

Standing Rules
As Prepared by the Parliamentarian and the Administrative Committee
Spring 2017

- I. Scope and Precedent
 - A. All meetings of the Student Senate must follow guidelines set by the following documents:
 - 1. The Associated Student Government Constitution
 - 2. The Associated Student Government Bylaws
 - 3. The Standing Rules of the Student Senate
 - 4. Robert's Rules of Order
 - 5. Any bills or resolutions passed by the Student Senate that govern the body
 - B. If any of the previous documents contradict one another, the Senate should follow the order prescribed above.
- II. The Presiding Officer
 - A. The Speaker of the Student Senate shall serve as the Presiding Officer of the Student Senate.
 - B. If the Speaker of the Student Senate is not present at a meeting of the Student Senate, the Speaker Pro Tempore shall assume the role.
 - C. If the Speaker Pro Tempore is not present at a meeting of the Student Senate, the Parliamentarian shall assume the role.
 - D. If none of these three positions are present at a meeting of the Student Senate, the Student Senators will appoint a temporary replacement by a simple majority vote.
- III. Order and Decorum
 - A. The Presiding Officer shall preserve order and decorum during meetings of the Student Senate.
 - B. If a Member violates any of these rules, the Presiding Officer shall call the Member to order.
 - C. Any Member of the Legislature may request the Presiding Officer do so. The Presiding Officer may take any reasonable action necessary to compel the Member to observe the call for order.
 - D. All questions of general order and decorum shall be determined by the Presiding Officer without debate.
 - E. No Senator, Cabinet member, or guest shall act in a way that is unworthy or unbecoming of a member of the Associated Student Government or a guest in our chamber. This includes being rude to others in the chamber or disrespecting the Constitution, Bylaws, or Standing Rules of the Associated Student Government.
 - F. Guests to Student Senate sessions are subject to a two strike policy for disturbances at the discretion of the Presiding Officer.

1. After a guest has been given two strikes, it is up to the discretion of the Presiding Officer on how to handle the guest.

G. If someone is being exceptionally offensive in the chamber, it is up to the discretion of the Presiding Officer on necessary action to take.

IV. Order of Business

A. The order of business for a standard meeting shall be as follows:

- | |
|---|
| I. Call to Order |
| II. Two Minutes of Silence |
| III. Roll Call |
| IV. Announcement and Remarks by the Chair |
| V. Consent Calendar |
| VI. Student Concerns |
| VII. Reports |
| VIII. Old Business |
| IX. New Business |
| X. Special Business of the Day |
| XI. General Announcements |
| XII. Adjournment |

B. The Speaker shall provide the order of business at least 24 hours before a regularly scheduled meeting.

C. If there are any additions to the daily business that were not on the copy that the Speaker released, they must be approved by the Student Senate at the start of the meeting.

V. Legislation

A. The main author on a piece of legislation must be a Student Senator.

B. All Senate legislation shall take one of two forms: a bill or a resolution regardless of the actual name of the legislation. A resolution shall concern those matters not within the legislative jurisdiction of the Senate, e.g. university policies and programs. A bill shall concern those matters within the legislative jurisdiction of the Senate, e.g. rules and procedures of the Associated Student Government. Resolutions may also express the sense or opinions of the Senate.

C. Legislation introduced in the Senate must bear the name of every author/sponsor. The title of a piece of legislation shall include a distinct reference to the subject or matter to which it relates and also, if it proposes the amendment or repeal of previous legislation, to the language proposed to be amended or repealed.

D. To be brought to the floor, a piece of legislation must have actionable steps.

VI. Consent Calendar

- A. The Speaker Pro Tempore shall record, maintain, and distribute the consent calendar of the Senate, the official record of the proceedings and acts of the Senate. It should be clear and concise, and arranged in chronological order.
- B. The Speaker shall be responsible for distributing the consent calendar prior to the meeting it is approved.
- C. Every Senator has the right to see the consent calendar. The approved consent calendar, being public record, may be seen by anyone.
- D. The consent calendar must be passed by a simple majority vote in the following session.

