

# Operating Procedures of the Assembly

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Whit Froehlich  
Speaker of the Assembly

Austin Glass  
Chair, Rules Committee

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## Volume 1 The Scaffolding

“This Volume establishes the very basics of the Assembly’s rules and procedures, including definitions and handling of motions. It is extremely technical, and **it is not a starting point for the novice reader;** see Volume 2 instead.”

### Chapter 1. Basics of the Operating Procedures

#### Section 1. Definitions and Membership.

##### Subsection 1. Definitions.

- A. “These Operating Procedures”, “these Procedures”, or “OP” refer to all three volumes of this document.
- B. The "Governing Documents" of CSG affecting the Assembly are the Constitution, the Compiled Code, these Operating Procedures, and any *Standing Rules* of the Assembly (1.2 § 2).
- C. A "meeting" is a single official gathering of a *quorum* (1.3 § 3(1)(A)) of the Assembly to continually, excepting a *recess* (1.1 § 1(1)(D)), transact business.
  - 1. A "regular meeting" is a meeting scheduled as per the other Governing Documents.
  - 2. A "special meeting" is an emergency meeting called through an appropriate procedure specified in the Governing Documents.
  - 3. A "continuation" is a portion of a meeting held at another time, at which business continues from the point of suspension of the regular meeting which it follows.
- D. A "recess" is a short break within a meeting that does not end it, and after which proceedings are immediately resumed at the point at which they were interrupted.
- E. A "legislative session" or "session" refers to the series of meetings occurring between the seatings of two Assemblies.
- F. The “Chair”, when capitalized, refers to the individual presiding over the relevant Assembly meeting.
- G. A "quorum", in general, is the number of individual members of a body necessary for that body to use its authority where such authority is granted or claimed through vote.
- H. A meeting is said to "stand at ease" if the Chair without objection permits, or by rule declares, a brief pause, without a formal recess. In such a case there is no interruption of the meeting, and members remain in their places. Quiet conversation may take place, but it must cease immediately when:
  - 1. The Chair declares the meeting again in order; or,
  - 2. Any member objects to continuing to stand at ease, but only if at ease by permission.
- I. A "suspension until continuation" initiates a dispersal for a meeting and provides for the resumption of its remaining business at a time agreed upon by the Assembly.
- J. A "motion" is a formal proposal or request for action or decision.
- K. A motion "takes precedence of/over" another if it can be made while that motion is immediately pending. The immediately pending motion in this case "yields to" the other.
- L. **Disposition.**
  - 1. A motion "finally disposed of" means it has been adopted or failed, *Postponed Indefinitely* (3.3 § 2), or subjected to an *Objection to the Consideration of the Question* (3.5 § 5) that was sustained (and see 3.3 § 2(3)(A) for a special case of final disposal of a motion to *Postpone Indefinitely*).

2. A motion "temporarily but not finally disposed of" means it has been *Referred* to a committee (3.3 § 4), scheduled for or *Postponed* to a later time (3.3 § 5), or *Laid on the Table* (3.3 § 8).
  3. A motion withdrawn before being finally disposed of, failed for lack of a sufficient second, or subjected to an upheld or unchallenged ruling that it was out of order is not considered to have been disposed of.
- M.** The "authorizing and restricting provisions" of an action is the set of words in the Governing Documents that pertain to that action.

#### Subsection 2. Membership.

- A. Members.** The "Members" of the Assembly are Voting Representatives, ex officio Representatives, and other individuals granted ex officio status in the Assembly under the Governing Documents. "Representatives" means both "Voting Representatives" and "ex officio Representatives". Except in the case of imposed disciplinary penalty:
1. "Voting Representatives", those students elected or appointed to represent students of a degree-granting unit of the University as per Article II, Section 2, Paragraph 1 of the Constitution, have full parliamentary rights on the Assembly including the rights to claim the floor to speak and otherwise participate in debate and discussion, to make motions, to vote, and to serve as *Officers* (2.8 § 1(A)).
  2. "Ex officio Representatives", those students serving as one of the ex officio Representatives provided by Article II, Section 2, Paragraph 2 of the Constitution, have full parliamentary rights on the Assembly except the right to vote.
  3. "Ex officio Members", all others with ex officio status on the Assembly, have full parliamentary rights on the Assembly except the rights to make motions, to vote, and to serve as *Officers* (2.8 § 1(A)), except that the CSG President and/or Vice president may sponsor resolutions.
- B. Speaking Rights of non-Members.** Other individuals may be granted the right to speak (1.4 § 1(2)(A)) to the Assembly in accordance with these Procedures. This right does not extend to other parliamentary privileges.

#### Section 2. General Provisions.

- A. Citing the Operating Procedures.** Rules in the Operating Procedures are properly cited according to their Volume and Chapter separated by a period, then the character "§", then other heading characters, in order, presented within pairs of parentheses after the section number. For example, this list item is cited as "(OP 1.1 § 2(A))".
1. **List Citations.** Citations to multiple subdivisions of OP in a consecutive list are written with a dash between the two characters denoting the beginning and ending of the intended list, inclusive. For example, the list in this Section is cited as "(OP 1.1 § 2(A-B))".
  2. **Non-list Citations.** Because section and paragraph subdivisions may share heading character styles, to avoid confusion non-consecutive subdivisions in the same volume and chapter are cited separately with "and §" following the first citation and then the full path within the chapter. For example, this list item and list item B of this list are cited as "(OP 1.1 § 2(A)(2) and § 2(B))".
- B. Intra-OP Citation Formatting.** Citations in these Procedures to another section of them follows from the word or phrase italicized in the sentence containing the citation, and omit the use of "OP".

- C. **Definitions.** Terms defined elsewhere in this document are presented with their meaning when they appear enclosed in quotation marks.

## Chapter 2. Governing Documents

### Section 1. Basic Rules and Explanation.

- A. **Static Governing Documents.** The "static Governing Documents" affecting the Assembly (the Constitution, the Compiled Code, and these Operating Procedures) stand in effect permanently unless amended.
- B. **Standing Rules.** Each Legislative Session, the Assembly may produce, publish, and maintain a set of Standing Rules, which expire in the subsequent Legislative Session when any new Standing Rule(s) are adopted or at the conclusion of the third regular meeting of that subsequent session.

### Section 2. The Standing Rules.

#### Subsection 1. Establishment and Amendment.

- A. The Standing Rules are approved and amended by a motion, second, and two-thirds majority vote.

#### Subsection 2. Supersedence.

- A. The Standing Rules may supersede any part of Volume II of these Operating Procedures.
- B. The Standing Rules may supersede these Operating Procedures on any time length or limit established in any Volume of these Procedures.
- C. The Standing Rules must not establish new motions, except that in modifying Volume II of these Operating Procedures, the Standing Rules may supersede 3.5 § 8-10 to change or create *Motions or Requests Related to Methods of Voting, Elections, Confirmations, and Recalls* or other types of *Requests or Inquiries*.

### Section 3. Amendments.

- A. Amendments to the static Governing Documents must be considered twice on separate days before being voted upon.

## Chapter 3. Meeting and Session

### Section 1. Meetings.

- A. **Scheduling.** Meetings of the Assembly are scheduled by the Speaker or by an authorized procedure.
- B. **Notification.** The Speaker gives notice to Members at least 44 hours in advance of each meeting including its time, location, and draft Agenda.
  - 1. If consideration of an *original main motion* (3.2 § 1) was not specified in the call and/or included Agenda for a special meeting, it must not be considered during that meeting.
- C. **Closed Session.** Per the Constitution Article I Section 2 Paragraph 3, the Assembly may, through motion (3.4 § 2) and majority vote, enter "closed session", upon which all non-Members except the CSG Program Manager and Secretary are required to leave the room. Under that provision, in closed session the Assembly "does not take any votes of substance", meaning any vote on a motion which would cause its disposal.

## Section 2. Chair.

### Subsection 1. Basic Rules.

- A. The Chair is, by default, the Speaker once elected, and from the start of the first meeting of a Legislative Session is the Chief Justice of the Central Student Judiciary.
- B. **Voting by the Chair.** The Chair must not vote unless they are a Voting Representative, and:
  - 1. The vote is taken by a method in which their individual vote would not be revealed in any way, in which case they may vote; or,
  - 2. A vote is taken by a method in which their vote would have been revealed, but their vote would alter the result, in which case they may state that they are casting a vote and do so.

## Section 3. Quorum for the Assembly as a Whole.

### Subsection 1. Basic Rules.

- A. **Definition.** The whole part of one half of the total number of elected or appointed Voting Representatives plus one constitutes a quorum to do business.
- B. **Establishing Quorum.** Quorum is established when an attendance or quorum roll call or counted voting method is answered by a quorum.
  - 1. The Assembly "fails to reach quorum" if an opening attendance roll call does not establish quorum; it "falls below quorum" if any other mechanism does not establish quorum.
- C. **Effect of Falling Below or Failure to Reach Quorum.** If a meeting falls below or fails to reach quorum, business must not be undertaken until quorum can be established by the process in 1.3 § 3(2).
- D. **Right to Call Quorum.** Any Voting Representative may, by a *Point of Order* (3.5 § 2), request that a quorum roll call be taken.

### Subsection 2. Procedure Upon Failing to Reach or Falling Below Quorum.

- A. If the Assembly fails to reach or falls below quorum during a meeting, the Chair declares that the meeting stands at ease.
- B. While at ease, if the Chair believes that a quorum is present, they call the meeting back and call the roll.
  - 1. If a quorum is established, the meeting continues; if not, the Chair again declares that the meeting stands at ease.
- C. If quorum is not re-established within 5 minutes of the initial declaration that the meeting stands at ease, the Chair calls the meeting back and adjourns the meeting.
  - 1. In such a case, all motions adopted at the meeting after the last point in the meeting at which a quorum was established are put on hold until *ratified* (3.2 § 1(4)(A)).

### Subsection 3. Roll Call.

- A. Attendance and quorum roll calls are conducted by the Chair, who reads through the list of all Members and records all responses of "present" or similar.

## Section 4. Order of Business.

- A. The "Agenda" for each Assembly meeting is the enumerated list of business for its consideration, and is organized into "Sections".

- B. In a meeting, the Assembly proceeds through the Sections of the approved Agenda in order, disposing of all listed and arising business in a Section before moving on to the next Section.
- C. *Original main motions* (3.2 § 1) not implicit in business listed on the approved Agenda in a Section are out of order during that Section, except as noted in the definition of the Section.
- D. Other main motions and subsidiary motions are out of order during that Section unless they are implicit in or arise out of business listed on the approved Agenda for that meeting in that Section.
- E. Privileged and incidental motions are permitted in every Agenda section.

## Section 5. Opening and Adjournment.

### Subsection 1. Opening a Meeting.

- A. **Content of Announcement.** The Chair "opens the meeting" by signaling for quiet in the room, and then announcing, at a minimum, the present Hour, Minute, Weekday, Month, Day, Year, ordinal meeting number in the Legislative Session if a regular meeting or that it is a special meeting, ordinal number of the Legislative Session, and that "The Assembly is called to order."

### Subsection 2. Adjournment

- A. **Pending Business.** If a meeting is adjourned through a motion, any pending items and the items remaining on that meeting's Agenda are added to the prepared Agenda of the next meeting in the Legislative Session at the start of the Agenda Sections they were in at adjournment, except items of New or Old Business, which are considered *referred* (3.3 § 4) based on their *classification* (2.1 § 1(3)(A)(1)).
- B. **In the event of an extreme emergency** (dangerous weather conditions, fire, etc.), the Chair may and should declare a recess or adjournment without vote.
- C. **Content of Announcement.** The Chair officially "adjourns" a meeting when they announce, at a minimum, the present Hour, Minute, Weekday, Month, Day, Year, ordinal meeting number in the Legislative Session if a regular meeting, ordinal number of the Legislative Session, all such information for the next meeting if one is anticipated, and that "This meeting of the Assembly is adjourned."

## Section 6. Meeting Minutes.

- A. Minutes taken at a meeting are not official until approved by the Assembly by a majority vote.
- B. The Speaker must ensure the Assembly Register is updated not later than two weeks after content is generated or approved to it.

## Section 7. Significance of Session.

- A. **Freedom of Each New Session.** One session must not place a question beyond the reach of a majority at a later session except through the process of adopting an amendment to the Governing Documents.
- B. Undecided business is never carried over between sessions.

## Chapter 4. Basics of Conduct of Business in the Assembly

### Section 1. Business and Speaking.

#### Subsection 1. Business.

- A. Means by Which Business Is Brought Before the Assembly.** Business is brought before the Assembly during a meeting by, and in the form of, a motion. The most basic form of motion, and the only one whose introduction brings completely new business before the Assembly, is a "main motion". The main motion sets a pattern which all other motions echo.

