

**Student Fee Review Board  
Standing Rules  
Fall 2014**

**I. Definitions**

- A. Application deadline: The date and time that applicant units must submit their funding requests to the SFRB, designated in University Administrative Policy 1310.
- B. Publicly available: Posted on the SFRB website and emailed to *The Daily Lobo*.
- C. Supermajority vote: A vote of at least six (6) members of the SFRB.

**II. SFRB Meetings and Public Notice**

- A. The schedule of SFRB hearings and deliberations will be publicly available no later than thirty (30) calendar days before the application deadline.
- B. Units applying for funding will be notified of their individual hearing time slots no later than five (5) business days before hearings begin.
- C. Hearings and deliberations will be open to the public.

**III. Parliamentary Authority**

- A. The parliamentary authority will be the most recent edition of *Robert's Rules of Order Newly Revised*.
- B. The SFRB Chair will conduct meetings and enforce parliamentary authority.
  - 1. At the discretion of the SFRB Chair, the SFRB Vice Chair may assist in enforcement of parliamentary authority.
  - 2. In the case of absence or recusal of the SFRB Chair, the SFRB Vice Chair will conduct meetings and enforce parliamentary authority.

**IV. Funding**

- A. SFRB Application Guidelines will be posted on the SFRB website no later than thirty (30) calendar days before the application deadline.
- B. All requests for funding must be typed in accordance with the SFRB Application Guidelines.
- C. No later than the application deadline, an electronic version of each application

for SFRB funding must be emailed to [SFRB@unm.edu](mailto:SFRB@unm.edu), and fifteen (15) paper copies must be submitted to the student government office designated in the current academic year's SFRB Application Guidelines.

- D. The SFRB will observe the following criteria in determining funding recommendations:
1. When considering **new** employment lines, the SFRB will prefer to fund student employment positions and graduate assistantships (GA/PA/RA) over Professional Internships, and Professional Internships over other staff positions.
    - a) The SFRB will not recommend funding employment lines that are unaffiliated with the University of New Mexico.
    - b) The SFRB will not recommend funding faculty, Teaching Assistants, or other positions that should be funded through Instruction & General.
  2. If the SFRB determines that a project/program, non-teaching staff line, or other item should be funded in full or in part through Instruction & General, the SFRB will make that preliminary recommendation to the Budget Leadership Team.
    - a) If the BLT disagrees with the SFRB's preliminary recommendation, the SFRB will reconsider the request before making final recommendations to the BLT.
  3. The SFRB will not recommend funding that will be directly allocated to Chartered Student Organizations.

## V. **Quorum, Discussion, and Voting**

- A. SFRB membership is defined in University Administrative Policy 1310.
- B. Quorum will be six (6) appointed or alternate members.
- C. Speaking Privileges
1. Alternate and non-voting members will have full speaking privileges during meetings, but may not make parliamentary motions, unless activated to vote in the case of an appointed member's absence or recusal.
  2. Members are in order only when a motion is on the floor, with the following exceptions:
    - a) The SFRB Chair or Vice Chair may make introductory remarks for each item of business, before a motion has been offered.
    - b) Motions are not required for agenda business specifically designated as Discussion Items.
  3. Members' speaking turns may last for up to five (5) minutes at a time.
  4. Members may yield portions of their speaking time to attendees in the gallery.
- D. Funding allocations to be recommended to the Budget Leadership Team will

require a supermajority vote.

1. **Amendments** to any main motions may be approved by a simple majority vote.
2. Formal recommendations to **applicant units** regarding changes in services may be approved by a simple majority vote, if made separately from votes on funding allocations.

## **VI. Clerk and Minutes**

- A. The SFRB Chair and Vice Chair will appoint an undergraduate or graduate/professional student as SFRB Clerk to record minutes during deliberations and other open meetings.
  1. The Clerk will be appointed no later than five (5) business days before SFRB hearings begin.
  2. The Clerk must attend hearings, but is not required to record minutes for them.
  3. Compensation for the SFRB Clerk will be determined by the SFRB Chair and Vice Chair.
- B. Draft minutes will be publicly available no later than ten (10) business days after each meeting.
  1. If deliberations last longer than one meeting, the ten-day count will begin after the meeting at which preliminary recommendations to the Budget Leadership Team are approved.
  2. Minutes will be approved, amended, or disapproved at the next meeting where a quorum of SFRB is present.
- C. Minutes must contain at least:
  1. The date, time, and location of the meeting.
  2. The names of all SFRB members and advisers in attendance, and of those members who are absent.
  3. A description of all motions made, including any amendments proposed.
  4. A record of all funding recommendations and any other decisions made that shows how each member voted, including notice of any member's recusal when applicable.

## **VII. Adoption, Suspension, and Amendment**

- A. Standing rules must be approved by a supermajority vote, and will be in effect for the duration of the academic year.
  1. Voting for standing rules may be conducted remotely.
  2. Standing rules may be suspended for a single question by a supermajority vote.
  3. Standing rules may be amended by a supermajority vote.
- B. Standing rules will be publicly available no later than the thirty (30) calendar days

before the application deadline.