

To: All Members and Attendees of the Student Association
From: Ariyan Azad
Date: April 8th, 2026
Subject: Implementation of Formal Meeting Procedures and Conduct Policy

Policy Statement

From today onwards, the Student Association will put into effect formal procedures during weekly meetings open to all students. Adherence to these processes is required from all participants in order to preserve our association as an effective tool for student advocacy.

Reason for Change

Recently, our meetings have been very disorganized and unprofessional. The absence of any form of structured procedure has resulted in chaos within our weekly discussions, especially because of how many people attend our meetings on sensitive matters. These new formal procedures will bring professional integrity back into our discussions.

New Meeting Procedures

In order to bring some sense of order, our association will use a modified form of parliamentary procedure

Order of Business: Meetings will always proceed according to a previously established agenda: Call to Order, Approval of Minutes, Officer Reports, Unfinished Business, New Business, and Adjournment.

Speaking Rules: Participants can only speak if they receive permission from the chair. They will only get two minutes to speak per issue to give everyone a chance to express their opinion.

Decision-Making: Formal procedures will be carried out according to motions and seconds, followed by decisions through hand votes unless otherwise instructed by the council.

Decorum: All comments must be made to the chair and must pertain to the item being discussed on the agenda. No personal attacks or yelling is allowed.

Expected Behavior and Consequences for Failure

All members need to be on time and prepare themselves by studying the agenda issued before the meeting starts. You should show respect to the floor and stick to the time frame assigned to you by the administrative council.

Noncompliance will attract a warning, but if the disruption or failure to observe speaking limitations continues, then it will lead to automatic loss of your speaking rights or even exclusion from the entire process.

Guidance for Implementation

To ease the transition into the new protocol, an electronic "cheat sheet" containing all the rules will be put up at the entry point of each meeting venue as well as posted on our website. Any queries about the rules can be sent to the administrative council at least 24 hours before the next scheduled meeting.

References

- Title: Robert's Rules of Order Newly Revised (In Brief)
- Organization: The Robert's Rules Association
- Link: <https://robertsrules.com/>