

**Standing Rules of the ASOSU House of Representatives**

## Rule I: Speaker of the House

1. Meetings of the House of Representatives shall begin by three strikes of the gavel by the Speaker and shall adjourn in a like manner.
2. In cases of disruption and/or disorder, the Speaker shall deputize a Sergeant-at-Arms to escort the disorderly individuals from the Chamber.
3. The Speaker shall Sign all Legislation passed in the House as well as all summons by the House and any Committees therein. In cases of statutory obligation of individuals to give Reports, The Speaker shall have full authority to issue such summons.
4. The Speaker shall assign all Committee Chairpersons to Standing and Special Committees.
5. The Speaker shall keep current copies of the ASOSU Constitution, Statutes, House Standing Rules, and Robert's Rules of Order in their office and in the Chamber during meetings of the House.
6. The Speaker shall serve as Ex-Officio Member of all Committees.

## Rule II: Representatives

1. Representatives must be in the Chamber to be counted as in attendance in the meeting. This Rule shall apply to Proxy-voters. Unexcused Leaves of Absence during a meeting shall count as an absence. Representatives who leave the Chamber unexcused without return during the meeting shall count as absent.
2. Reasonable excuses shall be determined by the Speaker at any time prior to the pertaining meeting.
3. Representatives must abstain on votes to which the representatives have direct personal or pecuniary interest.

## Rule III: Ex-Officio Members

1. The Administrative and Logistics Advocate (Legislative Advisor) shall serve as an Ex-Officio member during House and committee meetings.

## Rule IV: Election of Officers

1. Elections of the Speaker Pro Tempore and any other officers designated shall occur the first meeting of Fall Term and shall be by ballot vote following nominations.
2. Vacancy of any Office shall be filled at the next House meeting and shall be by ballot vote following nominations.

Rule V: Committees, Establishment and Jurisdiction

1. Jurisdiction of Committees shall be stated in the ASOSU Statutes and/or the wording of committee-specific legislation.
2. No Committees shall have overlapping Jurisdiction. In cases of overlapping authority, the committee which possessed jurisdiction first shall take precedence.
3. All Committees of the House of Representatives, Standing and Special, shall adopt the following provisions:
  - A. All Committees shall adopt bylaws which shall be made available in the Congressional Archives.
  - B. Bylaws shall be established by vote of committee members, and subject to approval by the Speaker of the House.
  - C. Committees shall meet at regular intervals, and shall notify the Speaker and Congressional Clerk of the scheduled meeting time and location and any changes to the schedule.
  - D. Committee meeting taking place outside of the regularly scheduled times; the Committee Chair must notify all committee members, Clerk, and the Speaker 48 hours prior to the meeting.
  - E. Committees shall appoint a Vice-Chairman to preside over the Committee in the absence of the Chair.
  - F. The Chair shall appoint a Committee member to act as Clerk to take meeting minutes at every meeting of the Committee. Meeting minutes shall be approved by the Committee and submitted to the Speaker and Congressional Clerk no later than Seven Days following the pertaining meeting.
  - G. Quorum shall be one half of all members of the Committee. The Speaker shall have the power to appoint members of the ASOSU to the Committee to fill vacancies and make quorum.
  - H. Committees shall have power to summon witnesses to provide answers and testimony.
  - I. Once legislation, motions or issues are referred to Committee; the Committee shall have Fourteen days to report to the Chamber with recommendations on the subject.
  - J. Amendments to Committee bylaws shall require Two-thirds majority vote of the Committee and approval by the Speaker.

Rule VI: Delegates

1. Delegates of Student Organizations shall not count towards Quorum in either the Chamber or in Committees.
2. Delegates shall be allowed to speak on all matters without a yield of the floor from a Representative.

3. Delegates shall provide in writing their name and organization to the Speaker and Clerk prior to the meeting to be allowed to speak on any matters.

4. Delegates shall notify the Speaker or the Congressional Clerk no later than five days prior to the meeting in which a delegate wishes to submit a report.

