

**Finance Board Procedural Rules  
of the  
Student Government Association  
of the  
University of Maryland,  
Baltimore County**

**Preamble**

The Finance Board adopts these Procedural Rules to facilitate the work of allocating resources to student organizations, supporting student activities and promoting a vibrant campus life. Our intention is to fulfill our responsibilities thoughtfully, fairly and efficiently; communicate effectively; and empower and support students as co-creators of their undergraduate experiences.

These Procedural Rules shall govern the processes and rules of the Finance Board to the extent that they are not inconsistent with the other Guiding Documents.

**Article 1. MEMBERS AND OFFICERS****1.1 Members**

The Finance Board's voting membership is established by the SGA Constitution: the SGA Vice President for Student Organizations, the SGA Treasurer, and five Representatives. In addition, as specified in the SGA Bylaws, the UMBC President, UMBC Vice President for Student Affairs, UMBC Director of Student Life, SGA President, SGA Executive Vice President and SGA Advisor(s) shall be ex-officio members of the Finance Board. In addition, up to three first-year students will serve as First-Year Ambassadors to the Finance Board. These ambassadors are to be appointed by the Chair of the Finance Board and confirmed by the body.

Ex-officio members may speak and make motions, but may not vote and shall not count towards a quorum. Additionally, any student, faculty, or staff member of UMBC may hold the floor if recognized by the Chair or yielded the floor by a voting member.

**1.2 Elected Officers**

The Finance Board shall elect one Representative as Chair and another as Vice Chair.

The Chair shall be responsible for leading Finance Board meetings and ensuring the effective administration of its work, including the preparation of meeting agendas and legislation and maintenance of orderly archives of all agendas, proposed legislation, minutes, handouts, approved legislation signed by the President, and veto messages relating to Finance Board legislation.

The Vice Chair shall be responsible for chairing meetings and ensuring the effective administration of the Finance Board's work when the Chair is absent.

**1.3. Appointed Officers**

The Finance Board shall appoint a Secretary, who shall record the minutes at Finance Board meetings and perform other duties assigned by the Chair and/or the Finance Board. In addition, the

Chair may create other appointed positions as needed. The Chair shall nominate candidates for these positions in legislation, subject to approval by a majority vote of the Finance Board. Appointed officers of the Finance Board may not simultaneously hold any other SGA position.

**Article 2. ATTENDANCE****2.1. Required**

Attendance at Finance Board meetings, committee meetings, and office hours is mandatory for all Finance Board representatives. Two unexcused absences from regular Finance Board meetings within the same year shall result in expulsion from the Finance Board. Two unexcused absences from office

hours shall be equivalent to one unexcused absence.

## **2.2. Taking Attendance**

A roll call shall be taken at the beginning and the end of each Finance Board meeting, and recorded in the minutes. A Finance Board representative must be present at the meeting's beginning and end in order not to be considered "absent" for that meeting in violation of the requirement in section 2.1. Regardless of whether he or she is present at the beginning of the meeting, any Finance Board voting member may choose to vote on any matter brought to a vote while the member is physically present at the meeting.

## **2.3. Excuses**

The Chair of the Finance Board shall be responsible for creating and enforcing an attendance policy, which will specify the circumstances in which an absence will be 'excused.' This policy must be approved and may be amended by the Finance Board.

## **2.4. Appeal of the Chair's Decisions Regarding Attendance**

The Finance Board may reverse decisions made by the Chair in applying the attendance policy by a 2/3 vote of members present and voting at a meeting.

# **Article 3. MEETINGS**

## **3.1. Quorum**

In order for the Finance Board to consider legislation and take action, a quorum must be present. A quorum shall be defined as a majority of the voting membership.

## **3.2. Open to the Public/Notice Requirements**

All Finance Board meetings are open to the public except during Executive Sessions. It is the policy of the Finance Board to make a reasonable effort to notify other SGA members and the student body of the times, dates, locations and business to be addressed at all Finance Board meetings. For Special Meetings, at least 48 hours' notice must be provided by email to all SGA members.

## **3.3. Regular**

The Finance Board shall hold its regular meetings every Tuesday starting at 5:30 p.m. at a consistent location during the fall and spring semesters. However, the Finance Board may approve alternate locations for meetings at least one week in advance by majority vote of members present and voting at a meeting.

## **3.4. Special**

Special meetings of the Finance Board may be called by the Chair, the President, or a majority vote of the Finance Board members present and voting at a meeting.

## **3.5. Executive Session**

Since the SGA has a strict policy of being open to the public, the Finance Board may temporarily close a meeting to the public by entering into an Executive Session only to discuss appointments to SGA

positions, the election of new Representatives in-house to fill vacancies, and conduct impeachment trials. During Executive Sessions, no voting may take place, and no discussion shall be recorded in the minutes. All voting and ex-officio Finance Board members have the right to be present for Executive Sessions.

