Council's seated membership is required to make funding decisions



**Associated Students of Western Washington University**  
Legislative Affairs Council  
Rules of Operation

- C. Appropriation of the Legislative Action Fund
  - 1. Requests for appropriation must be submitted to the AS VP for Governmental Affairs a minimum of three (3) business days in advance before the request may be presented as an information item to the Council.
  - 2. Requests for appropriation must be reviewed as an information item the first week; any subsequent action is up to the discretion of council members.
  - 3. In order for a proposal to be considered by the Council, a representative must present and answer any questions from Councilmembers.
  - 4. After a proposal is approved, the AS VP for Governmental Affairs must make the appropriate budgetary transactions

**Section 3.2 Policy Recommendations:**

- 3.200 Legislative Affairs Council shall formulate the positions of the Associated Students as related to local, state, and federal legislative issues
- A. A majority of the Council's seated membership is required to make policy recommendations.
  - B. All policy recommendations agreed upon in the Council will be presented to the AS Board of Directors for consideration by the AS VP for Governmental Affairs or a council member.
  - C. Policy recommendations are not official positions of the Associated Students of Western Washington University until adopted by the Board of Directors.

**Article IV: Review and Amendments**

These Bylaws shall be in effect until a revised version is passed. Bylaws should be reviewed annually. Bylaws may be amended or temporarily suspended by a 2/3 majority vote of the Legislative Affairs Council. The Legislative Affairs Council Charge and Charter supersede these rules of operation.

**Article V: Parliamentary Procedure**

**Section 5.1 Preamble:**

The Legislative Affairs Council (LAC), in order to more easily facilitate meetings, does hereby adopt the following Rules of Operation, which though based upon *Robert's* are meant to supersede and stand alone of them for the purposes of LAC meetings.

**Section 5.2 Meetings:**

- 5.200 Presiding Officer, how meetings are opened and adjourned



## Associated Students of Western Washington University

Legislative Affairs Council

Rules of Operation

- A. The Presiding Officer (PO) shall be the AS Vice President for Governmental Affairs, or in their absence, the Vice-Chairperson.
- B. The PO shall call each meeting of the LAC to order at the appointed time, or, in absence of a quorum as set by the by-laws, reschedule said meeting.
- C. Adjournments
  - i. Upon the completion of all agenda items, the PO may adjourn the meeting by asking the LAC if there are any objections to adjournment; if not, the meeting shall be declared adjourned, OR;
  - ii. The LAC may adjourn itself by motion (*see*: Motion to Adjourn).

### Section 5.3 Informality of Discussion and Motions:

- A. The LAC may open discussion on an agenda-item without a main motion being made, and members may speak as many times as they wish until the end of debate or discussion.
- B. Members do not need to address their comments to the PO, but must be recognized by the PO.
- C. *In general*, members may ask questions of other members.
- D. Decorum and respect shall be maintained at all times.
- E. Regardless of whether the motion is made in the precise form used by the Rules, if its intent is clear and would otherwise be in order, it shall be in order.
- F. All motions are debatable unless noted otherwise.

### Section 5.4 Main Motion:

5.400 : Principle, Forms, and Effects

- A. A Main Motion is any motion that would cause the LAC to resolve, state, or otherwise “do something”
- B. A main motion may only be made when there is no other main motion under consideration
- C. A main motion is made by stating “I move that the LAC... [resolve that, adopt the following resolution, create, state its opposition to]”
- D. Longer main motions should be introduced in writing prior to the such that they may be include as a binder document

### Section 5.5 Subsidiary Motions:

5.500: Principle, Forms, and Effects

- A. Subsidiary motions help the LAC do something with a main motion,
- B. The following are the admissible subsidiary motions, in descending order of precedence (that is, the highest ranking motion is “i,” the second highest is “ii,” etc.)
  - i. Motion to Table



## Associated Students of Western Washington University

Legislative Affairs Council

Rules of Operation

- a. Halts debate, but with the option of “taking from the table” at a later date (see: take from table)
  - b. Made by saying “I move to table”
  - c. Must be seconded
  - d. Is not amendable
  - e. Is not debatable
  - f. Must pass by a majority of those voting
- ii. Motion to Call the Question
  - a. Stops debate on the motion and moves to an immediate vote
  - b. Made by saying “I move to call the question”
  - c. Must be seconded
  - d. Is not amendable
  - e. Is not debatable
  - f. Must pass by a majority of those voting
- iii. Motion to Extend Debate
  - a. Extends debate by the amount of time stated.
  - b. Made by saying “I move to extend debate for [X] minutes”
  - c. Must be seconded
  - d. Is not amendable
  - e. Is not debatable
  - f. Must pass by a majority of those voting
- iv. Motion to Postpone
  - a. Temporarily stops debate on the main motion until a later date.
  - b. If no date is specified, it is assumed to be postponed until the next meeting.
  - c. Made by saying “I move to postpone [... until]”
  - d. Must be seconded
  - e. Is not amendable
  - f. Is not debatable
  - g. Must pass by a majority of those voting
- v. Motion to Amend
  - a. Changes the wording, meaning, etc. of a motion.
  - b. Made by saying “I move to amend such that...” or “I move to amend [X] to [Y],” or some other wording.
  - c. Must be seconded
  - d. Is debatable
  - e. Must pass by a majority of those voting

### Section 5.6 Privileged Motions:

#### 5.600: Principle, Forms, and Effects

- A. Privileged motions may be made at any time, even when another member is speaking.