Rule VII: Calendars and Committee Reports

1. Calendars shall be defined as a docket of all meetings of the House of Representatives or Congress arranged by the Clerk and distributed to all members and any student upon request.

2. Committee Reports shall be submitted in writing to the Congressional Clerk for distribution no later than five days prior to the meeting in which the Committee wishes to submit a report. This shall include reports which make recommendations on legislation, motions and issues referred to the pertaining Committee. Committees with nothing new to report are exempt from this rule.

3. Committee Reports on subjects regarding specific fiscal issues including, but not limited to Incidental Fees, Fee Packages, allocation of Contingency Funds, or resolutions regarding any of the above, shall include the specific Dollar figures and projection involved where available.

4. All scheduled Calendar events which shall include, but not limited to, Standing, Joint, Special, Conference, and Mediation Committees as well as all Regular and Special meetings of the House shall be announced via Congressional Listserve and through the Daily Barometer no later than three days prior to the calendar event. The Listserve shall be maintained by the Congressional Clerk.

Rule VIII: Decorum and Debate

1. Representatives wishing to speak shall rise in place and address themselves to "Mr. /Madam Speaker," and, on being recognized, shall address the House.

2. All persons holding the floor that have the ability shall remain standings.

3. No Representative or Delegate shall occupy more than ten minutes of discussion on any debate on a question except where others yield their allotted time.

4. When a Representative or Delegate violates any Standing Rules, the Chair is obligated to call them to order. Three calls on a single individual shall be grounds for removal from the Chamber and/or possible Censure.

5. Loud discussion from persons which do not possess the floor shall be called to order. Such calls against a group of individuals shall not be designated to any single individual and therefore shall not count towards the order call limit outlined in Rule VII, #3.

6. Amendments and/or Revisions to legislation or previous amendments shall be submitted in writing to the Speaker before discussion on the pertaining motion shall be in order.

7. All Discussion, Debate and Questions shall be directed to the Speaker who, in the cases of question shall either answer personally or refer the question to the appropriate person in the chamber.

8. All personalities shall be avoided. Persons shall be referred to as "Mr.," "Ms.," "Mrs." And their Surname or in another appropriate form such as "Representative", "Speaker", "Delegate", "Clerk", "President", "Vice-President", "Director", "Chairman", "Councilor", Etc. and their surname.

9. Public displays of opposition are prohibited at any time during meetings of the House of Representatives and Committee in which Representatives participate when acting in their Congressional Capacity. Any opposition should be expressed during the respective discussion.

10. Public displays of support are allowed but must stay within the realm of reason and within the decorum of the House.

10. All persons observing in the gallery section of the Chamber shall be bound to the Standing Rules of the House of Representatives and shall be subject to removal by a Sergeant-at-Arms in cases of disturbance.

11. All members of the gallery shall be asked to sign in their name and organization they are representing.

12. All members of the gallery shall state the organization(s) they are representing and/or member of upon given the floor. These organizations are to include:

a. ASOSU executive, legislative, judicial branches

b. OSU administration

c. The Barometer

d. SIFC members

e. All organizations that are funded by SIFC

#### Rule IX: Legislation

1. All legislation is subject to two readings under the following procedures.

2. Legislation shall be read aloud the first time in their entirety by the Clerk to the Chamber. Reading of the legislation in its entirety shall be foregone by a motion to forgo reading with no objection to the motion.

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3. During first reading the author of the legislation, if the author is a member of the house or present in the chambers, or the chair of the Joint Committee on Congressional Correspondence, if the author is not a member of the House or present in the chambers, shall come before the House for questions.

4. During the questions in Sect. 3 question may be directed to author or person acting in the authors place.

5. Second reading shall occur the following regular meeting of the House. Reading of the legislation in its entirety shall be foregone by a motion to forgo reading with no objection to the motion.

6. Questions on legislation shall occur following the first reading. Discussion shall occur following the second reading. Motions to forgo the first reading shall allow questions and discussion in the same meeting of the House, which shall follow second reading.