#### **Article 4. AGENDAS**

All Finance Board meetings shall have written agendas. The Chair shall establish deadlines for agenda items and set the order of the agenda. Agendas may be amended during meetings by majority vote.

#### **Article 5. MINUTES**

Minutes shall be recorded at each Finance Board meeting by the Secretary (or a delegate thereof). Minutes shall be made available to the assembly at the midpoint between the meeting in which they were recorded and the next regular meeting. The Chair shall ask for any changes/contests to the minutes at the next meeting. Minutes shall be approved unless contested by a majority vote by the end of the next meeting. Any changes to the minutes must be approved by a majority vote. At the request of contesting voting members (not a majority opinion), remarks in opposition to any section of the previous minutes shall be recorded into the minutes of the current meeting.

#### **Article 6. LEGISLATION**

##### **6.1. Sponsorship**

No piece of legislation shall be considered without sponsorship by a voting member of the Finance Board.

##### **6.2. Policy Against Piecemeal Consideration of Funding Requests**

In order to promote efficiency, integrity and clarity in its decision-making, the Finance Board generally will consider only a single piece of legislation proposing to allocate funds to any activity or event. Subsequent legislation relating to the same activity or event will be ruled out of order by the Chair. The only exceptions are as follows:

- When a student organization unexpectedly and unavoidably requires approval of one portion of its activity or event significantly in advance of the established deadlines (e.g., approval of a payment to a performer in order to lock in a performance date) and before the completion of its planning process, the Finance Board may approve the request and stipulate in the legislation that it will consider one subsequent request relating to the same activity or event.
- When a student organization discovers that it will incur unexpected and unavoidable costs in connection with an activity or event after the Finance Board has approved an allocation for it, the Finance Board may consider a request for supplemental funding for the activity or event. However, the legislation proposing supplemental funding may be approved only by a unanimous vote of members present and voting at a Finance Board meeting.
- When two or more organizations are co-sponsoring and splitting financial responsibility for an activity or event, the Finance Board may consider multiple pieces of legislation relating to the event (one for each organization) provided that the organizations submit the requests at the same time and each identifies the activity or event as a co-sponsorship.

#### **Article 7. CONDUCT OF MEETINGS**

The Finance Board shall strive to create an environment at meetings that is respectful, welcoming and

inclusive, and to minimize formality of process. While all members have rights to raise issues, ask questions and make motions as explained in the latest edition of Robert's Rules of Order, the Finance Board recognizes that an excess of formality is likely to impede efficiency and confuse guests.

### **7.1. Responsibilities of the Chair**

The responsibilities of the Chair are to maintain decorum, welcome diverse perspectives, help all present to understand exactly what is being discussed or decided at any point in the meeting, and avoid the actuality or appearance of partiality in leading the meeting. The Chair will decide who may speak at any point in the meeting and make preliminary decisions about all points of process, including when to end debate, call a recess, order an unruly guest to leave the meeting room, etc. The Chair also will facilitate discussions with the aim of resolving matters other than final approval of legislation without the need for a formal vote.

### **7.2. Overruling the Chair**

Any Finance Board member may formally challenge any decision of the Chair on any point of process, by moving to overrule the Chair and proposing an alternative to the Chair's decision that is consistent with SGA's Guiding Documents *and would not otherwise require a 2/3 vote for approval* (see Section 7.5).

If the Chair's initial decision *puts into effect a motion otherwise requiring approval of 2/3 of members present and voting* (e.g., to end debate), the Chair's decision shall be overruled and the alternative shall be considered adopted if the motion receives affirmative votes from *more than 1/3* of members present and voting.

In all other cases, if the motion to overrule is approved by a majority of members present and voting, the Chair's decision shall be considered overruled and the alternative shall be considered adopted.

### **7.3. Temporary Removal of the Chair**

If the Finance Board feels that the Chair is not upholding their responsibilities in leading the meeting, it may remove the Chair for the duration of the meeting or for the duration of the discussion of an issue or piece of legislation by majority vote.

### **7.4. Succession to the Chair**

In the absence of both the Chair and the Vice Chair, the Finance Board will elect a temporary chair to lead the meeting.

### **7.5. Rules on Motions**

All motions require a second, may be discussed, are amendable, and pass by a simple majority vote unless otherwise specified in this or any other SGA Guiding Document, with the following exceptions:

- Motions effectively ending debate require approval of 2/3 of members present and voting.
- Motions that have the effect of suspending rules or expelling an individual from the meeting require approval of 2/3 of members present and voting.
- Amendments are amendable, but it is impermissible to move to amend an amendment to an amendment.

