



*ASSOCIATED STUDENTS OF NEW MEXICO HIGHLANDS UNIVERSITY  
Draft Meeting Minutes for Sunday, Date*

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**Call to order**

ASNMHU Vice-President Tamlyn Crain called the meeting to order at 1:33 p.m. on Sunday, August 26<sup>th</sup>, 2018.

***ATTENDEES INCLUDE:***

**EXECUTIVES:**

**PRESIDENT PEOPLE**

**VICE PRESIDENT CRAIN**

**SECRETARY**

**TREASURE ESPINOZA**

**PARLIAMENTARIAN**

**PRO- TEMPORE**

**SENATORS:**

**ANDREGO**

**BENAVIDEZ**

**RAMIREZ**

**SAMORA**

**VENEGAS**

**VILLALOBOS**

***Members not in attendance included:***

**Senators**

**General Consent Items**

No general consent items at this time.

**Introduction of Parliamentary Procedures and Roberts Rules of Order**

Vice President Crain shares the folders with Roberts Rules of Order Cheat Sheet. Shows how to start a motion as well as wording and how to vote. Will be given to each senator upon approval and oath of office administered.

**Approval of the Agenda**

Chair asks for a motion to approve the agenda for the meeting.

Senator Ramirez motions to approve the agenda, second by Senator Venegas. Motion passes through voice vote.

## Appointment of ASNMHU Vacancies

President People starts the section by reading the ASNMHU Constitution Article VI, Section 3, Subsection D:

*In the event of a vacancy in the Senate, the President shall appoint a member to the Senate upon recommendation of the Presidential appointments Committee and a two-thirds majority vote of the entire Senate.*

President People explains that she is going to be appointing members, but the senate gets to vote on if they are accepted.

Dean Blea suggests introducing and voting on each appointee but performing the oath of office together.

The first appointment is for Jeff Martinez as the graduate senator in the School of Business. Mr. Martinez was asked to provide a brief introduction.

Chair asks for motion.

Senator Andrego motions to appoint Jeff Martinez as the graduate senator for the School of Business, second by Senator Ramirez. 6 for, none against, no abstentions. Appointment is confirmed.

The next appointment is for Michelle Cortes as the graduate senator for the School of Social Work. Mrs. Cortes was asked to provide a brief introduction.

Chair asks for motion.

Senator Andrego motions to appoint Michelle Cortes as the graduate senator for the School of Social Work, second by Senator Venegas. 6 for, none against, no abstentions. Appointment is confirmed.

The next appointment is for Yanina Bustamante as the at large graduate senator. Mrs. Bustamante was asked to provide a brief introduction.

Chair asks for motion.

Senator Ramirez motions to appoint Yanina Bustamante as the at large Graduate Senator, second by Senator Andrego. 4 for, 2 against, no abstentions. Appointment is confirmed.

The next appointment is for Xiaohong Wu as the graduate senator for the School of Education. Mrs. Wu was asked to provide a brief introduction.

Chair asks for motion.

Senator Andrego motions to appoint Xiaohong Wu as the graduate senator for the School of Education, second by Senator Villalobos. 6 for, none against, no abstentions. Appointment is confirmed.

The next appointment is for Linda Palos as an undergraduate senator. Mrs. Palos was asked to provide a brief introduction.

Chair asks for a motion.

Senator Venegas motions to appoint Linda Palos as a senator, second by Senator Ramirez. 6 for, none against, no abstentions. Appointment is confirmed.

The next appointment is Julia Gonzales. Mrs. Gonzales was asked to provide a brief introduction.

Chair asks for motion.

Senator Ramirez motions to accept the nomination of Julia Gonzales, Second by Senator Andrego. 6 for, none against, no abstentions.

All appointments are sworn into the senate by Dr. Blea.

## Election or Pro-Tempore

Vice President Crain reads the duties of President Pro-Tempore. A nomination was asked for by the chair.

Senator Ramirez nominates Senator Venegas, Senator Venegas accepts nomination.

Senator Ramirez motions to appoint Senator Venegas as President Pro-Tempore, second by Senator Samora. 11 for, none against, 1 abstention. Appointment is confirmed.

Appointee is sworn into office.

## Appointment of Secretary

President People explains the vacancy and how the appointment is made. Vacancy must be advertised and send a letter of interest and a resume.

Only one recommendation and applicant.

Senator Andrego is the appointee for Secretary. Mrs. Andrego was asked to provide a brief introduction of herself.

Senator Martinez motions to approve appointment, second Pro-Temp Venegas. 11 for none against, 1 abstention. Appointment is confirmed.

Appointee is sworn into office.

