

PRINCIPAL MOTIONS

General statement: When a motion has been made, seconded, and stated by the chair, the assembly is not at liberty to consider any other business until this motion has been disposed of. If the motion is long and involved the chairman asks the mover to hand it in writing to the secretary. The mover cannot withdraw his motion after it has been stated by the chair. In general all important motions should be seconded, which may be done without rising or addressing the chair.

1. To Amend: This motion is "to change, add, or omit words" in the original main motion, and is debatable; majority vote.

To amend the Amendment: Is a motion to change, add, or omit words in the first amendment; debatable, majority vote.

Method: First vote on "changing words of second amendment," second vote (if first adopts change) "on first amendment as changed"; third vote on "adopting main motion as changed."

2. To Commit: When a motion becomes involved through amendments or when it is wise to investigate a question more carefully, it may be moved to commit the motion to a committee for further consideration. Debatable - Amendable - Committee must make report on such question.
3. To Lay on the Table: The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some time in the near future when a motion "to take from the table" would be in order. These motions are not debatable or amendable: majority vote.
4. To Postpone: A motion to postpone the question before the assembly to some future time is in order, except when a speaker has the floor. Debatable: majority vote.

5. To adjourn (not debatable): This motion is always in order except:

- a. When a speaker has the floor
- b. When a vote is being taken
- c. After it has just been voted down.
- d. When the assembly is in the midst of some business which cannot be abruptly stopped.
- e. When the motion is made to adjourn to a definite place, and time, it is debatable.

6. To Reconsider: The motion to reconsider a motion that has passed is in order if made on the same day or the next calendar day, but must be made by one who voted with the majority. No question can twice be reconsidered. Debatable: majority vote.

Requires two votes: First on whether it ~~shall~~ be reconsidered. Second on original motion after reconsideration.

7. The Previous Question: Is to close debate on the pending question. This motion may be made when debate becomes long drawn out. It is not debatable. The form is "Madame Chairman, I move the previous question." The chairman then asks, "Shall debate be closed and the question now be put?" If this be adopted by a two-thirds vote, the question before the assembly is immediately voted upon.
8. Point of order: This motion is always in order. The form is, "Madame

Chairman, I rise to a point of order." The chairman: "Please state your point of order." After the member has stated her objection to a ruling of the chair or some method of parliamentary procedure, the chair answers:

- a. Your point of order is sustained" or
- b. Your point of order is denied."

If any member is not satisfied she may appeal from the decision of the chair. The chairman then addresses the assembly, "Shall the decision of the chair be sustained?" This is debatable and the presiding officer may discuss it without leaving the chair. Voted on like any other motion: majority or tie vote sustains the decision of chair. Requires a majority of "no" votes to reverse decision of chair.

MAIN MOTIONS

A. Original Main Motions or Principal Questions

Motions that are aimed at getting some action on the primary items of business listed on the program of a business meeting are called Original Main Motions or Principal Questions.

B. Incidental Main Motions: Some main motions are incidental to the transaction of business;

C. Subsidiary motions are motions that apply to other motions. They have to do with procedure in handling the business presented at a meeting.

DECORUM

Probably the most serious defect in most meetings is the lack of a reasonable decorum. Good order must be maintained if business is to be carried out. Courtesy would demand that there should be no whispering or commotion while any speaker has the floor. Do not speak too frequently. Beware of personalities. State facts rather than what you think or believe. Nothing so mars the dignity of a meeting as the sharp retort or angry voice. Speak while motion is pending not after vote has been taken or after the meeting is over.

