

# STUDENT ACTIVITIES MANUAL



**SICC**

1968-1969

**STUDENT  
ACTIVITIES  
MANUAL**

**1968 - 1969**



**STATEN ISLAND  
COMMUNITY COLLEGE**

**715 OCEAN TERRACE  
STATEN ISLAND, N. Y. 10301**

# CONTENTS

Administration of Student Activities .....	3
Structure of Student Organizations .....	4-8
Membership and Leadership In Student Organizations .....	9-10
Preparing A Budget .....	11-15
General Information for Student Organizations .....	16-20
Appendix A: Forms .....	21-32
Appendix B: Parliamentary .....	33-35

## ADMINISTRATION OF STUDENT ACTIVITIES

The By-Laws of the Board of Higher Education provide for faculty supervision of activities and chartering of student organizations. The faculty has the power to regulate, suspend or discontinue extra-curricular activities in the interests of the college.

The student and faculty organizations of Staten Island Community College involved in the preparation, implementation and supervision of these regulations are the Student Association (S.A.), the Student Activities Advisory Board (S.A.A.B.), and the Faculty Committee on Student Activities and Services (F.C.S.A.S.). The Staten Island Community College Association, Inc., (S.I.C.C.A., Inc.) and the Board of Directors of the S.I.C.C.A., Inc. are concerned with fiscal matters. The Faculty Adviser to the Student Association, who is a member of the Department of Student Personnel, is the liaison between the faculty and the student organizations.

The regulations herein are reviewed by the Student Activities Advisory Board once a year and recommendations for changes are submitted to the Faculty Committee on Student Activities and Services.

## STRUCTURE OF STUDENT ORGANIZATIONS

### *Faculty Advisers*

All Student Association organizations must have a faculty adviser, selected every two years by the members of the organization. Faculty advisers must be present at all functions and should be notified of and invited to activities well in advance of the scheduled event. If an organization wishes to change its adviser it may request a resignation from their adviser and select another.

### *Forming New Organizations*

If a group of students wishes to start a new organization on campus, the following procedures should be followed:

1. Obtain a constitution form from the Faculty Adviser to the Student Association.
2. Use this form as a guide to write the new organization constitution.
3. Submit five copies of the constitution to the Faculty Adviser of the Student Association who will then send a copy to each of the following Committees for approval: Student Senate Constitution Committee, the Senate, the Student Activities Advisory Board and the Faculty Committee on Student Activities and Services.

Note: Athletic clubs are limited to intra-mural competitions. All students participating in intra-mural programs must undergo a medical examination.

## ***Maintaining Official Membership***

In order to renew its charter each semester, each organization must submit the following to the Student Government Association and the Faculty Adviser to the Student Association:

- 1) A Charter Renewal Form.
- 2) A membership list.
- 3) A report evaluating the activities of the group during the past semester.

These forms must be submitted not later than the second week of each semester. Information concerning student organizations will be prepared and distributed.

## ***Active Status***

The Student Activities Advisory Board reserves the right to set a minimum membership number for an organization to be considered active. An organization with less than this minimum may be considered active with the permission of the Student Senate and Student Activities Advisory Board.

## ***Rooms and Meetings***

Every semester, the Student Activities Advisory Board assigns a permanent meeting room to each organization for that semester. A schedule of all such rooms is mailed to all organizations one week prior to the first scheduled meeting. The Student Activities Advisory Board also may limit the number of official meetings of organizations during the semester in order to insure a just distribution of facilities. Facilities granted organizations are commensurate with the size of its membership on file and/or the purpose of the intended meeting.

If any organization wishes to change its assigned location, it must submit a written request to the Faculty Adviser to the Student Association, who will submit this request to the Student Activities Advisory Board for approval and notify the organization of the decision through the organization mail box.

