

**THE BYLAWS OF THE FLORIDA STATE UNIVERSITY**  
**HOMECOMING PLANNING COMMISSION**

**Section A. Submissions for Funding**

1. All submissions procedures will follow rules and regulations outlined in Student Body Statutes (Ch. 616).

**Section B. Meetings**

1. Meetings are to be scheduled in accordance with Student Government Association (SGA) rules and regulations outlined in Statutes (Ch. 616).
2. Commission members must be notified via email one (1) week in advance for any meeting date and time set by the Commission Chair.
3. The Chair shall designate a member to take minutes prior to any scheduled meeting.

**Section C. Quorum**

1. Membership shall be defined by Statutes (Ch. 616).
2. Official business requires quorum is met, meaning a simple majority of the seven (7) voting members, or their designees, are present.
3. Designees may be sent by any voting member, but the voting member must send written correspondence prior to the Commission's set meeting date.
  - a. It is the responsibility of the Commission Chair to notify the other members of any designee status that has been granted.

**Section D. Order of Business**

1. Attendance
2. Approval of the Bylaws
3. Overview of Available Funds
4. Homecoming Assessment Presentation
5. Budget Request Presentations
6. Deliberations
7. Proviso Language Edits
8. Final Allocation Approval

**Section E. Procedure**

1. Agenda
  - a. The Commission Chair shall keep order throughout the Commission's agenda.
  - b. The Commission Chair shall send the meeting agenda to commission members at least 24 hours prior to the meeting.
2. Approval of the Bylaws
  - a. The Commission bylaws must be approved prior to any presentations, allocations, or edits to the proviso language.

- b. Amendments to the bylaws may be proposed by a simple motion and require a second.
    - i. If an amendment is objected to, the Chair shall immediately conduct a roll call vote. Amendments require a simple majority to pass.
  - c. The following motion shall be made to successfully adopt the bylaws:
    - i. Motion to approve the X year bylaws of the Homecoming Planning Commission.
    - ii. A roll call vote shall be conducted by the Chair immediately after the motion is made and requires a simple majority to pass.
3. Homecoming Assessment Presentation
- a. The Overall Director for the Homecoming Executive Council will present findings from assessment efforts of the previous Homecoming.
4. Budget Request Presentations
- a. All submissions for funding must be given an opportunity to present their budget requests.
  - b. Each budget presentation should allow time for questioning by Commission members.
    - i. The period of questioning will occur immediately following each presentation and is limited to five (5) minutes.
      - 1. The time may be extended through a simple motion and requires a second.
5. Deliberations:
- a. At the conclusion of the presentations, the committee shall enter roundtable deliberations on the allocation of the budget to the requesting organizations.
  - b. The following motion is required to successfully allocate money to organizations in deliberation:
    - i. Motion to allocate X amount for X organization
    - ii. A roll call vote shall be conducted by the Chair immediately after the motion is made and requires a simple majority to pass.
6. Proviso Language Edits
- a. Following deliberations on the budget, the Commission shall enter debate on the proviso language.
  - b. Amendments shall be made through a simple motion and require a second.
    - i. If an amendment is objected to, the Chair shall immediately conduct a roll call vote. Amendments requires a simple majority to pass.
  - c. Upon completion of debate on the proviso language, the following motion is required to successfully adopt the proviso language:
    - i. Motion to adopt the proviso language as stated
    - ii. A roll call vote shall be conducted by the Chair immediately after the motion is made and requires a simple majority to pass.
7. Final Allocation Approval
- a. Upon completion of proviso language edits, a motion to adjourn shall confirm the allocations and proviso language agreed upon by the Commission.