VII. Standing Committees

- A. The standing committees of Student Senate are: Oversight Committee, Administrative Committee, Elections Committee, and Safety Committee.
- B. The Oversight Committee
 - 1. The Oversight Committee shall oversee work being done by all representatives of Associated Student Government and review violations of the Constitution, Bylaws, Standing Rules, and any other standing piece of legislation, including attendance, by any member of Associated Student Government.
 - 2. The committee shall be chaired by the Speaker Pro Tempore.
 - 3. The powers of this committee shall include, but are not limited to:
 - a) To recommend to the Student Senate, the censure, impeachment, or other penalty, of any ASG officer having found just cause to do so.
 - b) To have the power to, by majority vote, compel any officer of ASG to appear before the Committee in regards to a suspected violation of the Constitution, Bylaws, Standing Rules, or any piece of legislation in addition to the mandatory meetings occurring twice a semester.
 - c) To meet with each member of Executive Cabinet, Chief Justice of the Student Court, and Committee Chairs twice a semester to receive a report of current projects, accomplishments, and goals.
 - d) To judge the effectiveness of Ad hoc Committees, and recommend to the Student Senate as to the necessity of their continued existence.
- C. The Administrative Committee
 - 1. The Administrative Committee shall monitor and update the Constitution, Bylaws, and Standing Rules of Associated Student Government.
 - 2. It shall review the progress of legislation passed by the Student Senate.
 - 3. It shall oversee the constitutionality of actions emanating from Associated Student Government.

4. It shall be tasked with recordkeeping of consent calendars, bills, resolutions, and any other files.
5. It shall be chaired by the Parliamentarian.

D. The Elections Committee

1. The Elections Committee shall establish rules governing election campaigns, subject to the approval of the Student Senate.
2. The committee shall have the responsibility for all campus-wide elections and shall ensure the enforcement of the rules governing said election campaigns.
3. The committee shall be chaired by the Speaker of the Student Senate, unless he or she is running for a position.

E. The Safety Committee

1. The Safety Committee shall address issues involving campus safety and health, including but not limited to infrastructure involving safety, wellness, interpersonal violence, and sexual assault.
2. A Senator shall be chosen by the Speaker to chair the committee within the first two weeks of the fall semester.
3. The Secretary of Infrastructure and Sustainability, the Secretary for On-Campus Affairs, and the Secretary for Off-Campus Affairs shall sit as ex-officio members of this committee.
4. A Senator within this committee shall be chosen to work with the Sexual Assault Response Coordinator on campus education and prevention.

VIII. Executive Session

- A. Student Senate sessions shall be open to all, including the press and the public.
- B. At any time, the body may choose to enter into executive session. Executive session removes all but the Student Senate.
 1. The motion must be seconded.
 2. It needs a two thirds majority to pass.
 3. Additional people may be asked to stay in executive session.
 4. The motion must include an explanation of why executive session is necessary.
 5. Confidentiality of information is essential in executive session. Minutes may not be taken, and anyone found revealing proceedings is subject to discipline by the Senate.
- C. The following are reasons that the Senate can move into executive session:
 1. To consider the appointment of an open Senate seat or Cabinet position.
 2. To consider the disciplinary action against a member of the Associated Student Government.

3. To consider matters required to be kept confidential by federal laws or rules or state statutes.
 4. For any other reason not listed above is deemed necessary to be held in executive session.
- D. When an election or appointment is being discussed, the Senate should move into executive session prior to debate and voting.
- E. If a Senator leaves during executive session, they may not reenter until the session is ended.
- F. To end executive session, a motion must be made.
1. The motion must be seconded.
 2. It needs a two thirds majority to pass.

IX. Types of Points

A. Point of Personal Privilege

1. Used to:
 - a) Express a personal concern.
 - b) Respond to an offense of personal conduct, reputation, or rights.
 - c) Rectify an issue with the Chamber.
2. May be made by any member of the Associated Student Government.
3. May respectfully interrupt a speaker, if applicable.

