

**MERCED COLLEGE
CLASSIFIED SENATE CONSTITUTION**

ARTICLE 1 - NAME AND AFFILIATION

The name of this organization shall be the Classified Senate of Merced College.

ARTICLE 2 - PURPOSES

The Classified Senate of Merced College shall deal with all matters of classified professional concerns not limited by law. The Senate shall:

1. Facilitate communication among the classified staff, College President, and the College Board of Trustees.
2. Participate in the formation of college district policy and practices.
3. Serve as the representative of the classified staff to make recommendations to the College President and Board of Trustees with respect to district-wide classified professional matters.

ARTICLE 3 - MEMBERSHIP

The Classified Senate of Merced College shall represent and include all classified staff regardless of classification, who are not administrators or certificated, as defined by Education Code Section 45104;88003 and Merced Community College District Board Policy 4600.

ARTICLE 4 - STRUCTURE

1. The Senate shall be composed of at least one (1) and no more than three (3) representative/s from each segment as defined by the Senate By-Laws and two (2) at-large members elected by the entire classified staff.
 - a. A segment that has 30 or more classified staff members will qualify for two (2) representatives.
 - b. A segment that has 45 or more will qualify for three (3) representatives.
 - c. The term for all Senators shall be two years.
 - (1) A Senator who becomes a member of another segment will complete his/her term in the original segment.
 - d. The immediate past President of the Senate shall serve as a regular Senate member during the term of his/her successor, whether or not he/she is reelected by his/her segment.

2. The Senate shall create an election committee from its body to supervise the election of all Senators.
 - a. Each segment as defined by the Senate By-Laws shall select one (1), two (2), or three (3) of its members to serve as Senators. If a vacancy occurs during the term of the Senator, the segment will select the alternate or another of its members to complete the term.
 - b. The election committee shall impartially solicit nominations and conduct elections to fill the positions of segment Senators and At-Large Senators. Procedures shall be set forth in the Senate By-Laws.
3. The Senate shall determine its own organization and establish its own policies and procedures.
4. The elected officers of the Senate shall include a President, a President-Elect, and any other officer that the Senate deems necessary.
 - a. The Senate shall choose its officers from its duly elected members each year as stated in the By-Laws.
 - b. The President of the Senate shall preside at all meetings, shall appoint all committees, and shall represent the official views of the Senate to the classified staff, College President, and Board of Trustees. The President of the Senate shall follow the guidelines of "Duties of Classified Senate President" in the By-Laws.
 - c. The President-Elect shall perform all duties of acting President when the President is unable to perform the duties of the office and shall assist the President in performing the duties of that office. The President-Elect shall serve one year as President-Elect and the following year as President of the Senate.
5. A quorum of this Senate shall be one-half of the whole number of the Senators.

ARTICLE 5 - FUNCTIONS

1. The Classified Senate shall be concerned with any professional classified matters at Merced College, except those negotiable under collective bargaining.
2. The Senate shall determine its own agenda. It may consider subjects on its own initiative or upon recommendation.
3. The Senate may work, if it so desires, in conjunction with any other body.
4. The Classified Senate shall make available the results of its studies in the form of written reports to the classified staff. Any report containing

recommendations shall be discussed in open meeting of the Senate with all parties given an opportunity to discuss the matter. A majority vote shall constitute approval. Any approved report shall be submitted to the College President, and, if appropriate, to the Board of Trustees. Any report to the Board of Trustees will be requested by the Senate President to be an item on the agenda for the next board meeting.

ARTICLE 6 - BY-LAWS

1. A set of By-Laws shall be followed by the Senate.
 - a. A majority vote of the Senate shall be necessary to amend or create any By-Laws.
 - b. A majority vote of the Senate shall be necessary to suspend any By-Laws.

ARTICLE 7 - AMENDMENTS

1. Amendments to the Constitution may be proposed by members of the Senate. The proposed amendments shall be submitted in writing to the President of the Senate who shall submit it to the Senate at the next official meeting of the body.
 - a. The proposed amendment must be passed by two-thirds (2/3) vote of the Senators present and be approved by the Board of Trustees.
 - b. No amendment to this Constitution can become retroactive.