### *Schedule of Club Meetings*

*All clubs meet:*

September — 19, 26  
 October — 3, 10, 17, 24, 31  
 November — 7, 14, 21  
 December — 5, 12, 19  
 January — 2, 9,  
 February — 6, 13, 20, 27  
 March — 6, 13, 20, 27  
 April — 24  
 May — 1, 3, 15, 22

<i>Organization</i>	<i>Room</i>
DEPARTMENTAL CLUBS	
Beta Tau Society	B 203
Bio Medical Society	B 204
Electronics Society	B 156
Engineering Society	B 228
Language Club	A 324
Student Nurses Association	B 213
Social Science Club	A 107
Bartlett Rangers	B 208
Chess Association	A 304
Discussion Club	A 224
Letterman's Club	D 102
Martial Arts Club	Gymnasium
Mixed-Media Wordshop	C 134

<i>Organization</i>	<i>Room</i>
Musician's Group	B 144, C 136, B 127
Rifle Club	B 119
Study Skills Club	A 208
Theatre Workshop	B 201
Writer's Workshop	B 229

#### RELIGIOUS ORGANIZATIONS

Menorah Society	A 225
Newman Club	B 227

#### FRATERNITIES AND SORORITIES

Delta Alpha Mu	A 305
Lambda Omega Chi Sorority	A 317
Manchester House	A 201
Staten House	B 117

#### PUBLICATIONS

Clarion	C
Dolphin	C
Horizons	C
The Bay	C

### *Planning an Activities Schedule*

The Student Senate is interested in planning a balanced calendar of events and, in the process, prevent school-wide functions from occurring all at one time of the year and similar functions from being crowded together.

To achieve these ends, all organizations must submit by the third week in May a list of their proposed activities for the following academic year. (See Calendar Request Form.)



It is understood that these listings cannot be specific, but preliminary tentative plans must be submitted.

During the following academic year, each organization president must submit a monthly calendar with definitive dates and activities for publication. (See Presidents' Committee for more details.)

## MEMBERSHIP AND LEADERSHIP IN STUDENT ORGANIZATIONS

All day session students at Staten Island Community College regardless of race, religion, national origin or set may be members in student organizations. In order to attend field trips or any outside activity connected with a student organization, a student must submit a signed permission slip from his parents. These slips are obtained from the Faculty Adviser to the Student Association.

### *Eligibility for Office*

To be eligible for office (including committee chairman), a student must be a fully matriculated day student and must maintain a "C" average (2.0). An officer who falls below this standard may be permitted to retain his office after special petition to the Student Activities Advisory Board indicating special mitigating circumstances. Students on disciplinary probation are ineligible for office.

A student may not be a president of more than one organization without the explicit permission of the Student Activities Advisory Board.

### *Election of Officers*

Election of new officers for all organizations must take place during the second week in May. These newly-elected officers will be oriented and will take part in planning their organization activities and budget for the following academic year.

### *Presidents' Committee*

The Organization Presidents' Committee is a student activities coordinating committee composed of all organization presidents,

the chairman of which is the Student Senate President. This committee meets monthly to coordinate the student activities calendar and to discuss and solve common problems of student organizations. Notices regarding the date, place and time of these meetings are posted on the activities bulletin board and also sent to the organization mail boxes. Every organization president is responsible for keeping himself apprised of these scheduled meetings. If an organization president is unable to attend a meeting, he should contact the Faculty Adviser to the Student Association and with him make arrangements for a substitute to attend. Those organizations that fail to comply with these policies will be penalized by having funds withheld from them. At each of these meetings the organization president will hand in a schedule of activities for his organization for the following month. This schedule is the definitive schedule, which may differ from the tentative calendar submitted by the organization the preceding year.

### *Treasurers' Committee*

The Organization Treasurers' Committee is composed of the treasurers of all organizations sponsored and financed by the Student Association. The Student Senate Treasurer calls and presides at this meeting, which meets once at the end of each semester, to inspect organization books and discuss financial matters. All organizations are expected to keep orderly books with an accurate account of funds disbursed and purpose for which these funds were spent. (See Budget Procedures for further information regarding the use of funds.)

Organizations negligent in attendance will be penalized by having funds withheld from them. Notices of the meetings will be posted on the activities bulletin board and also sent to organization mail boxes. It is the responsibility of each treasurer to apprise himself of the meetings.

