

PROCEDURE FOR STUDENT LIFE REQUESTS

MEETING SET UP

1. At the start of the meeting, all voting members should be at one end of the table, leaving chairs at the end of the table for guests.

CLUB/ACTIVITY REQUEST

The club/activity presents request using the “Student Life Committee Budget Request Form”.

1. The club/activity presents their request within five minutes
 - a. Requestors need not be present, but it is recommended
 - b. Members should maintain a positive tone and professional attitude during questioning.
2. The committee may ask clarifying questions for up to five minutes

MOTION

1. The chair will ask if anyone has a motion
2. The chair will allow for open discussion that pertains to the motion
3. Amendments to the motion may be made

VOTE

1. The chair will call for a vote of the motion and amendments