



## **Standing Rules of the ASOSU Senate**

### Rule I: President of the Senate

1. The President of the Senate shall be the ASOSU Vice-President according to the ASOSU Constitution and Statutes.
2. Meetings of the Senate shall begin by three strikes of the gavel by the President of the Senate and shall adjourn with one strike of the gavel.
3. In cases of disruption and/or disorder, the President of the Senate shall deputize a Sergeant-at-Arms to escort the disorderly individual from the chamber.
4. The President of the Senate shall sign all Legislation passed in the Senate.
5. The President of the Senate shall assign all Committee Chairpersons to Standing and Special Committees.
6. The President of the Senate shall keep current copies of the ASOSU Constitution, Statutes, Senate Standing Rules, and Roberts's Rules of Order in their office and in the Chamber during meetings of the Senate.
7. The President of the Senate shall serve as Non-Voting Member of all Committees.

### Rule II: President Pro-Tempore

1. President Pro-Tempore powers shall be those stated in the ASOSU Constitution and Statutes, and with the absence of the President of the Senate the President Pro-Tempore shall serve as the President of the Senate.
2. President Pro-Tempore shall have the authority to sign summons by the Senate and any Committees therein. In cases of statutory obligation of

individuals to give Reports, The President Pro-Tempore shall have full authority to issues such summons.

3. The President Pro-Tempore shall be allowed to vote on all questions
4. The President Pro-Tempore can step down during a meeting if they feel there is a conflict of interest and they would like to debate the issue as a senator. They shall retake their seat as President Pro-Tempore after the issue of interest has been resolved.
5. In the even of the absence of the President of the Senate and the President Pro-Tempore feels there is a conflict of interest and would like to debate the issue as a senator, then the Senate shall choose a temporary replacement.
6. If the absence of the President of the Senate and the President Pro-Tempore, the President of the Senate shall appoint a Temporary President Pro-Tempore from among the senators.
7. The Temporary President Pro-Tempore shall serve with full authority of the President Pro-Tempore and Senators shall serve this position once per academic term.

#### Rule III: Senators

1. Senators must be in the Chamber to be counted as in attendance in the meeting. This Rule shall also apply to Proxy-voters. Unexcused Leaves of Absence during a meeting shall count as an absence. Senators who leave the Chamber unexcused without return during the meetings shall count as absent
2. During the Summer Term Senators or Proxies will be allowed to teleconference into meetings to count towards their attendance.
3. Reasonable excuses shall be determined by the President of the Senate at any time prior to the pertaining meeting
4. Senators must abstain on votes to which the senators have direct personal or pecuniary interest.
5. Senators have the right to challenge the chair at any time during meetings

6. Senators are required to inform the President of the Senate or the President Pro-Tempore of who their proxy is going to be no later than 15 minutes before the meeting begins.

#### Rule IV: Election of Officers

1. Elections of the President Pro-Tempore and any other officers designated shall occur the first meeting of Summer Term and again in the Fall Term if necessary, and shall be by nominations from the floor.

#### 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 of the Senate shall have overlapping Jurisdiction. In cases of overlapping authority, the committee which possessed jurisdiction first shall take precedence.
3. All Committees of the Senate, Standing and Special, shall adopt the following provisions:
  - A. All committees shall adopt bylaws which shall be made available to the Congressional Archives.
  - B. Bylaws shall be established by a majority vote of committee members, and subject to approval of the President of the Senate
  - C. Committees shall meet at regular intervals, and shall notify the President of the Senate and Congressional Secretary of the scheduled meeting time and location and any changes to the schedule.
  - D. Committees shall appoint a Vice-Chairman to preside over the Committee in the absence of the Chair
  - E. The Chair shall appoint 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 President of the Senate and Congressional Secretary after approval by committee.

- F. Quorum shall be one half plus one of all members of the Committee.
- G. Committees shall have power to summon witnesses to provide answers and testimony.
- H. 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.
- I. Amendments to Committee bylaws shall require two-thirds majority vote of the Committee and approval by the President of the Senate.