#### Subsection 2. The Floor.

- A. Right to Speak.** Except as specified elsewhere in these Procedures, individuals, other than the Chair, do not speak during a meeting without first having "obtained the floor", meaning they are temporarily granted the sole right to speak. In general, before a Member can make most motions or speak in debate, they must obtain the floor.
- 1. Yielding the Floor.** Unless explicitly prohibited, any Member who has the floor may yield it to any other Member or other individual with *speaking rights* (1.1 § 2(B)) and may reclaim the floor at any time during the yield. Non-Members must not yield the floor except to return it.
  - 2. Time Limits.** When an individual is granted the floor, it is for the time needed to complete the speaking they intend, provided that they do not exceed any specified "individual time limit" for the current item and/or Agenda Section, or any specified "overall time limit" for the current item and/or Agenda Section. Time limits may be *limited* or *extended* according to 3.3 § 6.
    - a. When an individual has been granted the floor by a Member, they hold the floor:
      - i. by default, for the remaining time granted to that Member; or
      - ii. for a time specified by that Member which must not be longer than the remaining time granted to that Member.
    - b. Once the time limit on an individual's floor time has been reached, the floor returns to the individual from whom they obtained it.
    - c. Time limits are enforced with the assistance of the Parliamentarian.
- B. Recognition.**
- 1. Entitlement to be Recognized.** The Chair must "recognize", or grant the floor to, any Member who seeks the floor while entitled to it, for example by stating that Member's name, or through a more formal construction, such as, "The Chair recognizes the Member from XX".
  - 2. Preference to be Recognized.** A Voting Representative wishing to make a motion is entitled to preference to be recognized.
  - 3. Recognizing Members in Cases of Conflicting Claims.** If multiple Members seek to obtain the floor at about the same time, the Member with preference who signaled first after the floor was yielded is entitled to be recognized. In the case that no member claims preference, the Voting Representative who signaled first after the floor was yielded is entitled to be recognized. A Member must not seek to lay obtain the floor by signaling before it has been yielded.

### Section 2. Motions — Introduction.

#### Subsection 1. Bringing a Non-Implicit Motion.

The three steps to bringing a non-implicit motion are:

- A. A Member "makes" the motion.**
- 1.** To make a motion a Member must state their motion. In simple cases this is done by saying, "I move that ...", announcing what they propose in wording that either 1) is intended to

become the Assembly's official statement of the action taken, or 2) matches a named motion from OP. A motion can be presented in written form.

- a. A motion must only be made when it is "in order".
  - i. A motion is "in order" if and while all necessary conditions for its validity are fulfilled. A motion which is not in order is said to be "out of order".
- b. Once a Member has made a motion, they may explain it with an overall time limit of 2 minutes.
  - i. This time must not be extended.

**B. Another Member "seconds" the motion** (if a second is required).

1. After a motion has been made, another Member who wishes it to be considered says, "I second the motion", or "Second", or similar, without obtaining the floor. This statement indicates only that the seconder supports bringing the motion before the Assembly.
2. **In the Case of No Second.**
  - a. **Ensuring Sufficient Understanding.** If no member seconds a motion which requires it, the Chair must be sure that all have heard it before proceeding to other business. In such a case, the Chair may ask, "Is there a second to the motion?" or similar.

**C. Stating the Question.**

1. Immediately after a motion has been made and, if necessary, seconded, the Chair must "state the question", rule that it is *out of order* (1.4 § 2(1)(A)(1)(a)(i)) if it is, or take action to clarify any unclear wording.
  - a. The Chair formally places a motion before the Assembly by stating the question; this is done by stating the exact motion under consideration. The Chair may forego restating the motion fully if it was provided in writing or spoken clearly and fully by the mover.
  - b. If the Chair determines that a motion is out of order, they must rule it so by stating, "The Chair rules that the motion is out of order [or "not in order"]" and providing some explanation. Like any decision of the Chair, an *Appeal* (3.5 § 3) can be taken from this ruling by a Voting Representative.
  - c. If the Chair believes that the wording of a motion is unclear, they should see that the motion is put in suitable form, preserving the content to the satisfaction of the mover, by suggesting modifications.
    - i. The Chair must not state a question that requires paraphrasing for the record or that they otherwise deem to be unclear.
    - ii. The Chair may require any main motion, amendment, or directive to a committee or other officer be put in writing before stating the question.
2. **Mover's Right to Modify or Withdraw.** Until a question is stated, the individual who made the motion may modify their motion as they please or withdraw it entirely. After the question has been stated, the motion becomes the property of the Assembly, and it must not be modified or withdrawn except by the Assembly or by other authorized action (3.3 § 3(3)(J-K)).
  - a. Before the question on a motion has been stated, any member who believes the maker will immediately modify it or withdraw it if a certain fact is pointed out may raise a *Request for Information* (3.5 § 3(2)(A)(2)) by saying "Chairperson, I would like to ask if the Member would be willing to [modify/withdraw] the motion in view of ... [stating the suggested modification or reason for the suggested withdrawal]" or similar.

- i. Such a comment must not be accompanied by any other explanation or suggestions, except that the Chair, at their discretion, may permit brief informal consultation to save time and ensure clarity of intentions and facts. The Chair must ensure that this privilege is not allowed to run into debate.
- b. If a motion is modified before the question is stated, an individual who has seconded it may withdraw their second.

#### Subsection 2. Bringing an Implicit Motion.

- A. An "implicit motion", one built in to an item on the Agenda, is brought before the Assembly when the Chair states the question as with a non-implicit motion.

### Section 3. Motions — Consideration.

Once a motion has been brought before the Assembly, it is considered according to the following steps:

- A. **The motion is "on the floor"**. The Chair announces that subsidiary and other applicable motions can be made on the motion (see 1.6 § 2(2)(A)); then, if the motion is "debatable" according to its *Standard Descriptive Characteristics* (3.1 § 1), the Chair announces as such and that debate may be initiated; then, a small window is provided for further subsidiary and other applicable motions. Once the Chair decides that sufficient time has been provided for any intended debate, alteration, and further action, they announce as such and that the motion is no longer on the floor.
- B. **The Chair "puts the question"** for a vote by stating the exact question upon which the Assembly will decide. Then, the vote on the motion is taken by the appropriate method.
  - 1. Where there is any possibility of confusion, the Chair should make sure that the Members understand their voting options.
  - 2. If the Chair's wording of the question is erroneous, a *Point of Order* (3.5 § 2) may be raised until any member has voted. Once voting has begun, the stated wording is final.
- C. **The Chair "announces the result"** of the vote.
  - 1. The Chair "announces the result" of the vote immediately after putting the question. A majority vote in the affirmative adopts any motion unless the Governing Documents specify a different *Threshold* (1.5 § 1(2)).
  - 2. **Content of Complete Announcement.** The Chair's announcement of the "result" of the vote must include the following:
    - a. In cases where a count has been taken, the Chair must give the count of votes supporting each submitted choice (including invalid choices).
    - b. Whether the motion is adopted or lost.
    - c. The effect of the vote and/or an order for its execution.
  - 3. **Confirming the Result.** Under methods of voting in which votes aren't counted, it is the Chair's duty, in doubtful cases, to verify the result beyond a reasonable doubt and to the satisfaction of the Members.
    - a. If the Chair is unsure of which side is more numerous according to the vote margin, they must retake the vote using a counted voting method.
    - b. If any Member doubts the Chair's judgement on which side has prevailed, that Member may demand that the vote be retaken with a counted voting method through a *Request for a Count* (3.5 § 8(2)(A)(1)).

## Chapter 5. Voting

## Section 1. Voting Methods.

### Subsection 1. Basic Rules and Provisions.

- A. A Member may enter a vote of "Present" for any counted voting method. In such a case, that member is counted toward the total members voting for the sake of establishing quorum and for recording purposes, but as a member not voting for all other purposes including calculating the *Threshold* (1.5 § 1(2)).
- B. The term "voter" refers to an individual or entity authorized to vote in an election who votes or seeks to.
  - 1. For any vote taken in the Assembly except through the Delegation Vote method, Voting Representatives are the authorized voters.
  - 2. For any vote taken in the Assembly through the Delegation Vote method, degree-granting-unit delegations are the authorized voters.
- C. In a non-secret method of voting, each voter may change their vote prior to the announcement of the result (by raising a *Point of Privilege*, 3.4 § 2).
- D. The individual votes of voters in all votes conducted using a non-secret counted voting method must be included in the Assembly Register.

### Subsection 2. Vote Thresholds.

- A. **Simple Majority.** A "simple majority vote" is a vote taken in which a simple majority, meaning more than half, of the following are in favor:
  - 1. Voters, in the case of an uncounted method.
  - 2. Non-exhausted valid votes cast, in a counted method.
- B. **Two-thirds Majority.** A "two-thirds majority vote" is a vote taken in which two-thirds or more of the following are in favor:
  - 1. Voters, in the case of an uncounted method.
  - 2. Non-exhausted valid votes cast, in the case of a counted method.
- C. **Fraction of Membership.** Any vote or action which requires the support of a specified fraction of membership is approved if that fraction of elected/appointed voting membership vote in favor of it.
- D. **Vote Outcome.**
  - 1. If the Threshold for a motion is reached by a vote, the motion is adopted.
  - 2. If instead the Threshold for a motion is not reached by a vote, the motion fails to pass.

### Subsection 3. Hand Vote.

- A. To conduct a Hand Vote, the Chair asks all voters in favor of adopting the motion to raise their hands or placards, roughly evaluates the number in favor; and does the same for those not in favor; then, the Chair determines the outcome by comparing their evaluations.
- B. Hand Vote is an uncounted voting method.
- C. Hand Vote is used for uncounted votes in the Assembly unless otherwise specified.

### Subsection 4. Roll Call Vote.

- A. To conduct a Roll Call Vote, the list of voters is called aloud, and each voter may answer to their name "Yes", "No", "Present", or "Pass"; then the names of each voter not answering or who answered "Pass" are called again, and they may answer "Yes", "No", or "Present"; then, the Chair determines the outcome by evaluating the count.
- B. Roll Call Vote is a counted voting method.

- C. Roll Call Vote is used for counted votes in the Assembly unless otherwise specified.

Subsection 5. Vote by Regular Ballot or Secret Ballot.

- A. To conduct a Vote by Regular Ballot or by Secret Ballot, the Chair appoints two tellers, who must not be voters; one ballot is distributed by the tellers to each voter; each voter may record their selection on their ballot; tellers collect the ballots and perform the tally; they deliver the count of the vote to the Chair; then, the Chair determines the outcome by evaluating the count.
- B. In a regular Ballot Vote, voters must record their names on their ballots; when delivering the count of the vote to the Chair, the tellers also give the ballots to the Chair.
- C. In a Secret Ballot Vote, voters do not record their names and the tellers discard the ballots after delivering the count to the Chair.
- D. Tellers must include a ballot in the tally if its selection can be interpreted to uniquely identify a valid selection, including misspellings, so long as the tellers agree on the interpretation. If a ballot's selection cannot be discerned or agreed upon:
  - 1. In the case of a regular Ballot Vote, the tellers must consult with the voter who cast the ballot to discover their desired selection.
  - 2. In the case of a Secret Ballot Vote, the tellers must discard the ballot.

Subsection 6. Delegation Vote.

- A. To conduct a Delegation Vote, the Chair declares that the meeting stands at ease, to their call at least five minutes but no more than ten minutes later; each delegation gathers to determine its vote and appoint a spokesperson to announce it; upon the call to order, the Chair may declare the meeting at ease for additional time of up to 10 minutes to allow further deliberation, if a Voting Representative informally requests it; then, Chair calls the name of each degree-granting unit represented in the Assembly, and the spokesperson for each delegation answers "Yes", "No", or "Present"; then, the Chair determines the outcome by evaluating the count.
  - 1. The determination of each delegation's vote and spokesperson must be made by a simple majority of the delegation's present and voting members.
  - 2. A delegation must vote "Present" if it is tied.
  - 3. Any member of a delegation who believes their spokesperson has announced an incorrect vote may request a count of their delegation (3.5 § 8(2)(A)(1)), in which case the Chair conducts a Roll Call Vote of its Voting Representatives to determine their true vote.

**Section 2. Rules and Procedures for Voting.**

Subsection 1. Procedures for Selection of Voting Method.

- A. All votes in the Assembly are taken with an uncounted voting method unless otherwise indicated or changed.
- B. The voting method for a specific vote may be changed as follows:
  - 1. Any voter may move to change a vote from Roll Call Vote or Hand Vote to Regular Ballot, requiring a simple majority vote; or from Roll Call Vote or Hand Vote to Secret Ballot, requiring a two-thirds majority vote.
  - 2. Any voter may request to change a vote from Hand Vote to Roll Call Vote. Such a motion is approved upon having been validly made.
- C. A *Request for Unanimous Consent* is out of order when it would replace a Vote by Ballot.

Subsection 2. Multi-choice Votes.

- A.** In the case of a Vote by Ballot, each voter's selection may include multiple choices if the vote has more than two valid options.
  - 1.** Each voter must list each choice at most once.
  - 2.** Each voter must place their choices in ranked order of preference, with higher preferences indicated by lower number or higher position in the submitted list.
- B.** Where multiple choices are permitted, tellers must perform the tally in multiple rounds. In each round:
  - 1.** Tellers assign each non-exhausted ballot collected for the vote to its highest-ranked valid choice, exhausting the ballot if no valid choices remain on it. Then;
  - 2.** If any valid choice has been assigned the required majority, it is declared the winner, and the result of the round is the result of the tally. If not;
  - 3.** The lowest vote-getting valid choice(s) are declared invalid in the tally, unless all valid choices have been assigned the same number of non-exhausted ballots, in which case a tie exists.
    - a.** If a tie does not exist, the next round begins.
    - b.** If a tie exists, it is broken as follows, after which the next round begins.
      - i.** If a valid choice has fewer ballots ranking it first than have all other valid choices, or if multiple valid choices have fewer such ballots than have all other valid choices except each other, that choice(s) is declared invalid in the tally and the tie is broken. If this fails to break the tie, it is run for each rank until it breaks the tie or all ranks have been exhausted, at which point one valid choice is declared invalid in the tally through random selection and the tie is broken.
- C.** If a multi-choice vote must produce multiple winning choices, the tally is performed as many times as there are necessary outcomes, considering any choices already selected invalid in later tallies.
- D.** If a multi-choice vote fails to produce a winning choice after all rounds of tallying are complete, the item under consideration returns to being on the floor.
  - 1.** If the vote must produce multiple winning choices, any winning choices produced by tallies before the final tally are considered to have prevailed, and the item creating consideration of the unsettled vote returns to being on the floor.

