

# AS Finance Council

## Rules of Operations

### Council Guidelines

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The Associated Students Finance Council shall ethically and responsibly manage Associated Students funds.

#### **Council members must:**

- Be good stewards of student dollars.
- Evaluate based only on information submitted and/or presented to the Council.
- Evaluate all budgets in a consistent manner throughout the budget process.
- Be aware of personal biases and disclose any conflict of interest, personal gain, or bias that may impact decision making to the council. The need to abstain from voting will be decided on a case-by-case basis.

### Procedural Agreements

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1. Council Members will communicate if they are unable to attend the meeting.
2. Each Council Member has the responsibility of carefully reviewing each meeting document prior to the meeting.
3. Wait to speak until recognized by the chairperson, unless chairperson has stated that an open discussion has commenced.
4. If there are many issues with an agenda item, substantive changes to a document, need for further discussion/information, or there's no more time remaining in the meeting, the council may consider tabling the item.
5. After approval, documents may be edited for: minor grammar, punctuation, spelling corrections, etc.
6. Voting- The chairperson can help facilitate this process, but cannot propose a motion, an item/proposal, etc.
  - a. A council member will propose a motion: “[Last Name] moves...”
  - b. A member of the Council will second the motion: “[Last Name] seconds”
    - i. Without a second the motion will end
  - c. The Chairperson will ask for the vote:
    - Agree- yea
    - Disagree- nay
    - Abstain- oiEach member is expected to vote.
7. Amendments will be made by acclamation: an amendment is proposed, and the chair asks for acclamation, a member will say nay if they wish it to go to a vote.
8. The Council may adopt further guidelines, ethics documents, value statements at the discretion of the ongoing Council at the time.