TEXAS TECH UNIVERSITY
Office of the Assistant Dean of Students for Programs

POLICY ON THE USE OF LOUDSPEAKER EQUIPMENT
ON THE TEXAS TECH CAMPUS

The use of loudspeakers, or any type of amplification equipment or amplified musical instruments, by students or student organizations and groups on the grounds of the Texas Tech campus is by permission only. Requests for such permission are handled in the Office of the Assistant Dean of Students for Programs. The use of loudspeaker equipment normally falls into one of two broad categories: (1) Use of loudspeakers for solicitations purposes and (2) Use of loudspeakers at student assemblages (e.g. rallies, demonstrations, speak-outs, happenings, outdoor dances, etc.) The following procedures must be followed in securing permission to use loudspeakers:

1. Loudspeakers for solicitations purposes:
 - A. Apply for permission from the Solicitations Committee to solicit on the campus. After such permission is obtained,
 - B. Apply for permission from the Assistant Dean of Students for Programs to use loudspeakers. (Sound trucks and automobile speaker units will not be permitted in the vicinity of classrooms during class hours.)
2. Loudspeakers to be used at student assemblages (and other requests not covered in #1 above)

Request permission from the Assistant Dean of Students for Programs (Ad. Bldg., Rm. 171) for the use of the Tech Union east green assembly area and request the use of the loudspeaker equipment. This requires the completion (in duplicate) of a brief form. Permission should be requested as far in advance as possible, although there will be no formal deadline. Individuals and groups will be expected to conduct their meetings in such a manner so as to conform to all provisions outlined in the Code of Student Affairs & Rules and Regulations. Persons using the area will be subject to the canons of good taste and judgment, as well as all applicable statutes. The following guidelines have been established for all student assemblages on the campus:

 - A. All student assemblages utilizing amplification equipment are to be held on the green east of the Tech Union sun porch only except as noted below.
 - B. Assemblages may be held in this area at any time from 7:30 a.m. until 10:00 p.m. and are normally limited to three hours duration.
 - C. Any student organization recognized by the Committee on Student Organizations or any individual student with a current I.D. card may reserve the east green and the loudspeaker equipment on a first come, first served basis.
 - D. Any group or individual using the green must use only the sound equipment which will be provided by the Assistant Dean of Students for Programs. (The party reserving the east green will be held financially responsible for any damage to said equipment.) The sound equipment which will be provided is adequate to permit speakers to be heard without causing undue disturbance to classes in adjacent buildings, residence halls, Student Health Center, or to activities in the Tech Union.
 - E. No amplified musical instruments or drums are permitted at gatherings on the green. No bands or additional sound equipment of any type may be used at any time on the east Union green or elsewhere on campus grounds, except as provided in Section F and Paragraph 3 below.

- F. Outdoor dances may be held in approved locations on Friday and Saturday nights only, terminating no later than 12 midnight. Bands may use their own sound equipment.
- G. Any use of loudspeakers or amplification equipment without approval as outlined in this policy will subject the organization or individual to disciplinary action as provided in the Code of Student Affairs.
- H. Special events utilizing bands and/or amplification equipment, such as, pep rallies, ceremonies, or recreational activity may be held in selected locations with prior approval.

3. Loudspeakers for use in official university operations inside buildings, or on the campus as a part of the academic instructional program will be approved by the academic or staff official in charge of the building or academic unit concerned.

8/1/69

TEXAS TECH UNIVERSITY
Office of the Assistant Dean of Students for Programs

September 25, 1969

TO: PRESIDENTS AND FACULTY SPONSORS OF ALL RECOGNIZED STUDENT ORGANIZATIONS
FROM: William H. Duvall, Assistant Dean of Students for Programs

Enclosed is a form and 4x6 card for your student organization Semester Report for the Fall Semester, 1969. (These forms are not included in letters to faculty sponsors.) Each recognized student organization is required by the Committee on Student Organizations to submit this report each semester. Please complete and return these two forms to Room 171, Administration Bldg. at your very earliest convenience and no later than October 3rd. We will use this information to produce a directory of organizations with the addresses and phone numbers of presidents and faculty sponsors. Each organization is entitled to one copy of this directory each semester. If you wish a copy, please send an officer of your organization to the office mentioned above anytime after October 5th, to receive your copy. Please do not misplace your roster, as we will be unable to provide duplicate copies.

Also enclosed you will find copies of three policy statements which will be of interest to student organizations. These statements on the use of loudspeakers on campus, off-campus trips by student organizations, and solicitations on and off-campus should be brought to the attention of the membership of your organization.