### **Section 3. Electronic Voting.**

#### **Subsection 1. Use.**

- A.** When electronic voting technology with appropriate settings is available for the Assembly's use, the procedures for non-electronic voting methods with such appropriate settings are replaced by the electronic voting procedures.

#### **Subsection 2. Procedure.**

- A.** To conduct any electronic vote, the Secretary or their designee enters the motion into the voting system and ensures the appropriate settings are selected; then, the vote is open for fifteen seconds, during which time each voter records their vote; the Secretary or their designee counts down aloud beginning when five seconds remain; then, the Secretary closes the vote, and the chair determines the outcome.

#### **Subsection 3. Settings.**

- A. Appropriate settings for electronic Roll Call Vote (1.5 § 1(4)) are those in which: the names of voters, their votes, and the vote totals show while the vote is open.
- B. Appropriate settings for electronic Vote by Regular Ballot (1.5 § 1(5)) are those in which: the names of voters show while the vote is open; and voters' votes and the vote totals show only after the vote is no longer open.
- C. Appropriate settings for electronic Vote by Secret Ballot (1.5 § 1(5)) are those in which: the count of voters shows while the vote is open; vote totals show only after the vote is no longer open; and voter identities associated with their votes are never shown to anyone, including administrators of the voting technology, at any point.

#### **Section 4. Proxy and Absentee Voting.**

- A. Voting by proxy or otherwise by an individual not in attendance is not permitted.

### **Chapter 6. Basic Descriptions and Characteristics of Motions**

#### **Section 1. Categories of Motions**

Motions are classified into the categories listed below, and these categories are ranked (relative to main motions) as listed; as indicated, Subsidiary, Privileged, and Incidental motions are collectively known as Secondary motions.

- 1. Main motions
    - a. Original main motions
    - b. Parliamentary main motions
    - c. Motions that bring a question again before the Assembly
  - 2. Subsidiary motions
  - 3. Privileged motions
  - 4. Incidental motions
- } Secondary motions

#### **Section 2. Main and Secondary Motions; Order of Consideration**

##### **Subsection 1. Motions.**

- A. A "main motion" is a motion whose introduction brings independent business before the Assembly.
  - 1. A "parliamentary main motion" is a motion originally of another rank that can be validly made as a main motion when no other motion is pending. A motion made this way retains all the Standard Descriptive Characteristics of its original form.
    - a. If a motion which can be made as a parliamentary main motion would, as a motion of its original rank, need to target a pending motion, it can be made as a parliamentary main motion so long as the target motion(s) fulfill all requirements other than that they be pending.
- B. A "secondary motion" is one whose relationship to the main question, or whose procedural character or urgency, is such that:
  - 1. It can normally be made and considered while a main motion is on the floor without violating the principle of taking up only one question at a time; and
  - 2. When the secondary motion has been made and determined by the Chair to be in order, it must be acted upon or disposed of before further direct consideration of the previous pending motion.

### Subsection 2. Order of Business.

- A. When a motion is placed *on the floor* (1.4 § 3(A)), it becomes "immediately pending".
- B. When a motion is immediately pending and another motion is brought, the former becomes "pending".
- C. A pending motion becomes immediately pending again, resuming where it was paused when it became pending, when all motions placed before the Assembly after it was are disposed of.

### Section 3. Subsidiary Motions as a Concept; List of Subsidiary Motions

"Subsidiary motions" are applied to main motions to assist the Assembly with consideration and disposition of them.

The list of subsidiary motions, in order of precedence from lowest to highest, is:

- 1) To *Postpone Indefinitely*
- 2) To *Amend*
- 3) To *Refer* to a committee
- 4) To *Postpone to a Certain Time* (or, to "Postpone Definitely", or to "Postpone")
- 5) To *Limit or Extend Time*
- 6) To the *Previous Question*
- 7) To *Lay on the Table*

### Section 4. Privileged Motions as a Concept; List of Privileged Motions

"Privileged motions" do not relate to a pending question directly, but nonetheless have to do with matters of immediate and overriding importance such that, generally, they are allowed to interrupt the consideration of any main or subsidiary motion.

The list of privileged motions, in order of precedence from lowest to highest, is:

- 1) To *Raise a Point of Privilege*
- 2) To *Recess*
- 3) To *Adjourn*
- 4) To *Fix the Time for Continuation*

### Section 5. Incidental Motions as a Concept; List of Incidental Motions

"Incidental motions" relate to pending business or to business otherwise at hand. An incidental motion is said to be "incidental to" the other motion or matter out of which it arises.

Each of the incidental motions is applicable (and thereby in order) only in its own circumstance, which may be a particular characteristic of the motion to which it is incidental, or a particular point in time or circumstance involving the other motion or matter. For this reason, incidental motions do not follow the rule of precedence of motions within a rank.

The list of incidental motions is:

- 1) *Point of Order*
- 2) *Appeal* from the decision of the Chair
- 3) To *Suspend the Rules*
- 4) *Object to the Consideration of the Question*
- 5) To *Divide the Question*
- 6) *Request Unanimous Consent*
- 7) Motions and Requests Relating to Methods of Voting

- 8) Motions and Requests Relating to Elections, Confirmations, and Recalls
- 9) A number of other types of *Requests and Inquiries* – the first two of these are responded to directly by the Chair. The others must only be granted by the Assembly.
  - a. *Parliamentary Inquiry*
  - b. *Request for Information*
  - c. *Request for Leave to Withdraw or Modify a Motion*
  - d. *Request for Another Privilege*

## **Section 6. Motions That Revive a Question as a Concept; List of such Motions**

Three motions are delineated from original main motions and grouped as "motions that revive a question" since, either by their adoption or by their introduction, they allow the Assembly to consider again questions that have been disposed of. These motions are similar in character, but do not all fit under the rank of main motion, as detailed below.

The list of these motions is:

- 1) *To Take from the Table*
- 2) *To Rescind or Amend Something Previously Adopted*
- 3) *To Discharge a Committee*

Unlike other main motions, the motions to *Take from the Table* and to *Discharge a Committee* bring a question before the Assembly by their adoption as well as by their introduction.

## **Chapter 7. Committees**

### **Section 1. Basic Rules and Explanation.**

- A. There are two types of committees: regular and special committees. Regular committees meet weekly to consider business; and special committees meet only upon referral of business to them.
- B. Regular and special committees have a quorum of greater than half of their permanent members in attendance, including either the chair or vice-chair.
- C. Select committee quorum can be set by its authorizing resolution without changing default membership.
- D. Committee meetings must be open to the public and occur at a fixed time and place, except in cases specifically exempted or by the Assembly as given through instructions in a motion to *Refer* (3.3 § 4).

### **Section 2. Committee Leadership and Membership.**

#### **Subsection 1. Leadership.**

- A. Each committee is led by a chair and a vice-chair.
- B. The vice-chair assumes the duties of the chair in the chair's absence.

#### **Subsection 2. Membership of Regular Committees.**

- A. Following the fourth regular Assembly meeting of a Legislative Session, the Speaker circulates a form to gauge Voting Representatives' interest in the regular committees.

- B.** Upon receipt of the responses, the Speaker assigns Voting Representatives as permanent members of the regular committees, equalizing to the extent possible the number of permanent members assigned to each regular committee.
  - 1.** The Speaker assigns any Voting Representative seated after the beginning of a Legislative Session to a regular committee four weeks after the Voting Representative' seating, equalizing to the extent possible the number of permanent members assigned to each regular committee. The Voting Representative may submit committee preferences to the Speaker during this time.
  - 2.** A Voting Representative who wishes to alter their permanent committee assignment during the Legislative Session may make such a request to the Speaker. The Speaker makes such a change subject to the membership equalization requirement in the order of request submission.
  - 3.** The Speaker is not assigned as a permanent member of a regular committee. Chairs and vice-chairs of regular committees are not assigned as permanent members to other regular committees and, if Voting Representatives, are permanent members of their committees. Any Voting Representative elected to a chair or vice-chair position of a regular committee or to the Speakership loses any prior permanent member status.
- C.** If a Voting Representative has not yet been assigned as a permanent member of a regular committee, they are temporarily considered a permanent member of any regular committee while in attendance at a meeting of that committee.

#### Subsection 3. Membership of Special Committees.

- A.** The voting members of a special committee are the chair, the vice-chair, and three other Voting Representatives, who serve as its Permanent Members.
  - 1.** Within one week of their election or upon any vacancy in the membership, the chair of a special committee, with the assistance of the vice-chair of the committee if the position is filled, distributes an application for permanent membership to all Voting Representatives.
  - 2.** After reviewing the applications, the chair, with the assistance of the vice-chair if the position is filled, recommends members from among the applicants for Assembly confirmation in a report.

### Section 3. General Committee Rights and Responsibilities.

- A. Limitation of Scope.** Each standing committee has the powers and responsibilities described in this Chapter and must not act outside of them, unless so authorized by the Assembly. Committees by default discuss the types of resolutions described herein but regardless must discuss any referred to them. The purpose of discussion of a resolution by the committee is to make the resolution the best possible resolution and with the methods delineated in the submitted version of the resolution. When a committee considers a resolution before it is first heard in the Assembly, it is not the case that members are working to create a resolution on which they will ultimately vote in favor; rather, it means that the committee members believe a resolution cannot be improved upon further at the time. If a resolution is sent to multiple committees, committee members should limit their consideration of a resolution to topics within the scope of the powers and responsibilities of their committee.

- B. Meetings.** Regular committees meet at least once in each week with a regular Assembly meeting, or at least once between two regular Assembly meetings when they are separated by longer than a week, unless otherwise specified. Each committee must attempt to schedule each of their weekly meeting such that any *Sponsors* and *Co-Sponsors* (3.8 § 1(1)(A)) of resolutions before the committee can attend.
- C. Consideration of Business by Committees.** Committees must consider all business referred to them at each regular committee meeting following referral until the business is no longer before them.

#### Section 4. Committee Reports.

- A.** When a motion is referred to a committee, the committee prepares a report on it. Such a report must be approved by a simple majority of a committee's membership to be considered official, and must include:
  - 1.** The majority and any minority views of the committee on the benefit(s) or other anticipated result(s) of adopting the referred motion and any adhering motions.
  - 2.** A description of any amendments made to a resolution under (3.3 § 3(3)(K)).
  - 3.** A list of any motions that the committee recommends the Assembly adopt, and rationale for such recommendations.
  - 4.** Each committee report must include if it is a report on “release” or “return”.
    - a.** A committee report is a report on release if it releases a resolution from that committee's consideration to the Assembly for its *first reading*. A committee report is a report on return if it returns a resolution from that committee's consideration to the Assembly after the resolution has had its *first reading*.
  - 5.** The list of Committee members approving the report.
- B.** Each committee's chair or vice-chair delivers that committee's reports digitally to the Speaker.
- C. Types of Reports.**
  - 1.** Committee reports on an item of business are considered a majority report if they were approved by a simple majority of its membership.
    - a.** If a committee is unable to reach a majority opinion, it may instead submit a plurality report, which follows all requirements and processes of the official report, but must note that it is a plurality report.
  - 2.** Any member(s) of a committee may submit a minority report in addition to any committee report, which is presented in a meeting immediately before the report of the committee.
- D. Meeting Reports of Regular Committees.** Each regular committee presents a meeting report both verbally and in writing at each regular Assembly meeting following a committee meeting even if it is not reporting out any motions. The written version of the report must be delivered to the Speaker at least 48 hours before the Assembly meeting at which it will be presented verbally, except under exceptional circumstances. Such a report must detail meeting and attendance information, the results of the committee's discussion of any draft business, and a summary of any other relevant discussion or action items.
- E. Meeting Reports of Special Committees.** Each special committee may present a meeting report both verbally and in writing at each regular Assembly meeting following a meeting of the committee. The written version of the report must be delivered to the Speaker at least 48 hours

before the Assembly meeting at which it will be presented verbally, except under exceptional circumstances.

