

INSTRUCTIONALLY RELATED ACTIVITIES (IRA) COMMITTEE
STANDING RULES
Adopted October 1, 2020

I. MEETINGS

- A. The Committee will meet as needed. All meetings will be convened according to the availability of member schedules.
- B. All meetings are open to the public and students are encouraged to attend.

II. MEMBERSHIP

- A. Voting membership of the committee shall consist of the President of the Associated Students (or designee); A. S. Administrative Vice President (or designee); two students appointed by the A. S. President; one student appointed by the A. S. Administrative Vice President; five faculty members or administrators appointed by the University President.
- B. Chair - The Associated Students President (or designee) shall chair the IRA Committee.

III. QUORUM

- A. Quorum for the committee shall be a minimum of six members present to transact business. The Chair is counted in computing a quorum.
It is the duty of the Chair to declare that business may not be transacted any time it is apparent that a quorum is not present.

IV. BUSINESS

- A. Parliamentary procedure shall be used in conducting meetings of the Instructionally Related Activities Fee Committee. The Chair, with a 2/3 approval of committee members, may suspend the rules of Parliamentary Procedure. Any such suspension will be duly noted in the minutes of the meeting.
- B. An opportunity for Public Comment shall be provided for members of the public to directly address the IRA Committee on any action item on the agenda. Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the agenda.

V. VOTING AND VOTING BY PROXY

- A. Committee members may proxy their vote by submitting a letter of intent to the Chair via email to be sent by 10AM the morning of the meeting.
- B. A student voting majority is required.
- C. A proxy will not be counted toward the six member minimum for establishing or maintaining quorum. Proxies will be counted in establishing whether a voting majority of students is present.
- D. Committee members may proxy votes to other committee members. Students may only proxy their vote to other students on the committee.
- E. For purposes of computing a majority or two-thirds approval, only yes and no votes shall be taken into account.
- F. Committee members may send representatives to meetings; however, members may not proxy their vote to representatives

VI. ADOPTION

- A. These standing rules shall be adopted by a majority vote of the Instructionally Related Activities Fee Committee and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the committee.