

Bylaws of the Fiftieth Senate

Section I. *Definitions*

- A. Quorum – an assembly of the majority of the voting members of the Senate
- B. Speaker – The chair of the body at any given time
- C. Legislative Officers – Members of the Legislative Branch other than Senators and Associates who possess floor, motion and speaking rights.
- D. Office Hour – Time spent conducting official duties within the ASCSU office or any of the activities outlined by the 50th Senate Job Descriptions.
- E. Outreach Hour – Time spent conducting official duties external from ASCSU, as outlined in by 50th Senate Job Descriptions.
- F. Council – The ASCSU recognized office/academic college officiating body.
- G. Officer – Any member of ASCSU sworn to execute the duties of an ASCSU office.
- H. Legislative Cabinet – The officers consisting of the Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, Recruitment and Retention Officer, ASCSU Internal Committee Chairs and any appointed Legislative Aides.
- I. Ex Officio Members –A member of the body by virtue of holding another position.

Section II. *Applicability*

- A. These bylaws defer to the ASCSU Constitution and Supreme Court judgement.
- B. These bylaws are also to be superseded by University Policy where applicable.
- C. These bylaws are also to be superseded by applicable, local, state and federal laws.
- D. These bylaws supersede any documents and orders created under the authority set forth in these bylaws.

Section III. *Parliamentary Authority*

- A. The Senate shall operate on the rules of the Eleventh Edition of Robert’s Rules of Order Newly Revised where applicable and expedient in all cases that do not conflict with Section II stated herein or any sections of these bylaws.

Section IV. *Senate Meeting Operations*

- A. During the regular spring/fall semester, Senate sessions will be held on Wednesday at 6:30 P.M. MDT in the ASCSU Senate Chambers or online via Zoom. If the session is online, a link will be sent out by Monday. The Senate will not meet during finals week, University closures, or any night in which extreme circumstances are presented, unless prior notice is given more than 24 hours in advance by the Speaker of the Senate.
- B. In the case that a session is adjourned with agenda items unaddressed by the body, the chair shall have the discretion to move these items into a committee of their choosing or hold them for consideration in the next legislative meeting or work-session.
- C. The agenda and consent agenda for each meeting will be established and dispersed to interested parties by the Legislative Cabinet at a time to be established and made public by the chair of the Legislative Cabinet.



- D. Succession of the Speakership shall be the Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, Internal Affairs Chair, External Affairs Chair, University Affairs Chair, Budgetary Affairs Chair, and then the longest serving senator.
- E. The longest serving senator shall be defined as the current member who has served as a Senator or Associate Senator for the longest continuous period of time and who is not elsewhere in the Line of Succession.
- F. Senate, by motion, may declare Executive Session to discuss confidential information and topics related to human resources and personnel or any subject in which the Senate is required to enter executive session.
- G. Executive Session may be declared only when a legitimate personnel concern, impending legal matter, or other material of reasonably confidential status must be discussed.
- H. The Speaker of the Senate shall have the authority to appoint a Senator or Associate Senator as an officer of the senate for, at most, the duration of a Senate session if the position they are filling is vacant or the officer is absent.