7. All Legislation may have its verbal reading at least once.

#### Rule XI: Special Orders

1. Special orders shall be any business that must take place before old and new business.

2. The Speaker may place any business into special orders that he/she deems necessary.

3. The Speaker shall explain his/her rationale for placing any business into special orders prior to being addressed.

4. By a 2/3 vote of the Members present may place any business into special orders.

#### Rule X: Messages

1. Messages from the Senate, Student Incidental Fees Committee, President of ASOSU or any Student Group shall be read by the Clerk following all other reports and entered into the minutes.

#### Rule XI: Agenda

1. The Agenda for the House of Representatives shall follow this order:

- I. Call to Order/ Roll-Call/ Quorum
- II. Swearing in of Representatives
- III. Singing the Alma Mater
- III. Approval of the Minutes
- IV. Standing Committee Reports
- V. Special Committee Reports
- VI. Joint Committee Reports
- VII. Conference Committee Reports
- VII. Mediation Committee Reports
- IX. Delegate Reports
- X. Messages
- XI. Special Orders

- XII. Old Business - Second Readings
- XIII. Other Old Business
- XIV. New Business - First Readings
- XV. Other New Business
- XVI. Speaker's Announcements
- XVII. House Comments
- XVIII. Gallery Comments
- XIX. Adjournment

2. Robert's Rules of Order shall be followed in all other cases.

Rule XII: Joint Sessions of Congress

1. The House of Representatives shall host the Joint Sessions of Congress.

2. State of the Student Addresses shall be organized in the following manner.

A. The Speaker and President of the Senate shall be seated at the platform with the Congressional Clerk. An open Seat shall be provided for the President of the ASOSU.

B. A Sergeant-at-Arms shall be appointed at the beginning of the meeting following the Roll Call. In this case, The Clerk shall call roll for the Senate, House and Judicial Council.

C. The Speaker shall make opening remarks on his/her view of the State of the Students and shall introduce the President of the Senate to make his own remarks.

D. Upon final remarks from the Speaker and President of the Senate, The floor shall be made open to the President of ASOSU. At this time, the President of ASOSU shall be introduced and escorted in by the appointed Sergeant-at-Arms.

E. During the period between introduction and the President of the ASOSU and his reaching the Speaker's podium, all in attendance shall rise. Applause shall be permitted.

F. Agendas for Joint Sessions in which the State of the Students Address occurs shall follow this order:

- I. Call to Order/ Roll-Call/ Quorum
- II. Singing the Alma Mater
- III. Speaker's Remarks
- IV. President of the Senate's Remarks
- V. President's State of the Student's Address.
- VI. Comments of Senators, Representatives, or Judicial Council
- VII. Gallery Comments
- VIII. Adjournment

3. Minutes of Joint Sessions shall be approved by both Houses of Congress no later than two weeks following the Joint Session.

4. Joint Sessions in which the Student Fee Budget Presentations are heard shall be attended by the Senate and House of Representatives.

5. The Chairman of the Student/Incidental Fees Committee shall be primary presenter of all Budgets and shall introduce the individual budget presenters and shall state the vote results and recommendations of the SIFC on all budgets.

6. The Chairman of the SIFC shall have the privileges of a Delegate for the period of the Joint session, and shall be bound to all Standing Rules of the House of Representatives.

7. Agendas for Joint Sessions in which the Student Fee Budget Presentations occur shall follow this order:

- I. Call to Order/ Roll-Call/ Quorum
- II. Budget Presentations
  - i. ASOSU
  - ii. Athletics
  - iii. CAPS
  - iv. Corvallis Transit
  - v. Educational Activities
  - vi. Memorial Union
  - vii. Music Ensemble
  - viii. Our Little Village
  - ix. Recreational Sports
  - x. Student Diversity
  - xi. Student Health
  - xii. Sustainability
- III. Speaker's Comments
- IV. President of the Senate's Comments
- V. Comments of Senators and/ or Representatives
- VI. Gallery Comments
- VII. Adjournment