

Standing Rules of the Undergraduate Senate

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These Standing Rules were adopted from the old Senate Standing Rules during March, 1999.

Harris Shapiro

Chair, 3rd Graduate Student Council

Graduate Senator, Parliamentarian, First Senate of the Association

Standing Rule 1: Regular Undergraduate Senate Meetings

1. Shall be held on the Tuesday of all odd-numbered weeks during Autumn Quarter and of all even-numbered weeks during Winter and Spring Quarters, except that no regular meetings shall be held during Dead Week or Final Examination Week, unless the US adopts a different schedule of meetings no later than its second meeting of Autumn Quarter. Such a schedule, once adopted, may be amended by a majority vote, provided that notice was given at the previous meetings of the US.
2. Shall begin at 7:05 P.M.

Standing Rule 2: Meetings of Committees of the Undergraduate Senate

1. Regular meetings of the US Standing Committees shall be held during all even-numbered weeks of Autumn Quarter and all odd-numbered weeks of Winter and Spring Quarters, except that no regular meetings shall be held during Dead Week or Final Examination Week, unless the US adopts a different schedule of meetings no later than its second meeting of Autumn Quarter. Such a schedule, once adopted, may be amended by a majority vote, provided that notice was given at the previous meeting of the US.
2. The day of the week and time of day for regular meetings of the US Standing Committees shall be determined by each US Standing Committee, in consultation with the US Steering Committee. In doing so, the US Steering Committee shall take into consideration any preferences expressed by the members of each US Standing Committee, but shall also endeavor to minimize any direct conflict of meeting times between 2 or more US Standing Committees. The day, time, and place of all regular and special meetings of the US Standing Committees shall be posted in the US office.
3. Regular US Standing Committee meetings shall adjourn no more than 90 minutes after their beginning, unless extended by the US Standing Committee.
4. All US Committees must meet in open session, i.e. members of the public wishing to attend or broadcast such meetings must be permitted to do so.
5. A US Committee may not close any meeting to members of the US or the GSC.
6. No officer of a student organization receiving funds from a General or Special Fee may vote on allocating funds to that organization in the US Appropriations Committee.

Standing Rule 3: Corrections to Minutes, Bills, and Resolutions

1. The US Chair shall post all corrected minutes and reports in the US office. They shall be posted no later than the Monday after the US meeting at which they were adopted, and shall remain posted for at least 2 weeks. Permanent copies shall be on file in the Association office.
2. The US Chair shall post corrected copies of all approved bills and resolutions in the US office. They shall be posted no later than the Monday after the US meeting at which they were adopted, and shall remain posted for at least 2 weeks. Permanent copies shall be on file in the Association office.

Standing Rule 4: Routing of Bills and Resolutions

1. Any author of a bill or resolution shall present copies of that item to the US Chair for purposes of routing to the appropriate US Committee(s).
2. The US Chair shall identify which Committee has primary jurisdiction over the item and assign that Committee the responsibility for reporting the item to the US for action.
3. The US Chair shall identify which Committee(s) has secondary jurisdiction over the item and assign that Committee(s) the responsibility for investigating the item and preparing recommendation(s) for the US.
4. The US Chair shall notify the appropriate Committee chair(s) of this item of business, and their appropriate committee(s) shall consider the item in a timely manner.
5. A Committee charged with reporting the item may recommend to the US that the item be adopted, not adopted, or make no recommendation. In the case of a negative recommendation the Committee shall not report the item to the US, but the author(s) of the item shall be notified and may introduce it under New Business. Otherwise all items shall be reported to the US.
6. A Committee charged with investigating the item may recommend to the US that the item be adopted, not adopted, or make no recommendation. In the case of a negative recommendation the author(s) of the item shall be notified.

Standing Rule 5: Absences

1. Missing more than 2/3 of a meeting shall be counted as an absence. Absences may be excused only if the appropriate chair was notified before the meeting or, if that was impossible, as soon as possible after the meeting. Grounds for an excuse shall consist of illness, religious obligations, personal emergencies, examinations, attending another meeting of a body of the Association, unavoidable absence from the Stanford campus region, or unexpected meetings of classes.
2. Missing less than 1/3 of a meeting may be counted as an absence if a reasonable excuse is not made. Absences may be excused only if the appropriate chair was notified before the meeting or, if that was physically impossible, as soon as possible after the meeting.

Standing Rule 6: Rosters

The US Chair shall draw up and post a roster of all members of the US, their phone numbers and addresses, their e-mail addresses, and their Committee memberships, as well as other information s/he may deem appropriate.

Standing Rule 7: Agenda Packets

1. The US Clerk shall be responsible for producing and distributing through e-mail a summary of the agenda for each meeting. the summary shall include the order of business and the action calendar for the meeting, and should be distributed no later than 48 hours prior to the beginning of the appropriate regular US meeting, or as soon as possible for a Special meeting.

2. The US Clerk shall be responsible for producing and making available in the US office a complete paper agenda. The agenda shall contain the order of business and the action calendar, all minutes, reports, bills, and resolutions. The agenda shall be made available no later than 24 hours prior to the beginning of the appropriate regular US meeting or as soon as possible for a Special meeting.
3. All items for including in the agenda must be given to the US Clerk on or before an appropriate deadline established by the US Steering Committee. If no minutes or reports are provided by the appropriate Committee, body, or officers, then it shall be assumed that no substantive work was done since the last US meeting, and thus no action items shall be included in the action calendar from that Committee, body, or officer.

Standing Rule 8: Suspension of the Standing Rules

A majority of the US may suspend any particular US Standing Rule, or section of a US Standing Rule, for any specific purpose for a specified period of time not to exceed 3 weeks.