



AS Governance ~~Rules of~~ ~~Operation~~ Meeting Guidelines

This ~~document guides~~ guidance describes how voting bodies operate outside of meetings.

Specific Rules: The governing bodies of the ASWWU and committees that act on behalf of them must adhere to the Open Public Meetings Act, [RCW 42.30](#).

Scheduling meetings

- 1. At the beginning of each quarter the voting body's secretary determines members' availability.**

The secretary and the chair collaborate to determine the best time for regular meetings. Alternatively, the chair may decide to stick with the fall quarter meeting times throughout the whole year.

- 2. The secretary makes publicly available the schedule of meetings.**

~~For the governing bodies, the~~ The secretary and advisor ensures that the public disclosure adheres to the Open Public Meetings Act, [RCW 42.30](#).

Making the agenda

- ~~1. The secretary collects agenda requests.~~

~~Members of the voting body submit their agenda items to the secretary.~~

- ~~3. The secretary confirms the agenda with the chair.~~

~~The chair has the final say on the agenda.~~

1. The secretary and chair agree to an agenda-making process.

A written agreement of agenda timelines and process should be made before the first meeting of the voting body.

- 5.2. The chair has the final say on the agenda.

All voting members can propose agenda items.

- 6.3. The secretary makes publicly available the meeting agenda.

~~For the governing bodies, the~~ The secretary and advisor ensures that the public disclosure adheres to the Open Public Meetings Act, [RCW 42.30](#).

Preparing for the meeting

1. Members review the meeting documents.

~~Members R~~review ~~of~~ previous meeting minutes, the agenda, and agenda documents. Members form opinions and questions on agenda items where applicable.

2. The secretary invites the appropriate guests.

Acting on agenda items

1. The voting body will address an agenda item in at least two meetings before action.

The item will be introduced in the first meeting. The item will be voted on in a later meeting. The item may be brought to the body as many times as necessary. ~~An exception to this process is allowed for time-sensitive items. This exception should rarely be exercised.~~The voting body may take action on the item in the first meeting if it deems such acceleration reasonable.

Keeping records

1. Item sponsors keep track of document changes between meetings.

Edits are clearly noted. Source documents are retained and shared with the secretary.

2. Approved documents are finalized and made publicly available.

The item sponsor and the voting body's chair or advisor work together to prepare the document(s) for public release.

3. The secretary keeps meeting minutes and makes them publicly available.

A voting body will approve minutes before they are made publicly available.

4. Voting bodies will retain agendas, minutes, meeting documents, and approved documents in an organized way.

The advisor will ensure that records are retained in compliance with applicable policy, regulation, and law.

Changing operations

1. Committees of the ASWWU may adopt their own Meeting Guidelines.

These rules should be seen as guidance, not a mandate. The spirit and intent of these guidelines should be used in their interpretation.

Global Definitions: consistent across all AS/VU Policies, see Master Definition List

Voting Body – The governing bodies or committees of the ASWWU.

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Policy Guidance Information:

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AS Governance Rules of Operation

Policy Guidance Owner: ASWWU Government

This policy guidance cancels: AS Board Meeting Operational Guidelines (ASB-14-W-45, Feb. 19, 2014)

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See also:

AS Parliamentary Procedure [PRO-AS-GOV-02]

AS Student Government Handbook, Meeting Agenda Guidelines

AS Student Government Handbook, Parliamentary Procedure Quick Reference Guide

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