### Appointment of Parliamentarian

President People appoints Senator Ramirez as Parliamentarian.

Senator Ramirez was asked to provide a brief introduction.

Pro-Temp Venegas motions to approve appointment, second by Senator Samora. 10 for, none against, 1 abstention. Appointment is confirmed.

Appointee is sworn into office.

### Appointment of ASNMHU Vacancies

President People appoints Jasmine Archuleta. Mrs. Archuleta was asked to provide a brief introduction.

Pro-Temp Venegas motions for approval, second by Senator Palos. 10 for, none against, no abstentions.

Appointment is confirmed. Appointee is sworn into office.

President People appoints Bethany Brafford. Mrs. Brafford provides brief introduction.

Pro-Temp Venegas motions to approve appointment, second by Senator Gonzales. 11 for, none against, no abstentions. Appointment is confirmed.

President People appoints Adrian George. Mr. George provides brief introduction.

Pro-Temp Venegas motions to approve appointment, second by Senator Villalobos. 11 for, none against, no abstentions. Appointment is confirmed.

President People appoints Allen Michel. Mr. Michel provides brief introduction.

Pro-Temp Venegas motions to approve appointment, second by Senator Benavidez. 11 for, none against, no abstentions. Appointment is confirmed.

President People appoints Morgan Crain. Mrs. Crain provides a brief introduction.

Pro-Temp Venegas motions to approve appointment, second by Senator Palos. 11 for, none against, no abstentions. Appointment is confirmed.

All appointees are sworn into office.

We still have an undergraduate vacancy and a vacancy for the College of Arts and Sciences Graduate Senator.

### Approval of ASNMHU Bylaws

Given to each senator in their folder the bylaws are presented by Parliamentarian.

Parliamentarian Ramirez explains the bylaws section by section. Article 1. Keeping in compliance with the open meetings act for the state of New Mexico. Specifically mentions 1.1.3 referring to the use of electronic devices during senate meetings. The rest of the Bylaws describe Bills and Resolutions. Article 2 talks about the separation of powers and gives checks and balances. Article 3 talks about the code of ethics. You are an example for the students, so be aware of your actions and how you are conducting yourself. This involves removing yourself from conflicts of interests.

Parliamentarian requests that a senator amends the bylaws to fix typos. Chair calls for motions.

Pro-temp Venegas motions to amend bylaws under Article 2 from 1.1.10 and 1.1.11 to 1.2.10 and 1.2.11, second by Senator Samora. 15 for none against no abstentions. Amendment is approved.

Chair asked for a motion to remove the 3 from required in section 1.2.17. Motion set by Pro-Temp Venegas, second by Senator Gonzales 15 for none against no abstention.

Senator Michel motions to change funds to funds in 3.3.8. Second by Senator Cortes. 15 for none against no abstentions.

Chair asks for a motion to approve bylaws with the proposed amendments.

Senator George motion to accept the bylaws with the proposed amendments. Second by Samora 15 for none against no abstentions. Motion passes, Bylaws are passed with proposed amendments.

## ASNMHU Budget

President People presents the budget for the semester. From President Stipend to the telephone charge are decided by the constitution. Each line item was voted on and approved by the senate.

President Stipend \$2000. Senator Martinez motions to approve funding, second by Senator Palos. 15 for, none against, no abstentions. Funding approved.

Vice President Stipend \$2000. Pro-Temp Venegas motions to approve funding, second by Senator Archuleta. 15 for none against, no abstentions. Line item is approved.

Secretary Stipend \$1500. Senator Archuleta motions to approve funding, second by Pro-Temp Venegas. 15 for, none against, no abstentions. Line item is approved.

Treasurer Stipend \$1500. Senator Brafford motions to approve funding, second by Senator Samora. 15 for, none against, no abstentions. Line item is approved.

Parliamentarian Stipend \$750. Senator Michel motions to approve funding, second by Senator Gonzales. 15 for, none against, no abstentions. Line item is approved.

President Pro-tempore Stipend \$560. Senator Samora motions to approve funding, second by Senator Benavidez. 14 for, none against, 1 abstention. Line item approved.

Stipend for 12 UG Senators \$5280. Pro-temp Venegas motions to approve funding, second by Senator Benavidez. 15 for, none against, no abstentions. Line item is approved.

Stipend for 5 G Senators \$5760. Senator Martinez motions to approve funding, second by Pro-temp Venegas. 15 for, none against, no abstentions. Line item is approved.

Stipend for Chief Justice and 2 Associate Justices. \$600. Pro-temp Venegas motions to approve funding, second by Senator Gonzales. 15 for, none against, no abstentions. Line item is approved.