Section V. *Bills, Resolutions, and Leges, and Micro-legislation*

- A. Bills shall deal with appropriations, constitutional amendments, or other legislation which when enacted shall have a binding effect on ASCSU operations.
- B. A resolution shall deal with the opinions of Senate and the adoption or amendment of bylaws.
- C. A Lex (plural Leges) shall be used when both a Bill and a Resolution are necessary and shall have the powers of both a Bill and Resolution.
- D. Micro-legislation shall be defined as a legislative suggestion that is submitted by any member of the CSU community through the official micro-legislation Google Form, available on the ASCSU webpage, or through physical copies available in the ASCSU office which can be given to the front desk:
 - a Micro-legislation shall include answers to the following questions/elements:
 - i “What is the problem you are seeking to address?”
 - ii “What is your proposed solution to the problem?”
 - iii If applicable, “how much funding (rough estimate) would you need to make your solution a reality?”
 - iv “Include the names of 3 other CSU students who support the idea.”
 - b The micro-legislation template shall be available as a Google Form on the ASCSU website, and any other club or organization webpages interested in promoting the idea.
 - c Each week, the Parliamentarian shall review submitted micro-legislation and shall transfer the content to the official Senate legislative template.
 - i The Parliamentarian shall have the discretion to choose the title for each piece of micro-legislation.
 - d After transferring the content and creating the new bill, the Parliamentarian shall send the bill to the Senators/Associates from the author’s college to inform them that one of their constituents has submitted a piece of micro-legislation.
 - e The senator now has the responsibility to follow through on the micro-legislation such as talking to the original writer, formatting/filling out the bill, and getting endorsements or sponsorships.



- f The new bill will be added to the Senate Agenda, or consent agenda, once it has received all of the proper endorsements, outlined in Section V, subsection G.
 - g Micro-legislation shall be denoted as “m-Bill #XXXX” on the official legislative template (ex. The third micro-legislation of the 50th Senate would be m-Bill #5003).
- E. All legislation shall be submitted to the official email of the Speaker of the Senate, Speaker Pro Tempore, and/or Parliamentarian by Friday evening, 11:59 PM MDT in order to be processed during the Senate Leadership meeting and added to the Senate agenda.
 - a The Speaker of the Senate may not make exceptions to this rule unless approval is given by the Legislative Cabinet per the Legislative Cabinet Bylaws.
- F. Legislation submitted for the ASCSU Senate to consider must conform to the templates released by the Legislative Cabinet and must be in a Microsoft Word compatible form.
 - a Micro-legislation will be formatted by the Parliamentarian before being presented to the Senate and is exempt from this clause in its original form.
- G. A piece of legislation may be authored by any individual or entity affiliated with Colorado State University. In order to be added to the agenda, legislation shall need the sponsorship or endorsement by one of the following:
 - a Six [6] from either Senators, Associate Senators, or members elected/appointed to the ex officio status.
 - b One [1] ASCSU Internal Committee
 - c The Board for Student Organization Funding
 - d The Student Fee Review Board
 - e The Legislative Cabinet
 - i As outlined in the Cabinet Bylaws, the present voting members of the Legislative Cabinet come to unanimous consent in order to endorse a piece of legislation.
- H. Legislation on the floor for the first session of a new Senate shall not need any sponsorships or endorsements so long as it pertains to the new Senate Bylaws or Job Descriptions or prior approval has been given by the Speaker-elect.
- I. Legislation shall be numbered in accordance with the Senate number and the order in sequence with other legislation (ex. The third resolution of the 49th Senate would be Res. #4903). Bills and Resolutions will be counted separately. Although a number may be given to a bill when it is added to the agenda, said number is not official until it reaches the floor. When the agenda is finalized for a Senate session by the Legislative Cabinet, the numbering for legislation shall be considered final in the order that it was put on the agenda.
- J. Bills sponsored by the Board for Student Organization Funding shall only require one (1) reading.
- K. Legislation shall have two [2] readings and three [3] readings for bills concerning constitutional amendments unless cited otherwise in these bylaws.
- L. Barring exigent circumstances as declared by the Chair, at least one author of a piece of legislation must be present for all readings of the legislation.
- M. Legislation requiring two [2] readings may have their first reading waived with a two-thirds [2/3] vote for expedited status. Bills dealing with finance not originating from BSOF may only be granted expedited status with written documentation of feasibility from the ASCSU