ARTICLE 8 - RECORD OF RATIFICATION

The Constitution shall be ratified by two-thirds (2/3) vote of the presently constituted Senate and then submitted to the classified staff. Two-thirds vote of those classified members voting shall be sufficient to ratify this constitution. The constitution will then be presented to the Board of Trustees for its approval. Ratification of this constitution includes acceptance of the present officers of the organization until the next regular election.

RATIFIED BY MERCED COLLEGE CLASSIFIED

Date: _____

APPROVED BY MERCED COLLEGE BOARD OF TRUSTEES

Date: _____

August 27, 1991

MERCED COLLEGE

CLASSIFIED SENATE BYLAWS

The Classified Senate in accordance with its Constitution shall be an established organization promoting the interests of the classified staff at Merced College.

The Classified Senate shall seek full representation on all College committees and councils deemed important for its purposes by a majority vote of the Senate.

The Classified Senate shall be distinct from any other classified organization. A Senator may also be a member or an officer of any other group on campus.

The Classified Senate has the right to address the Board of Trustees. Individual classified employees or representatives of other classified organizations retain the right to address the Board of Trustees.

The Classified Senate will be composed of Senators elected from each Segment of the College, two (2) Senators At-Large elected from the classified staff as a whole, and the Past-President. Senate alternates will also be elected from each segment. All classified employees will be members of defined segments as follows:

Segment 1: All Departments - 2 Senators At-Large
a. All Classified Staff

Segment 2: Administrative/Community Services Support - 2 Senators
a. President's Office
b. District Administrative Services Office
c. Human Resources
d. Extended Education
e. Contract Instructional Program
f. DUI Program
g. Community Services Office
h. Downtown Center
i. Theater

Segment 3: Business Services Personnel - 2 Senators
a. Fiscal Services
b. Purchasing & Receiving
c. Data Processing
d. Duplicating Center
e. Student Fees Office
f. Bookstore
g. Cafeteria
h. Security Department

Segment 4: Division Support Personnel - 3 Senators

- a. Office of Instruction
- b. Agriculture Division
- c. Allied Health Division
- d. Arts Division
- e. Business Division
- f. Guidance Division
- g. Humanities Division
- h. Industrial Technology Division
- i. Science/Math Division
- j. Social Science Division
- k. Audio/Visual
- l. Library
- m. Athletics
- n. Life Fitness & Health
- o. Developmental Education
- p. Cooperative Education Office
- q. Child Development Center
- r. Castle Air Force Base
- s. Tech Prep

Segment 5: Los Banos Campus - 1 Senator

Segment 6: Maintenance/Transportation Personnel - 1 Senator

Segment 7: Managers/Supervisors - 1 Senator

Segment 8: Operations/Grounds Personnel - 1 Senator

Segment 9: Student Services Support Personnel - 3 Senators

- a. Student Personnel Office
- b. Student Health Services
- c. Admissions & Records
- d. Disabled Student Services
- e. EOPS
- f. Financial Aid Office
- g. Job Placement/Career/Transfer Center
- h. Community Outreach/Re-Entry Services
- i. Student Activities
- j. Veterans Services

The Classified Senate Executive Board shall be composed of the following officers: President, President-Elect, Past-President, Secretary, and Treasurer. Immediately after installation of the Senators-elect in the spring semester, the newly constituted Senate shall elect or confirm its new officers by ballot under the supervision of the Elections Committee.

I. TERMS OF OFFICE

A. Senators

1. The term of office for Senators shall be two (2) years with approximately one-half (1/2) replaced annually.
2. Senators shall serve no more than two (2) consecutive terms and will become eligible for election again after one (1) year.

B. Executive Committee (Officers)

1. The President, President-Elect, Past-President, Secretary, and Treasurer shall serve annual terms of office from July 1 to June 30.
2. The Secretary and Treasurer may serve no more than three (3) consecutive terms in the same office.

