

# **Rules of Order of the Undergraduate Senate**

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

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Chair, 3<sup>rd</sup> Graduate Student Council

Graduate Senator, Parliamentarian, First Senate of the Association

## **Rules of Order 1: Order of Business**

The order of business for each regular and special meeting, except when the US has scheduled the Special Order for a Meeting or scheduled a special order for a certain time, shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of the Minutes of the Previous Meeting
4. Acceptance of the Orders of the Day
5. Open Forum
6. Report of the Undergraduate Senate Chair
7. Report of the Undergraduate Senate Steering Committee
8. Acceptance of the Action Calendar
9. Report of the Undergraduate Senate Deputy Chair
10. Reports of Association Committees and Departments
11. Reports of Undergraduate Senate Committees
12. Report of the President/VP
13. Report of the Executive Committee
14. Report of the Financial Manager
15. Action Items of Association Committees and Departments
16. Action Items of Undergraduate Senate Committees
17. Action Items of the Undergraduate Senate Chair
18. Action Items of the President
19. Action Items of the Executive Committee
20. Action Items of the Financial Manager
21. Old Business
22. New Business
23. Final Comments
24. Adjournment

### **A. Explanations of Items**

Reports should be made by the head of a Department or the chair of a Committee, or a member of the Department or Committee designated by her/him. Written reports shall be included in the agenda packets. Oral reports shall be confined to matters arising since the writing of the written report, changes in procedure or administration, and important issues currently under consideration. The US Chair shall entertain questions from the US and direct them to the individual making the report after each written and/or oral report has been concluded. Any member of the US may, at any time at least one minute after the beginning of an oral report, interrupt the speaker and call for an ending of the report by moving the previous question. If this motion passes, then the questioning period shall immediately commence. Any member of the US may, at any time at least one minute after the beginning of the questioning period, interrupt the speaker and call for an ending of the questioning period by moving the previous question. If this motion passes, then the next item of business in the Orders of the Day shall be considered. no

action items shall be considered at this time, unless otherwise specifically provided for in these Rules. All original main motions shall be considered action items. Action items shall be considered in the order presented in the Action Calendar.

1. Call to Order

At the time the meeting is scheduled to begin, the US Chair, or in her/his absence the US Deputy Chair, or in her/his absence the US Secretary, or in her/his absence any regular member of the US shall call the members to order.

2. Roll Call

At each meeting the US Chair shall call the roll to determine which members of the US are present and which absent. It is the duty of any member arriving after the roll call to inform the US Chair of her/his presence.

3. Approval of the Minutes of the Previous Meeting

The US Secretary shall prepare minutes for each regular and special meeting, including an attendance report, and shall present them to the US for their approval at the next US meeting. Any corrections shall be incorporated into the minutes of the current meeting.

4. Acceptance of the Orders of the Day

Before each meeting the US Chair shall prepare a tentative order of business. This must be accepted as is, or as amended, by the US before it can proceed with any other business except the election of a Temporary US Chair or an adjournment due to lack of a quorum. The US may not amend the orders of the day to change the order or priority of a Special Order for a Meeting.

5. Open Forum

Any member of the Stanford Community may address the US on a topic of her/his choice. Any written materials shall be distributed via the agenda packet. No speaker may address the US for more than 3 minutes. After this address the US Chair shall entertain questions from the US and direct them to the speaker for a period not to exceed 3 minutes.

The US Chair shall schedule all speakers, with absolute priority given to individuals who are not members of the US as provided for in these Rules. No more than 5 speakers shall be scheduled for any given meeting without the consent of the US.

6. Report of the Undergraduate Senate Chair

The US Chair shall report to the US on matters of US administration, the activities of the Association as they relate to the US, and any other matter charged to her/him. The US Chair may introduce motions relating to the suspension, expulsion, and the appointment to office of Undergraduate Senators. It shall be in order at this time to move to override a veto of the President. All motions offered may be acted upon without a second.

7. Report of the Undergraduate Senate Steering Committee

The US Chair shall report to the US on the status of US legislation and any other matter brought to the attention of the US Steering Committee.

8. Acceptance of the Action Calendar

Before each meeting the US Chair shall prepare a Calendar of action items for which approval is sought of the US. This Action Calendar shall enumerate the main motions which appear in appropriate written form in the agenda packet. The entries shall be arranged in the order that they will be considered during the meeting, and each entry shall specify its originator and the vote required for US approval. The Calendar must be accepted as is, or as amended, by the US before it can proceed with any other business. Acceptance of the Action Calendar may be combined with the acceptance of the Orders of the Day.

No action item shall be included on the Action Calendar or considered by the US unless it was included in the agenda packet for that US meeting or copies were made available in the US office by noon of the day prior to the meeting.