## Section 5. Types and List of Committees and Their Individual Rights and Responsibilities.

### Subsection 1. Standing Committees.

- A. Finance Committee.** The Finance Committee is a regular committee which oversees the finances of CSG; assists the Treasurer in preparing the CSG Budget; consults on allocations of funds; and receives financial communications for the Assembly.
  - 1.** This committee discusses Appropriations resolutions and aids in the implementation of such resolutions once adopted.
- B. Rules Committee.** The Rules Committee is a regular committee which maintains the Governing Documents and recommends changes to them.
  - 1. Clerical Edits**
    - a. Of Resolutions.** After a resolution has been adopted by the Assembly, this committee's chair may edit it for non-substantial clerical, grammar, and spelling issues. These edits must be reported to the *Sponsor(s)* (3.8 § 1(1)(A)), any of whom may put the edits to the Assembly for confirmation by a simple majority vote at the next regular Assembly meeting.
    - b. Of the Governing Documents.** This committee's chair may propose clerical amendments to Governing Documents except the Constitution, which must be minor and non-substantial, in a committee report. A Voting Member may move to reject the amendments at the time the report is delivered.
  - 2.** This committee discusses Procedural Resolutions.
- C. Resolutions Committee.** The Resolutions Committee is a regular committee and is the Assembly's principal body for drafting and review of resolutions.
  - 1.** This committee assists students in drafting resolutions; and ensures that all actions specified in a resolution are completed, aiding in such implementation when necessary.
  - 2.** This committee discusses Directive Resolutions.
- D. Communications Committee.** The Communications Committee is a regular committee which communicates Assembly business to the student body and serves as a resource for Members and executive officials in advertising their efforts.
  - 1.** This committee discusses Declarative Resolutions.
- E. Executive Nominations Committee.** The Executive Nominations Committee is a special committee which evaluates nominations for which the Assembly provides advice and consent and formulates reports upon them, and which seeks appointments to vacant seats on the Assembly.
  - 1. Meetings.** This Committee meets when there is a nomination before the Assembly.
    - a.** Permanent Members must be provided with 48 hours' notice of a meeting, including its date, time, and location, and information about any nominees to be evaluated at the meeting.
    - b.** Quorum for meetings is a simple majority of the Permanent Membership and either its chair or its vice-chair.

- 2. Nominations Form and Business.** This committee must create and/or maintain a nomination form which must be completed by the nominator for each nominee requiring Assembly advice and consent.
  - a. The nomination form must include a space for the nominator to define the role being filled, which must be filled out for the form to be considered completed if the responsibilities of the role are not explicitly defined in the Governing Documents.
  - b. Once completed for a nominee, this form must be submitted to the Speaker. The Speaker then notifies the Assembly of the referral.
    - i. If it is validly completed, the Speaker considers implicit main motions for the confirmation of the nominee and for referral to this committee made and approved.
- 3. Evaluation and Reporting.** This committee must formulate a written report on any nomination by the next regular Assembly meeting after a nomination is referred, unless its chair and vice-chair choose to withhold it for further evaluation.
  - a. Such a report must, at minimum, contain the date of the committee meeting, the committee members present, and the recommendation of this committee.
  - b. This committee may require the presence of a nominee at one of their meetings with notice of 48 hours.
  - c. A nominee who fails to present themselves to this committee for evaluation should not receive a report.
  - d. Any decision to withhold a nomination for further evaluation must be reported to the Assembly at the next regular meeting, and at each subsequent meeting from which the nomination is being withheld.
  - e. A nominator may rescind a nomination, nullifying it and the motions it initiated, any time before the Confirmation process (2.3 § 3) has begun on that nomination, through notification to all Representatives and the nominee.
- 4. Temporary Appointments.** This committee may, through a temporary appointment, grant assent for a nominee to serve in their position as “acting” until the passage of 4 regular meetings or until this committee delivers its written report on them under 2.7 § 5(1)(E)(3).
  - a. If a nominator requests a temporary appointment at the time of submission of the nomination, the chair calls a meeting within 48 hours after the request, or the request is deemed denied.
  - b. This committee must determine whether to offer temporary appointment within 24 hours of evaluation and immediately notify the Assembly of their decision.
  - c. This committee must present a report on this determination at the next regular meeting.
  - d. Quorum for a meeting on a temporary appointment evaluation is the same as for regularly scheduled meetings of this committee.
  - e. An individual must only serve in an “acting” capacity once per role.
- F. Ethics Committee.** The Ethics Committee is a special committee which investigates the conduct of elected or appointed individuals or entities of CSG when called upon. Such an investigation has the sole purpose of determining delinquency, corruption, or other derelictions; including violations of the Governing Documents.
  - 1. Meetings.**

- a. This committee meets once at the beginning of the Legislative Session, after its members have been chosen, to review this committee's rules and processes. Thereafter, the committee only meets when business has been referred to it, or as needed, at the discretion of its chair and vice-chair.
  - b. Quorum for meetings of this committee is four total permanent committee members including either its acting chair or its acting vice-chair.
  - c. Meetings of this committee held to investigate are closed to all but participating committee members and those invited to testify or required to attend.
- 2. Recusal and Temporary Assignment.**
  - a. A Permanent Member of this committee must not participate in consideration of a question when they are a target of that question and must recuse themselves from consideration of such a question.
  - b. If the chair and the vice-chair are both targets in a question, then the three other members of the committee choose a temporary chair for the proceedings on that question by a simple majority vote.
  - c. If the number of participating committee members for a question is less than five, then at the first Assembly meeting at which this is known, the Speaker randomly selects, from among the remaining present Voting Representatives not targeted by the question, additional individual(s) to serve as acting permanent committee member(s) for the purposes of that investigation in order to achieve a total participation by five Voting Representatives.
- 3. Business.** Any Representative may submit a question for the Ethics Committee, in writing, to both the chair of this committee and the Speaker.
  - a. Upon submission, the question is added under the Motions and Other Business Agenda Section on the Agenda of the next regular meeting.
- 4. Evaluation.**
  - a. The Ethics Committee may seek documents related to any program of CSG by an internal subpoena, allowing three days to respond.
  - b. The Assembly may, by a simple majority vote, grant to this committee the use of its Constitutional subpoena power over a student, if the student is sought in connection with an investigation.
  - c. Prior to the issuance of a report, any subject or target of an investigation may secure an appearance before this committee with 72 hours' notice to the committee's acting chair in order to provide their own testimony.
  - d. When investigating alleged misconduct, this committee presumes that it did not occur. Any finding of misconduct must be proven by clear and convincing evidence.
- 5. Timeline and Reporting.**
  - a. This committee must conclude any investigation by 30 days after referral by the Assembly, excluding days on which there is a university-recognized holiday and/or any part of a scheduled or unscheduled break from classes.
  - b. At the conclusion of an investigation, this committee submits a report to the Speaker and any subject(s) or target(s) of the investigation with the consent of a simple majority of its members, which must be presented at the next regular Assembly meeting.

- i. Any subject or target of an investigation may submit a response to any of this committee's findings to the Speaker within 6 days of submission of the investigation report.
- c. Reports from this committee must contain a thorough documentation of any and all allegations, findings of fact, responses from individuals investigated, and recommendations of action by the Assembly.

#### Subsection 2. Select Committees and Task Forces

- A. Creation and Scope.** The Assembly may establish a select committee or task force by a resolution describing its planned responsibilities, to which it is limited. All select committees are considered special committees by default.
- B. Composition.** A select committee has the same composition and leadership as if it were a standing special committee, and the election of its chair and vice-chair take place upon its formation. The composition of a task force and the selection of its chair are established by its authorizing resolution.
- C. Expiration.** A select committee or task force expires upon any of the following:
  - 1. The end date specified in the resolution authorizing its formation.
  - 2. The end of a Legislative Session.
  - 3. Approval of a motion resulting in its dissolution, requiring a two-thirds majority vote.
  - 4. Completion of the task(s) assigned to it by the Assembly.
- D. Reporting.** Before a select committee or task force expires, its chair reports to the Assembly on its factual findings, actions taken, and/or recommendations for Assembly action.

### Chapter 8. Officers and Deputies

#### Section 1. General Provisions.

- A.** The Officers are the Speaker, the Vice Speaker, the chair and vice-chair of each committee, and any other internal or external positions to which the Assembly elects an individual.
  - 1. Officers serve by election or ascension for the remainder of the Legislative Session, and must be Representatives unless otherwise specified.
- B.** The Deputies are the Parliamentarian, the Secretary, and the Sergeant(s)-at-Arms.
  - 1. Deputies serve by appointment for the remainder of the Legislative Session when appointed, and need not be Members.
- C. Filling a Vacancy.** If there is a vacancy in the office of Speaker or committee chair, the corresponding Vice Speaker or vice-chair may immediately assume that position. Otherwise, the election for a vacant officer position is placed under the Elections, Confirmations, and Recalls Agenda Section of the Agenda for the next regular meeting.

#### Section 2. Speaker of the Assembly.

- A.** The Speaker may appoint a "Speaker *pro tempore*" to serve as Chair of any meeting in their absence, superseding the Vice Speaker.
- B.** The Speaker prepares the drafts of meeting Agendas and accepts items to them.

- C. The Speaker ensures the accurate final text of all legislation adopted by the Assembly, signing an official copy thereof as an attestation, and if necessary ensures its successful receipt by the CSG President.
- D. The Speaker provides a brief orientation within three weeks of their seating to any Representative who is seated after the beginning of the Legislative Session.
- E. The Speaker conducts an orientation for the Representatives-elect of the subsequent Legislative Session.

### **Section 3. Vice Speaker of the Assembly.**

- A. The Vice Speaker assists in fulfilling the Speaker's duties and performs those duties in their absence.
- B. The Vice Speaker, or their designee, calls all rolls in the Assembly, including those for Roll Call Votes.
- C. The Vice Speaker posts the contact information for Representatives on the CSG website.
- D. The Vice Speaker, in consultation with the Speaker, organizes any required trainings for Assembly members specified in the Governing Documents.

### **Section 4. Chairs and Vice-Chairs of Committees.**

- A. The chairs and vice-chairs of committees ensure the completion of the business of their respective committees and proper reporting thereupon to the Assembly.

### **Section 5. Secretary.**

- A. The Speaker may appoint a Secretary of the Assembly, who sits with the Assembly and prepares and corrects unofficial versions of the minutes.
- B. The Secretary is a student and is compensated for their work for the Assembly as determined by the Governing Documents or, failing that, by the CSG Program Manager.
- C. If the Secretary is unavailable for a meeting, the Chair may appoint a Secretary *pro tempore* for that meeting. Such an individual is not eligible for compensation for this work unless already on the CSG payroll.

### **Section 6. Parliamentarian.**

- A. The Speaker may appoint a Parliamentarian, who is confirmed by simple majority vote. The Parliamentarian assists the Chair and the Assembly in using parliamentary procedure, including assisting the Chair in developing the proper ruling on any *Point of Order* (3.5 § 2). If the position is vacant, the chair of the Rules Committee serves as Parliamentarian.

### **Section 7. Sergeant-at-Arms**

- A. The Chair may, at their discretion, appoint one or more Sergeant(s)-at-Arms.
- B. Sergeant(s)-at-Arms preserve order during meetings and keep the door of the Assembly chambers.

### **Section 8. Removal and Resignation**

- A. Any officer may be removed from their position through recall by a two-thirds majority vote.
- B. Any deputy may be removed through recall by revocation of their appointment.

- C. Any officer or deputy may resign their position at any time through notification to the Speaker, or to the Vice Speaker in the case of resignation of the Speaker.

## Volume 2 Processes and Procedures

“This Volume explains the processes and procedures used in Assembly Meetings to dispense with business efficiently and effectively. It is the best starting point for a novice reader.”

### Chapter 1. The Agenda

#### Section 1. Agenda Structure and Preparation.

##### Subsection 1. Basic Form.

A. The Agenda of each regular meeting has the following "Sections" by default:

1. Call to Order
2. Convening Business
3. Amendment and Approval of the Agenda
4. Approval of Previous Minutes
5. Community Concerns
6. Reports
7. Elections, Confirmations, and Recalls
8. New Business
9. Old Business
10. Motions and Other Business.
11. Matters Arising.
12. Announcements.
13. Closing and Adjournment

##### Subsection 2. Meeting Location.

A. The Speaker establishes the location of each meeting, which must be on North Campus at least once in the Fall and subsequent Winter academic terms of the Legislative Session.

##### Subsection 3. Process for Resolutions.

A. When a resolution is submitted to the Speaker, if it need not be *rejected* (3.2 § 3(A) on main motions and 3.8 § 1(2) on resolutions specifically), the Speaker "classifies" it. The implicit main motion of the resolution and an implicit subsidiary motion to *Refer* the resolution to committee(s) according to its *classification* (2.1 § 1(3)(A)(1)) are considered made, and the motion to *Refer* considered approved.

1. Resolutions must be classified as one or more of the following and identified as such in their titles:
  - a. **Declarative Resolutions** express and/or promote an opinion or stance of the Assembly, which is understood to extend for the duration of the current Legislative Session.
  - b. **Procedural Resolutions** create or modify the Governing Documents.
  - c. **Appropriations Resolutions** allocate or redistribute money to or from any CSG account(s).
  - d. **Directive Resolutions** authorize and/or obligate a specific action or series of actions by one or more individuals or entities of CSG not similar to or falling within the scope of Procedural or Appropriations Resolutions.