- Advisor and the ASCSU Director of Finance by the same criteria as bills sent to the Budgetary Affairs Committee.
- N. Any legislation shall only have the title and abstract read unless by a majority vote of the body to the contrary.
 - O. Legislation not on the agenda may be added by a two-thirds [2/3] vote of the Senate so long as it meets all other requirements to be considered by the Senate.
 - P. All legislation except those specified in the constitution, these bylaws or other superior documents shall require a majority vote of the present membership excluding abstentions for passage.
 - Q. Bills and Leges will require the signature of the President or a Senate veto override to go into effect while resolutions will not require said signatures. Bills and Leges must be signed by the President by the second scheduled senate session after its passage or it will be automatically added back to the agenda under "old business".
 - R. Joint legislation shall deal with the opinions of at least two participating representative bodies.
 - a. Joint legislation must have at least one co-author from each participating organization and must meet the sponsorship requirements of each organization before being heard by either organization.
 - b. Joint legislation shall only be valid once passed by all participating organizations.
 - c. Joint legislation may not be amended after passage through any one participating organization.
 - i. Changes after partial passage should be presented by retracting the old legislation and proposing a new joint legislation, as such, authors are encouraged to conference before any vote is made, to ensure it may pass all bodies as it is written before any vote.
 - d. Joint legislation shall be in a format acceptable to the chair of each participating organization containing at least the following,
 - i. A title declaring the document as a joint legislation and listing the participating organizations.
 - ii. A line at the bottom of the document to indicate passage for each respective organization.
 - iii. A heading at the top of the first page for the organization that first hears and introduces the legislation.

Section VI. Senate Committees

- A. There shall be a Legislative Cabinet chaired by the Speaker of the Senate consisting of the Speaker pro Tempore, Parliamentarian, Clerk, Recruitment and Retention Officer, and Internal Committee Chairs.
- B. The Legislative Cabinet shall be charged with maintaining the administrative operations of Senate, assembling and releasing the regular and consent agendas, releasing a brief weekly report of the Senate's actions, and discharging these duties in a manner that does not unduly hinder the progress of legislation in a manner inconsistent with reasonable standards of expediency.
- C. The Legislative Cabinet shall create bylaws subservient to this document detailing its operations and procedures.



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- D. There shall be three [3] Senate Internal Committees known as the Internal Affairs Committee, University Affairs Committee, and the Budgetary Affairs Committee.
 - E. The Senate Internal Affairs Committee shall deal with affairs internal to ASCSU.
 - F. The Senate University Affairs Committee shall deal with affairs pertaining to the University-wide student needs and concerns, as well as any matters relating to building external partnerships with local and state government in order to respond to CSU student needs or concerns.
 - a. The University Affairs Committee shall also be responsible for maintaining contact with the Colorado Student Government Coalition (CSGC) in order to advance statewide legislative efforts, assuming the Committee is in agreement with the given objectives.
 - G. The Senate Budgetary Affairs Committee shall deal with affairs pertaining to the ASCSU budget as well as translating ASCSU Finances into a form easy for constituents to understand.
 - H. These committees will establish bylaws subservient to this document governing their rules and procedures. These Bylaws must be presented to the Senate upon request. Internal Committees may amend their bylaws at any time, however, the Senate maintains the right to pass new bylaws for a committee as needed.
 - I. These committees shall receive legislation and pursue relevant projects and report these happenings to Senate during the appropriate agenda item.
 - a. A committee may not receive any legislation that it endorses or sponsors.
 - J. After reviewing and discharging a piece of amended legislation, the Senate committee chairs shall upload their legislation to their respective committee folder within ASCSU and notify the Speaker and Speaker Pro Tempore that the piece of legislation has been discharged from their committee.
 - K. The Conference Committee shall meet weekly and will be tasked with combining the legislative amendments from all of the Senate Internal Committees into one report, to be presented to the Senate.
 - a. The Conference Committee members will consist of the Speaker of the Senate, the Parliamentarian, the Chair of University Affairs Committee, Chair of Internal Affairs Committee, and Chair of Budgetary Affairs Committee.
 - b. The Conference Committee shall not have the power to add any amendments to legislation. Their responsibility begins and ends with combining similar amendments from multiple committees into one (1) report.
 - c. All Conference Committee meetings shall be recorded and archived in the ASCSU U-Drive on a weekly basis, in order to ensure transparency.
 - i. In order to access the video recordings, please email the ASCSU Front Desk.
 - d. All Conference Committee meetings are open to the public. If a CSU student is interested in attending, they can email the ASCSU Front Desk.
 - e. In order for the Conference Committee to review and discharge a report, all four (4) voting members must be present.
 - i. In the event that the Committee Chairs are unable to attend, the Vice-Chairs, for their respective committees, may vote on the Chair's behalf.