II. MEETINGS

A. Senate Meetings

1. The Classified Senate shall meet a minimum of twice a month during the year. Special meetings may be held as needed. The agenda of Classified Senate meetings shall be posted by Senators in their respective areas.
2. Quorums for Senate Meetings
 - a. A quorum shall consist of at least one-half (1/2) of the elected Senators.
 - b. A simple majority of the Senators making up the quorum is necessary to approve motions with the exception of Bylaw changes.
3. Regular Senate meetings shall be limited to one hour.
 - a. The meeting may be extended only by a two-thirds (2/3) majority vote of the Senators present at the meeting.
 - b. No action taken after the hour meeting shall be valid unless the meeting was properly extended.
 - c. Regular meetings may not start unless a quorum is present within fifteen (15) minutes of the scheduled starting time. A quorum for meetings is understood to be one-half (1/2) of the elected Senators.
 - d. If there is not a quorum present, the following procedure will be followed:
 - (1) Roll will be taken of all present.
 - (2) The meeting shall be declared canceled.
 - (3) A new agenda and meeting date may be set.
 - (4) If three (3) consecutive Senate meetings are canceled due to a lack of a quorum,
 - (a) The position of all Senators who were not excused and missed all three meetings shall be declared vacant.
 - (b) All vacant positions, including officers, will be filled as described in the Elections procedures of the Bylaws.

4. One meeting will be designated a reports meeting and the other meeting will be designated as a general business meeting. Approved minutes of each Senate meeting shall be distributed as follows:
 - a. Two copies to each Senator, one will be posted in each segment area, one will be kept in the Senator's record binder
 - b. One copy to the President of the College
 - c. One copy to President of the classified collective bargaining unit
 - d. One copy to the President of Faculty Senate
 - e. One copy to be kept by the Secretary for the permanent record file.
 - f. One copy to any person requesting a copy.
5. Attendance
 - a. If a Senator misses two regularly scheduled meetings per year without reasonable cause and without having provided for an alternate to replace him/her at those meetings, he/she shall be declared delinquent by the Senate President or a majority vote of the Senate. A delinquent Senate seat shall be declared vacant.
 - b. When a vacancy occurs, the same constituency which elected the Senator shall, after the declaration of the vacant seat, elect or confirm a replacement for the unexpired term.
 - c. When a vacancy is on the Executive Committee, that vacancy shall be filled by a majority vote of the Senate.

B. Special Meetings

1. Special meetings of the Senate may be called by the President of the Senate at his/her discretion.
2. Special meetings of the Senate shall be called by the President of the Senate at the written request of five Senators. The President shall call the Senate into a meeting within three working days of the receipt of the request.

C. Executive Committee Meetings

1. The time and place of Executive Committee meetings will be determined at the first meeting of the newly elected officers.
2. Executive Committee meetings shall be held in advance of the Classified Senate meetings to plan the agenda for the Senate meeting.
3. The President of the Senate will provide an agenda for Executive Committee meetings.
4. Minutes will be recorded and made available to any Senator upon request.

D. General Meetings of all Classified Employees

1. Quorums
 - a. A quorum shall consist of at least two-thirds (2/3) of the electorate for a general meeting.
 - b. Motions shall require a simple majority of those present and voting to carry the issue.
2. Agendas and minutes of general meetings will be distributed to the Senate members to post in each area. Agendas will be posted at least two (2) working days prior to the meetings. Minutes will be posted within five (5) working days after the meeting.
3. General meetings shall be called in any one of the following ways:
 - a. The President of the Senate may convene a general meeting of all classified with at least five (5) working days' notice.
 - b. A majority of the Executive Committee may convene a general meeting with at least five (5) working days' notice.
 - c. Petition to the President
 - d. Fifty (50) percent of the Senators may convene a general meeting with at least five working days' notice by a signed petition to the President.

III. DUTIES

A. Duties of Senators and Senators At-Large

1. Attend regular Senate meetings and sign roll sheet.
2. Ratify all appointments made by the Senate President.
3. Hold informational meetings for their constituencies at least once per semester
4. Poll constituencies on items designated by the Senate.
5. Report constituencies' concerns to the Senate.
6. Post agenda and minutes of Senate meetings.
7. Perform other duties as required.

B. Duties of Senate Alternates

1. Perform all duties of a Senator, including voting for the absent Senator on all matters.
2. Fill the balance of the term if the Senator resigns and/or the position is declared vacant.
3. Perform other duties as required.

C. Duties of the President of the Senate

1. Preside at meetings of the Senate and of the Executive Committee
2. Appoint and remove Senate committee members subject to the consent of the Executive Committee
3. Appoint and remove classified representatives to all campus committees subject to the consent of the Executive Committee

4. Attend all Board of Trustees meetings or designate a representative.
5. Express the views of the Senate before the Board of Trustees on policies, procedures, and governance.
Classified Senate President's designee may also appear before the Board of Trustees with the approval of the Senate.
6. Be an ex-officio member of all Classified Senate committees
7. Provide an agenda for all Senate and Executive Committee meetings
8. Perform other duties as may be required by the office.
9. Have up to 40 percent reassigned time to perform the duties of the office
(This item contingent upon the recommendation of the Budget Development Committee.)