2. If the Speaker rules that it must be rejected, they reject it, notify the *Sponsors* (3.8 § 1(1)(A)) that they have done so, and add notification that they have done so under the New Business Agenda Section of the Agenda of the next regular meeting.
- B. Resolutions are placed on the Agenda as follows:
  1. If a resolution that has been referred has not yet been read before the Assembly, it is placed under the New Business Agenda Section for the next regular meeting after each committee to which it was referred has either approved a report on it or been discharged from considering its release.
  2. A resolution that has its *first reading* (2.1 § 2(8)(B)) and is referred is placed under the Old Business Agenda Section for the next regular meeting after each committee to which it was referred has either approved a *report* (2.7 § 4(A)) on it or been *discharged* (3.6 § 3) from consideration of its return.
  3. If a resolution has its *first reading* (2.1 § 2(8)(B)) and is not referred, an implicit motion to, by *Unanimous Consent*, *Suspend the Rules* and Amend the Agenda to place it under the Old Business Agenda Section of the Agenda at the same meeting of the Assembly is considered made, unless it would amend the Governing Documents, in which case there is no implicit motion and it is instead placed under the Old Business Agenda Section for the next regular meeting (in accordance with 1.2 § 3(A)).

## Section 2. Explanation of Agenda Sections.

### Subsection 1. Call to Order.

- A. The Chair signals for quiet in the room, and then *opens the meeting* (1.3 § 5(1)).

### Subsection 2. Convening Business.

- A. The Chair conducts an *attendance roll call* (1.3 § 3(3)).
- B. The President and Vice President are sworn in, if necessary.
- C. The Assembly settles unresolved ties in elections to CSG positions, considers confirmation of any Presidential appointees to vacant Member positions, and elects a Speaker, if necessary.

### Subsection 3. Amendment and Approval of the Agenda.

- A. An implicit main motion is made to ratify the prepared Agenda, permitting only the subsidiary motion to *Amend* (3.3 § 3).

### Subsection 4. Approval of Previous Minutes.

- A. An implicit main motion is made to ratify any unofficial minutes from previous meetings.

### Subsection 5. Community Concerns.

- A. Prior to each meeting, the Chair makes available a list for individuals wishing to speak to submit their names. Individuals submitting their name in advance of a meeting on this list are granted *speaking rights* (1.1 § 2(B)) to speak to the Assembly, with an individual time limit of 3 minutes.
- B. Students receive preference in speaking order, followed by others possessing evidence of current University affiliation, then University alumni, and then all others, and in all classes following order of name submission.
- C. Community members wishing to speak on behalf of the same group affiliation and on the same subject must pool their time such that they all speak to the Assembly in a single block, with a

time limit of 3 minutes times the number of community members and a maximum of 10 minutes. All individuals in the group are granted *speaking rights* (1.1 § 2(B)) during this time.

- D. The overall time limit for this section is 30 minutes.
- E. The content of this subsection other than this rule must be visibly posted or publicly available in the gallery seating area.

#### Subsection 6. Reports.

- A. The Speaker may invite up to two individuals to each deliver a report, in writing and/or verbally, each with an individual time limit of 30 minutes. Such individuals are granted *speaking rights* (1.1 § 2(B)) for this purpose during their allotted time.
- B. Next, reports to the Assembly authorized by the Governing Documents belonging in this Agenda section or not belonging in another Agenda Section are delivered as follows, permitting main motions to take the actions listed in a report and any associated subsidiary motions:
  - 1. The Chair recognizes a designated individual to present the report, with an individual time limit of 5 minutes.
- C. Following this, the Speaker may give a verbal report, with an individual time limit of 5 minutes. The President and Vice President may then each give a verbal report upon request to the Speaker, with an individual time limit of 5 minutes each. Then any other Member may give a verbal report in this section upon request to the Speaker, with an individual time limit of 3 minutes each.

#### Subsection 7. Elections, Confirmations, and Recalls.

- A. Elections to internal Assembly positions not considered during Convening Business take place.
- B. Next, confirmations to positions requiring Assembly consent not considered during Convening Business take place.
- C. Following this, recalls take place during this section.

#### Subsection 8. New Business.

- A. The Chair informs the Assembly about any rejected resolutions.
- B. Following this, each resolution is considered for its "first reading" during this section as follows:
  - 1. Each committee that released the resolution delivers its report, with a time limit of 5 minutes each.
  - 2. The *Sponsors* (3.8 § 1(1)(A)) have an overall time limit of 10 minutes to explain the resolution.
  - 3. Members may ask questions of the *Sponsors* or give comments to the *Sponsors*, to which the *Sponsors* respond immediately, with an overall time limit of 15 minutes.
  - 4. The implicit main motion of the resolution and an implicit subsidiary motion to, by *Unanimous Consent*, *Refer* the resolution to committees based off its *classification* (2.1 § 1(3)(A)(1)) are considered made.
- C. If there are non-Member *Endorsers* (3.8 § 1(1)(A)), those individuals have *speaking rights* (1.1 § 2(B)) during the first reading of their sponsored resolution.

#### Subsection 9. Old Business.

- A. Each resolution appearing under this section is considered as follows:
  - 1. Each committee that produced an official report on the resolution delivers its report if it has not yet been delivered, in the order in which they returned the resolution, with an individual time limit of 5 minutes each.

2. Then, if the resolution has not been heard in the Assembly since its first reading:
  - a. The resolution's *Sponsors* (3.8 § 1(1)(A)) have an overall time limit of 6 minutes to explain any changes made to the resolution since its first reading.
    - i. Such explanation must not extend to the merits of adopting the resolution.
  - b. Then, Members may ask questions of the *Sponsors* (3.8 § 1(1)(A)), to which the *Sponsors* respond immediately, with an overall time limit of 10 minutes.
3. Then applicable secondary motions are permitted, as if the implicit main motion of the resolution were "on the floor" (1.4 § 3(A)).
  - a. Members may ask questions to the mover of any amendment just before it is placed on the floor, with an overall time limit of 5 minutes per amendment.
4. Then, if the resolution is arriving at this point in the legislative process for the first time or it has been amended since it was last heard at this point in the legislative process, the implicit main motion of the resolution is open for debate as if it were "on the floor" (1.4 § 3(A)).
5. Then, a *Request for Another Reading* (3.5 § 10) of the resolution is in order and the Chair announces as such. If adopted, consideration of the resolution loops to step 3 in this process, and proceeds from there normally.
6. Finally, the implicit main motion of the resolution is considered brought, the chair "puts the question", and consideration therefore proceeds from there according to 1.4 § 3.
- B. If there are non-Member *Co-Sponsors* (3.8 § 1(1)(A)), those individuals are granted *speaking rights* (1.1 § 2(B)) during the [consideration in this Section of second and final reading](#) for their sponsored resolution.

#### Subsection 10. Motions and Other Business.

- A. Each question submitted to the Speaker and chair of the Ethics Committee is considered as follows:
  1. An empty implicit main motion, including the full text of the submitted question, and an implicit subsidiary motion to *Refer* this main motion to the standing Ethics Committee with instructions to investigate and establish truths about the situation(s) in question and recommend actions the Assembly or others in CSG should take as a result are considered made.
    - a. If the motion to *Refer* fails, the main motion is considered to have failed.
- B. Following this, motions may be made that are not permitted elsewhere.

#### Subsection 11. Matters Arising.

- A. During this section, any Member may comment on any issue that arose during the meeting. Each Member may speak once, and take questions from other Members, with a time limit of 90 seconds.

#### Subsection 12. Announcements.

- A. During this section, any Member may share announcements not otherwise germane to Assembly business. Each Member may speak once, and take questions from other Members, with a time limit of 90 seconds.

#### Subsection 13. Closing and Adjournment.

- A. The Chair *adjourns* (1.3 § 5(2)(C)) the meeting.

## Chapter 2. Debate

### Section 1. Procedure.

- A. Initiating Debate.** Any Member may initiate debate on a motion that is *on the floor* (1.4 § 3(A)) and which is debatable according to its *Standard Descriptive Characteristics* (3.1 § 1) by signaling to the Chair that they wish to do so.
- B. Procedure.** All Members wishing to speak signify this intent and identify their intended comments as “in favor” or “not in favor” of the present motion. The Chair maintains a record of those wishing to speak and alternates between the two sides where possible.
- C. Timing.** Each speaker has an individual time limit of 2 minutes. Each debate has an overall time limit of 30 minutes.
- D. Relevancy and Yielding the Floor.** All statements during debate must address the merits of the motion under debate, or any other topics permitted by the *Standard Descriptive Characteristics* (3.1 § 1) of the motion under debate. The floor must not be yielded during debate.
- E. Motions.** All motions except *Previous Question* (3.3 § 7), *Point of Order* (3.5 § 2), *Parliamentary Inquiry* (3.5 § 3(2)(A)(1)), and *Request for Information* (3.5 § 3(2)(A)(2)) are out of order during debate.
- F. End of Debate.** Debate ends when the *Previous Question* (3.3 § 7) is called, when no further Members wish to debate, or the time limit on debate is reached without extension.

## Chapter 3. Elections, Confirmations, and Recalls

### Section 1. General Rules.

- A.** Elections or Confirmations to fill more than one position with the same name and description can be held together, and are done so if the Assembly passes a motion for *Joint Consideration* (3.5 § 9(2)(A)(2)).

### Section 2. Elections.

- A.** When an election for an officer position of the Assembly becomes immediately pending, the Chair states the position being elected and declares that the floor is open for nominations.
  - 1.** While the floor is open for nominations, any Member may claim the floor to nominate themselves or another eligible individual.
    - a.** Each nomination must receive a second.
    - b.** The potential nominee must verbally agree to be nominated.
      - i.** An individual may submit their agreement in writing if they anticipate being nominated and are unable to be present during the election.
    - c.** One Member may nominate multiple individuals, but must claim the floor separately for each.
  - 2.** Once the Chair determines that there are no further nominations, or after leaving the floor open for nominations for 5 minutes, they declare the floor closed for nominations. Nominated individuals become the candidates in the election.
  - 3.** Following nominations, each candidate may speak to the Assembly or, in the case of a candidate unable to attend the meeting in which the election is taking place, a willing Member may read a prepared statement aloud, with an individual time limit of 3 minutes in either case, in the order in which they were nominated.

- a. This time must not be extended.
- 4. Following speeches and statements, non-candidate Members may ask questions of the candidates, with an overall time limit of 4 minutes plus 3 minutes times the number of candidates.
  - a. Each Member must ask no more than 1 question during this time, except:
    - i. Reasonable follow-up questions, for which permission must be granted by the Chair.
    - ii. When each Member wishing to ask further questions has already asked at least 1 question.
  - b. Questions can be directed at any individual candidate(s) or to no specific candidate.
    - i. When directed, each question is answered immediately after being asked first by the candidate(s) to whom it was directed (in the order they were nominated, in the case of a question directed at multiple candidates) and then by all other candidates.
    - ii. When not directed, candidates answer in the reverse order in which they answered the previous question, or in the order in which they were nominated if answering the first question asked.
  - c. Each candidate's answer to each question has an individual time limit of 1 minute.
- 5. When time for questions has expired, if the number of candidates is at most the number of positions open for election, no vote is conducted and the candidate(s) assumes the position(s); otherwise, the Assembly makes its selection of preferred candidate(s) through a Secret Ballot Vote (1.5 § 1(5)), requiring a simple majority.

### **Section 3. Confirmations.**

- A. When a motion to confirm an individual to a position requiring Assembly advice and consent becomes immediately pending, the Chair states the name of the nominee and the position to which they have been nominated, and recognizes the nominator to introduce the nomination with an individual time limit of 5 minutes.
- B. Following introduction, any reports on the nominee authorized by the Assembly are presented with an individual time limit of 5 minutes for each.
- C. After the delivery of reports, Members may ask questions of the nominee for a total time of 10 minutes.
  - 1. Each Member must ask no more than 1 question during this time, except:
    - a. Reasonable follow-up questions, for which permission must be granted by the Chair.
    - b. When each Member wishing to ask further questions has already asked at least 1 question.
  - 2. The nominee may give an answer to each question immediately after that question is asked, with an individual time limit of 1 minute per answer.
- D. When time has expired for questions, the nominee must leave the room, and an implicit main motion to confirm the nominee is considered made. The Assembly decides whether to confirm the nominee through a counted voting method, requiring a simple majority.

### **Section 4. Recalls.**

#### **Subsection 1. Proceedings.**

- A. The Speaker notifies an individual that has been placed under recall at least 48 hours in advance that they must attend the next Regular Meeting, and adds their recall to its Agenda.

1. The individual may request to have the recall proceedings delayed by one week, granted at the Speaker's discretion.
- B. The Member initiating a recall may explain their reason(s) for doing so, with an individual time limit of 3 minutes.
- C. The individual under recall may speak on their own behalf, with an individual time limit of 3 minutes.
- D. Members may ask questions, directed at the Member initiating recall or the individual under recall, and answered immediately by their target, for a total time of 10 minutes.
- E. An implicit main motion to remove the individual under recall from the position from which they have been recalled is considered made.
  1. Removal of a Representative from their position as a Representative requires a simple majority vote (Constitution Article II Section 4); all other cases of removal require a two-thirds majority vote unless otherwise specified.

Subsection 2. Applicability.

- A. If removing an individual from a role requires approval of the Assembly, that individual is placed under recall from said role when an individual who holds the power to call for their removal notifies the Speaker that they are doing so.

## **Chapter 4. Rules of Conduct.**

### **Section 1. Basic Rules.**

- A. The content of this Chapter must be visibly posted or publicly available in the gallery seating area.
- B. Attendance at an Assembly meeting constitutes consent to abide these rules, including the enforcement of penalties.