- ii If the Speaker of the Senate is unable to attend, the Speaker Pro Tempore may Chair in their place.
 - iii If the Parliamentarian is unable to attend, the Speaker Pro Tempore may join the meeting on their behalf.
- L. Upon receiving all versions of amended legislation, the Conference Committee (defined in clause H above) shall be responsible for combining the amendments from all committees into one report to be presented during the next Senate session.
 - a. Authors shall have the power to accept amendments to legislation that is presented by committees without the approval of the Senate.
- M. To discharge a report from the Conference Committee, all three (3) Internal ASCSU Senate Chairs must come to unanimous consent regarding the consolidated report.
 - a. In the event that the Internal Committee Chairs do not unanimously agree, the original committee amendments will be immediately discharged and presented as separate reports in the next Senate session.
 - b. In the event that the Conference Committee does not discharge legislation after one (1) week, the original committee amendments will be immediately discharged and presented as separate reports in the next Senate session.
- N. If the Senate does not adopt the Conference Committee report, the body shall revert to the original bill or resolution, which will be on its second reading. The committee chair or vice-chair shall be present to reintroduce a bill or resolution.
- O. The Senate may move to discharge legislation from its committee no sooner than one week after it had been assigned to that committee. The committee chair and vice-chair need not be present or approve in order to discharge legislation. If legislation is discharged from a committee, it returns to the floor without any changes made by the committee.
 - a. Committee chairs shall inform the Speaker of the Senate when legislation has been held in committee or discharged as per the Legislative Cabinet Bylaws.
- P. Legislation that requires three readings shall be sent back to different committees than it was originally sent to and be brought back out of committee as outlined for a 3rd reading and final passage.
- Q. No Internal Committee shall hold times conflicting with Senate Meetings or other internal committees.
- R. Senate may create additional committees under their authority through a bill passed by the Senate.
- S. Senate Internal Committee meetings times must be held once per week at a time determined by the respective chair. If a meeting is cancelled, the chair should attempt to find an alternative meeting time for that week.
- T. Chairs of Internal Committees shall be responsible for informing the Speaker pro Tempore of the Senate of attendance on a weekly basis and reporting the work of the committee during the relevant Senate Meeting agenda item.

Section VII. *Quorum and Provisional Meetings*

- A. Quorum for Senate Meetings will be two-thirds of voting Senate members.



- a Quorum shall be considered to be held until a member of the Senate or those with Ex-Officio Status calls for quorum and it is not met.
- b If quorum is not met it shall be considered to be held until the end of the current secondary or subsidiary motion after an official with floor rights calls for quorum. If quorum is called during a main motion the main motion shall be tabled, the senate shall adjourn it's meeting and, at the chair's discretion, proceed into a provisional meeting starting in the agenda with the tabled main motion.
 - i New minutes shall be taken and approved pursuant to rule [VII. B.].
- B. In the absence of quorum, a provisional meeting may be conducted in similar fashion to a normal meeting, the proceedings and results of which will be presented to the next meeting obtaining quorum for adoption as a slate.
- C. Alternatively, to VII[B], after thirty (30) minutes after first roll call without quorum, the Speaker may adjourn the meeting, and all officers or members of the Senate not present without approved excuses will be marked as unexcused.
- D. An officer will be counted absent if marked as unaccounted by the Clerk during either the roll call following the call to order or the roll call prior to the vote for adjournment.