## PREPARING A BUDGET

All detailed requests should be categorized under the following broad headings:

**SUPPLIES:** Exclude general office supplies, which should be requisitioned from stocks issued to the Faculty Adviser to the Student Association. (See Page 16.)

**SERVICES:** Printing, photographic services, speakers' fees, membership fees, repairs to equipment, film rentals, registration fees for meetings or tournaments, etc.

**SOCIAL ACTIVITIES:** Refreshments, decorations, tickets, tablecloths, cups, trophies, etc., whether for an organization social or a community welfare project. Alcoholic beverages are prohibited on campus.

**TRAVEL EXPENSES:** Include carfare, tolls, meals, etc., within 50 mile radius or to The City University of New York-sponsored event.

**EQUIPMENT:** Storage units, record players, athletic or recreational items, music stands, electronic equipment, rifles, flags, banners, etc. DO NOT request items which can be properly purchased by the college through departmental allocation of educational equipment funds, e.g., laboratory equipment.

MISCELLANEOUS: NOT a lump sum contingency item, but one which cannot be categorized under one of the above headings.

Although it is difficult for organization officers to fully anticipate the needs of their successors, organization advisers can be helpful in providing guidance for reasonable estimates of need based upon past experience. The Faculty Adviser to the Student Association and the Corporation Treasurer also stand ready to offer advice when needed.

The Student Senate and the other reviewing bodies ask that budget requests be clear and detailed in order to justify serious consideration.

An organization may modify its budget without authorization up to 10% of its annual budget; all other modifications require the approval of the Student Activities Advisory Board.

### ***Procedures***

Organization treasurers will receive Budget Request forms from the Faculty Adviser to the Student Association and must follow the following procedures:

1. Fill in six copies of the Budget Request form.
2. Detail needs in Column 1.
3. Enter amounts required in Columns 2, 3 and 4.  
(See sample Budget Request form.)
4. Submit five complete forms to the Faculty Adviser for the Student Association.

NOTE: The timetable of deadlines for budget processing is as follows and must be met by all concerned:

1. Organization Treasurers submit five copies to the Faculty Adviser to the Student Association on the last Monday in April.
2. The Faculty Adviser to the Student Association submits these copies to the Student Senate during the last week in April.
3. The Student Senate submits four copies of its recommended allocations to the Faculty Adviser to the Student Association before May 1.
4. The Student Activities Advisory Board will meet during the first week in May and forward three copies of the Budget Request form, with its recommended allocations, to the following:  
President of S.I.C.C. Association, Inc.—(President of College)  
Secretary  
Treasurer—(Fiscal Officer)
5. The treasurer of the Staten Island Community College Association Incorporated will prepare copies of the recommended budget for submission to the members of the corporation prior to their meeting.
6. The corporation will forward a copy of its recommendations to the Board of Directors of the Corporation, which will make final modifications and appropriate funds.

## *Withdrawing Funds From An Organization Account*

### I. REIMBURSEMENT

- A. The organization treasurer should obtain a Voucher form from the Student Senate Treasurer or the Faculty Adviser to the Student Association.
- B. Fill in all requested information.
- C. Obtain the required validating signatures on the Voucher.
- D. Staple all receipts of funds spent to the completed Voucher form.
- E. Send completed Voucher and receipts to the Bookstore. (Check will be sent to the requester.)

### II. ADVANCE PAYMENT

This procedure is followed if an organization wants payment in advance for an exact amount or does not know beforehand the exact amount of money needed from its account for an activity. A request is made for an advance of the exact or estimated amount of funds as follows:

- A. The organization treasurer should obtain an Advanced Expense form and a Voucher form from the Student Senate Treasurer or the Faculty Adviser to the Student Association.
- B. Fill in ALL requested information on the Advanced Expenses form.

- C. Obtain the required validating signatures on the Advanced Expenses form.
- D. Send completed Advanced Expenses form to the Bookstore.