### **Section 2. Conduct Code.**

- A. The following intentional acts are "breaches of conduct":
  1. Inhibiting a Member from full participation in the meeting.
  2. Speaking out of turn or with vulgar or offensive speech or hate speech.
  3. Acting violently.
  4. Failing to comply with the reasonable instructions of an Assembly/CSG authority.
  5. Interfering with meeting proceedings in any other way.

### **Section 3. Penalties.**

- A. When a breach of conduct (as above) occurs, the Chair issues a warning to the individual committing the breach.
- B. After issuing a warning to an individual at a given meeting, the Chair may eject them from the meeting for further or continued breaches.

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## Volume 3 Motions

“This Volume explains the particulars of motions eligible to be made in the Assembly.”

### Chapter 1. Introduction

#### Section 1. Standard Description of Motions.

Throughout this Volume, descriptions of motions include eight standard descriptive characteristics. These are:

- A. To which motions or in what situation(s) it is applicable.
- B. Whether it adheres to the motion(s) to which it applies.
- C. Whether it is in order when another has the floor.
- D. Whether it requires a second.
- E. Whether it is debatable.
- F. Whether it is amendable.
- G. What vote threshold is required for its adoption.
- H. Whether it can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

#### Section 2. Rules Regarding Precedence.

- A. A motion always takes precedence over any other motion to which it is validly sought to be applied. By corollary, a motion always yields to any other motion which is validly sought to be applied to it.
- B. A motion described to be applicable under certain circumstances is out of order if made outside those circumstances.

#### Section 3. Rules Regarding Declaring Motions Out of Order.

- A. If at any time the immediately pending question is in a form and/or circumstances in which it would have been *out of order* (1.4 § 2(1)(A)(1)(a)(i)) to move, the Chair must declare that it is out of order, immediately putting an end to its consideration.

### Chapter 2. Main Motions

#### Section 1. The Original Main Motion.

Subsection 1. Standard Descriptive Characteristics.

Any original main motion:

- A. Can be moved when there is no other pending motion.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable.
- F. Is amendable.
- G. Requires a simple majority vote, except:
  - 1. when adoption of the motion would have the effect of suspending a rule or parliamentary right of members, in which case it requires a two-thirds majority vote;

2. when adoption of the motion would have the effect of changing something already adopted, in which case it requires a two-thirds majority vote.

**H.** (Not applicable)

Subsection 2. Effect of Adoption.

- A.** Upon its adoption, the main motion's intended outcomes, or its enacting provisions, are officially authorized and ordered or enacted as necessary.

Subsection 3. Further Rules and Explanation.

- A.** All main motions which are not *parliamentary main motions* (1.6 § 2(1)(A)(1)) or *motions that bring a question again before the Assembly* (3.6) are "original main motions".

**Section 2. Framing of Main Motions.**

- A.** Each original main motion brought under the Assembly's authority to pass legislation must be submitted in writing in the form of a "resolution" (see 3.8 § 1-2).
  1. Original main motions not required to be in the form of resolutions include but are not limited to: those exclusively to *ratify* (Section 4(2)(A) of this Chapter); those to grant the Assembly's advice and consent; and those to authorize and/or initiate internal Assembly processes (including those which involve entities outside the Assembly).

**Section 3. Main Motions That Are Not in Order.**

- A.** A main motion is *out of order* (1.4 § 2(1)(A)(1)(a)(i)), and a resolution must be "rejected" (turned away as implicitly out of order), if any of the following is true about it:
  1. It conflicts with the other Governing Documents, except to amend them, or with applicable federal, state, or local law.
  2. It conflicts with a motion previously adopted and still in force, unless taking the form of a motion to *Rescind* or to *Amend Something Previously Adopted* (3.6 § 2).
  3. It conflicts with any motion that is temporarily but not finally disposed of.
  4. It proposes action outside the scope of the Assembly/CSG's object or power to authorize.
  5. It authorizes the expenditure or transfer of CSG funds but does not specify all of the following:
    - a. The account(s) to be debited.
    - b. Recipient(s) of the funds.
    - c. Purpose(s) of the expenditure(s).
    - d. Exact amount(s) to be spent or transferred.

**Section 4. Main Motions to Adopt, to Ratify, and to Censure.**

Subsection 1. Adoption.

- A.** The motion to "adopt" is a main motion used to show the Assembly's acceptance of, agreement to, or authorization of items or actions.

Subsection 2. Ratification and Censure.

- A.** The motion to "ratify" is a main motion to confirm or make valid an action already taken that is not valid until approved by the Assembly. Cases where this motion is applicable include: action taken at a regular or other properly-called meeting at which no quorum was present; action

taken at a special meeting upon business not mentioned in the call or pre-distributed Agenda of that meeting; and action taken by officers, committees, delegates, or subordinate bodies outside their instructions or authority.

1. The Assembly can ratify only such actions as it would have had the right to authorize in advance or at the time which they were taken.
  2. The Assembly must not ratify the outcome of a vote taken by an uncounted method where the Governing Documents require a counted method be used.
- B. The motion to “censure” imposes a specific penalty within the authority of the Assembly on a subsidiary actor or actors responsible for an unauthorized action not approved through a motion to ratify.
- C. Actions of ratification and censure can be considered in a single motion.
- D. A motion to ratify can be amended to include aspects of censure or become a motion to censure, and vice-versa.

### Chapter 3. Subsidiary Motions

#### Section 1. The Subsidiary Motion.

- A. A subsidiary motion always takes precedence over motions listed before it in this Chapter.

#### Section 2. Postpone Indefinitely.

Subsection 1. Standard Descriptive Characteristics.

The motion to *Postpone Indefinitely*:

- A. Can be applied to an immediately pending main motion.
- B. Adheres (but see 3.3 § 2(3)(A)).
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable, and debate can go fully into the merits of the main question.
- F. Is not amendable.
- G. Requires a majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

Subsection 2. Effect of Adoption.

- A. Upon adoption, the question specified in the motion to be postponed indefinitely is finally disposed of.

Subsection 3. Further Rules and Explanation.

- A. **Effect of Referral or Division.** If a main motion is subjected to an approved motion to *Refer* (3.3 § 4) or to *Divide the Question* (3.5 § 6) while *Postpone Indefinitely* adheres, *Postpone Indefinitely* is considered finally disposed of.

#### Section 3. Amend.

Subsection 1. Standard Descriptive Characteristics.

The motion to *Amend*:

- A. Can be applied to an immediately pending motion which is amendable.

- B. Adheres.
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable only when the motion to which it is applied is debatable, but such debate must only address the amendment.
- F. Is amendable except when applied to *Amend*.
- G. Requires a simple majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

Subsection 2. Effect of Adoption.

- A. Upon adoption, the specified changes to its target question are made, such that the Assembly subsequently considers that question in amended form.

Subsection 3. Further Rules and Explanation.

- A. An amendment must be "relevant" to the motion it seeks to amend, and otherwise is out of order. To be relevant, an amendment must address the same question(s) as the motion it seeks to amend, and use similar methods.
  - 1. An amendment is automatically relevant if it proposes only to narrow the scope of the motion it seeks to amend.
- B. Amendments are also out of order which:
  - 1. Merely make the adoption of the amended question(s) equivalent to a rejection of the original motion.
  - 2. Would cause the motion as amended to be *out of order* (1.4 § 2(1)(A)(1)(a)(i)).
  - 3. Would have the effect of converting one type of parliamentary motion into another.
- C. A motion to add one or more words and no paragraphs must specify the exact place of insertion by naming adjacent word(s).
- D. Amendments require a simple majority vote even in cases where adoption of the underlying motion requires a higher margin, and even when the amendment would result in changing the margin of vote required to adopt the underlying motion.
- E. An amendment to a resolution is out of order if it would strike out the word "Resolved" unless it would also strike out the entire provision(s) to which the word applies.
- F. If a motion to insert certain words or paragraphs in a particular place is voted down, a motion is not considered substantially the same which:
  - 1. Inserts only some portion of the same words or paragraphs.
  - 2. Inserts all or a portion of the same words or paragraphs together with some others.
  - 3. Inserts the same words or paragraphs in another place.
- G. If a motion to strike out certain words or paragraphs is voted down, a motion is not considered substantially the same which:
  - 1. Strikes out only a part of the same words.
  - 2. Strikes out all or a part of the same words together with others.
- H. If a motion to add certain words or paragraphs and to strike out certain words or paragraphs is voted down, a motion is not considered substantially the same which:
  - 1. Takes either but not both of the separate actions of addition and striking out the same words or paragraphs that would have been added or struck out by the motion that was lost.
  - 2. Takes both actions with different wording in either or both actions.
- I. A motion to *Amend* which seeks to completely reverse a previously approved amendment without presenting a new question is out of order.

- J. If a resolution is under consideration in a committee before it is first heard in the Assembly, the *Sponsors* may make amendments to the resolution during that committee's meeting as if such amendments had been made and approved in the Assembly as motions to *Amend*.
  - 1. Such amendments are not considered to have been made or approved motions.
- K. If a resolution is under consideration in a committee as a result of a motion to *Refer* (3.3 § 4) made after it is first heard in the Assembly, that committee may approve amendments to the resolution as if such amendments had been made and approved in the Assembly as motions to *Amend*.
  - 1. Such amendments are not considered to have been made or approved motions.

#### Section 4. Refer.

##### Subsection 1. Standard Descriptive Characteristics.

The motion to *Refer*:

- A. Can be applied to:
  - 1. Any complete series of a pending main motion and pending adhering motions that includes the immediately pending question; or,
  - 2. Any pending debatable appeal that does not adhere to the main question.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable, but such debate is limited to referring the main question and must not address the merits of the main question.
- F. Is amendable only to change the committee(s) to which the main question is to be referred and/or any instructions.
- G. Requires a simple majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

##### Subsection 2. Effect of Adoption.

- A. Upon adoption, the target motion and any pending motions adhering to it are given over to the specified committee(s) by the Speaker for appropriate action and/or consideration.

##### Subsection 3. Further Rules and Explanation.

- A. The motion to *Refer* must include the committee(s) to which the motion is to be referred, and may include any instructions to the committee(s).
  - 1. Such instructions are binding on the committee, and may involve such matters as how it should consider the question, whether it should employ any consultation, and when it should report. The committee may act upon such topics as it sees fit, and does so unless limited by instructions.
- B. When a main motion is reported by the committee(s) to which it was referred, all motions adhering to it when it was referred are considered by the committee(s) and reported with the main motion.
- C. After a question has been referred to committee(s) and at any time before the committee(s) submit(s) their report(s), the Assembly may modify the instructions given to the committee(s) in reference to the referred question through the parliamentary main motion to *Refer*.
  - 1. Such modifications must not apply retroactively.

**Section 5. Postpone to a Certain Time ("Definitely").****Subsection 1. Standard Descriptive Characteristics.**

The motion to *Postpone to a Certain Time/Postpone Definitely*:

- A. Can be applied to:
  - 1. Any complete series of a pending main motion and pending adhering motions that includes the immediately pending question; or,
  - 2. Any pending debatable appeal that does not adhere to the main question.
- B. Does not adhere.
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable. Debate is limited to postponement of the main question and the time to which it should be postponed.
- F. Is amendable only as to the time to which the main question is to be postponed.
- G. Requires a simple majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

**Subsection 2. Effect of Adoption.**

- A. Upon adoption, consideration of the motion(s) to be postponed is put off until the specified time. At that time, consideration of the motion(s) resumes at the same place it left off.

**Subsection 3. Further Rules and Explanation.**

- A. When a question is taken up on a different day from the one on which it was postponed, members may participate in debate as if the question had not been previously debated.
- B. When applied to a motion to *Reconsider*, all motions adhering to that motion are postponed with it.
  - 1. When consideration of the main question is resumed, adhering motions are in the same condition they were in immediately before postponement.
- C. If business is under consideration at the time to which the target motion(s) were postponed, the postponed motion(s) are considered at the conclusion of consideration of that business.

**Section 6. Limit or Extend Time.****Subsection 1. Standard Descriptive Characteristics.**

The motions to *Limit or Extend Time*:

- A. Can be applied to any individual or overall time limit currently in effect or immediately after it has been reached and before proceedings have continued, except where explicitly prohibited.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is not debatable.
- F. Is amendable as to how much to extend or limit time.
- G. Requires a two-thirds majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

### Subsection 2. Effect of Adoption.

- A. Upon adoption, the targeted time limit is modified as specified in the motion for all intents and purposes, except:
  - 1. When a change in time limit results in immediate expiration of time on an item, this change has no effect upon anything having taken place under the old time limit in the period of time beyond the new time limit.

### Subsection 3. Further Rules and Explanation.

- A. The motions to *Limit* or *Extend Time* must specify a number and time unit, in either the form of an additional amount or as a new intended time limit.
  - 1. Amendments need not retain the current form.
- B. Unless otherwise permitted, motions to *Extend Time* must only extend time in total by the amount of the original time limit.

## Section 7. Previous Question.

### Subsection 1. Standard Descriptive Characteristics.

The motion to call for the *Previous Question*:

- A. Can be applied to any consecutive part of, or the entirety of, a complete series of a pending main motion and pending adhering motions that includes the immediately pending question, but only when all of the targeted motions are debatable and/or amendable.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is not debatable.
- F. Is amendable as to which question(s) are targeted.
- G. Requires a two-thirds majority vote.
- H. Must not be made as a parliamentary main motion.

