Standing Rules of the ASOSU Senate

Rule I: President of the Senate
A. The ASOSU Vice President shall be the President of the Senate, as provided by the ASOSU Constitution and Statutes.
B. The President of the Senate shall have the following duties:
   1. Call to order and preside over meetings of the ASOSU Senate
   2. Keep current copies of the ASOSU Constitution and Statutes, the Senate Standing Rules, and the latest copy of Robert’s Rules of Order Newly Revised, available for their use during meetings of Senate
   3. The President of the Senate or the President Pro Tempore (rather than any other or temporary presiding officer of the Senate) exclusively shall:
      i. Provide the oath of office to Senators or their proxies prior to conducting business
   4. The President of the Senate (rather than the President Pro Tempore or any other or temporary presiding officer of the Senate) exclusively shall:
      i. Sign all legislation passed in the Senate
      ii. Assign chairpersons and members to standing and special committees if necessary.
      iii. Serve in a non-voting capacity on all committees.
         a) The President of the Senate may vote in a committee in the event of a tie.
      iv. Approve committee bylaws

Rule II: President Pro Tempore
A. The powers of the President Pro Tempore 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.
B. The 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 issue such summons.
C. The President Pro Tempore shall be allowed to vote on all questions unless they are chairing the meeting.
D. If the President Pro Tempore is chairing the meeting, then they must step down to debate the issue as a senator. They shall retake their seat as President Pro Tempore after the issue of interest has been resolved.
   1. The President Pro Tempore shall appoint, by unanimous consent, a temporary chair for the duration of their recusal.
Rule III: Senators
A. Senators must be in the chamber or call into the chamber remotely to be counted as in attendance in the meeting. This rule shall also apply to proxy-voters. Senators who leave the chamber or teleconference without return during the meeting shall count as absent, unless permitted to do so by the presiding officer.
B. Votes on individual questions, outside of regular meeting times, may also be conducted by email or other remote means if authorized by the President of the Senate.
C. Reasonable excuses for an absence shall be determined by the President of the Senate at any time prior to meeting.
D. Senators must abstain on votes to which the Senators have direct personal or financial interest.
E. Senators may challenge the ruling of the chair (especially with regard to the outcome of a vote) with a two-thirds vote of members present.
F. Senators shall 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
A. Elections of the President Pro Tempore and any other officers designated shall occur the second meeting of Summer Term, and again during the second meeting in the Fall Term. Candidates will be chosen by nominations from the floor during the first meeting of each term, respectively.
   1. After fall term, if there is a vacancy or the President Pro Tempore is removed, the Senate may initiate a vote for the President Pro Tempore of the Senate only with the concurrence of two-thirds of members present.
      i. The election of the President Pro Tempore shall be conducted upon the consent of the Senate as a regular agenda item, requiring a simple majority for introduction

Rule V: Committees, Establishment, and Jurisdiction
A. Jurisdiction of Committees shall be stated in the ASOSU Statutes and/or the wording of committee-specific legislation.
B. No Committees of the Senate shall have overlapping Jurisdiction. In cases of overlapping authority, the committee which possessed jurisdiction first shall take precedence.
C. All Committees of the Senate shall adopt the following provisions:
   1. All committees shall adopt bylaws which shall be made available to the Congressional Archives. Until a committee shall establish its own bylaws it shall default to these standing rules of the Senate.
   2. Created bylaws must be established or amended by a majority vote of committee members, and subject to approval of the President of the Senate.
   3. Committees shall meet at regular intervals, and shall notify the President of the Senate, the President Pro Tempore, and Congressional Clerk of the scheduled meeting time and location and any changes to the schedule.
4. Committees shall appoint a Vice-Chair to preside over the Committee in the absence of the Chair.
5. Any meeting minutes recorded in Senate committees shall be approved by the Committee and submitted to the President of the Senate and Congressional Clerk after approval by the committee.
6. A majority, but no fewer than three, members of a committee shall constitute a quorum.
7. Committees shall have the power to summon witnesses to provide answers and testimony.
8. Senate committees must have at least 3 members, but do not have an upper capacity limit.

Rule VI: Delegates
A. Delegates of student organizations shall not count towards quorum in either the Chamber or in Committees.
B. Delegates shall notify the President of the Senate and the Congressional Clerk no later than five days prior to delegate’s attendance at the following meeting.

Rule VII: Calendars and Committee Reports
A. Calendars shall be defined as a docket of all meetings of the Senate or Congress arranged by the Congressional Clerk and distributed to any member of the ASOSU upon request.
B. Senate committee reports, within one week of their approval in committee, shall be submitted in writing or electronically to the Congressional Clerk and to the ASOSU Congress or the respective chamber from which the report initiated, unless otherwise required by legislation commissioning the report.
   1. Weekly update reports can be considered informal and are not subject to these stipulations.
C. Other Reports
   1. Other reports will be defined as delegate reports, executive reports, and SFC reports.
   2. The delegate, executive member, or SFC 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.
   3. All senators shall be allowed to ask any questions concerning the report after the report has been fully provided.

Rule VIII: Decorum and Debate
A. 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.
B. No delegate shall occupy more than ten minutes of discussion on any debate on a question not a part of the delegate’s report, except where others yield their allotted time.
C. 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, unless bounded by a set time period.