After the funds have been spent, the following procedures should be followed:

- A. The organization treasurer should fill in all requested information on the Voucher form.
- B. Obtain the required signatures.
- C. Staple all receipts to the completed voucher.
- D. Return all unspent funds or indicate a reimbursement of funds with this Voucher.
- E. Send completed Voucher form to the Bookstore.  
(See sample of both withdrawal forms.)



## GENERAL INFORMATION FOR STUDENT ORGANIZATIONS

### *Bulletin Boards*

Each organization will have a section of a bulletin board upon which to post notices for its membership. Bulletin boards are to be kept neat and up-to-date or the privilege to use them will be removed by the Student Senate. (See poster regulations.)

### *Lounge & Kitchen*

Any organization may reserve the Lounge with adjoining Kitchen for a special activity. See the Faculty Adviser to the Student Association for reservations.

### *Mail Boxes*

The organization mail boxes are located in the Student-Activities Office. Each has its own mail box and is responsible for checking it frequently for important notices.

### *Having Materials Duplicated*

The Student Association has a mimeograph machine which it uses to service the needs of all organizations. The procedures for having materials duplicated are as follows:

1. Obtain Duplication Requisition form from the Faculty Adviser to the Student Association.
2. Fill in requested information.
3. Submit request with stencil and paper (see Materials and Supplies) one week prior to the date needed to the Activities Office.

## ***Requisitioning Materials & Supplies***

All chartered organizations may requisition materials and supplies for their use from the following list of materials and supplies available: (These materials and supplies should not be budgeted; see budget sample).

- Oaktag — colors
- Mimeo paper — colors
- Glitter — colors
- Glue
- Pencils
- Erasers
- Magic Markers — colors
- Paper clips
- Thumb tacks
- Yellow pads
- Rulers
- Stencils — duplicating

Procedures for requisitioning materials and supplies:

1. Obtain Supplies Requisition form from the Faculty Adviser to the Student Association.
2. Fill in request. Do not order in excess of need for each occasion.
3. Submit requisitions for materials one week prior to the date needed.

## ***Having Posters Made***

The Student Association has a sign making machine which makes various sizes of professional looking posters. All student organizations are requested to have their posters made by this machine.

Procedures for Requisitioning Posters:

1. Obtain Poster Requisition Form from the Faculty Adviser to the Student Association.

2. Fill in request keeping in mind the poster regulations.
3. Submit regulations for posters at least one week prior to the date needed.

### ***Poster Regulations***

1. All posters, handbills, etc., displayed in the college buildings and/or on the college grounds must be approved by the Faculty Adviser to the Student Association.
2. If students wish to post materials on a departmental bulletin board, they must obtain permission from that department chairman. First, however, the posters must be approved by the Faculty Adviser to the Student Association.
3. Posters may only be tacked to bulletin boards. Posters may NOT be scotch taped to the walls.
4. If posters are handmade, they must be attractive, neat, legible and in good taste.
5. The maximum poster size is 12 x 24 inches.
6. The maximum number of posters for one organization at a given time is 25.
7. Distribution of handbills in the dining room and/or bookstore must be approved by the Food Service Manager or the Bookstore Manager. First they must be approved by the Faculty Adviser to the Student Association.
8. All posters must be removed by 5:00 P.M. of the school day following the event.
9. ILLEGAL posters, not approved or illegally posted, will be taken down and a penalty placed on the organization posting them.
10. Organizations which repeatedly fail to follow these procedures may be restricted from advertising future events.
11. The Student Senate, on occasion, will make exceptions to these rules when necessary.

## ***Reserving Space***

If a student organization wishes to hold an activity in an area other than its assigned meeting area, the following procedures must be followed:

1. Obtain Space Reservation forms from the Faculty Adviser to the Student Association.
2. Fill out the required number of copies of this form.
3. These reservations will be approved by the Student Senate Activities Committee Chairman and the Faculty Adviser to the Student Association, who will then notify all persons involved.
4. A signed copy will be returned to the organization indicating whether or not the request has been approved.
5. These forms must be filled out two weeks prior to the event. (See sample Space Reservation form.)