Section VIII. *Senators and Associate Senators*

- A. Senators and Associates will be elected pursuant to the Elections Code and relevant sections of the ASCSU Constitution.
- B. Senators shall perform weekly office hours as per the Senate job descriptions of the current Senate.
 - a Senators are required to spend one (1) of their office hours at an ASCSU Internal Committee and one (1) office hour at their respective college council meeting or if applicable, SDPS meeting.
 - b Senators shall be responsible for making reasonable efforts to gain constituent input and represent their constituents to the best of their ability.
- C. Associate Senators shall perform weekly office hours as per the Senate job descriptions of the current Senate.
 - a Associate Senators are required to spend one (1) of their office hours at an ASCSU Internal Committee and one (1) office hour at their respective college council meeting or if applicable, SDPS meeting.
 - b Associates shall be responsible for making reasonable efforts to gain constituent input and represent their constituents to the best of their ability.
- D. Senators representing the Graduate Student Council are exempt from all office hour requirements.
- E. Senators shall have floor, speaking, motion, and voting rights during Senate Meetings.
- F. In the event that a Senate session lasts longer than two (2) hours, the third (3rd) hour will count as an office hour, and subsequent hours will also be counted towards the total requirement for that week.
- G. Associates shall have floor, speaking, and motion rights during Senate Meetings, and shall have limited voting rights for when any Senator from their respective College, Office, or Council is not present or an empty seat exists for the college.



- a Unless Associate Senators are sitting in for a vacant Senator, they shall only be allowed to vote on motions relating to the procedure of the senate session (e.g. moving to previous question, extending speaking time, putting candidates/appointees on a slate, etc.)
- H. The absence or recusal of a Senator signifies the waiving of their respective voting rights to their Associate Senator until they actively reclaim them.
- I. In the event that a Senator (or Associate) fails to meet their weekly hours requirement or misses a Senate session without prior approval, the following process will take place. Associate Senators will only be subjected to the following process if they have missed their weekly hours requirement or if they have been absent for 3 consecutive Senate sessions.
 - a The first incident will warrant one (1) strike.
 - i Speaker Pro Tempore shall send a direct warning to the Senator (or Associate), informing them of the violation.
 - b The second (2nd) incident will warrant two (2) strikes.
 - i Speaker Pro Tempore shall send a direct warning to the Senator (or Associate), informing them that the second (2nd) strike has been documented.
 - ii Speaker Pro Tempore shall also send a direct email to the President and Vice-President of the respective college council (or Director/Associate of SDPS office), informing them of the violation.
 - iii The Senator (or Associate) in question shall meet with the Recruitment and Retention Officer in order to clarify the situation.
 - c The third (3rd) incident will warrant three (3) strikes:
 - i Speaker of the Senate shall send a direct message to the Senator/Associate, informing them that the third (3rd) strike has been documented.
 - ii The Speaker of the Senate shall send a direct email to the President and Vice-President of the respective college council (or Director/Associate of SDPS office), informing them of the violation.
 - iii The Senator/Associate shall be required to attend the next scheduled Legislative Cabinet meeting to explain and clarify the situation.
 - iv The Speaker of the Senate shall have the power to increase the Senator (or Associate) required hours for a two (2) week period.
 - d Upon a fourth violation, the Senator (or Associate) shall be asked to resign in absentia, upon which they shall be removed from the ASCSU Senate list.
 - i The Speaker of the Senate (and ASCSU advisor) shall message the college council President and Vice-President (or SPDS Director/Associate Director) to inform them of the violation and removal.
 - 1 The Speaker shall act in accordance with ASCSU governing documents, Code of Ethics, and OEO parameters, when exercising this clause, and may be subject to an appeal at any point by the ASCSU Supreme Court.
 - ii The Senator (or Associate) shall be eligible for reappointment by their respective college council at any point in the future.
 - e Strikes shall be documented on a semester-basis and will not carry over from one semester to the next.