### Subsection 2. Effect of Adoption.

- A. Upon adoption, ongoing debate immediately finishes, and further debate must not be undertaken on the targeted motion(s).

### Subsection 3. Further Rules and Explanation.

- A. If a called question is *Referred* (3.3 § 4), it is open to debate and amendment when it returns as if the *Previous Question* hadn't been adopted.

## Section 8. Lay on the Table.

### Subsection 1. Standard Descriptive Characteristics.

The motion to *Lay on the Table*:

- A. Can be applied to:
  - 1. Any complete series of a pending main motion and pending adhering motions that includes the immediately pending question; or,

- 2. Any pending debatable appeal that does not adhere to the main question.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is not debatable.
- F. Is not amendable.
- G. Requires a simple majority vote.
- H. Must not be made as a parliamentary main motion.

Subsection 2. Effect of Adoption.

- A. Upon adoption, the question to be laid on the table is set aside along with all motions adhering to it, pausing consideration until it is *Taken from the Table* (3.6 § 1).

## Chapter 4. Privileged Motions

### Section 1. The Privileged Motion.

- A. A privileged motion takes precedence over any main or subsidiary motion pending when it is made.
- B. A privileged motion takes precedence over other pending privileged motions listed before it in this chapter.

### Section 2. Raise a Point of Privilege.

Subsection 1. Basic Descriptive Characteristics.

Raising a *Point of Privilege*:

- A. Is not applied to anything.
- B. (Not applicable)
- C. Is not necessarily out of order when another has the floor if it is warranted by the urgency of the situation, as determined by the Chair.
- D. Does not require a second, but a motion brought does.
- E. Is not debatable, but a motion brought is.
- F. Is not amendable, but a motion brought is.
- G. Is ruled upon by the Chair. A motion brought requires a simple majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

Subsection 2. Explanation of Purpose.

- A. Points of Privilege exist to facilitate resolution of a matter relating to the privileges of the Assembly or its members.
  - 1. Such privileges include the comfort of the members with respect to heating, ventilation, lighting, and noise or other disturbance; the appropriateness of conduct of members, officers, employees, or visitors; and the accuracy of published reports of proceedings, including attendance records.
  - 2. Raising a *parliamentary main motion* (1.6 § 2(1)(A)(1)) to go into *closed session* (1.3 § 1(C)) is a Point of Privilege.
- B. If the Point is a request, the Chair orders appropriate action(s) be taken or takes such action(s) himself.

- C. If the Point brings a motion for consideration by the Assembly, the Chair assigns the floor to the mover to state the motion, and proceeds with introduction and consideration as appropriate.

Subsection 3. Further Rules and Explanation.

- A. When the Point of Privilege and any motions arising from it have been disposed of, business is resumed as if not interrupted.

**Section 3. Take a Recess.**

Subsection 1. Basic Descriptive Characteristics.

The motion to *Take a Recess*:

- A. Is not applied to anything.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is not debatable.
- F. Is amendable as to the length or end of the recess.
- G. Requires a simple majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

Subsection 2. Effect of Adoption.

- A. Upon adoption, the Assembly immediately begins a recess for the duration of, or until, the time specified in the motion.

**Section 4. Adjourn.**

Subsection 1. Basic Descriptive Characteristics.

The motion to *Adjourn*:

- A. Is not applied to anything.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is not debatable.
- F. Is not amendable.
- G. Requires a simple majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

Subsection 2. Explanation of Purpose.

- A. Upon adoption, the Assembly is adjourned unless a motion to *Fix the Time for Continuation* (3.4 § 5) is in effect from the current meeting, in which case the Assembly is instead suspended until continuation.

**Section 5. Fix the Time for Continuation.**

Subsection 1. Basic Descriptive Characteristics.

The motion to *Fix the Time for Continuation*:

- A. Is not applied to anything.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is not debatable.
- F. Is amendable as to the date, hour, and place.
- G. Requires a two-thirds majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

Subsection 2. Effect of Adoption.

- A. Upon adoption, a continuation is established and scheduled for the date, hour, and place specified.

Subsection 3. Further Rules and Explanation.

- A. At a continuation, business continues from the point of suspension of the previous sitting of the meeting from which it continues.
- B. The motion to *Fix the Time for Continuation* is out of order if the time called for the continuation is at or after the next regular meeting.
- C. The motion to *Fix the Time for Continuation* must include a date and hour, but can exclude a location. In such a case, the Speaker must notify all Members at least 24 hours in advance of the continuation of the location at which it will be held.

## Chapter 5. Incidental Motions

### Section 1. The Incidental Motion.

- D. An incidental motion always takes precedence over any motion(s) pending when it is made if it is made with a purpose connected with that motion(s), except a *Point of Order*, which takes precedence over any motion(s) pending when it is made.

### Section 2. Raise a Point of Order.

Subsection 1. Standard Descriptive Characteristics.

*A Point of Order:*

- A. Can be applied to any breach of the Assembly's rules.
- B. Adheres only if the decision on it would affect the disposition of the pending question, and otherwise does not adhere.
- C. Is not necessarily out of order when another has the floor or is speaking if the point genuinely requires attention at that time (see Subsection 3(A) of this Section).
- D. Does not require a second.
- E. Is not debatable.
- F. Is not amendable.
- G. Is ruled upon by the Chair.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

Subsection 2. Explanation of Purpose.

- A. Any member has the right to make a *Point of Order* to insist on enforcement of the rules. If the *Point of Order* is *timely* (Subsection 3(A) of this Section), the Chair rules on the point and orders and/or takes appropriate action to correct the specified breach of the rules, including as necessary nullifying or making unofficial any actions, even retroactively.
  - 1. A *quorum call* (1.3 § 3(1)(D)) is a special type of *Point of Order*, in which a Member seeks to establish that the necessary quorum is present to conduct business.

#### Subsection 3. Further Rules and Explanation.

- A. **Timeliness.** A *Point of Order* is only in order if made promptly at the time the breach occurs, except in the following cases, in which a *Point of Order* may be raised at any time.
  - 1. If any of the provisions under 3.2 § 3(A) is true of an adopted main motion.
  - 2. If any action has been taken in violation of a rule protecting absentees, a rule requiring a vote to be taken by ballot, or a right of an individual Member.
    - a. **Remedy for Violation of the Right to Vote.** If one or more Members have been denied the right to vote, and if there is any possibility that the members' vote(s) would have affected the outcome, then the results of the vote must be declared invalid and the vote retaken immediately by the method originally used.
- B. **Appeal.** If the Chair, even after consultation with the Parliamentarian, is in doubt as to how to rule on a *Point of Order*, they may *Appeal* (3.5 § 3) it to the Assembly for decision, taking care to clearly establish the result from a vote in the affirmative or negative.
- C. **Precedent.** The record of official proceedings includes the reason(s) given by the Chair for their ruling.

### Section 3. Appeal.

#### Subsection 1. Standard Descriptive Characteristics.

##### An *Appeal*:

- A. Can be applied to any decision or ruling by the Chair.
- B. Adheres only if the decision on it would affect the disposition of the pending question, and otherwise does not adhere.
- C. Is not necessarily out of order when another has the floor if it is *timely* (Subsection 3(A) of this Section).
- D. Must be seconded.
- E. Is debatable, unless it relates to indecorum, a transgression of the rules of speaking, or the priority of business.
- F. Is not amendable.
- G. A simple majority vote or a tie sustains the decision of the Chair.
- H. Must not be made as a parliamentary main motion.

#### Subsection 2. Explanation of Purpose.

- A. Any decision or ruling by the Chair can be appealed by a member, when doing so is *timely* (Subsection 3(A) of this Section) in order to ascertain whether the Assembly agrees with the ruling the Chair has made and therefore whether to uphold it.
- B. The Chair may defer, through an *Appeal*, a decision or ruling to the Assembly to make a determination in place of making their own decision or ruling.

#### Subsection 3. Further Rules and Explanation.

- A. **Timeliness.** An *Appeal* is only timely when it is made promptly upon delivery of a ruling.
- B. If the Chair is a Voting Representative, they may cast a vote to create or break a tie on an *Appeal* taken from their decision or ruling.
- C. The Chair's response to a parliamentary inquiry or other query is an opinion rendered by the Chair, not a ruling on a question, and is thus not subject to appeal.
- D. The Chair's judgement as to the more numerous side in a vote is not a ruling and is not subject to appeal. Members doubting such a judgement should *Request a Count* (3.5 § 8(2)(A)(1)).
- E. The Chair's choice to defer through *Appeal* a decision or ruling directly to the Assembly is not itself subject to *Appeal*.

#### Section 4. Suspend the Rules.

##### Subsection 1. Standard Descriptive Characteristics.

A motion to *Suspend the Rules*:

- A. Can be applied:
  - 1. In reference to any action or series or actions while pending; or,
  - 2. For the length of time of a continuous subset of the current meeting which includes the moment of approval of this motion, and which can be entire remainder of the meeting.
- B. Adheres.
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable.
- F. Is not amendable.
- G. Requires a two-thirds majority vote unless it includes a motion with a higher vote margin, in which case it requires the higher vote margin.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

##### Subsection 2. Explanation of Purpose.

- A. Any of the Standing Rules and any rule of these Procedures that can be *superseded* (1.2 § 2(2)) by the Standing Rules may be suspended through this motion.
- B. Upon adoption, all necessary parts of rule(s) are "suppressed", or considered inactive, for the action(s) or during the time period to which it applies.

##### Subsection 3. Further Rules and Explanation.

- A. A motion to *Suspend the Rules* must specify the conditions its mover seeks to establish through suspension.
- B. When the purpose of a motion to *Suspend the Rules* is to permit consideration of business, and if that business was not combined with *Suspend the Rules*, the Chair should immediately recognize the Member who moved *Suspend the Rules* to make the appropriate motion that will bring up the desired business.
- C. If combined with another motion, *Suspend the Rules* does not permit any action other than actions associated with consideration of that motion.

#### Section 5. Objection to the Consideration of the Question.

##### Subsection 1. Standard Descriptive Characteristics.

An *Objection to the Consideration of the Question*:

- A. Can be applied to any original main motion on which consideration has not yet substantively proceeded.
- B. (Not applicable)
- C. Is not necessarily out of order when another has the floor if it is made just as consideration on the target is beginning.
- D. Does not require a second.
- E. Is debatable.
- F. Is not amendable.
- G. Is sustained by a two-thirds majority vote against consideration.
- H. Must not be made as a parliamentary main motion.

Subsection 2. Effect of Adoption.

- A. Upon adoption, the targeted question is finally disposed of.

**Section 6. Divide the Question.**

Subsection 1. Standard Descriptive Characteristics.

A motion to *Divide the Question*:

- A. Can be applied to any *divisible* main motion (Subsection 3(A) of this Section) when:
  - 1. Such a motion is immediately pending; or
  - 2. Such a motion is pending and a motion to *Postpone Indefinitely* is immediately pending.
- B. Adheres.
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable.
- F. Is amendable as to the manner in which the question is to be divided.
- G. Requires a simple majority vote.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)), but only in the context of a committee recommendation (see Subsection 3(C) of this Section).

Subsection 2. Effect of Adoption.

- A. Upon adoption, the question to which it is applied is divided into multiple questions, with the first becoming immediately pending and the others scheduled for consideration after the first is disposed of.

Subsection 3. Further Rules and Explanation.

- A. **Divisibility.** An unwritten motion is divisible if and only if it contains multiple parts that can be considered separately and independently and through their adoption these parts cause the same effect as if they had been approved as a single question.
  - 1. A *resolution* or other written motion is divisible if and only if it satisfies the above criterion through division by separation and/or duplication of complete clauses.
- B. The motion to *Divide the Question* must clearly state the manner in which the question is to be divided, and is out of order unless the proposed division is between separable parts.
- C. If, after being divided, the divisions of a question are all *Referred* to a committee, that committee may in its report recommend that the question be "rejoined", or that the division be

reversed. The Assembly may consider this action through adoption of a *parliamentary main motion* (1.6 § 2(1)(A)(1)) which must not be amended.

### **Section 7. Request for Unanimous Consent.**

Subsection 1. Standard Descriptive Characteristics.

*A Request for Unanimous Consent:*

- A.**
  - 1. Can be made alone when a vote is about to be taken.
  - 2. Can be combined with another motion (see Subsection 3(A) of this Section).
- B.** (Not applicable)
- C.** Is out of order when another has the floor.
- D.** Does not require a second.
- E.** Is not debatable.
- F.** Is not amendable.
- G.** Is acted upon by the Chair without a vote.
- H.** Must not be made as a parliamentary main motion.

Subsection 2. Explanation of Purpose.

- A.** Upon the *Request for Unanimous Consent* being made, the Chair immediately seeks to establish Unanimous Consent to adopt the target motion, replacing a vote.
  - 1. To establish Unanimous Consent, the Chair declares aloud, "The motion under consideration is \_\_\_, and will be approved if there is no objection..." or similar;
    - a.** If no Voting Representative announces, "I object" or similar, the motion is approved, under the following stipulation:
      - i.** Unanimous Consent must only result in approval if there are enough Voting Representatives present to grant approval were all to vote in favor of it under a counted method.
    - b.** If a Voting Representative objects, Unanimous Consent is said to be "withheld", and consideration proceeds on the target motion from the point at which it was paused to consider the *Request for Unanimous Consent*.