## ***Conducting Charity Drives***

All charity drives held on or off campus must first have the approval of the Student Activities Advisory Board. Such drives are restricted to recognized philanthropic works of municipal and national scope, and all drives will be limited to one week; any extension of time must be approved by the Student Activities Advisory Board.

The procedures for obtaining permission to hold a charity drive are as follows:

1. Obtain four copies of the Charity Drive form from the Faculty Adviser to the Student Association.
2. Fill in all information requested on all copies and return to the Faculty Adviser to the Student Association, who will submit the request to the Student Activities Advisory Board for approval. The organization will be notified of the decision through the organization mail box.
3. All forms must be submitted for approval three weeks prior to the event.

## ***Inviting Outside Speakers***

- A. The outside-guest-speaker policy of Staten Island Community College is predicated on a commitment of the college to the independent search for truth and to the preservation of an atmosphere of free inquiry. Students can therefore invite to the campus speakers of their choice. It goes without saying that such speakers do not necessarily represent the views of the faculty, the administration, or the students.
- B. When inviting an outside speaker, student organizations are to file two copies of the Outside Speaker Form with the faculty adviser of the Student Association. Be sure to fill in all the following information on the form:
1. Name of student organization
  2. Name (s) of speaker (s)
  3. Organization (s) represented by speaker (s)
  4. Topic
  5. Date of event
  6. Anticipated attendance
  7. Signature of president of student organization
  8. Signature of faculty adviser
  9. Date

The signature of the faculty adviser will signify that, to the best of the adviser's knowledge, the organization will comply with the foregoing guidelines. This form is to be executed two weeks prior to the proposed meeting date where circumstances permit.

NOTE: No money may be budgeted for speaker's fees. The payment of \$5.00 may be paid for a speaker's lunch.

## ***Dark Room***

The facilities of the Dark Room are available to all organizations by reservation. See the Faculty Adviser to the Student Association for reservations.

*Appendix A:*  
**FORMS**

**S.I.C.C. ASSOCIATION BUDGET REQUEST FORM  
FOR THE ACADEMIC YEAR**

May 2, 1966

Date Submitted

JOHN RICHMOND

ART CLUB

Name of Organization

Submitted by

DESCRIPTION	Fall 19 Request (2)	Spring 19 Request (3)	Total Request	Senate Alloca- tion (5)	S.A.A.B Alloca- tion (6)
<b>SUPPLIES</b>					
Oils & Watercolors	\$35.		)		
Canvas	15.		) \$75.		
Frames	25.		)		
<b>SERVICES</b>					
Rental of Museum Studio	\$25.	\$25.	) \$65.		
		15.	)		
<b>SOCIAL ACTIVITIES</b>					
Contest awards		\$50.	\$50.		
<b>TRAVEL</b>					
Visits to galleries	\$15.		\$15.		
<b>EQUIPMENT</b>					
Easels	\$75.		\$75.		
<b>MISCELLANEOUS</b>					
<b>TOTALS</b>	<b>\$205.</b>	<b>\$125.</b>	<b>\$330.</b>	<b>\$</b>	<b>\$</b>





STATEN ISLAND COMMUNITY COLLEGE ASSOCIATION, INC.

REQUEST FOR ADVANCED EXPENSES

Organization (Budget Component)

Date

Reason for Request	Check Payable To	Amount	Check No.	Date

TOTAL

We hereby certify that the above request is necessary for the operation of this organization that the expenses are authorized by the budget certificate issued for the current semester and do not exceed the budgetary limitations. We agree to provide to the Corp. accountant receipts covering all expenditures paid from this advance and to promptly return for deposit (to the credit of the organization) any unused funds.

Student Association Treasurer

President or Treasurer of Organization

Approved: A.R. Boera, Treas., SICC, Assn., Inc.