B. Point of Order

1. Used by a Senator when they believe the Legislature, a Member of the Associated Student Government, or a guest is violating a rule or not following parliamentary procedure.
2. Must be made immediately after an infraction, and may interrupt a speaker if applicable.
3. Requires an explanation on the issue from the Presiding Officer and rectification if it is determined an infraction occurred.
 - a) The Presiding Officer may delegate the explanation to the Parliamentarian if he or she is unsure.
4. A Senator, unsatisfied with the Presiding Officer's response, may appeal the decision according to Article XI of these Standing Rules.

C. Point of Parliamentary Procedure

1. Used when a Senator is unsure of proper parliamentary procedure, or seeking a recommendation on how to proceed under proper procedure.
2. Requires a response from the Presiding Officer.
 - a) The Presiding Officer may delegate the explanation to the Parliamentarian if he or she is unsure.
3. May respectfully interrupt a speaker, if applicable.

D. Point of Information

1. Used by a Senator seeking to obtain a piece of factual information.
2. Directed through the Presiding Officer to a Senator or Cabinet Member capable of responding with the correct information.
3. May respectfully interrupt a speaker, if applicable.

- E. Point of Clarification
 - 1. Used by a Senator to clarify a factually incorrect statement.
 - 2. May not interrupt a speaker.
- F. Query to the Speaker
 - 1. Used by a Senator intent on asking a question to the current speaker holding the floor during debate.
 - 2. Recognized or answered at the discretion of the speaker holding the floor.
 - 3. May not interrupt a speaker.
- X. Motions
 - A. General Rules Regarding Motions
 - 1. The right to make motions is reserved solely by Senators.
 - 2. Senators may not make motions:
 - a) During debate unless they are holding the floor, except when specified otherwise in these Rules.
 - b) Without being recognized by the Presiding Officer.
 - c) During the voting phase of any question.
 - 3. Motions “in the hand of the Legislature”
 - a) A motion is “in the hands of the Legislature” if one of the following is true:
 - (1) It has been recognized by the Presiding Officer and received a second from another Senator.
 - (2) It is legislation, having been placed in Old Business.
 - b) Terminology:
 - (1) A "Main Motion" is a motion that does not supplement any other motion.
 - (2) A "Subsidiary Motion" is a motion that supplements another motion.
 - (3) A "Previous Motion" is a motion that has an immediate Subsidiary Motion.
 - (4) A "question" is any motion in the hands of the Legislature.
 - (5) A "Procedural Question" is a question that impacts the status of procedure, debate, or the order of business of the Legislature.
 - (6) A "Substantive Question" is a question that impacts the composition or opinion of Associated Student Government.
 - c) A motion is no longer in the hands of the Legislature if the question has been permanently or temporarily resolved.
 - 4. A motion may be withdrawn by its sponsor at any time prior to voting on the question.

5. A Main Motion having been vetoed may not be subjected to any Subsidiary Motions.

B. Procedural Motions

1. Motion to Adjourn
 - a) A motion to adjourn may not be made while any question is in the hands of the Legislature.
 - b) It must, in the opinion of the Presiding Officer, respect the Legislative Calendar.
2. Motion to Call the Question
 - a) If adopted, it ends any debate and immediately brings the Legislature to a vote on the called question.
 - b) Requires a two-thirds majority vote of Members present to pass.
3. Motion to Commit
 - a) This motion can be used on either a student concern or a piece of legislation.
 - b) Student Concerns
 - (1) If used for student concern, it must specify a committee to which the issue should be reported.
 - (2) The committee must then report on their work on the issue within the next two regularly scheduled Senate sessions.
 - c) Legislation
 - (1) The motion must specify a committee to review the legislation.
 - (2) When successful, it sends the legislation to the committee, thus removing it from the hands of the Legislature until it is reintroduced in Old Business on the Calendar.
 - d) It must be seconded and then will be sent to the committee.
4. Motion to Divide the Question
 - a) This motion can be made on any question that contains more than one independent substantive proposition.
 - b) It must specify which specific items will be divided.
 - c) It requires a simple majority to pass.
 - d) It does not require that the member making the motion be holding the floor during debate.
 - e) Upon a successful motion:
 - (1) The question shall be considered divided, and each proposition shall be voted on separately.
 - (2) Debate constraints shall remain the same as they were before the division.
5. Motion to Extend or Limit Debate
 - a) This motion allows debate to either continue or end.