Telephone Charges \$588. Senator Michel motions to approve funding, second by Senator Wu. 15 for, none against, no abstentions. Line item approved.

Campus Life \$15000. Senator Benavidez motions to approve, second by Senator Martinez. 12 for, 3 against, no abstentions. Line item is approved.

Voting Machine \$800. Senator Gonzales motions to approve funding, second by Pro-temp Venegas. 11 for, 4 against, no abstentions. Line item is approved.

Retreat \$1000. Senator Villalobos motions to approve funding, second by Senator Benavidez. 15 for, none against, no abstentions. Line item is approved.

Shirts \$1000. Senator Brafford motions to approve funding, second by Senator George. 15 for, none against, no abstentions. Line item is approved.

Gala \$2500. Senator Wu motions to approve funding, second by Senator Palos. 14 for, 1 against, no abstentions. Line item is approved.

Activity \$2000. Pro-Tempore Venegas motions to approve funding, second by Senator Samora. 15 for, none against, no abstentions. Line item is approved.

Operations \$1571. Senator Bustamante motions to approve funding, second by Senator Gonzales. 15 for, none against, no abstentions.

Printer \$329. Senator Brafford motions to approve funding, second by Senator Benavidez. 15 for, no one against, no abstentions. Line item is approved.

Graduate Funding \$4222. Pro-Tempore Venegas motions to approve funding, second by Senator Michel. 10 for, 5 against, no abstentions. Line item is approved.

Undergraduate Funding \$10340. Senator Samora motions to approve funding, second by Senator Palos. 12 for, 3 against, no abstentions. Line item is approved.

## Set time and Date of Semester Meetings

Secretary Andrego explains the meeting dates and the need for 7 more meetings in the semester.

Senator George motions to set meeting Sep. 9 at 2pm. Second by Senator Martinez. 15 for, none against, no abstentions. Time and date approved.

Senator Benavidez motions to set meeting date as Sept 23 at 2pm. Second by Senator Palos. 15 for, none against, no abstentions. Time and date approved.

Senator Martinez motions to set the meeting date as Oct. 5-7 with the time to be announced. Second by Senator Crain 15 for, none against, no abstentions. Time and date approved.

Senator George motions to set meeting date as Oct. 21 at 2pm. Second by Senator Samora. 15 for, none against, no abstentions. Time and date approved.

Senator Brafford motions to set meeting date as Nov. 4 at 2pm. Second by Senator Martinez. 15 for, none against, no abstention. Time and date approved.

Pro-Tempore Venegas motions to set meeting date as Nov. 18 at 2pm. Second by Senator Bustamante 15 for, none against, no abstentions. Time and date approved.

Senator Martinez motions to set last meeting date for the semester as Dec. 2 at 2pm. Second by Senator Palos. 15 for, none against, no abstentions. Time and date approved.

## Officer Reports

*President People-* Welcome to senate! Read the constitution and the bylaws so that you know the protocol and can question legislation. Please introduce yourself to your classmates and promote senate.

*Vice President Crain-* You will be receiving the list of committees and by the next meeting you should be placed into committees.

*Secretary Andrego-* when you are submitting bills send them to both the secretary and the treasurer. We will not be tracking them down. If you have any questions or concerns let me know. All communication comes from me, so feel free to contact me. If you cannot make a meeting, let me know via email as soon as you can so we are prepared. If you are going to be absent please let me know ahead of time.

*Treasurer Espinoza-* If you need help writing bills contact the treasurer or the executives.

*President Pro Tempore Venegas-* Congratulations on your appointment.

*Parliamentarian Ramirez-* Congratulations. Dress code is in the bylaws, so dress appropriately. Business casual or highlands shirt. When making a motion state "I move that....." and state your motion. If you need to use your phone for an emergency, step outside of the chambers. If you are expecting a call, let the secretary know beforehand.

## Dean of Students Report

Welcome and congratulations. We are encouraged to get engaged and challenge the thing that we don't believe in. Treasurer Espinoza please get with Yvonne Duran to share the budget. When funding is requested make sure that all papers needed are filled out correctly. We have new initiatives from the president to create a vibrant campus.

## Public Participation

Secretary Andrego asked for contact information of all senators after adjournment.

Parliamentarian Ramirez strongly recommends reading the constitution.

Question for Vice President Crain from Dr. Blea about getting constitutional amendments to the Board of Regents and ratified. President People has been in contact with the administrative assistant for the President and will get that on the agenda for the October Board of Regents Meeting.

## Adjournment

Senator Villalobos motioned for adjournment was made at 3:54p.m., second by Senator Palos.

*Motion passed by voice vote. Senate is adjourned.*

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Secretary Andrego

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Date of approval