Faculty Adviser

**STATEN ISLAND COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES ADVISORY BOARD**

CHARTER RENEWAL FORM

DATE \_\_\_\_\_

NAME OF CLUB: \_\_\_\_\_

NAME

ADDRESS

TELEPHONE

OFFICERS:

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

FACULTY ADVISER:

We have read the Organization Constitution on file, and our practices are in conformity with the practices enumerated therein.

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Faculty Adviser

CHARITY DRIVE PERMISSION FORM

NAME OF SPONSORING ORGANIZATION \_\_\_\_\_

NAME OF CHARITY \_\_\_\_\_

DATE(S) OF CHARITY DRIVE: FROM: \_\_\_\_\_

TO: \_\_\_\_\_

NOTE: 1. A space requisition form must also be filled out for permission to use college facilities.

2. Tables which are used in conducting drives in hallways or lobbies must be kept neat and free from food particles and wrappers.

OUTSIDE SPEAKER FORM

STUDENT ORGANIZATION NAME \_\_\_\_\_

NAME(S) OF SPEAKER(S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ORGANIZATION(S) REPRESENTED \_\_\_\_\_  
BY SPEAKER(S)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOPIC: \_\_\_\_\_

\_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

ATTENDANCE ANTICIPATED: \_\_\_\_\_

SIGNATURE OF CLUB PRESIDENT: \_\_\_\_\_

SIGNATURE OF FACULTY ADVISER: \_\_\_\_\_

DATE: \_\_\_\_\_



STATEN ISLAND COMMUNITY COLLEGE

STUDENT ASSOCIATION

SPACE RESERVATION FORM

Date \_\_\_\_\_

To:

\_\_\_\_\_ Food Service    \_\_\_\_\_ Student Personnel    \_\_\_\_\_ Organization's Copy  
\_\_\_\_\_ Building & Grounds    \_\_\_\_\_ Cleaning Services  
\_\_\_\_\_ Security & Maintenance    \_\_\_\_\_ Student Assoc. Information Files

From: Student Senate

Organization: \_\_\_\_\_

Function: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Students in Charge (Name, Address and Telephone Number)

\_\_\_\_\_  
\_\_\_\_\_

Faculty Adviser(s): \_\_\_\_\_

Student Activities

Committee Approval: \_\_\_\_\_

Faculty Adviser to the  
Student Association Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

# SUPPLIES REQUISITION

Date \_\_\_\_\_

Organization Name: \_\_\_\_\_

<u>ITEM</u>	<u>QUANTITY</u>
Oaktag (Colors) _____	_____
Mimeo Paper (Colors) _____	_____
Glitter (Colors) _____	_____
Glue _____	_____
Pencils _____	_____
Erasers _____	_____
Magic Markers (Colors) _____	_____
Paper Clips _____	_____
Yellow Pads _____	_____
Rulers _____	_____
Stencils _____	_____

Date Approved \_\_\_\_\_

Date Filled \_\_\_\_\_

POSTER REQUISITION FORM

Date \_\_\_\_\_

Organization Name: \_\_\_\_\_

COLOR	PLEASE CHECK (✓)	NUMBER OF EACH	SIZE OF EACH
WHITE			
BLUE			
RED			
PINK			
ORANGE			
GREEN			
YELLOW			

Date Filled \_\_\_\_\_

Received By: \_\_\_\_\_



**DUPLICATING REQUEST FORM**

Date \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

DATE NEEDED \_\_\_\_\_

NUMBER OF COPIES \_\_\_\_\_

ORGANIZATION APPROVAL: \_\_\_\_\_  
(one officer's signature)

