

Resolution on the Order of Business for the CPUC, 2017-2018

- I. The Council of the Princeton University Community shall meet during the academic year at 4:30 p.m. on Mondays
- September 25, 2017
  - November 13, 2017
  - December 11, 2017
  - February 12, 2018
  - March 26, 2018
  - May 7, 2018.

Special meetings may also be called for urgent business. The Executive Committee may decide to cancel a meeting if there is insufficient business.

- II. The Executive Committee (in accordance with Section 4.1) shall set an agenda for each meeting, stipulating the length of time which is to be allocated for each major item of business.
- III. The Executive Committee normally shall allot fifteen minutes of each regular meeting of the Council to a Question Period during which any member of the Council may question another member of the Council about any matter under the authority of the Council as specified in Section 1 of the Charter.

The Question Period shall be conducted in accordance with the following guidelines:

- (1) Questions which are submitted in writing by noon on the weekday preceding the Council meeting shall have priority over other questions. The author of a written question shall have the right at the meeting to ask a one-minute supplementary question which is germane to the original question.
- (2) No question shall exceed two minutes, and no answer shall exceed four minutes. If an adequate answer requires more than the allowed time, it should be submitted in writing to the Council at some future meeting.
- (3) Questions which refer to inappropriate matters shall be ruled out of order by the chair.

- IV. The business of the Council shall be conducted according to Robert's Rules Newly Revised as modified by Section 3.8 of the Charter. In addition, the Council shall be asked to observe the following guidelines:

- (1) Normally, no member may speak more than once on a particular issue at one meeting until all members who wish to speak have been able to do so.
- (2) Normally, no member may speak for more than three minutes, except Chairs of Committees when they are presenting reports of their Committee.
- (3) Reports of Committees requiring action by the Council, and other reports as appropriate, shall be in writing and distributed at least five days in advance to members of the Council, except in unusual or urgent circumstances.

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\* A call for the Orders of the Day which forces the Council to follow the agenda may be defeated by majority vote. (Section 3.8 as amended.)