- b) It requires a two-thirds majority vote to pass.
 - c) It can also be heard as a motion to reopen or close the speaker's list.
6. Motion to Recess
- a) It requires a specific length of time for the Legislature to recess.
 - b) It must, in the opinion of the Presiding Officer, respect the Legislative Calendar.
 - c) It requires a two-thirds majority vote to pass.
7. Motion to Recommit
- a) The motion must specify which committee(s) the legislation would be recommitted to, and in what order if multiple.
 - b) When successful, it returns the legislation to the committee(s), thus removing it from the hands of the Senate until it is reintroduced in Old Business.
8. Motion to Reorder Business
- a) A motion to reorder business must specify the item(s) to be moved and the new location.
 - b) It must be seconded and requires only a simple majority to pass.
9. Motions to Table
- a) Motions to table take one of two forms:
 - (1) Motion to table for a certain period of time.
 - (2) Motion to table indefinitely.
 - b) Upon a successful motion to table for a certain period of time, the legislation shall return to the hands of the Senate at the conclusion of the designated time period.
 - c) Upon a successful motion to table indefinitely:
 - (1) The legislation may not be taken up again during that meeting.
 - (2) The Presiding Officer shall remind the Senate during all subsequent meetings for which the legislation is active that the legislation remains on the table.
 - (3) The legislation may only be returned to the hands of the Senate with a successful "Motion to remove from the table."
 - (a) If this motion is successful, the legislation will be added to Old Business.

C. Substantive Motions

1. Motions to Amend

- a) Non-amendable questions include:
 - (1) All non-debatable motions.
 - (2) Motions to confirm.
 - (3) Appeals of decisions of the Presiding Officer.
 - (4) Motions to reconsider.

- (5) Motions to censure.
- b) Subsidiary Motions cannot extend beyond two levels.
- 2. Motions to Confirm
 - a) Motions to confirm may take one of two forms:
 - (1) Motion to confirm or reject an appointment.
 - (2) Motion to confirm or reject financial matters.
 - b) Confirmation requires a two-thirds majority vote to pass, and therefore rejection requires more than one-third of all Senators.
 - c) One motion shall be sufficient to determine the outcome: a failed motion to confirm shall be considered rejection, and a failed motion to reject shall be considered confirmation.
- D. Other Motions
 - 1. Motion to Reconsider
 - a) A motion to reconsider the vote on a question is in order only if:
 - (1) The question is in the hands of the Senate.
 - (2) In the event that the motion pertains to a Main Question, no other Main Motions are currently in the hands of the Senate.
 - (3) In the event that the motion pertains to a Subsidiary Question, no other Subsidiary Motions are currently in the hands of the Legislature.
 - b) A motion to reconsider:
 - (1) Is debatable only if the question itself is debatable, in which case the debate may extend to the limits of the original question.
 - (2) May not be reconsidered.
 - (3) Does not require that the Senator making the motion be holding the floor during debate.
 - c) If adopted, the reconsidered question shall return to the hands of the Senate.

XI. Debate

- A. A Senator is said to be "holding the floor" if they are speaking during debate.
- B. A Senator holding the floor may:
 - 1. Yield time to another Associated Student Government member.
 - 2. Yield all remaining time back to the Floor.
- C. General Rules for Debate
 - 1. Debate occurs on any question if:
 - a) The question is debatable.
 - b) There is a Senator objecting to that question.
 - 2. The right to debate is always reserved to members of the Associated Student Government.
 - 3. The right to debate may be offered to an individual not in Associated Student Government if he or she is an author.