9. Report of the US Deputy Chair

The US Deputy Chair shall report to the US on matters of US administration, the activities of the agencies of the Association as they relate to the US, and any other matter charged to her/him.

10. Reports of the Association Committees and Departments

Each Department Head or Chair of an Association Committee may, at this time, report to the US on any matter within the charge of that Department/Committee. The Department Head/Committee Chair reporting shall, during the time of her/his report, be granted the rights and privileges of an ex-officio member of the US.

11. Reports of Undergraduate Senate Committees

Special Legislative Committees and then Standing Committees shall report, Special Committees in the order in which they were constituted that session of the US, Standing Committees in the order in which they are defined in the relevant By-Laws.

12. Report of the President/VP

The President shall report to the US on matters of Association administration, the activities of the University as they relate to the Association, and any other matter charged to the Executive branch. The President may assign any or all of this reporting time to the Vice President.

13. Report of the Executive Committee

The President shall report to the US on the status of joint Association issues, and any other matter brought to the attention of the Executive Committee. The President may assign any or all of this reporting time to any other member(s) of the Executive Committee.

14. Report of the Financial Manager  
The Financial Manager shall report to the US on matters concerning the general finances of the Association, the operation of the Business Projects, the Students' Organizations Fund, and any other matter charged to her/him.
15. Action Items of Association Committees and Departments  
Each Department Head or Chair of an Association Committee which had previously reported during the meeting may, at this time, request of the US approval of any action item properly within the charge of that Department/Committee, provided that no Standing Committee of the US shall be reporting an action item on substantially the same matter. No action item shall require a second. The Department Head/Committee Chair shall, during the time of consideration of her/his action item, be granted the rights and privileges of an ex-officio member of the US.
16. Action Items of Undergraduate Senate Committees  
Special Legislative Committees and then Standing Committees shall present action items, Special Committees in the order in which they were constituted that session of the US, Standing Committees in the order in which they are defined in the relevant By-Laws. No action item shall require a second.
17. Action Items of the Undergraduate Senate Chair
18. Action Items of the President/VP
19. Action Items of the Executive Committee
20. Action Items of the Financial Manager
21. Old Business  
Any action item which was under consideration at the previous meeting when it adjourned, and any action item scheduled to be considered at the previous meeting but not considered before adjourning, shall be considered Old Business.
22. New Business  
Any action item included under this heading when the Action Calendar was accepted, and any action item not appearing on the Action Calendar introduced by any member shall be considered New Business.
23. Final Comments  
No action items shall be in order at this time. The US Chair may recognize members of the US to speak on any topic of their choice. No member of the US may speak more than twice, nor for longer than 2 minutes each time.

## 24. Adjournment

### **Rule of Order 2: Definition and Form of Motions, Bills, Resolutions, and Orders**

1. All original main motions, except those having to do with the appointment of Undergraduate Senators and US Officers and those dealing with the rules of procedure or administration of the US, shall be in the form of a bill, resolution, or order.
2. All legislation for referral to a Committee shall be in the form of a bill, resolution, or order.
3. A bill consists of a single enactment clause followed by the legislation to be enacted as follows: "Be it enacted by the Undergraduate Senate of the Association that..."
4. All actions taken with respect to the allocation of the handling of money shall be in the form of a bill.
5. All bills and orders shall designate the appropriate officers and/or offices to discharge the specific provisions of the bill.
6. A resolution consists of zero or more inducement paragraphs as follows: "Whereas,..."; followed by one or more enactment paragraphs as follows: "Be it resolved by the Undergraduate Senate of the Association that..."; except the last enactment paragraph, which ends with a period (.). Inducement paragraphs may be connected by the word "and", and the last inducement paragraph and the first enactment paragraph may be connected by the word "therefore", and enactment paragraphs may be connected by the word "and".
7. An order consists of zero or more inducement paragraphs as follows: "Whereas..."; followed by one or more enactment paragraphs as follows: "Be it ordered by the Undergraduate Senate of the Association that..."; except that the last enactment paragraph, which ends with a period (.). Inducement paragraphs may be connected by the word "and", the last inducement paragraph and the first enactment paragraph may be connected by the word "therefore", and enactment paragraphs may be connected by the word "and".

### **Rule of Order 3: Authors and Sponsors**

1. All bills, resolutions, and orders shall have at least one author, and may have one or more sponsors.
2. Any member of the Association may author bills, resolutions, and orders. Any member of the US may sponsor bills, resolutions, and orders.
3. The name of the author(s) and sponsor(s) of each bill, resolution, and order shall appear with the bill, resolution, or order.
4. In the case of a bill, resolution, or order drafted by a Committee, the Committee, or in their absence the Committee Chair, shall be responsible for designating the author(s) of the bill, resolution, or order.