- J. These office hour requirements may be deferred at the Speaker of the Senate's discretion, given that the Senator/Associate logs five (5) hours per month and submits a substantive bi-weekly report of work done in their position at ASCSU.
- K. Senators shall have floor, speaking, motion, and voting rights during Senate Meetings.
- L. Associates shall have floor, speaking, and motion rights during Senate Meetings, and shall have limited voting rights for when any Senator from their respective College, Office, or Council is not present or an empty seat exists for the college.
 - a Unless Associate Senators are sitting in for a vacant Senator, they shall only be allowed to vote on motions relating to the procedure of the senate session (e.g. moving to previous question, extending speaking time, putting candidates/appointees on a slate, etc.)
- M. If a Senator is absent, their respective Associate Senator will be allowed to exercise voting rights on their behalf.
 - a. The absence or recusal of a Senator signifies the waiving of their respective voting rights to their Associate Senator until they actively reclaim them.

Section XIII. *Amendments and Suspension*

- A. These bylaws may be amended by a two-thirds vote of the Senate in attendance excluding abstentions on a resolution brought to the floor for that purpose. Any item submitted to the Legislative Cabinet for Senate consideration before the resolution passes will operate according to the bylaws under which it was submitted.
- B. These bylaws or portion thereof may be suspended for the current session by a two-thirds [2/3] vote of the Senate in attendance excluding abstentions.

Section XIV. *Entrance of New Contractual Obligations on Behalf of ASCSU*

- A. Pursuant to the ASCSU Constitution the President acts as the signatory on ASCSU contractual obligations on behalf of the students.
- B. Additionally the President utilizing this authority is also expected to make a sincere effort to inform the Senate of any proposed changes to current or proposed contracts.
- C. The Senate has the responsibility to uphold this trust and to do so in an ethical manner consistent with the objectives of ASCSU.
- D. In breach of this trust the Senate may take various punitive fiscal actions against the executive budget pursuant to their fiscal responsibilities as outlined in the Constitution.

Section XV. *Committee of the Whole*

- A. The Senate may move to dissolve itself into a Committee of the Whole with a two-thirds [2/3] vote of the present body, for the purpose of discussing bills and/or resolutions.
- B. The Committee of the Whole shall be chaired through the same line of succession as the ASCSU Senate.
- C. The Committee of the Whole can move back into the Senate agenda with a two-thirds [2/3] vote of the present body to rise from committee and report the committee's findings (a motion to "rise and report"). Any changes to bills and/or resolutions heard in the Committee of the Whole must be presented to the Senate body in the form of a committee report and adopted by



the body. The committee report shall encompass changes made to all bills and/or resolutions as a single motion made by the Committee of the Whole chairperson.

- D. The Committee of the Whole may be utilized on the second reading of a bill or resolution, or during the first reading of a bill or resolution that has been expedited or only requires one reading.
- E. Quorum of Committee of the Whole shall be the same as quorum for the senate body.
- F. The Committee of the Whole shall be granted the permission to utilize the services of the Parliamentarian and the Clerk of the Senate in order to execute business.

Fiftieth Senate's Rules of Order

Rule 1: Amendments & Suspension

- A. Specified portions of these rules may be amended by a two-thirds [2/3] vote of the Senate, excluding abstentions, for a specific session.
- B. Specified Portions of these rules may be suspended by a two-thirds [2/3] vote of the Senate, excluding abstentions, for a specific session.

Rule 2. Senate Meeting Ground Rules

- A. When held in the ASCSU Senate Chambers, the area past the threshold will only be accessible to members with floor rights.
- B. Members present at a meeting shall maintain the decorum necessary to conduct the business charged to the body and in violation of this, the chair may not recognize the member, may ask the member to leave the body or may have the member removed from the meeting by an appointed officer.
- C. Members may, by a formal motion, dispute rulings of the Chair. A 2/3 vote shall be required to overturn any decision by the Chair.
- D. Ad hominem statements that threaten the physical, psychological, or mental well-being of members or statements that needlessly restate a position already stated will be considered non-germane.