4. If two or more Senators seek recognition at the same time, the Presiding Officer shall determine whom to recognize.
 5. No Senator or Associated Student Government member may:
 - a) Hold private conversation while the Presiding Officer is addressing the Senate or in a manner disruptive to debate.
 - b) Speak during debate upon a subject other than the question under debate.
 - c) Make derogatory personal references about other Senators.
- D. Debate on Amendments
1. Amendments to legislation shall be clearly and specifically written and submitted prior to their introduction.
 2. Amendments must be germane to the subject matter and intent of the Previous Question.
 3. Technical amendments, amendments to spelling or grammar, shall be automatically accepted at the discretion of the Presiding Officer and the legislation's author(s).
- E. Debate on Other Questions
1. There is no debate on the following questions:
 - a) Adjournment or recess
 - b) Calling the question
 - c) Debate constraints
 - d) Dividing the question
 - e) Manner of voting

XII. Voting

A. General Voting Rules

1. The right to vote on questions is reserved solely by Senators and the Parliamentarian.
2. The Speaker Pro Tempore may vote in the event of a tie.
3. Any question, unless specified otherwise in these Rules or Robert's Rules, shall be determined by a simple majority vote of the Senate.
4. During any voting phase, Senators may change their votes, so long as the results have not been reported.
5. The Presiding Officer:
 - a) Shall ensure that quorum is present in order to conduct voting.
 - b) Shall ensure that all Senators present during voting procedure cast a vote.
 - c) May ask Senators absent from the chamber to refrain from voting if absent for an extended period of time.

B. Manner of Voting

1. Senate votes may be taken via a voice, by show of hands, by rising, or by roll call. The Presiding Officer may determine the initial method of voting on each question.

2. Final votes on the passage of legislation must be taken by roll call unless unanimous consent is granted.
3. Voting may also be conducted in the following fashions:
 - a) Via unanimous consent.
 - (1) Must be seconded.
 - (2) All Senators must give the same vote for this to pass. If it does not pass, the Senate will go back to a roll call vote.
 - b) Via a call for division.
 - (1) It may occur at the request of a single Senator.
 - (2) A call for division may be requested when a Senator doubts the accuracy of a vote.
 - (3) The Presiding Officer must then conduct the vote via a roll call vote.
4. Senators may not change their vote after the vote has been announced by the Presiding Officer.

XIII. Attendance and Quorum

A. Attendance

1. Absence

- a) A Senator is said to be absent if not present at roll call.
- b) If a Senator shows up to a meeting late, he or she should approach the Speaker Pro Tempore at an appropriate time.
- c) It is up to the Speaker and Speaker Pro Tempore to decide repercussions for absences.

2. Alternates

- a) Senators are expected to attend every regularly scheduled meeting of the Student Senate.
- b) If a Senator cannot attend for any reason, the Senator must find an alternate to serve in their place or face appropriate consequences.

B. Quorum

1. Quorum shall be set at one more than half of all filled Senator seats.
2. Any Senator may suggest the absence of quorum at any time through a Point of Parliamentary Inquiry
 - a) The Presiding Officer shall then order a call of the Senate to ascertain if a quorum is present.
3. In the absence of a quorum, only two motions are in order: a call of the Senate to compel the attendance of absent members and the motion to adjourn.
 - a) Motions incidental to either of these may be received.

XIV. Appeal of the Decision of the Chair

- A. A decision of the Chair may be appealed by any Senator and must be seconded.
- B. An appeal is debatable if the decision appealed was made from a question which was itself debatable.

1. Debate is restricted to the decision of the Presiding Officer and may not extend to the question in the hands of the Senate.
 2. Prior to debate, the Parliamentarian shall be allowed to make a statement relating to the interpretation of the Rule in question.
- C. The appeal may be reconsidered.
 - D. A two-thirds majority vote shall overturn the ruling of the Presiding Officer.
- XV. Standing Rule Guidelines
- A. The Standing Rules must be approved by a simple majority by the second meeting of Student Senate each session.
 - B. The Standing Rules may be amended and voted on by the Student Senate. It shall require a two thirds majority vote to amend.
 - C. Any part of the standing rules can be suspended by a two thirds majority vote.