

How to Allocate!

This document is meant to help Hall Councils through the allocation process during their general body meetings. Similar procedures are used for e-board meetings. It is an outline of what should happen, who makes the motions, and how allocations should be voted on.

Please take note that the person leading the meeting (VP for general body meeting, President for e-board meeting) does not have voting rights, and they cannot make the motion.

1. The allocation is suggested to the general body.
 - a. This can be done by anyone, but is generally done by either the VP or the Treasurer.
 - b. Explain *what*, *where*, and *how much*:
 - i. *What* you want to buy/*What* the event is
 - ii. *Where* you want to spend the money
 - iii. *How much* you want to allocate for
2. There is a discussion about the allocation.
 - a. This gives general body members the opportunity to ask questions or share their opinions.
 - b. General body members are called upon by the VP to share their thoughts in an orderly fashion.
3. A motion is made by a general body member.
 - a. The Chair of the meeting (President in an e-board meeting, VP in a general body meeting) does not have voting rights. They cannot make the motion nor second it.
4. The motion is seconded by a general body member.
 - a. If there is no second, the motion fails, and you cannot allocate.
5. The general body votes on the allocation.
 - a. General body members can vote "*yay*", "*nay*", or "*abstain*".
 - i. *Yay* is yes.
 - ii. *Nay* is no.
 - iii. *Abstain* is a moral opposition to voting.
 - b. This is usually done by a show of hands, but a paper ballot or vote by roll call can also be used.
6. The vote is counted, and a majority (whether it is a simple majority or 2/3 majority should be in your constitution) is required for the motion to pass.
 - a. Abstained votes do not count. Only votes yay and nay are counted.
7. If the *what*, *where*, and *how much* of the allocation or any questions the general body members ask cannot be answered, it is best to table the motion.
 - a. This allows the executive board another week to gather information about the allocation for the general body.