

Internal Affairs Committee Meeting Minutes October 10, 2019

- I. CALL TO ORDER at **12:06 PM**
- II. ROLL CALL
Present: Riley Miller, Tameem Tutakhil, Naomi McKinnie, Melanie Mairena, Eman Nagi
Late: Bronte Kuehnis
- III. ACTION ITEM - **Approval of the Agenda**
- IV. ACTION ITEM – **Approval of the Minutes of April 20, 2017**
Approval of the Minutes of November 9, 2018
Motion to approve April 20th, 2017 minutes for Internal Affairs Committee by **T. Tutakhil**, seconded by **M. Mairena**.
Motion to approve Internal Affairs Committee Meeting Minutes of November 9th, 2018 by **T. Tutakhil**, seconded by **E. Nagi**.
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**
No Public Comment.
3:38
- VI. SPECIAL PRESENTATIONS
None.
- VII. UNFINISHED ITEMS:
No Unfinished Items.
- VIII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM – **Meeting times for Fall Semester 2019**
R. Miller states the Committee will discuss dates & times for the biweekly meetings to be held throughout the semester.



R. Miller says starting today and every other Thursday, this semester, we will be having an hour-long meeting; on October 10th, October 24th, November 7th, November 21st, and December 5th. **E. Nagi** asks how many meetings in total will be there. **R. Miller** says 5 in total. He adds that they can still meet outside of the meetings, but they cannot meet the quorum and discuss items on the agenda. He says that Bronte, the ASI Chair, will come in later on during the meeting to discuss Robert's Rules. **M. Mairena** asks what happens if there are U-Hour events during the meeting. **R. Miller** replies this is the time that works best for everyone, and he understands that there are other obligations.

7:17

B. DISCUSSION ITEM – Newsletter

R. Miller states the Committee will look over past newsletters and discuss ideas for the next one as well as set some rough deadlines to have it completed by.

R. Miller summarizes the ASI newsletter for the committee. He says it is sent to the different departments on campus and Chancellor's Office. He says it can be as short or as long as they would like and it will be digital. He recommends doing a one-page newsletter, twice a semester. **T. Tutakhil** asks when they would submit the newsletter. **R. Miller** says there is no exact deadline, but he would like to have it by the end of November. He shows an example of a newsletter from 2017 to the committee. He says they can start laying things out and start discussing big events that have been going on, and policies and resolutions that were passed. He asks the committee which type of newsletter they would like to do. **T. Tutakhil** recommends focusing on issues that are happening this year and giving tips to students, since most students do not know that ASI gives out scantrons. **R. Miller** says even if we print it out and give it to the GS classes, it will ensure that every Freshmen will get one. He adds that they can do the print version and then do a one-page social media flyer. **E. Nagi** says if they are planning to have it done by November, then they can say 'tips and tricks for next semester' 'what they can do' and 'what's offered here' since they are planning their target audiences are first year and second years. **N. McKinnie** recommends implementing two different sections: Student Benefits through ASI and Events to Look Forward To. **T. Tutakhil** says he agrees with that, and would like to keep it very general. He adds that it should be enough information, so that it can encourage students to go out and look for answers on campus. **E. Nagi** says she agrees, but there are Peer Academic Coaches in the SA Building that students can go and ask questions about which classes to take, how to enroll, and where things are. She recommends focusing on what ASI is and what ASI can do for the students. **R. Miller** says he likes the format of the newsletter for 2016-2017. As an example, for what ASI has done for the students, they can talk about increasing food insecurity and how ASI has been working with HOPE Pantry,



establishing deal days at the DC, and encouraging resolutions. **R. Miller** says a lot of the things they will be working on will be through Google Docs. **E. Nagi** says the format is well written and well organized.

24:45

Motion to go out of order, and skip Item C since Bronte Kuehnis is not here yet, and go to Discussion Item D-Internal Documentation by **R. Miller**, seconded by **E. Nagi**.

