



## Engineering Governing Council

*The legislative body representing the students  
of the School of Engineering at Rutgers University.*

### Engineering Governing Council Standing Rules

This document will hereby serve as the Engineering Governing Council (EGC) Standing Rules. The Engineering Governing Council Standing Rules serve an important function in the governing body. They act as a guideline for day to-day procedures as well as further notation to the Engineering Governing Council Constitution. It should be noted that the Standing Rules are a document separate from the Constitution and thereby not liable to the same amendment procedures thus making the Standing Rules a more adaptive document that can be changed when necessary. This document will nullify all past legislature that contradicts the material contained within.

#### **Article I: Meeting Procedure**

##### **Section 1: General Rules**

1. The President or the highest-ranking Executive Board Member present shall chair Council meetings.
2. The meeting shall adhere to Robert's Rules of Order and to the Engineering Governing Council Constitution and Engineering Governing Council Standing Rules.
  - a. Should the rules set forth in the Engineering Governing Council Constitution or the Engineering Governing Council Standing Rules differ from Robert's Rules of Order, the following documents will set precedence as follows: Engineering Governing Council Constitution, The Engineering Governing Council Standing Rules, and Robert's Rules of Order.

##### **Section 2: Agenda**

1. All Council general body meetings will consist of the following items:
  - a. Call to Order
  - b. Approval of Agenda/Approval of Minutes
  - c. Forums and Reports
    - i. Open Discussion
    - ii. External Representatives
    - iii. Standing Committee Reports
  - d. New Business
  - e. Old Business
  - f. Forums and Reports
    - i. President's Report
    - ii. Society Reports

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- iii. Internal Representative and Committee Reports
  - iv. Open Discussion
  - g. Adjournment
2. The composition of the Agenda, its order, and the addition of other items are at the discretion of the Council.

### Section 3: Bills and Resolution

- 1. All bills and resolutions must be submitted in writing to the Executive Board for consideration.
- 2. The bill or resolution must be submitted at least 48 hours before the Council where the bill or resolution will be presented.
- 3. After review, the bill or resolution may be sent to committee, returned to the author or sponsoring committee with recommendations, or put on the agenda at the time of a Council meeting by motion by a voting member and subsequent approval by the Council, or at the discretion of the Chair.

### Section 4: Debate

- 1. Debate shall follow the rules prescribed in Robert's Rules of Order, amended for use of the Council as noted below. Some general rules that apply include:
  - a. Time limit for debate shall always be set.
  - b. Debate must be germane.
  - c. All comments must be directed to the chair.
  - d. The Chair shall not enter debate.
  - e. The question is called once the speakers list is exhausted or by a 2/3 vote of the body.
  - f. There will be three categories for debate: for, against, to.
  - g. The speakers list will be closed at three speakers for each category.
  - h. The speakers' list may be reopened for any or all categories by a simple majority vote.

### Section 5: Motions and Points

- 1. Robert's Rules of Order are used by the Council to maintain order and efficiency.
- 2. When a member of the body wishes to speak they may not speak until the chair has recognized them.
- 3. When recognized by the chair the person will rise and make either a motion or make a point.

### Section 6: Closed Sessions

- 1. The Council may make a meeting closed to the public by a 2/3 majority vote of the body.
- 2. Closed sessions will usually occur when dealing with in body elections, members, or legal matters.

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3. If a meeting is closed after the meeting has begun, all members of the public must leave before business may continue.

## Article II: The Executive Board

### Section 1: Powers and Responsibilities

1. The powers of each Executive Board position are as follows, noting that all Executive Board members are additionally responsible to the President of the Council:
  - a. President
    - i. Is the official representative of the Council to the University Community
    - ii. Shall preside over all meetings of the Council
    - iii. Shall preside as the chair of the Executive Board
    - iv. Shall report on the state of the school and recommend where action seems necessary
    - v. Shall appoint special representatives for the coordination of all Council activities
    - vi. Shall appoint all committee chairs unless otherwise specified.
  - b. Internal Vice President
    - i. Shall assume the responsibilities of the President in temporary absence of the President
    - ii. Shall become the President in the event that the President is unable to fulfill his or her duties
    - iii. Shall be responsible for coordinating all of the Council's committees
    - iv. Shall be responsible for coordinating the annual Retreat
  - c. External Vice President
    - i. Shall assume the responsibilities of the President in the temporary absence of the President and the Internal Vice President
    - ii. Shall become the Internal Vice President in the event that the Internal Vice President is unable to fulfill his or her responsibilities by assuming the role of President
    - iii. Shall be responsible for coordinating communication between governing body representatives and envoys
    - iv. Shall be responsible for coordinating an annual Leadership Conference
  - d. Treasurer
    - i. Shall handle all financial transactions of the Council and provide accurate records of such transactions
    - ii. Shall, with the President, be authorized to withdraw funds from the Council's account
    - iii. Shall allocate money, in conjunction with the Finance Committee, to the recognized Societies
    - iv. Shall review the financial status of all recognized Societies and make recommendations of membership status to the Internal Review Committee Chair
  - e. Secretary