### **Rule of Order 4: Assignment of the Floor**

1. To claim the floor, a member raises her/his hand when no one else has the floor. A member cannot establish prior claim to the floor by raising her/his hand while another member has the floor.
2. Author(s) of the action item currently being considered, and the representative of the body which reported that item to the US (if any), shall be accorded priority for the purposes of accepting friendly amendments, answering questions, clarifying matters of fact, and making procedural motions (other than the motion of the previous question) intended either to maintain orderly debate or to expedite the consideration of the action item.
3. No member of the US shall speak for longer than 2 minutes, including periods during which the floor is yielded to another member, before relinquishing the floor to another member. However, author(s) of an action item and the representative of the body reporting an action item to the US (if any) shall be allowed, when introducing the action item to the US, to speak for longer than 2 minutes, the new time limit to be determined by the US Chair in consultation with the speaker. When so introducing the action item, the speaker shall confine her/his remarks to statements of fact and matters of procedure. After introducing the action item, the speaker may speak for no longer than 2 additional minutes, including periods during which the floor is yielded to another member, before relinquishing the floor to another member.
4. The US Chair may allow a vote on a call to question any time after 5 Undergraduate Senators have spoken. If fewer than 5 Undergraduate Senators have spoken, the question may only be called if no Undergraduate Senator who has not previously spoken wishes to speak.

### **Rule of Order 5: Motion or Debate, Not Both**

After a member has been assigned the floor, s/he may do either of the following, but not both:

1. Make a motion. If the motion made is undebatable, and if the motion requires an explanation, then the maker shall be allowed a reasonable period of time to briefly explain the reason for the motion. If the motion is debatable, then the US Chair, after stating the question, shall recognize the maker of the motion as the first speaker if the maker desires.
2. Speak in debate. If speaking in debate, no motion can be made except for requests and inquiries, points of order, and questions of privilege.

### **Rule of Order 6: Yielding the Floor**

1. A member assigned the floor may yield all or a portion of her/his time to another member. The member yielded to shall not make any motion except for requests and inquiries, points of order, and questions of privilege, and shall not yield to any other individual.
2. A member may interrupt a person who has the floor and request her/him to yield the floor for a specific purpose. The person who has the floor may refuse to yield. A request to yield then floor shall be in order only for the purposes of making a comment on or of asking the yielder a question relating to her/his contribution to debate.



3. A member assigned the floor may yield all or a portion of her/his time to any individual, provided that the intent of the yielding is to solicit relevant factual information that may best be presented in this manner.

### **Rule of Order 7: Acceptance of Modifications to a Motion**

At any time before a vote has begun on a motion for which amendments are allowed the author(s) and the maker of the motion may agree to a germane modification of the motion (a friendly amendment), provided that this modification was not previously entertained by the US and either approved or defeated.

### **Rule of Order 8: Division of a Resolution or Order**

At any time before a vote is ordered on a resolution or order, any voting Undergraduate Senator, without seeking recognition, may request that separate votes be taken on each inducement paragraph and each enactment paragraph. If the request is supported by 3 additional voting Undergraduate Senators then the US shall proceed to vote on each paragraph separately and then vote on the resolution or order less those paragraphs which failed on the separate votes.

### **Rule of Order 9: Division of a Bill**

At any time during debate any member may obtain the floor and request that items contained in a bill be considered separately. If the bill consists exclusively of allocations of funds, or approvals of budgets (or modifications thereto), nominations, appointments to/removals from office, or placement on the ballot of ballot measures, then an "item" shall be defined to be an individual allocation of funds, line item of a budget, nomination, or appointment to/removal from office; or the placement on the ballot of an individual ballot measure.

For all other bills, an "item" shall be defined to be a portion of the bill which has no intrinsic relation to other portions of the bill. This condition must be verified by either the author(s) of the bill, the Committee reporting the bill, or the US Steering Committee. Only upon such verification shall the motion to divide be in order. Under no circumstances shall an enactment clause be considered a separate item from the provision in the bill to which it pertains.

### **Rule of Order 10: Special Fee Requests**

A motion to place a Special Fee request on the ballot, or to divide a Special Fee request, shall only be in order if the Chair of the US Appropriations Committee and the US Chair had been notified in writing at least 7 days before the day of the meeting at which the motion is made, or if the US Appropriations Committee reports such a motion.

### **Rule of Order 11: Methods of Voting**

1. The normal method of voting is by voice.
2. A hand vote is a vote by a show of hands where the number of yea, nays, and abstentions are counted and recorded. The US Chair can order a hand vote.