**Associated Students of Western Washington University**  
Legislative Affairs Council  
Rules of Operation

- B. Privileged motions have precedence not only within their category, but take precedence over any other motion.
- C. The following are the admissible privileged motions, in order of descending precedence:
  - i. Motion to Adjourn
    - a. Ends the meeting of the LAC immediately, with any business still pending carried over to the next session.
    - b. Made by saying “I move to adjourn”
    - c. Must be seconded
    - d. Is not amendable
    - e. Is not debatable
    - f. Must pass by majority of those voting
  - ii. Motion to Recess
    - a. Pauses the meeting for a short time.
    - b. Made by saying “I move for a recess of [x] minutes,” or “I move that the LAC recess for [x] minutes”
    - c. Must be seconded
    - d. Is not amendable
    - e. Is not debatable
    - f. Must pass by a majority of those voting
  - iii. Enforce Agenda
    - a. If a member feels that the conversation has drifted away from what is supposed to be discussed, they may ask that the agenda be enforced by the chair
    - b. Also known as “Call[ing] for the Orders of the Day”
    - c. Made by saying “I ask the agenda be enforced,” or “I call for the Orders of the Day”
    - d. Action is taken immediately by the chair; no vote or second is required

### **Section 5.7 Incidental and Other Motions:**

#### 5.700: Principle, Forms, and Effects

- A. An incidental motion can be made at any time and, depending upon the motion, sometimes even while another member is speaking.
- B. Incidental motions do not have precedence
- C. The following are the admissible incidental motions
  - i. Point of Order
    - a. Follows a member to point out a rule being ignored, or other error in parliamentary procedure.
    - b. Made by saying “Point of Order” and describing the grievance
    - c. May be made when another member is speaking
    - d. Action is taken immediately by the chair
  - ii. Point of Parliamentary Inquiry
    - a. Question to the PO about whether an action is in order.
    - b. Made by saying “Point of Parliamentary Inquiry” and describing the question.



**Associated Students of Western Washington University**  
Legislative Affairs Council  
Rules of Operation

- c. Answered immediately by the Parliamentarian
- iii. Appeal the Decision of the Chair
  - a. Used to overturn a decision made by the PO
  - b. Made by saying “I move to appeal the decision of the Chair”
  - c. Must be seconded
  - d. Is not amendable
  - e. Is not debatable
  - f. Must pass by a 2/3 vote
- iv. Suspend the Rules
  - a. Suspends either these Rules of Order or the LAC by-laws in order to accomplish an action that would not normally be allowed
  - b. May not be used for an action that exceeds the bounds of the LAC Charge and Charter
  - c. Made by saying “I move to Suspend the Rules and [do something]”
  - d. Must be seconded
  - e. Is not amendable
  - f. Is debatable
  - g. Must pass by a 2/3 vote
- v. Divide the Question
  - a. Separates a motion into two or more parts to be voted on separately.
  - b. Made by saying “I move to divide the question, [such that... ]”
  - c. Must be seconded
  - d. Is not amendable
  - e. Is not debatable
  - f. Must pass by a majority of those voting
- vi. Rising Vote
  - a. Requires the LAC to vote by raising their name placard to indicate their vote
  - b. Made by saying “I move for a rising vote” or “I move the LAC divide on the question”
  - c. Passes without a vote or second
- vii. Take from Table
  - a. Brings an issue that was previously tabled back before the LAC
  - b. Made by saying “I move to take (blank) from the table”
  - c. Must be seconded
  - d. Is not amendable
  - e. Is not debatable
  - f. Must pass by a majority of those voting

### **Section 5.8 Voting:**

#### **5.800: Counting, Unanimous Consent**

- A. A legal vote shall be either “Aye” or “Nay”



**Associated Students of Western Washington University**  
Legislative Affairs Council  
Rules of Operation

- B. An abstention, or vote of “Oy” shall not count as a legal vote cast, but shall be entered into the record
- C. Any member, including the PO, may call for Unanimous Consent if they believe there to be little or no opposition to a motion. The PO will ask if there are any objections, and if no member states an objection, the vote shall have passed by a unanimous vote of those present.

**Section 5.9 Committees:**

- A. The LAC may, at its discretion, appoint a subcommittee to study a particular issue
  - B. Such an appointment should take the form of a written main motion, submitted before the meeting, and should include the committee’s Purpose, Membership, and Chairperson
- C. Committees appointed in this manner shall be informal and *ad hoc*

**Section 5.10 Amendments:**

- A. Amendments: These rules may be amended by a 2/3 vote of the LAC and subject to the review of the AS Board of Directors