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- i. Shall keep accurate records of all proceeding related to the Council
- ii. Shall be responsible for all official correspondence of the Council
- iii. Shall maintain a current list of members of the Council
- f. University Senator(s)
  - i. Shall attend all University Senate meetings
  - ii. Shall be responsible for communication between the Council and the University Senate

### Article III: Committees

#### Section 1: Standing Committees

1. The Council will operate the following Standing committees:
  - a. Internal Review Committee (IRC)
  - b. Finance Committee
  - c. Events Committee
  - d. Engineering Affairs Committee
  - e. University Affairs Committee
  - f. Society Affairs Committee
  - g. Communications Committee.
2. Members outside of the Engineering Governing Council are encouraged to join any Council Committees.

#### Section 2: Committee Responsibilities

1. Internal Review Committee (IRC)
  - a. Shall be chaired by the parliamentarian.
  - b. Shall organize and supervise all elections.
  - c. Shall maintain and act on an accurate attendance record of all Council members.
  - d. Shall maintain a record of the status of all members and societies within the Council.
  - e. Shall review the behavior and actions of all representatives and enact an appropriate action.
  - f. Shall maintain the upkeep of the governing documents of the Engineering Governing Council.
2. Finance Committee
  - a. Shall be chaired by the Treasurer.
  - b. Shall review the budgets of recognized, eligible societies.
  - c. Shall allocate student fees of recognized, eligible societies.
  - d. Shall approve all expenditures of the Council that are over \$1,500.
3. Events Committee

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- a. Shall be chaired by a member of the Council appointed by the President.
  - b. Shall organize and execute all annual engineering events hosted by the Council.
  - c. Shall operate two permanent subcommittees: An Open House Subcommittee and a First Year Subcommittee.
  - d. Subcommittees shall be chaired by a member of the Council appointed by the President.
4. University Affairs Committee
  - a. Shall be chaired by a member of the Council appointed by the President.
  - b. Shall collect the concerns of the students of the University and work towards dissolving those issues.
  - c. Shall work with the administration of the University to help voice these concerns.
5. Engineering Affairs Committee
  - a. Shall be chaired by a member of the council appointed by the President.
  - b. Shall collect the concerns of the students of the School and work towards dissolving those issues.
  - c. Shall work with the administration of the School to help voice these concerns.
6. Society Affairs Committee
  - a. Shall be chaired by a member of the Council appointed by the President.
  - b. Shall aid in starting new societies.
  - c. Shall be responsible for administration and compliance of the Societies with the EGC Constitution and University Guidelines.
  - d. Shall be responsible for coordination of the activities of the Societies in relation to the Council.
7. Communications Committee
  - a. Shall be chaired by the Secretary ex officio
  - b. Shall have the following subcommittees
    - i. Publicity
    - ii. Digital Administration
  - c. Shall have the following responsibilities
    - i. External communications
      1. Communicate relevant information to the engineering community through ListServ emails
      2. Manage EGC's social media
      3. Update the EGC bulletin window
      4. Manage the EGC website
      5. Facilitate EGC's presence at outreach events
      6. Provide at least 24 hours notice of Council meetings on social media
      7. Manage correspondence sent to the official Council email account
      8. Correspond with the School of Engineering administration and ensure that all information regarding EGC and its member societies on the School of Engineering website is kept up to date

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9. Correspond with the School of Engineering administration regarding social media posts promoting EGC and its member societies
- ii. Internal communications
  1. Manage the EGC Internal Mailing List
  2. Email members meeting agendas and referenced documents at least 24 hours notice of Council meetings
  3. Manage the digital display during Council meetings
- iii. Record keeping
  1. Maintain an accurate roster of all members
  2. Create, record and disseminate minutes of Council Meetings
  3. Record attendance at Council meetings
  4. Keep a record of all legislation
  5. Manage permissions and maintain the organization of the EGC Google Drive

### Section 3: Subsidiary Committees

1. Subsidiary Committees will be formed when deemed necessary by the EGC President to address any issue that affects the students of the School of Engineering.