Rule 3: Voting

- A. All votes shall be recorded by the Clerk of the Senate.
- B. A roll-call vote may be ordered by any two (2) Senators.
- C. All final votes on the main question of Legislation shall be roll call votes except for matters on the Consent Agenda.
- D. All votes for ratifications shall be done via secret ballot unless it is the approval of a slate.
- E. All votes for elections by the Senate shall be done via secret ballot unless there are enough seats for all of the candidates.
 - a Voting members must vote by writing the last name of the candidate which with they wish to choose.
 - b Voting members may vote "No Confidence" if they do not have any confidence in any of the candidates to fill the job requirements.
 - c A motion may be made to vote "No Confidence" on all candidates.



- i The vote shall need a 2/3 majority to pass.
 - ii If the vote passes, all candidates will be considered having received no votes and a new election shall be held in the following Senate session.
- F. Voting records shall be made publicly available upon request through a records request.

Rule 4: Debate

- A. The motion for previous question shall not be in order until the author of a motion has yielded the floor and substantive discussion has already occurred.
- B. A speaker shall be limited to speaking twice on any motion, bill, or resolution unless yielded to by another member of the Gallery or Body.
- C. A speaker shall be limited to two (2) yields to another individual in the Gallery or the Body during a discussion or questioning period for each agenda item. D. A speaker may not reserve his/her speaking time or yields.
- E. Debate that directly attacks a person (ad-hominem) is not allowed. The offender may be called to order for such statements. The chair may forcibly yield the speaking time of the offender for the remainder of the session if there are multiple instances while the offender has the floor.
 - a Repeat offenses are grounds for removal from the chambers for the duration of the meeting by the chair if the offender has been called to order at least three times.
- F. Side conversations during debate are not allowed. Any offenders may be called to order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting, at the discretion of the Chair.
- G. Members of the body need to receive acknowledgment from the Chair before leaving the floor. Any offenders may be called to order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.
- H. Using the microphones available in the Senate Chambers shall be the default means of communicating to the body. Senators should be aware that the microphones increase the accessibility of the room and that they allow for audio minutes.

Rule 5: Time Limits

- A. Legislation:
 - a. After the first reading, legislation requiring two or more readings will be given ten [10] minutes of time for legislation representatives presentation, after which ten [10] minutes will be allowed for question and answer. There shall be no discussion and debate on the first reading, unless a motion of Senate dictates otherwise. The legislation will be sent to a committee (or multiple committees) of the Chair's choice, unless a motion of Senate dictates otherwise. Legislation dealing with financial affairs shall be sent to the Budgetary Affairs Committee, and any other committees that the Chair deems appropriate.
 - b. On second reading of legislation, a maximum of thirty [30] minutes of time will be spent on discussion and debate, with primary speakers given five [5] minutes and secondary speaker's given [3] minutes for a total of eight [8] minutes of time given to any one person on any one agenda item. After this time has expired, the Chair shall immediately advance to a roll-call vote, unless the Senate motions otherwise.



- d. Upon an affirmed no-confidence vote, any new business in the published agenda not already dealt with will be given a first reading and immediately sent to a committee of the Speaker's choice. Any old business in the published agenda not already dealt with will be postponed until the next regularly scheduled senate session. Further motions to move into any Agenda item shall not be sustained by the Speaker for the remainder of the session.

Rule 6: Meeting Agenda

- A. The Senate shall follow the following agenda for all regularly scheduled meetings:

Agenda

- i. Call to Order
 - ii. Pledge
 - iii. Land Acknowledgment
 - iv. Beginning Roll Call
 - v. Consent Agenda
 - vi. Swearing-In of New Senators and Associates
 - vii. Gallery Input
 - viii. Guest Speakers
 - ix. Executive Reports
 - x. Judicial Reports
 - xi. Committee Reports
 1. Internal Affairs Committee
 2. University Affairs Committee
 3. Budgetary Affairs Committee
 4. Women's Caucus
 - xii. Legislative Officer Reports
 - xii. Senator and Associate Senator Reports
 - xiii. Confidence Business
 - xiv. Ratification & Election of Officers
 - xv. Old Business
 - xvii. New Business
 - xviii. Announcements
 - xix. Ending Roll Call
 - xx. Fight Song
 - xxi. Adjournment
- B. For the first session of Senate only, "Swearing in of New Senators and Associates" shall appear before "Beginning Roll Call".
 - C. There will be time in each meeting within the agenda specifically for public input
 - D. Items may be moved, deleted, or added to the agenda by a two-thirds vote of the Senate. Legislation added in this way must otherwise conform to all of the requirements that regularly submitted Legislation must meet.