You are asked to review those sections of the Student Handbook and Code of Student Affairs which deal with student organizations. The Code for the 1969-70 academic year will be approved by the Board of Regents at their next meeting. An announcement will be placed in the University Daily when copies are available, and you are encouraged to obtain one and note especially those sections dealing with the disposition of organization offenses. Until the new Code is officially approved by the Board of Regents, student organizations will be governed by the procedures outlined in the Code of Student Affairs & Rules and Regulations, 1968-69. You are also reminded of the "Policy Manual and Procedural Guide" of the Committee on Student Organizations, a copy of which was sent to all organization presidents and faculty sponsors last spring. Extra copies of this manual are available in my office. This manual outlines all of the procedures and policies affecting student organizations which have been established by the Committee on Student Organizations.

Student organizations are often interested in lending their assistance and support to worthwhile charitable organizations and activities. Two exceptional opportunities for community service activities should be called to your attention. The American Red Cross through its Lubbock County Chapter will again this year be participating in "Operation Shop Early" to provide Ditty Bags for each serviceman stationed in Viet Nam. The purpose of this program is to provide for each man on Christmas morning a gift from the American people. Last year 1300 bags were provided through the Lubbock County Chapter. This year the Chapter has been asked to provide 1200 bags by November 1st. If your organization would be interested in assisting in this program, call the office of the Lubbock County Chapter of the American Red Cross (PO-5-8534, office at 1811 Broadway) and ask for information and instructions for "Operation Shop Early."

Card not enclosed - has already been turned in.

PRESIDENTS AND FACULTY SPONSORS OF ALL RECOGNIZED STUDENT ORGANIZATIONS

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September 25, 1969

A second opportunity for charitable work exists at the Lubbock State School for the Mentally Retarded, which was opened this past summer. The School is located on University Avenue North, near the Hillcrest Country Club. Although the School has been very generously supported by state funds, there are many materials and equipment which are still required, but which cannot be purchased with state funds. Toys, TV sets, playground equipment, landscaping, and other items are among the needs of the State School. If your organization would be interested in working with these children, call Mrs. Anne Barasch, Coordinator of Volunteer Services at the School, and inform her of your interest. She will advise you as to the needs of the School and will assist you in planning your activities and projects. It is requested that you contact Mrs. Barasch first, before you undertake projects on behalf of the School.

If you should have any questions regarding the operations of student organizations on the Texas Tech campus, please do not hesitate to contact me. It is requested that you notify this office if you elect new officers or if you have a change of address or phone number.

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TEXAS TECH UNIVERSITY
Office of the Assistant Dean of Students for Programs

POLICY REGARDING OFF-CAMPUS TRIPS BY STUDENT ORGANIZATIONS

Recognized student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. A faculty or staff sponsor must accompany all organization groups making off-campus trips. Students, and their parents, should understand that participation in such off-campus trips and activities is voluntary and at the student's own risk. If personal injury or accident should occur to students or other persons during such activities, Texas Tech University will assume no responsibility, financial or otherwise. As in the past, faculty and staff sponsors may be held legally accountable for their individual negligent acts. This could result not only from their driving, but also in certain instances of supervisory control, if due care is not exercised for the protection of those individuals under their control. Sponsors of off-campus trips and organization officers are urged to take all possible precautions to insure the safety and well-being of all persons participating in the off-campus activity. The questions of financial liability for accident or injury, and appropriate insurance coverage should be specifically identified by each group making an off-campus trip as being either the responsibility of each individual student or a responsibility which has been assumed by the group for that specific occasion.

There is no official registration procedure for off-campus trips by recognized student organizations, and there are no official excused class absences or residence hall sign-out permissions for students who participate in such off-campus trips. Each student is responsible for making his own individual arrangements with instructors for classwork missed while participating in an off-campus trip. Instructors are free to set their own requirements for classwork missed under such circumstances, although they are encouraged to grant students an opportunity to make up all coursework missed while participating in an off-campus trip.

Effective June 1, 1969

NOTE: For procedures for trips by class groups see statement issued by the Council of Deans.

8/4/69