D. Duties of the President-Elect

1. Act as president in the absence of the President
2. Become the president of the Senate upon the expiration of the current president's term of office and after confirmation by the Senate.
3. Coordinate the reports and recommendations of all Senate committees for presentation to the Executive Committee and the Senators
4. Be an ex-officio member of all Senate committees.
5. Perform other duties as may be required by the office.
6. Have up to 20 percent reassigned time to perform the duties of the office.
(This item contingent on the recommendation of the Budget Development Committee.)

E. Duties of the Past-President

1. Act as Parliamentarian for the Senate.
2. Act as resource person for the background on events that occurred during his/her term as president.
3. Organize the historical records of his/her term as president.
4. Perform other duties as may be required by the office.
5. Have up to 20 percent reassigned time to perform the duties of the office.
(This item contingent upon the recommendation of the Budget Development Committee.)

F. Duties of the Secretary

1. Be responsible for preparation, publication, and distribution of agendas and minutes of all Senate and Executive Committee meetings.
2. Maintain and file all Senate records.
3. Act as president in the absence of the President, President-Elect, and Past-President.
4. Perform other duties as may be required by the office.
5. Have up to 10 percent reassigned time to perform the duties of the office.
(This item contingent upon the recommendation of the Budget Development Committee.)

G. Duties of the Treasurer

1. Maintain financial records and submit financial reports.
Reports will be given no less than twice per year or as requested by the Executive Committee.
2. Develop a budget for approval by the Executive Committee and the Senate.
3. Serve as assistant to the Secretary of the Senate as needed.
4. Act as president in the absence of the President, President-Elect, Past President, and Secretary.
5. Perform other duties as may be required by the office.

IV. COMMITTEES

A. Formation of Senate Committees

1. Committees formed will have a purpose related to the Constitution of the Senate.
2. Committees formed will state the following upon their formation:
 - a. The purpose
 - b. The time involved
 - c. The authority
 - d. The length of time the committee will exist
 - e. The way reporting is to be done
 - f. The number and source of members
 - g. The duties of the chair of the committee and of the committee members
 - h. The type of committee (standing, ad hoc, task force, etc.)

B. Term of Office

1. The term of office for all committee appointments is one year except for committees where the established District committee policy dictates that the committee member will serve more than one year (e.g., Budget Development Committee).

C. Standing Committees

1. Executive Committee (Senate Officers)
 - a. Duties of the Executive Committee
 - (1) To represent the Classified Senate
 - (2) To form Senate committees and to provide for their membership
 - (3) To prepare Senate agendas and ensure that items placed on agendas are within the purpose of the Senate as stated in the Constitution
 - (4) To follow directions of Senate votes
 - (5) To ensure that the votes for action by the Senate are carried out

2. Nominations & Elections Committee
 - a. Duties
 - (1) To provide supervision, direction, and assistance to Senators in the procedures of the election of new Senators from their segments
 - (2) To impartially solicit and receive nominations of candidates and conduct elections to fill the positions of segment Senators and Senators At-Large
 - (3) To impartially solicit and receive nominations of candidates from the Senators and conduct the election of officers
3. Constitution/ByLaws Committee
 - a. Duties of the Constitution/Bylaws Committee
 - (1) Receive proposals for changes to the Constitution or Bylaws.
 - (2) Review the proposals for change with the Executive Committee.
 - (3) Prepare a written recommendation on the proposal to the President of the Senate.
 - (4) Request the proposal be placed on the Senate agenda for discussion and appropriate action as outlined in the Classified Senate Constitution.
 - (5) Send out written ballots to all Senators concerning the proposed change.
 - (6) Announce the results at the next Senate meeting following the proposal.
 - (7) Proposals for changes to the Constitution or Bylaws can be made to this Committee throughout the year.
 - (8) At least once a year this Committee will review the entire document and make recommendations if needed.
4. Budget Committee

The Budget Committee shall be a standing committee of the Classified Senate to obtain and allocate funds for operational expenses of the Classified Senate.
5. Task Force Committee

The Classified Senate shall establish, when appropriate, Task Force Committees to assist in the development and implementation of policies and procedures relating to classified staff and to the operational and educational matters of the college. Task Force Committees may be established by the President of the Classified Senate, upon the advice and consent of the Executive Committee. Such committees shall be formed for special purposes and shall be of short duration.