FACULTY ADVISER SIGNATURE \_\_\_\_\_

DATE FILLED \_\_\_\_\_

*Appendix B:*  
**PARLIAMENTARY**

PARLIAMENTARY LAW – DESK CHART

MOTION	DEBATABLE	AMENDABLE	REQUIRES A SECOND	VOTE REQUIRED	IN ORDER WHEN ANOTHER IS SPEAKING	CAN BE RE-CONSIDERED	MOTIONS TO WHICH IT APPLIES	MOTIONS WHICH APPLY TO IT
TIME FOR NEXT MEETING (WHEN PRIVILEGED)	NO	YES	YES	MAJORITY	NO	NO	NONE	AMEND
ADJOURN	NO	NO	YES	MAJORITY	NO	NO	NONE	NONE
RECESS	NO	YES	YES	MAJORITY	NO	NO	NONE	NONE
QUESTION OF PRIVILEGE (TREAT AS MAIN MOTION)	YES	YES	YES	MAJORITY	YES	YES	NONE	ALL
ORDERS OF THE DAY	NO	NO	NO	NONE; IT TAKES 2/3 TO POSTPONE SPECIAL ORDER	YES	NO	ANY SPECIAL ORDER	NONE; EXCEPT TO POSTPONE ORDERS
APPEAL	NO	NO	YES	MAJORITY	YES	YES	ANY DECISION OF THE CHAIR	LAY ON TABLE, CLOSE DEBATE RECONSIDER
POINT OF ORDER	NO	NO	NO	NONE; UNLESS APPEALED; THEN MAJORITY	YES	NO	ANY MOTION OR ACT	NONE
OBJECTION TO CONSIDERATION OF QUESTION	NO	NO	NO	2/3	YES	YES	MAIN QUESTION AND QUESTIONS OF PRIVILEGE	RECONSIDER
READING PAPERS	NO	NO	YES	MAJORITY	NO	YES	NONE	NONE
WITHDRAWAL OF MOTION	NO	NO	NO	MAJORITY	NO	YES	ANY MOTION	RECONSIDER
SUSPENSION OF RULE	NO	NO	YES	2/3	NO	NO	ANY MOTION WHERE NEEDED	NONE

PRIVILEGED MOTIONS

INCIDENTAL MOTIONS

SUBSIDIARY MOTIONS

LAY ON THE TABLE	NO	NO	YES	MAJORITY	NO	NO	MAIN QUEST'S, APPEALS, QUESTIONS OF PRIVILEGE, RECONSIDER	NONE
PREVIOUS QUESTION (CLOSE DEBATE)	NO	NO	YES	2/3	NO	YES	ANY DEBATABLE MOTION	RECONSIDER
LIMIT OR EXTEND LIMITS OF DEBATE	NO	YES	YES	2/3	NO	YES	ANY DEBATABLE MOTION	RECONSIDER
POSTPONE TO A DEFINITE TIME	YES	YES	YES	MAJORITY	NO	YES	MAIN MOTION QUES. OF PRIVILEGE	AMEND RECONSIDER LIMIT OR CLOSE DEBATE
REFER OR COMMIT	YES	YES	YES	MAJORITY	NO	YES	MAIN MOTION QUES. OF PRIVILEGE	AMEND RECONSIDER LIMIT OR CLOSE DEBATE
AMEND	YES	YES	YES	MAJORITY	NO	YES	MAIN MOTION DEBATE LIMIT REFER, POST- PONE, FIX TIME OF NEXT MEETING	AMEND RECONSIDER CLOSE DEBATE
POSTPONE INDEFINITELY	YES	NO	YES	MAJORITY	NO	YES	MAIN MOTION, QUES. OF PRIVILEGE	LIMIT OR CLOSE DEBATE RECONSIDER
MAIN MOTION	YES	YES	YES	MAJORITY	NO	YES	NONE	ALL
RECONSIDER	YES, IF MOTION TO WHICH IT APPLIES IS DEBATABLE	NO	YES	MAJORITY	YES	NO	ANY MOTION EXCEPT AD- JOURN SUSPEND RULES-LAY ON TABLE	LIMIT DEBATE LAY ON TABLE POSTPONE DEFINITELY
RESCIND *	YES	YES	YES	2/3 OF MEMBERS PRESENT; MA- JORITY WHEN NOTICE TO RES- CIND WAS GIVEN AT PREVIOUS MEETING	NO	YES	MAIN MOTIONS APPEALS QUES. OF PRIVILEGE	ALL

\* THESE ARE TREATED AS IF THEY WERE MAIN MOTIONS.

# NOTES

Edited by Department of Student Personnel  
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