## **Article 8. VOTING**

## **8.1. Voting Options**

Finance Board members shall have three voting options: for, opposed and abstain. Abstentions should only be used in the rare case of a direct conflict of interest. Abstention is required of Finance Board members who are officers of an organization (other than SGA) to which a piece of legislation would allocate funds.

## **8.2. Voting by Chair**

The Chair may choose whether or not to vote on most matters being considered by the Finance Board, but must vote when their vote would affect the outcome and when a vote is conducted by secret ballot. The Chair may never vote twice, even to break a tie.

## **8.3. Manner of Voting**

### **8.3.1. -- Hands-Up**

Unless otherwise designated, voting shall take place by hands-up vote. A single member may request a hands-up vote when the Chair asks for unanimous consent. The Chair shall state each voting option, giving members appropriate time to signify their vote. The Secretary and Chair shall count the vote.

### **8.3.2. -- Unanimous (General) Consent**

The Chair may (at their discretion) ask, "Is there unanimous consent to passing the motion?" Unless there is a request for discussion or voting by another method, the motion passes.

### **8.3.3. -- Roll Call**

Constitutional amendments, Bylaw amendments, and veto overrides shall always be voted upon by a roll-call vote. Additionally, a roll call vote shall be held on the request of two Finance Board voting members. Roll calls shall be out of order for confirmations, in-house elections, and impeachment proceedings. For a roll call vote, the Chair shall state the motion and then either the Secretary or the Chair (at the Chair's discretion) shall read the roll of the Finance Board, and each Finance Board representative shall state their vote when their name is called. Each Finance Board member's vote shall be recorded in the minutes. Finance Board members absent at the time of the vote shall be recorded as "absent" in the record of the vote.

### **8.3.4. -- Secret Ballot**

Since the SGA has a strict policy of being open to the public, secret ballot voting is not permitted except for in-house elections of new Finance Board representatives, impeachment proceedings, confirmations, and the election of the Chair and Vice Chair.

## **8.4. Proxy Voting**

Due to the deliberative nature of Finance Board meetings, proxy voting is not permitted.

### **8.4.1 ---Virtual Meetings**

The Finance Board shall not hold virtual meetings. However, should the University be in an emergency situation, where the University is not closed, but normal in-person classroom operations have ceased and all action is being taken online, and the State of Maryland has declared a state of emergency, then the

Chair of the Finance Board shall have the power to call and preside over online meetings.

These meetings shall run operations as normal with mandatory attendance. Information and access to the online meetings shall be made available to the general public at least 48 hours prior to the start of the meeting. Voting on legislation shall be allowed in these meetings. Internal elections for the positions of Chair and Vice Chair shall not be held during online meetings. Secret ballot votes are prohibited during online meetings. Executive session is prohibited during online meetings.

## **Article 9. ELECTIONS**

### **9.1. Chair and Vice Chair Elections**

The Finance Board shall hold elections for the Chair and Vice Chair at the first regular meeting of the fall semester, or whenever a vacancy occurs. The Chair and Vice Chair shall be elected separately by majority vote via secret ballot. If no candidate for a position receives a majority of the votes, there will be a runoff between the candidates receiving the two largest vote totals. Elections shall be held as follows:

1. The floor shall be open for nominations, which must be accepted by the nominees. Once closed by the Chair, nominations may be reopened at any time via a motion passed by a majority vote.
2. The Chair shall then open the floor to a period of candidate introductions, questions/answers, and discussion. This period may be closed in the same manner as debate.
3. The body shall then immediately move to a vote. Write-in votes for candidates not duly nominated are not permitted.
4. In the case of ties, runoffs will be held until one candidate emerges with a majority.
5. The Chair shall administer the Oath of Office to newly elected officers immediately after announcing the vote.

### **9.2. In-House Elections**

For in-house elections held to fill vacant Finance Board positions, candidates shall be elected by a simple two-thirds vote following nomination by the Chair. Only the Chair may nominate candidates.

## **Article 10. REMOVAL OF OFFICERS**

The Finance Board may, at any time, remove its Chair, Vice Chair, or any appointed Finance Board officer by a two-thirds vote of members present and voting during a meeting. If removed from their positions, the Chair and Vice Chair remain Finance Board Representatives.

If the Chair or Vice Chair ceases to serve as a Finance Board Representative, he or she also will be considered to have resigned from the position of Chair or Vice Chair.

The Chair may remove appointed Finance Board officers at any time without the Finance Board's consent.

## **Article 11. RATIFICATION AND AMENDMENTS**

As specified in the SGA Constitution, this document shall be ratified and amended by a two-thirds vote of the entire membership in the Finance Board. Actions to ratify or amend this document are not subject to veto.