#### 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 Senator.
3. Delegates shall notify the President of the Senate and the Congressional Secretary 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 Senate or Congress arranged by the Congressional Secretary and distributed to all members and any student upon request.
2. Committee Reports shall be submitted in writing to the Congressional Secretary 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 shall include, but not limited to: Standing, Joint, Special, Conference, and Mediation Committees as well as Regular and Special meetings of the Senate shall be announced via Congressional Listserv and through calendar event. The Listserv shall be maintained by the Congressional Parliamentarian and Secretary.
5. Other Reports
  - a) Other reports will be defined as delegate reports, executive reports, and SIFC reports.
  - b) The delegate, executive member, or SIFC member shall be allowed no more than 20 minutes to give their full report. Additional time can be allotted with a motion and majority vote.
  - c) All senators shall be allowed to ask any questions concerning the report after the report has been fully given.

#### Rule VIII: Decorum and Debate

1. Senators wishing to speak shall raise their hand and the president will keep a speakers list. The President shall recognize senators in the order they are on the list and they will address the Senate from their place.
2. No delegate shall occupy more than ten minutes of discussion on any debate on a question except where others yield their allotted time.
3. Senators shall not have a time constraint of discussion on any debate on a question, and shall not be allowed to yield this time to any delegate.
4. When a Senator or Delegate violates any Standing Rules, the Chair is obligated to call them to order. Three calls on a single individual shall be ground for removal from the Chamber and possible Censure.
5. Loud discussion from persons which do not currently 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 VIII, #4.

6. Amendments and/or Revisions to legislation or previous amendments shall be submitted in writing to the President of the Senate before discussion on the pertaining motion shall be in order.
7. Closing and Suspending Debate
  - a. Debate shall be closed by the President of the Senate if there is no other discussion of the question at hand.
  - b. Any senator may rise to close debate. This motion to close debate is a privileged motion, and must pass with eight votes in the affirmative in order for debate to be closed on any question.

#### Rule IX: Voting

1. All legislation will be voted on with a role-call vote.
2. All other business will be done with a voice of yea or nay, unless there is a request for a role-call vote.

#### Rule X: Legislation

1. All legislation is subject to two readings under the following procedures.
2. Legislation shall be read the first time in their entirety by the Primary Sponsor to the Chamber. This reading shall be foregone by a motion to forgo reading with no objection to the motion.
3. Second reading shall occur the follow regular meeting of the Senate. Reading of the legislation shall be foregone by a motion to forgo reading with no objection to the motion.
4. 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 Senate.

#### Rule XI: Confirmation

1. Confirmations shall proceed will the rules the senate adopted on June 30, 2009.
  - I. Reading of Position Description
  - II. Appointee's Opening Remarks\*

- III. Questions from the Senate to Appointee
  - IV. Appointee leaves for the discussion of the Senate
  - V. Motion to Confirm:
    - a. "I move to confirm (Appointee's Name) to the position of (Appointee's Position)."
  - VI. Discussion/Debate
  - VII. Appointee returns after the discussion is completed
  - VIII. Vote on Question of Confirmation
    - a. Yea vote says to confirm appointee to position
    - b. Nay vote says not to confirm appointee to position
- \*President or Vice-President's remarks on appointment

#### Rule XII: Messages

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

#### Rule XIII: Agenda

- 1. The Agenda for the Senate shall follow this order:
    - I. Call to Order/ Roll-Call/ Quorum
    - II. Swearing in of Senators/Proxy
    - III. Singing the Alma Mater\*
    - IV. Approval of Minutes
    - V. Standing Committee Reports
    - VI. Special Committee Reports
    - VII. Joint Committee Reports
    - VIII. Conference Committee Reports
    - IX. Mediation Committee Reports
    - X. Delegate Reports
    - XI. Messages
    - XII. Special Orders
    - XIII. Old Business – Second Readings
    - XIV. Other Old Business
    - XV. New Business – First Readings
    - XVI. Other New Business
    - XVII. President's of the Senate Announcements
    - XVIII. Senator Comments
    - XIX. Gallery Comments
    - XX. Adjournment
- \*Fall, Winter and Spring Term

#### Rule XIV: Robert's Rules

1. Robert's Rules of Order shall be the final authority on questions of Parliamentary Procedure not covered in these standing rules.

#### Rule XV: Amendments

1. Amendments of the Standing Rules shall take a two-thirds majority vote of the Standing Rules Committee, and majority vote of the Senate.

#### Rule XVI: Revisions

1. Revisions of the Standing Rules shall take a majority vote of the Standing Rules Committee.