Subsection 3. Further Rules and Explanation.

- A.** A *Request for Unanimous Consent* can be combined with any other motion, at the time that motion is made, if that motion would normally require a vote for adoption.
  - 1. Such a combined motion has the Standard Descriptive Characteristics of the motion with which the *Request for Unanimous Consent* is combined, except that the Chair immediately seeks *Unanimous Consent* to the motion without opportunity for debate or subsidiary motions.
  - 2. If Unanimous Consent is withheld, consideration proceeds on the motion with which the *Request for Unanimous Consent* was combined.

### **Section 8. Motions and Requests Relating to Voting.**

Subsection 1. Standard Descriptive Characteristics.

Each one of the Motions and Requests Relating to Voting:

- A. Can be made after debate and just before a vote is to be taken, but only in the particular circumstance(s) described for it.
- B. (Not applicable)
- C.
  - 1. A *Request for a Count* is not necessarily out of order when another has the floor if made just before or as the vote is to be taken.
  - 2. All other Motions and Requests Relating to Voting are out of order when another has the floor.
- D.
  - 1. A *Request for a Count* does not require a second.
  - 2. Each of the other Motions and Requests Relating to Voting must be seconded.
- E. Is not debatable.
- F.
  - 1. A motion proposing a change from a method other than by *Regular or Secret Ballot* to either of those methods is amendable as to which ballot mechanism is to be used.
  - 2. All other Motions and Requests Relating to Voting are not amendable.
- G.
  - 1. Each of the Requests Relating to Voting is acted upon by the Chair without a vote.
  - 2. Each of the Motions Relating to Voting requires a simple majority vote.
- H. Must not be made as a parliamentary main motion.

Subsection 2. Explanation of Purpose.

- A. The Motions and Requests Relating to Voting are:
  - 1. The *Request for a Count* which, when validly made, results in a vote or recount using a counted voting method specified in the motion.
  - 2. The *Motions for Vote by Roll Call* and by *Ballot* which, upon adoption, change the method of voting to that specified.
  - 3. Any other Motions and Requests authorized by the Standing Rules and specified therein as belonging to this category.

## Section 9. Motions and Requests Relating to Elections, Confirmations, and Recalls.

Subsection 1. Standard Descriptive Characteristics.

Each one of the Motions and Requests Relating to Elections, Confirmations, and Recalls:

- A. Can be applied in the particular circumstance(s) described in Subsection 2 of this section.
- B. Adheres.
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is not debatable.
- F. Is not amendable.
- G. Requires a simple majority vote.
- H. Must not be made as a parliamentary main motion.

Subsection 2. Explanation of Purpose.

- A. The Motions and Requests Relating to Elections, Confirmations, and Recalls are:
  - 1. The *Motion to Reopen Nominations*, which can be made while an election is under consideration just after the window for nominations has closed and before any formal

progress has been made to vet any candidates already nominated. Upon adoption, the floor is reopened for nominations for a short time.

2. The *Motion for Joint Consideration*, which can be made when election or confirmation items of business are scheduled for more than one position which have the same name and description and for which Joint Consideration is permitted. Upon adoption, those multiple elections or confirmations are considered together as a single election or confirmation.
3. Any other Motions and Requests authorized by the Standing Rules and specified therein as belonging to this category.

## Section 10. Other Requests and Inquiries.

### Subsection 1. Standard Descriptive Characteristics.

Each one of the Other Requests and Inquiries:

- A. Can be applied in reference to any motion or parliamentary situation out of which they arise.
- B.
  1. The *Requests for Leave to Withdraw, or to Modify, a Motion* adhere.
  2. The remaining Other Requests and Inquiries do not adhere.
- C. Is not necessarily out of order when another has the floor so long as it requires immediate attention.
- D. Does not require a second.
- E. Is not debatable.
- F. Is not amendable.
- G.
  1. *Parliamentary Inquiry* and *Request for Information* are acted upon directly by the Chair without a vote.
  2. Each of the remaining Other Requests and Inquiries requires a simple majority vote, except that:
    - a. If a *resolution* has multiple *Sponsors* (3.8 § 1(1)(A)), seeking permission to withdraw or modify it additionally requires written or stated permission by all other *Sponsors* to take the action(s) sought.
- H. Can be made as a *parliamentary main motion* (1.6 § 2(1)(A)(1)).

### Subsection 2. Explanation of Purpose.

- A. The Other Requests and Inquiries are:
  1. *Parliamentary Inquiry*, which is a question directed at the Chair to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand.
    - a. When such an inquiry is made, the Chair immediately gives an answer, but may decline to answer a hypothetical question.
  2. *Request for Information*, which is a request directed to the Chair or, through the Chair, to another individual for information relevant to the business at hand but not related to parliamentary procedure.
    - a. When directed at the Chair, it is treated like a *Parliamentary Inquiry*.
    - b. When directed at another individual, the Chair may choose to grant the floor to that individual in order to provide an answer, or they may respond to the request directly.

3. *Requests for Leave to Withdraw, or to Modify, a Motion*, by which a mover asks the opportunity to take the action(s) specified on a motion which they made.
4. *Request for Another Reading*, by which a mover requests that an item of business receive an additional reading. This request is only in order when explicitly indicated and procedures for its effect upon adoption are clearly defined.
5. Any other Motions and Requests authorized by the Standing Rules and specified therein as belonging to this category.

## **Chapter 6. Motions that Bring a Question Again Before the Assembly**

### **Section 1. Take from the Table.**

#### Subsection 1. Standard Descriptive Characteristics.

The main motion to *Take from the Table*:

- A. Can be applied to any motion or series of adhering motions that lies on the table.
- B. (Not applicable)
- C. Is out of order when another has the floor, but a Member can claim preference in being recognized (1.4 § 1(2)(B)(1)) for the purpose of making this motion ahead of another seeking to make a main motion.
- D. Must be seconded.
- E. Is not debatable.
- F. Is not amendable.
- G. Requires a simple majority vote.
- H. (Not applicable)

#### Subsection 2. Effect of Adoption.

- A. Upon adoption, the targeted motion(s) become pending in the same state as when they were laid on the table.

#### Subsection 3. Further Rules and Explanation.

- A. A motion to *Take from the Table* does not yield to any subsidiary motion.
- B. A motion to *Take from the Table* is out of order if no other business has transacted since the last time a motion to *Lay on the Table* was made and approved on the motion(s) it targets.
- C. A motion to *Take from the Table* is not considered substantially the same as a previously made motion to *Take from the Table* targeting the same motion(s) if some other business has transacted since the last time a motion to *Take from the Table* was made targeting the same motion(s).

### **Section 2. Rescind or Amend Something Previously Adopted.**

#### Subsection 1. Standard Descriptive Characteristics.

Each of the motions to *Rescind* or to *Amend Something Previously Adopted*:

- A. Can be applied to a main motion, an *Appeal*, an *Objection to the Consideration of a Question*, or a motion to *Postpone Indefinitely* which has continuing force and which was adopted during the current Legislative Session.

- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable, and debate can address the target motion.
- F. Is amendable as to how the targeted motion is to be amended and whether or not it is to be rescinded.
- G. Requires a simple majority vote.
- H. (Not applicable)

Subsection 2. Effect of Adoption.

- A. Upon adoption, the targeted motion is rescinded or amended as specified.
  - 1. This motion applies retroactively if it affects a main motion.
  - 2. In any other case, the motion may specify that it retroactively affects previous action. If it does not specify whether it retroactively affects previous action, it does so if all actions taken as a result of approval of the original motion could be undone through this motion, and otherwise does not do so.

Subsection 3. Further Rules and Explanation.

- A. The following must not be subject to a motion to *Rescind* or to *Amend Something Previously Adopted*:
  - 1. A main motion after something has been done as a result of approval of that motion that could not be undone through this motion.
  - 2. A main motion which in whole or in part granted the Assembly's advice and consent.
- B. A motion to *Rescind Something Previously Adopted* can be amended to become a motion to *Amend Something Previously Adopted*, and vice versa.

**Section 3. Discharge a Committee.**

Subsection 1. Standard Descriptive Characteristics.

A motion to *Discharge a Committee*:

- A. Can be applied to any motion that has been referred to a committee and that the committee has not yet reported on to the Assembly.
- B. (Not applicable)
- C. Is out of order when another has the floor.
- D. Must be seconded.
- E. Is debatable; debate can address the targeted motion(s).
- F. Is not amendable.
- G. Requires a two-thirds majority vote.
- H. (Not applicable)

Subsection 2. Effect of Adoption.

- A. Upon adoption, the committee to which the target motion was assigned is no longer assigned the motion, which comes before the Assembly immediately unless it is still in another committee(s) or some other procedure is specified.

## Chapter 7. Renewal of Motions; Dilatory Motions

### Section 1. Renewal.

- A. Prohibited Renewal Within a Session.** A motion made and disposed of in a session must not be made again in substantially the same form in that session unless circumstances have changed sufficiently to make it essentially a new question, except by means of the *motions that bring a question again before the Assembly* (3.6).
- 1. Points of Order.** When a *Point of Order* (3.5 § 2) has been overruled by the Chair, it must not be raised again at the same session unless an *Appeal* (3.5 § 3) was made and the Chair's decision reversed.
  - 2. Appeals.** When a decision of the Chair has been sustained on *Appeal* (3.5 § 3) during a session, a *Point of Order* (3.5 § 2) or *Appeal* (3.5 § 3) contrary to it must not be made during that session unless the *Appeal* was subject to a motion to *Rescind* or to *Amend Something Previously Adopted* (3.6 § 2).

### Section 2. Dilatory Motions.

- A. Definition.** A motion is "dilatory" if it seeks to obstruct or thwart the will of the Assembly as clearly indicated by current parliamentary circumstances. Any main or other motion that is frivolous or absurd or that contains no rational proposition is similarly "dilatory".
- B. Prohibition.** A dilatory motion is out of order. The Chair should rule out of order as dilatory any motion that is obviously unreasonable or absurd to the extent that it seeks to temporarily dispose of a motion but in a way that would prevent it from being finally disposed of.

## Chapter 8. Legislation

### Section 1. Resolutions.

#### Subsection 1. Rules on Sponsorship.

- A. Sponsorship and Endorsement.** Each resolution must be submitted by at least one Representative or by the President or Vice President, called a "Sponsor", and must have at least one Sponsor while it is before the Assembly (but see 3.8 § 2(1)(A)(2)).
- 1.** Other individuals and entities of the University community wishing to express support for its adoption may "endorse" it.
    - a.** After submission of the draft resolution, endorsers are added by the Speaker upon request of the individuals or entities wishing to be identified as such.
  - 2.** All Sponsors and endorsers are identified in the text of the resolution as such.
    - a.** Any Sponsor or endorser may withdraw their sponsorship/endorsement at any time following submission, in which case they are removed from the resolution by the Speaker.
  - 3.** A resolution which has no Sponsors is considered withdrawn when it loses its final Sponsor.
- B. Re-Sponsorship and Acceleration.** If a resolution is withdrawn and it is sponsored again, that Sponsor may "accelerate" it, or continue its consideration in the legislative process at the point at which it was withdrawn.
- 1.** An accelerated resolution must enter the process at the beginning of the step in the legislative process from which it was withdrawn.

2. If multiple individuals sponsor a withdrawn resolution any one may require that it restart at the beginning of the legislative process.

#### Subsection 2. Rules on Content.

- A. A Resolution must include the exact actions to be taken upon approval as its “enacting provisions”.
  1. Each of the individual provisions must begin with the word “Resolved”, and must present a single action.
- B. A Resolution must include an "Author Summary" section that concisely explains the proposed legislation. This section may also include "Frequently Asked Questions" that answer questions anticipated to be frequently asked by readers.
- C. A Resolution may include a preamble explaining the argument(s) and/or justification(s) for its actions.
- D. A Resolution which contains untrue or unverified statements of fact is out of order and must be *rejected* (3.2 § 3(A)).

#### Subsection 3. Rules on Voting.

- A. By default, the final vote to approve any Resolution is conducted by a counted voting method.

### Section 2. Resolutions from University Council or Ballot Initiatives.

#### Subsection 1. General Provisions.

- A. Resolutions appearing before the Assembly by action of the University Council or a ballot initiative or referendum follow all other rules relating to resolutions except:
  1. They must be identified by designating their source while before the Assembly.
  2. They do not need to have a Sponsor or endorser at any time.
  3. They must not be amended at any time by the Assembly.
  4. Ballot initiatives and referendums must not be rejected.
- B. A resolution submitted by the University Council which is out of order is rejected and returned to the University Council.
- C. A resolution submitted by the University Council that is finally disposed of but not adopted is returned to the University Council.
- D. A ballot initiative or referendum that is not adopted is delivered by the Speaker to the Student General Council for placement on the ballot.

### Section 3. Constitutional Amendments.

#### Subsection 1. General Provisions.

- A. The Assembly may consider amendments to the Constitution per Article V, Section 2 of the Constitution. Such amendments follow the same process as resolutions until they are put to the Assembly, at which point two votes, one by Roll Call, requiring a two-thirds majority, and one by Delegation Vote, requiring a simple majority, take place. A proposed amendment approved in both votes is delivered by the Speaker to the Student General Counsel for placement on the ballot.