- E. The consent agenda will be a list of items compiled by the Legislative Cabinet and which will be voted on by the Senate as a whole. The minutes from the prior week's meeting shall always be included on the consent agenda. Any voting member of the Senate may remove an item from the consent agenda, except for the minutes. Removed legislation shall be moved to its traditional location within the agenda. The consent agenda may only be passed by unanimous consent, and upon its passage all items on the consent agenda shall be treated as having passed unanimously.
- F. The Speaker of the Senate may determine the agenda for special sessions as necessary.

Rule 7: Decorum

- A. During weekly Senate Sessions, Senators, Associate Senators, Senate Leadership, gallery members, and anyone wishing to speak on the Senate floor who has speaking rights are expected to maintain a level of decorum for the entirety of the Session.
- B. The rules governing decorum during an official ASCSU Senate Session are as follows:
 - a. Business casual attire is expected of Senators, Associate Senators, Senate Leadership, and anyone wishing to officially speak on the Senate floor who has speaking rights.
 - b. All members of the body and the gallery will exit the Senate Chambers to conduct conversations, including phone conversations.
 - c. Cheering, booing, clapping, etc. shall not occur unless directed by the Chair.
 - d. Profanity, slurs, disrespectful body language or gestures, or direct personal insults shall not be used in the Senate Chambers.
 - e. Personal devices/technology shall be used for official Senate business only, not for personal activities.
 - f. If someone or an official of ASCSU is deemed incapable of performing their duties or maintaining decorum, they may be removed from duty from the duration of the meeting at most; by a majority vote of the body.
- C. In violation of the aforementioned rules, the chair may not recognize the member, may ask the member to leave the body or may have the member removed from the meeting by an appointed officer.
- D. Debate that directly attacks a person (ad-hominem) is not allowed. The offender may be called to order for such statements. The chair may forcibly yield the speaking time of the offender if there are multiple instances while the offender has the floor.
 - a. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting at the discretion of the Chair, if the offender has been called to order at least three times.

Rule 8: Associate Senators

- A. Associate Senators have the right of debate and motioning and shall have limited voting rights when any Senator from their respective College, Office, or Council is not present or an empty seat exists for the college.
- B. An Associate Senator may only vote in the absence of a filled Senate seat. To take the place of an absent Senator, the Associate Senator must be of the same college. Should that Senator return, the Associate Senator must cede this right to the Senator upon request of the Senator.



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- C. An Associate Senator voting in place of a Senator may vote however they wish and does not have to vote how the absent Senator would have voted.

Rule 9: Ex-Officio Members

- A. Ex-Officio members shall be granted rights of debate and motioning but shall hold no voting rights.
- B. All members of the Executive and Judicial branches shall have ex-officio status.
- C. ASCSU Administrative Assistants and ASCSU Advisors shall have ex-officio status.
- D. The Presidents of the College Councils, the Multi-Faith and Belief Council, the Inclusive Excellence Council, and any student organization granted a seat in the Senate shall have ex-officio status.
- E. The chairs of the Fee Advisory Boards shall have ex-officio status.
- F. The Directors or equivalent position of the Student Diversity Programs and Services offices, the Adult Learner and Veteran Services Office, and the Office of International Programs shall have ex-officio status.
- G. The President of RHA and the RHA Liaison shall have ex-officio status.
- H. An author of legislation or guest speaker who does not otherwise hold floor rights shall be granted ex-officio status for the duration of that session.
- I. The Senate may give or remove Ex Officio Status for a session by a two thirds [2/3] vote of the body.