**Attendance:** Khaled Axel Djebbari, Mohsina Rahman, Usman Ali, Bryan Greene, Chao Wang, Luisana Duarte Armendáriz.

**Meeting began at 3:36 pm**

**Agenda Items:**

1. **Recall Procedure:**
2. For recall initiation the motion was made by a senator and was seconded by another senator and then majority of the senate voted to initiate a recall in October 11, 2023 Senate Meeting.
3. The recall vote will be held in November senate meeting on 11.15.2023.
4. The bylaws mention a 2/3rd majority of the senators must vote yes for recall to take place. The Procedures Committee specified that it has to be 2/3rd of the active senators that has to vote for the recall. After discussion, the decision was accepted unanimously.
5. Axel proposed that while the VP runs the senate meeting, parliamentarian will run the recall procedure. If Axel cannot, VP will do it and if the VP cannot run the recall procedure, then it should be run by one of the members of the procedures committee. The proposal was accepted by the committee members unanimously.
6. Bryan asked if we need to give the defendant additional time to prepare his defense. Mohsina clarified that the notification of recall initiation was sent to the defendant within 24 hours of the recall initiation vote. Usman also added that bylaws mention he should be given at least 7 days to prepare his defense before the recall hearing can take place. The defendant has received almost a month since the recall initiation vote.
7. Axel proposed the beginning of the recall procedure 5 minutes will be allocated to the senator to present the charges. After discussion, the decision was accepted unanimously.
8. The person defending will be given 10 minutes (2x of the time given to present charges) to present his defense and the senators will be requested to hold their questions until he finishes his defense.

Luisana suggested the time should be 2x + 2 minutes (12 minutes) instead of 2x, however, after discussion, the committee decided to allocate 10 minutes to the defendant.

1. Bryan asked if the defendant can bring one or multiple witnesses. After discussion, the committee decided that the defendant can bring an in-person witness and if there is more than one witness, he can present a written testimony which he will read out to the senate. This will be included in the 10 minutes for his defense.
2. Bryan proposed to introduce rebuttal time for both the accuser and the defendant. The committee deliberated and after discussion it was decided that 2 minutes per person (individual presenting the charge and defendant) will be allocated for rebuttal (Total of 4 minutes).
3. To allow both parties privacy, Axel proposed that if they want to present something, they can bring a flashdrive with the presentation to share with the one who is projecting. This was unanimously accepted by the committee.
4. Axel proposed that Q/A will be 20 minutes following the rebuttal with approximately 2 minutes each question. Extendable to 10 more minutes with a motion; not more than that. This will be for both the individual being charged and the senator who is addressing the charges. It was accepted by all the committee members. Mohsina asked whether any questions can be aimed at the other Eboard members. The general consensus was to hold off any questions not directed toward the accuser and the defendant to allow the two individuals the full 20 minutes to address any concerns regarding their positions.
5. Luisana suggested not to have any invited guest speakers for this meeting. Usman clarified the procedures committee does not have jurisdiction in specifying whether we can have guest speakers or not. Mohsina took the suggestion from the committee and said she will bring it up to the rest of the E-Board in their upcoming E-board meeting.
6. Axel proposed that the senators in attendance will be called by their names, and they will be given a paper to cast their votes. Bryan suggested that instead of providing blank papers, the senators should be provided papers with (Yes, No, Abstaining) printed on it. The senator will check the appropriate box and cast their vote and put it in a transparent box. This was unanimously accepted by the committee. It was also decided that the Parliamentarian along with the procedures committee will count the votes and then announce the result.
7. Bryan proposed that if the senator who is bringing the charges is in the procedures committee they must recuse themselves from counting and certifying the vote. This was unanimously accepted by the committee.
8. Axel proposed that the recalled individual can be allowed to be accompanied by an advisor who cannot address the senate. This was unanimously agreed upon by the committee.
9. **Bylaw Revisions:** Will be discussed in the next meeting.
10. **University Graduate Council Matters:** Will be discussed in the next meeting.

**Meeting adjourned at 4:34 pm.**