V. ELECTIONS

A. General Election Procedures

1. The Classified staff shall elect Senators and alternates from each segment.
2. Elections shall be conducted during the Spring semester of each school year.
3. Elections and balloting for Senators, Senators At-Large, alternates, and Senate officers shall be under the supervision of the Elections Committee.
4. Elections shall be completed prior to May 30 each year.

B. Election of Segment Senators and Alternates

1. Each Spring prior to March 1, the Elections Committee will direct that an election for Senators and alternates be held in each segment needing representation on the following year.
2. Election as a segment Senator shall be by a simple majority of all ballots received from that segment's members.
3. The runner-up shall be the alternate for that segment.
4. Senators-elect shall meet with current Senators at a scheduled June meeting determined by the President. During this meeting the Senators-elect shall be installed.
5. Senators may be removed from office by a two-thirds (2/3) majority vote of his/her segment (See Article V, F)

C. Election of Senators At-Large

1. Senators At-Large shall be elected by written ballot of all full and part-time classified staff.
2. Nominations shall come from the Elections Committee or from any Senator during the April Senate meetings.
3. Election as a Senator At-Large shall be by a simple majority of all written ballots received from the classified staff as a whole.
4. The runner-up shall be the alternate Senator At-Large.
5. Senators At-Large may be removed from office by a two-thirds (2/3) majority vote of all classified employees. (See Article V, F)

D. Senate Vacancies/Resignations

1. A Senator will notify the Senate of his/her resignation in writing.
2. The resignation will be publicly accepted at the next scheduled Senate meeting.
3. Vacancies resulting from a resignation or removal shall be filled as follows:
 - (a) The resigning Senator's alternate will be asked to serve out the term. If the alternate agrees, he/she is then confirmed by the segment as the Senator for that segment for the remainder of the term. An election is then held in the segment for a new alternate.
 - (b) If the alternate is unable to serve as a Senator, an election will be held in the segment.
 - (1) If there is another Senator within the segment, he/she is responsible to hold an election to replace the Senator who resigns.
 - (2) If there is not another Senator in the segment, the Elections Committee will hold the election.

E. Confirmation of President-Elect as President

1. After the installation of the Senators-Elect in a June meeting, the newly constituted Senate shall confirm the President-Elect as President. The President-Elect will begin the duties of President as of July 1.
2. The President-Elect shall be confirmed by a majority of written ballots cast by the Senators present.
3. The results of the vote shall be immediately announced.
4. If the President-Elect is not confirmed within two written ballots
 - a. The Elections Committee shall present a nominee for election at the next regular meeting.
 - b. The election shall follow the process for the Special Election of Officers. (See Article V, E7)

F. Election of Officers (Executive Committee)

1. Any Senator of the Classified Senate shall be eligible for election as an officer.
2. After installation of the Senators-Elect in a June meeting, the newly constituted Senate shall elect its new officers.
3. Election and balloting for officers will be under the supervision of the Elections Committee.
4. Nominations are presented by the Elections Committee or accepted from the floor.
5. Election to a Senate office shall be by a simple majority of Senators present.
6. The results of the vote shall be immediately announced.
7. Special Election of Officers
 - a. If no candidate for an office receives a simple majority vote of the Senators present, a special election shall be held to decide between the two candidates receiving the highest number of votes for that office.
 - b. This special election shall be held no less than two working days after its announcement to the Senate.
 - c. This special election, by written ballot, shall require a simple majority vote of all elected Senators.
8. Any officer may be removed from his/her office by two-thirds (2/3) majority vote of the Senate. (See Article V, F)

G. Reasons for Removal: Senators, Senate Officers, and Senate Committee
Representatives

1. Excessive absence both approved and unapproved.
2. Use of position for personal gain.
3. Use of position to act on items not within the scope of the Senate Constitution.
4. Executive members ignoring the direction of Senate votes.
5. Senate committee representatives failing to attend committee meetings.
6. Senate committee representatives failing to report back to the Senate.
7. Senate committee representatives expressing personal opinion as the opinion of the Senate.

