

**A RESOLUTION  
PROVIDING ADDITIONAL GUIDELINES FOR THE INPUT OF REPRESENTATIVES  
FROM THE CONGRESSIONAL ADVISORY BOARD**

**WHEREAS**, the Special Rule of Order adopted by the Undergraduate Students Association Council (“USAC”) in Council Resolution No. 2020/2021-XX provides, in part, that: “USAC may, by resolution, provide additional requirements for the form and content of the [Congressional Advisory Board’s request for input] and the types of agenda items for which a request has been submitted”; and

**WHEREAS**, it is in the best interest both of USAC and the Congressional Advisory Board (“the Board”) to provide a more in-depth set of rules surrounding the input of a Congressional Advisory Board representative; *Now, therefore, be it*

**RESOLVED**, That, pursuant to Section B of the Special Rule of Order adopted in Council Resolution No. 2020/2021-XX (“the Rule”), the following additional guidelines for the input of the Board on certain agenda items are hereby adopted:

1. For the purposes of these guidelines:
  - a. “School day” means any day except any Saturday, Sunday, any day which is a holiday listed in the Annual Academic Calendar published by the Registrar’s Office, or any day on which undergraduate classes are not in session.
  - b. “Council member” means any one of the fifteen elected officers of the Undergraduate Students Association Council as defined in the Undergraduate Students Association Const. Art. 1, §A *et seq.*
  - c. “Debate” means speech on the merits of a question that is conducted in accordance with the parliamentary guidelines for council members listed in the USAC Bylaws and the twelfth edition of Robert’s Rules of Order Newly Revised.
  - d. “In the nature of public comment” means speech on the merits of a question that is conducted in accordance with the parliamentary guidelines contained in USAC Bylaws Art. VI §A 2. a. i. 13. a., except that such speech is offered on specific agenda items.
2. Any request for input submitted to the President by the Board’s Chair shall include the following information:
  - a. The agenda items on which the Board wishes to provide input;
  - b. The citation for a resolution of the Board expressing an opinion on a given agenda item; and
  - c. The name of the representative slated to speak on each agenda item; or, if the Board only wishes to send a single representative to speak on all agenda items, the name of that representative.

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3. The President shall only consider requests for input submitted by the Board's Chair at least two school days prior to the council meeting to which the request applies.
4. Any notice of invitation submitted to the President and the Board's Chair by a Council Officer shall include the following information:
  - a. The agenda item or items for which the Council Officer has invited a Board member to speak; and
  - b. The name of the representative slated to speak on the agenda item or items.
5. The President shall respond to all requests for input, and acknowledge their receipt of any notice of invitation at least twenty-four hours in advance of the council meeting to which the request applies.
6. The Board's representative shall only participate in debate on:
  - a. resolutions of the Council on which they have been invited to speak;
  - b. any secondary motions related to those resolutions; or
  - c. any motions that would bring a resolution for which a representative of the Board was invited to speak again before the council.
7. The Board's representative may, at the invitation of the President, provide a statement in the nature of a public comment at the beginning of debate on any other agenda item for which a valid request for input has been submitted.