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**INTEROFFICE MEMORANDUM**

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**TO:** SGA DIRECTOR TATUM AND ADMINISTRATIVE ASSISTANT ELLIS-BROWN  
**FROM:** THE JUDICIAL AND RULES COMMITTEE  
**SUBJECT:** ROBERT'S RULES OF ORDER FOR THE 46<sup>TH</sup> STUDENT SENATE  
**DATE:** SEPTEMBER 15, 2016  
**CC:** SENATE PRESIDENT JOHNSON AND SENATE PRESIDENT PRO TEMPORE WEBSTER

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Greetings! It is our hope that this memorandum finds you well.

In our committee meeting earlier this evening, we encountered issues with the Senate Internal Rules of Procedure (IROP), with reference to developing our committee IROP in order to set a precedent for our other standing committees. In attempting to set procedures for handling different scenarios, we realized that we are not properly equipped with a form of Robert's Rules of Order to responsibly create our IROP, as is mandated by the Senate IROP. We feel as a committee that in order to effectively fulfill our purpose, it is pertinent that we have the proper reference documents. In a document from the 40<sup>th</sup> Student Senate Transition Assistance Booklet dated August 18<sup>th</sup>, 2010 we learned that senators were previously given individual copies of both "Robert's Rules of Order Newly Revised in Brief" as well as "Robert's Rules of Order Newly Revised" as reference documents to use. We are requesting these books for the 46<sup>th</sup> Student Senate and all future senate bodies in order adequately prepare senators for their jobs as legislators operating under Robert's Rules of Order. In addition, we need them with a degree of urgency being that we are operating with very little to no training. We ask that you all contact us at your earliest convenience with regard to how we can move forward in this process.

Respectfully,

The 46<sup>th</sup> Student Senate Judicial and Rules Committee