VI. AMENDMENTS TO THE BYLAWS

A. Additions/Changes to the Bylaws

1. Additions/changes to the Bylaws shall be under the supervision of the Constitution/Bylaws Committee.
2. Additions/changes to the Bylaws may be effected by a majority vote of the Senate.
3. The Secretary will update the Bylaws document within ten working days after the meeting where the Senators approved the revision.
4. Copies of the revised Bylaws will be given to each Senator at the next regularly scheduled meeting.

VII. PARLIAMENTARY AUTHORITY

These rules are to maintain focus of discussion and achieve action through a process that promotes principles of freedom of speech, majority rule, the right of the minority to be heard, and the duty to abide by the will of the majority. These rules, if properly used, allow for consistency, fairness, and dispatch. Robert's Rules of Order, Newly Revised is the basis of the procedures for the Senate and shall be followed exactly in any case where a Motion for Adherence passes. For normal operation the following simplified rules shall be used:

A. Opening subjects for debate (I MOVE)

1. A motion to discuss a subject must be made by a member who has the floor or the subject is the next item on the agenda and the preceding subject has been disposed of properly. (Chair recognizes member or reads next agenda item.)

B. Recognition to get the floor (Raise Hand)

1. Before anyone can have the floor they must be recognized by the Chair. Anyone desiring to be recognized will raise his/her hand (the Chair should try to alternate between people on different sides of the issue).
2. No person should get the floor twice before any other member wishing to speak has been heard.

C. What the person with the floor can do

1. Present views or information on a motion.
 - a. Information should relate to the motion.
 - b. Information should not repeat others.

2. Make main motions. (I MOVE)
 - a. Make subsidiary motions. Motions that apply to the Main Motion and are motions to most appropriately dispose of the Main Motion. These are listed in the order that they must be handled. The lowest number must be disposed of before a higher number subsidiary motion can be made.
 - (1) **To Table:** not debatable, requires majority vote.
 - (2) **To Move Previous Question:** not debatable. Requires 2/3 vote. This is NOT the vote on the Main Motion but a vote to stop debate and to vote on the Main Motion. (The Chair says, "Is there a second?") No second kills the subsidiary motion to vote on the Main Motion. If there is a second, then the Chair restates the motion and says something like, "The previous question has been moved and seconded. If you vote for this motion, you are voting to end debate. The motion requires 2/3 vote and is not debatable. If the motion carries, we will immediately vote on the motion we have been discussing. All in favor?..."
 - (3) **To Call for the Question:** Suggest that a vote be taken. (The chair says, "The question has been called for. Is there any objection to moving to vote on the motion before us?") One member objecting kills the Call.
 - (4) **To Refer to Committee:** debatable.
 - (5) **To Amend:** debatable.
 - (6) **To Postpone** to a specified time: debatable on the merits of postponement.
 - (7) **To Adhere.** Motion to conform to the full Robert's Rules of Order on the current Main Motion. (majority vote)
 3. Only a person who has the floor can *Call or Move for the question*. The person gives up the floor when they make any motion.

D. Interruptions of the person with the floor (should be very rare occurrences)

1. **Point of Order:** (usually by the Parliamentarian)
 - a. To point out that we are not following the rules of order.
 - b. Could include a **Move to Adhere** to Robert's rules.
2. **Point of Information:** (an inquiry as to facts affecting the business at hand - directed to the Chair or, through the Chair, to a member)
3. **Point of Personal Privilege:**
 - a. I want to interrupt anyway. (The Chair must allow interruption OR ask the person with the floor if they will yield.)
4. **Objection to Consideration:**
 - a. Subjects not appropriate for consideration.
 - (1) Negotiable item
 - (2) Outside Senate Constitution
 - (3) Not a priority as compared to other Senate business

- E. Improper motions: Action adopted by improper motions are null and void.
1. Motions that present practically the same question as another one that was decided in the same meeting.
 2. Motions that conflict with the Classified Senate Constitution or the rules, regulation, or policies of a higher body.
- F. Parliamentarian: The Past-President will serve as the Parliamentarian
- G. The Chair's role in the process:
1. Referee of the process
 2. Participant in the process
 3. Remind members where things stand at all times
 4. To adhere to the process
 5. To be or assign role of Parliamentarian in the absence of the Parliamentarian.

3/15/95