- Any voting Undergraduate Senator can request a hand vote, and the support of another voting Undergraduate Senator shall order the hand vote.
3. In a roll call vote the US Chair calls each voting member's name. Each voting Undergraduate Senator, as her/his name is called, responds in the affirmative, negative, abstains, or passes. At the conclusion of the roll call the US Chair calls the names of those who passed. Each of these Undergraduate Senators, as her/his name is called, responds in the affirmative, negative, or abstains. Any voting Undergraduate Senator can request a roll call vote, and the support of 3 additional voting Undergraduate Senators shall order the roll call vote.
  4. After the previous question has been ordered and before the question is put to a voice vote, any voting Undergraduate Senator, without seeking recognition, can request a hand vote or a roll call vote.
  5. After a voice vote has been taken and before the result has been announced, the US Chair can order a hand vote.
  6. After a vote has been announced and before the US Chair has stated the question on another motion, any voting Undergraduate Senator, without seeking recognition, may request a roll call vote if the previous vote had been a hand or voice vote, or may request a hand vote if the previous vote had been a voice vote.
  7. If a request has been made for either a hand vote or a roll call vote, the US Chair shall immediately determine whether the US wants to order such a vote. A request for a roll call vote takes precedence over a request for a hand vote.
  8. Unless otherwise provided in the Constitution, the Association By-Laws, the US By-Laws, or these Rules, no motion which according to parliamentary authority requires for passage a majority vote if previous notice was given, but 2/3 otherwise, shall be passed except by a vote of at least 2/3.

### **Rule of Order 12: Conflicts of Interest**

1. On any vote an Undergraduate Senator may notify the US Chair that a conflict of interest exists which could be seen as affecting the Undergraduate Senator's ability to vote on the issue in question. In such instances, the Undergraduate Senator in question is strongly encouraged not to vote.
2. Any Undergraduate Senator with a conflict of interest may, at the discretion of the US Steering Committee, demand division of a bill in order to ensure her/his ability to vote of the portion of the bill for which no conflict of interest exists (cf. Rule of Order 9).
3. On any vote of appointment or certification to an office for which an Undergraduate Senator was a candidate, a conflict of interest shall be assumed to exist.
4. On any vote apportioning funds to a student organization for which an Undergraduate Senator is an officer, a conflict of interest shall be assumed to exist.

### **Rule of Order 13: Appeal from the Decision of the Chair**

Debate on an appeal is limited to 2 minutes of debate by the maker of the appeal, followed by 2 minutes of debate by the Chair.

### **Rule of Order 14: Amendments**

No motion may be amended except by the vote required for its eventual approval by the US.

### **Rule of Order 15: Previous Question**

When a main motion and one or more subsidiary motions (including amendments of various rank) are before the US, the motion to call the previous question shall only be in order with respect to the subsidiary motion of the highest order of precedence (or, in the case of amendments, the amendment of greatest rank) then pending. The previous question shall not be in order with respect to a main motion until all subsidiary motions and all amendments to that motion have been disposed of.

### **Rule of Order 16: Motion to Discharge from Committee**

1. Debate on a motion to discharge shall be limited to a total of 3 minutes of debate by the maker of the motion and other members of the US supporting the motion, and to a total of 3 minutes of debate by members of the US opposing the motion. The US Chair shall give absolute priority in selecting speakers to oppose the motion to the chair of the Committee to which the action item is committed.
2. Debate on the motion to discharge shall be confined solely to the questions of the need for immediate action by the US and the need for prior Committee review of this specific action item.

### **Rule of Order 17: Motion to Reconsider**

A motion to reconsider an action taken at a meeting of the US shall be in order only at the same meeting as, or the meeting immediately subsequent to, the meeting at which the original action was taken. A motion to reconsider an act of the US may be made by any voting member of the US who voted on the prevailing side, who abstained from voting, or who was not present to vote on the original question due to an excused absence.

### **Rule of Order 18: Previous Notice**

Amendments to the Constitution, the Association By-Laws, the US By-Laws, bills, resolutions, and orders coming before the US for previous notice shall be treated as normal action items subject to debate, amendment, and other subsidiary, incidental, and privileged motions, excepting that the previous question may not be called nor may a vote be taken on final passage. Debate need only occur at the discretion of the US Chair.

### **Rule of Order 19: Suspension of the Undergraduate Senate Rules of Order**

The US may suspend any particular US Rule of Order or section of a US Rule or Order for any specific purpose during the meeting in progress, by a 2/3 vote.

**Rule of Order 20: Rules of Order Not Explicitly Mentioned**

All rules of order not explicitly mentioned above shall be specified in the NFL Rules of Order. The NFL Rules of Order shall be inferior in authority to the rules of conduct for the US listed in the Constitution, the Association By-Laws, the US By-Laws, and these Rules.