25:28

C. INFORMATION ITEM – Robert’s Rules

R. Miller states **Bronte Kuehnis** is going to discuss Robert’s Rules and talk about the way to run meetings.

B. Kuehnis says she will give a brief overview of Robert’s Rules since the organization as a student government entity has to adhere to these rules. She says the purpose of Robert’s Rules is to maintain order and increase the efficiency of the meetings. The key concept in all the meetings is that majority rules; it is not to say that the minorities don’t have rights as well. They have the right to contribute to discussions and to vote against a motion, or vote for, if a motion is against the majority. Other important things to consider is that only one motion can be discussed at a time, and everyone has the right to speak, as much as they would wish to. To begin the meetings, we need to have quorum, which is 50% + 1 of all members; she says if they don’t have quorum, they can continue with an informal meeting, but cannot take any action. The agenda, according to Gloria Romero, has to be posted at least 72 hours for the committee to be able to continue with the meeting. It can be amended either before or after you adopt the agenda. If you do it before, you will say “I move to adopt the agenda...” “I move to amend the agenda by striking out...” If you wish to do it after the adoption, then you need a 2/3 majority, but it can occur at any time during the meeting. Once the agenda has been adopted, it belongs to all of you; if there is an item that an individual presented, they no longer have ownership over it so if they wish not to speak on it, then anybody else can. Every item needs to be carried out unless no one moves a motion, then the item dies. A motion to remove an item is passed with a 2/3 majority. Making a motion is defined as a proposal by a member which recommends an action upon which you shall take, it needs to be seconded if it is a main motion and everyone has the right to ask for clarity. You need to be acknowledged by the Chair if you are making a motion. The Chair announces if the motion carries or fails. According to Robert’s Rules, the official language is, “I move to...” instead of “I motion to...” A main motion is new business; a secondary motion is stacked on to the main motion and it is adjusted in some ways. A subsidiary motion is a type of secondary motion; examples are “to postpone indefinitely” or “postpone to [a certain time]” Postponing indefinitely is typically used to



kill a motion. You can lay on the table if you do not want to put a specific time on a motion on the table, but by the end of the meeting, you are required to take the item back off the table. You can limit or extend the limits on debate. If you do not have a lot of information on something, you can “refer to...” Amending a motion modifies it in some way; it is not something that is new or off topic, and it requires a second and a vote. The language for amending includes, “I move to insert/strike out...” Privileged motions can interrupt a meeting and do not require a debate. Point of Privilege is used when something is hindering your ability to participate in the discussion, such as noise in the hallway. Incidental motions can interrupt a meeting and occurs when an issue arises. Point of Order can be used if Robert’s Rules aren’t being followed. Objection to the Consideration is used when you do not think it is a good idea to discussion something, it requires a 2/3 vote. Every member has the right to speak as much as they want, but, you cannot speak twice until everyone who wishes to speak has done so. Voting occurs when the Chair asks the members if there is anymore discussion. Voting can be in favor of, in opposition of, or abstain from; if you abstain from, you have to provide a specific reason why. A motion can be passed through general consent, which is typically used during agenda motions.

39:00

D. DISCUSSION ITEM – Internal Documentation

R. Miller states the Committee will discuss what documents to start reading and commenting on so that we can update old policies as well as get ideas for new ones.

R. Miller says he has about 10-12 documents (Bylaws, Administrative Manual, Committee Codes, Agenda Policy, etc.) that he would like everyone to start on. He recommends everyone to read it and make suggestion comments if there is a grammatical error. He is planning to categorize it and rotate, so that everyone gets to read it.

27:57

IX. ROUND TABLE REMARKS

R. Miller says first good meeting. He reminds members to talk loudly, clearly and state your name. He says feel free to bring laptops or papers. He says you have to have a discussion item for the first time you bring it up for anything. He says he submits the agenda the Monday of the meeting week. If he gets the item on Tuesday, then it will have to wait till the next meeting. The first week will be the discussion and no actions, the following week will be an action item, and then there will be no more discussion on it. You vote on making it an action, and then you can discuss it a little bit, but ultimately will have to vote on it. **B. Kuehnis** says you can only vote on it if it says action item on the agenda. **R. Miller** suggests asking questions in advance. **E. Nagi** asks if Riley will share the Google Doc with everyone after the meeting. **R. Miller** replies yes.



43:00

X. ADJOURNMENT at **12:49 PM**

Minutes Reviewed By:

Vice President of Communications & Chair

Riley Miller

Minutes Approved On:

10-24-19

Date:

