



**The Internal Affairs Committee**

**Rules of Procedure**

**Enacted– November 15, 2016**

**Last Amended– October 2, 2017**

- I. Authority and Changes to Committee Rules
  - A. The Internal Affairs Committee shall be governed by, in order of precedence, the Constitution of the Student Body, the Statutes of the Student Body, the Rules of Procedure of the Student Senate, these Internal Affairs Committee Rules of Procedure, and the latest version of Robert's Rules of Order Newly Revised.
  - B. Changes to these Rules of Procedure shall require a two-thirds (2/3) vote of the committee.
  
- II. Interview Procedure
  - A. In order for a candidate to be heard by the committee the forwarding letter naming the candidate must be received by the chair at least two (2) business days prior to the scheduled meeting time.
  - B. The following procedure shall take place for all candidates forwarded to the Internal Affairs Committee:
    - 1. The candidate shall be allowed to make an opening statement for three (3) minutes, any time remaining shall be reserved for a closing statement.
    - 2. Two (2) technical, non-debatable questions related to the candidate's application submissions may be asked by members of the committee.
    - 3. Five (5) questions related to the candidate's desired position, experience, and future goals may be asked by members of the committee. At the end of this round of questioning the Chair shall ask whether any committee member would like to motion to extend this round of questioning.
    - 4. Three (3) questions related to the candidate's character or other questions may be asked by members of the committee.
    - 5. Any other questions may be asked by Senators not in the Internal Affairs committee.
    - 6. The candidate shall be allowed to make a closing statement for any time remaining from their opening statement.
    - 7. The committee shall deliberate for six (6) minutes with forty (40) seconds of speaking time.
    - 8. The committee shall proceed with a roll call vote on whether the candidate shall be forwarded to the Senate.
  - C. If the candidate does not pass the Internal Affairs committee then the committee shall deliberate again after the vote is announced for three (3) minutes with thirty (30) seconds allowed for speaking time to provide recommendations to the candidate on how they can improve or better prepare themselves for the position desired.