## Article IV: Elections

### Section 1: At-large Elections

1. During election times, a special committee will be formed under the IRC with the following responsibilities:
  - a. All dates, times, locations, and any other regulations shall be established and presented to the Council by the Internal Review Committee (IRC).
  - b. Council elections will be held by the third week in April.
  - c. Freshman elections will be held by the second week in October.
  - d. During the voting period, no campaigning of any kind will be permitted.
  - e. Campaign material must not be bias against any other candidate.
  - f. All elections must be adequately publicized through social media and by posted signs. No publicity shall be biased towards or against any candidate.
  - g. All undergraduate students of the School of Engineering may vote for the Executive board.
  - h. All undergraduate students of the School of Engineering may vote for Class Representatives from their respective class.
  - i. A plurality vote will decide all elections. A tie will be decided by a Council plurality vote.
  - j. Any student or candidate may contest an election by submitting a written appeal to the Executive Board within twenty-four hours of the polls closing. An investigation will follow by the IRC, who will bring the problem to the Council for a decision.

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- k. The IRC and the President shall enforce election regulations and may disqualify any candidate who violates any policy of the Constitution or the Election Guidelines

### Section 2: In-body Elections

1. Any eligible person may be nominated by another person or may nominate him or herself when asked.
2. All nominations must be seconded.
3. Candidates will make a short speech defaulting to two minutes.
4. After deliberation, the Council will vote by secret ballot. The candidate with a majority of votes shall win the position.
5. If no candidate receives a majority of votes, a runoff election will take place between the top two candidates.

## Article V: Additional Positions

### Section 1: Additional Positions Elections

1. All additional positions as defined below shall be voted on through an in-body election unless otherwise specified

### Section 2: Additional Positions

1. Parliamentarian
  - a. A Parliamentarian shall assist the Council with parliamentary procedure and order by interpreting the Constitution, Standing Rules, and the current edition of "Robert's Rules of Order Newly Revised." Any member of the Council is eligible to run for Parliamentarian, with the exception of members of the executive board.
2. Rutgers University Student Assembly (RUSA) Representative(s)
  - a. All RUSA Representatives, a number of which shall be prescribed by the RUSA Constitution, shall represent the Engineering Governing Council and the School of Engineering at all RUSA meetings. They must follow all RUSA rules and requirements as prescribed by RUSA documentation, so long as they do not conflict with their duty to the Council and the School of Engineering. Any undergraduate of School of Engineering student is eligible to run for RUSA Representative.

## Article VI: Additional Documents

### Section 1: Allocation Guidelines

1. The Allocations Guidelines are a document drafted and maintained by the Finance Committee that outlines requirements to receive funding, the use of funds, and what items are and are not

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eligible for funding. The Allocation Guidelines also outlines violations and penalties, but decisions of the Finance Committee are not restricted by the Guidelines. The Allocations Guidelines are voted on and approved by the Council by a 2/3 vote.

### **Section 2: Attendance Guidelines**

1. The Attendance Guidelines are a document drafted and maintained by the Internal Review Committee. The Attendance Guidelines outline attendance policy and requirements, as well as consequences of attendance policy breaches. The Attendance Guidelines are voted on and approved by the Council by a 2/3 vote.

### **Section 3: Society Guidelines**

1. The Society Guidelines are a document drafted and maintained by the Internal Review Committee. The Society Guidelines outline what it means to be an Engineering Society recognized by the Council and its general responsibilities. The Society Guidelines are voted on and approved by the Council by a 2/3 vote.

### **Section 4: Rules of Ethical Conduct**

1. The Rules of Ethical Conduct is a set of guidelines that outlines behavior considered ethically acceptable as leaders of the School of Engineering. While a breach of the Rules is not grounds for punishment, any infractions will be noted should charges arise. The Rules of Ethical Conduct are voted on and approved by the Council by a 2/3 vote.

### **Section 5: New Society Recommendation Guidelines**

1. The New Society Recommendations Guidelines are a document drafted and maintained by the Society Affairs Committee that outlines how to start a society, including requirements, timetables, and other pertinent information.