

ASSEMBLY RESOLUTION 5-060

**A RESOLUTION TO AMEND THE OPERATING PROCEDURES TO COMBINE
ASSEMBLY JOURNAL AND MINUTES**

2 **WHEREAS,** The Operating Procedures currently demand and unofficial verbatim
transcript of the Assembly minutes and an official report the provides a
non-verbatim summary of the proceedings; **AND**

4 **WHEREAS,** the two reports can easily be served with one report; **THEREFORE BE
IT**

6 **RESOLVED,** that Chapter V § A and B of the Operating Procedures be struck and
replaced with the following with following sections being numbered
8 sequentially:

A. Assembly Minutes

- 10 **1.** The proceedings of every meeting shall be taken in a verbal, verbatim
12 transcript by the Secretary of the Assembly. Such transcripts will be
called the Assembly Minutes.
- 14 **2.** The Assembly shall make each verbatim transcript available to the public
online within two weeks of the meeting. If this time limit is reached
16 before the minutes have been approved by the Assembly, they shall be
labeled as unofficial until they are approved.
- 18 **3.** When recording the speech of non-members, the Secretary shall attempt
to identify the speaker's full name and affiliation in the minutes.
- 20 **4.** The document shall be submitted for approval during the Agenda section
titled Approval of Previous Minutes. These shall serve as the official
record of Assembly proceedings as prescribed in the Constitution.
- 22 **5.** Members of the Assembly and all those granted the right to speak during
a meeting shall be guaranteed the right to petition the Vice Speaker of the
24 Assembly and the Speaker of the Assembly to correct the person's own
comments as recorded in the Minutes at any time. Disagreements
26 between a Representative and the Vice-Speaker shall be automatically
referred to the Assembly, which by majority shall make the decision of
28 which version of the comments shall be represented in the Minutes.
- 30 **6.** The Speaker or Vice Speaker must email the final version of the Minutes
to the Assembly at least 48 hours before it is posted. The Minutes may
not be modified without being emailed again to Representatives unless

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the change is a result of a clerical correction or an aforementioned petition.

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Attest

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Hannah Ward, Pharmacy
Vice Speaker of the Assembly

President's Approval

Cooper Charlton

Presented to the Assembly for *First Reads* on _____

Presented to the Assembly for *Second Reads* on _____

Yes: _____ No: _____ Abs: _____ Date: _____

Signature Necessary: _____ Signature Received By _____ : _____