D. 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 grounds for removal from the Chamber and possible Censure.
   1. Upon meeting any requirements for grounds for removal, a member of the senate shall be expelled from the meeting by the chair.
   2. The chair shall compose a written letter of infraction regarding the conduct of a member of the senate who has met the requirements for censure. This document shall be presented to the senate, sent to the individual, and sent to the congressional clerk to then be archived.
   3. Upon being removed from the chamber or being censured, a member of the senate may issue a written letter of apology or response to the President of the Senate to be presented at the next senate meeting.

E. Closing and Suspending Debate
   1. Debate may be closed by the President of the Senate if there is no other discussion of the question at hand.
   2. Any senator may rise to close debate with the concurrence of ⅔ of members present.

Rule IX: Voting
A. For any business to be voted on a quorum of 2/3 of the currently elected senators or their proxies must be present in the chamber. Business may not be performed if fewer than 1/3 of the total filled and Unfilled seats in the senate are present in the chamber.

B. Bills and resolutions, as well as confirmations of appointees, shall be decided exclusively through a roll call vote, or through a consensus vote.
   1. In a consensus vote all members must verbally or in writing express support for the legislation on the floor in order for it to pass.
      i. Should one or more senators not express support then the legislation shall re-enter discussion and must then be voted on in a role call vote.
   2. All other matters may be conducted by a voice vote or unanimous consent.
   3. Matters concerning choices besides "yes" or "no" may be conducted by a written (and, in the case of the election of officers, secret) ballot, with the results counted and announced by the clerk.

C. The approval of agendas or meeting minutes of the Senate shall be conducted by unanimous consent:
   1. “Unanimous consent” shall be defined as the spoken inquiry of the presiding officer of the Senate as to whether there are any desired changes, followed by the lack of contest on the part of any senator within a due period of waiting. Should any Senator speak against the circulated minutes or the proposed agenda, their correction or amendment shall be made. Should any
Senator oppose such an effort to change the minutes or agenda, the cited correction or amendment shall not take effect unless passed by a majority vote of the Senate.

D. A roll call or voice vote may be used in all cases unanimous consent would otherwise, if called for by one fifth of the senators present.

E. A roll call vote may be used in all cases a voice vote would otherwise, if called for by one fifth of the senators present.

F. The President of the Senate shall be a non-voting member unless in the event of a tie.
   1. In the event the President Pro Tempore chairs the meeting in the absence of the President of the Senate, they shall become a non-voting member unless in the event of a tie.
   2. Should the President Pro Tempore be absent and appoint a temporary chair, this temporary chair becomes a non-voting member, unless in the event of a tie.

Rule X: Legislation
A. All legislation is subject to two readings under the following procedures:
   1. Legislation shall be read the first time in its entirety by the Congressional Clerk, unless a “motion to forego an audible reading” is passed with the concurrence of ⅔ of members present, in which case the first reading (as a procedural matter to comprise discussion and debate on the question) shall proceed without the bill being read aloud.
   2. The second reading shall occur during the following regular meeting of the Senate. A motion to forego a second reading, and either to continue debate in a second reading, or to proceed to a roll-call vote, during the first meeting in which legislation is introduced, may be approved by the unanimous vote of members present.
   3. Questions and discussion on legislation shall occur during the first reading. Additional discussion and debate shall occur during the second reading, and amendments to legislation may be proposed during this time.

Rule XI: Confirmation
A. In any case in which the Senate may confirm the appointment of a candidate for an office of the ASOSU, the following order of proceedings shall be observed:
   1. The position the candidate has been appointed to shall be verbally acknowledged.
   2. The candidate may provide opening remarks.
   3. Discussion shall be held on the candidate, primarily focused on inquiring as to their qualifications for the position.
   4. The candidate shall then be asked to leave the chamber, and senators shall continue discussion, primarily focused on speaking for or against their confirmation.
   5. A roll call vote shall be held on the candidate’s confirmation.
6. The President of the Senate shall inform the appointee of the Senate’s decision within 48 hours of the vote.

**Rule XII: Agenda**
A. The Agenda for the Senate shall follow this order, but is subject to change upon the unanimous consent of the Senate:
   i. Call to Order/Roll Call/Quorum
   ii. Swearing in of Senators/Proxies
   iii. Approval of Agenda
   iv. Approval of Minutes
   v. Committee Reports
      1) Standing Committee Reports
      2) Special Committee Reports
      3) Joint Committee Reports
      4) Conference Committee Reports
      5) Mediation Committee Reports
   vi. Delegate Reports
   vii. Gallery Comments
   viii. Old Business
   ix. New Business
   x. President of the Senate Announcements
   xi. Senator Comments
   xii. Advisor Comments
   xiii. Adjournment

**Rule XIII: Roberts Rules**
A. Robert’s Rules of Order shall be the final authority on questions of Parliamentary Procedure not covered in these standing rules, or in the ASOSU Constitution and Statutes.

**Rule XIV: Amendments**
A. Amendments of the Standing Rules shall require a two-thirds majority vote of the Standing Rules Committee, and majority vote of the Senate, except in such situations in which a supermajority is required by the ASOSU Statutes.

**Approved by the 80th ASOSU Senate on September 29th, 2020**
Approved by the Senate Standing Rules Committee on September 20th, 2020

Alexander Robertson, Chair of the Senate Standing Rules Committee

Signature: ___________________________ Date: September 29th, 2020