



Student Assembly

The Standing Rules of the Cornell University Student Assembly

*Adopted by the Student Assembly on
August 29th, 2024*

§ 100. Purpose and Suspension.

- A. These rules may be suspended by a vote of two-thirds vote of the voting members present at a meeting of the Student Assembly where a quorum is present; and motions to suspend shall be privileged.
- B. These rules shall be superseded by the Charter, Bylaws, Election Rules, and Code of Ethics. These rules shall supersede Robert's Rules of Order.

§ 101. Meetings and Absences.

- A. Attendance shall be required at all regularly scheduled meetings for each voting member and officer; it shall be the prerogative of the President to designate other meetings as required for members and officers.
- B. Attendance at meetings of the Assembly shall be determined by the first call of the roll at each meeting; absences may be excused by the President or Vice President for Internal Operations.
- C. Regularly scheduled meetings shall be held on Thursdays, from 4:45 p.m. until 6:30 p.m., while undergraduate colleges are in session, or when called by the President, provided notice of three (3) days is given.
- D. An informal meeting shall be held on Thursdays, from 4:00 until 4:45 p.m., on days in which the Student Assembly is meeting in person pursuant to Rule 2, Section D. This informal meeting is to provide representatives and members of the community the opportunity to discuss the business of the Assembly before the meeting. Attendance will not be taken and members are not required to be present. Food shall be provided at these meetings.
- E. For any item of business sponsored by the Chair of the Student Assembly, the Vice Chair shall hold the chair, in order to allow the presiding officer to present and debate on the item of business. In the event the Chair and Vice Chair are both sponsors, the Chair shall designate another member of the Assembly. The chair of the Student Assembly shall revert back to the presiding officer automatically upon disposition of the business.



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44 F. Each voting member of the Student Assembly shall be required to be a member
45 of at least one Student Assembly or University Assembly committee.

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47 **§ 102. Oath of Office.**

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49 A. Each voting and non-voting member of the Student Assembly, prior to
50 assuming office, shall recite the Student Assembly Oath of Office. Officers
51 shall recite the Oath of Office upon being elected or temporarily assuming an
52 office.

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54 B. The Cornell University Student Assembly Oath of Office shall read: *I swear (do*
55 *solemnly, sincerely, and truly declare and affirm) that I will bear true faith and*
56 *allegiance to Cornell University, uphold the Charter and Bylaws of the Student*
57 *Assembly, and well and faithfully discharge the duties of the Office of [Office]*
58 *of the Student Assembly of which I am about to enter.*

59
60 **§ 103. Order of Business.**

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62 A. The Order of Business for all regular meetings of the Assembly shall be as
63 follows:

- 64
65 (1) Call to Order
66 (2) Call of the Roll
67 (3) Reading of the Land Acknowledgment
68 (4) Approval of the Minutes
69 (5) Communications to the Student Assembly
70 (6) Consent Calendar
71 (7) Reports of Officers, Committees, and Liaisons
72 (8) Announcements
73 (9) Presentations
74 (10) Public Comment
75 (11) Public Hearings (if nessesary)
76 (12) Second Reading Calendar
77 (13) Third Reading Calendar
78 (14) Appointments and Filling of Vacancies
79 (15) Adjournment

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81 B. The Call to Order shall be made by the President of the Assembly or their
82 designee.

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84 C. The Call of the Roll shall be carried about by the Clerk of the Assembly, who
85 shall inform the Student Assembly of the number of members present, absent



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- 86 and excused.
87
- 88 D. The President shall read all communications to the President and the Student
89 Assembly during the Communications to the Student Assembly portion of the
90 Regular Order of Business.
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- 92 E. Unapproved minutes of previous meetings held during the same term shall be
93 considered during the Approval of the Minutes section of the Regular Order of
94 Business.
95
- 96 F. Business may be placed on the Consent Calendar by the President, Executive
97 Board, or by a petition containing the signatures of two-thirds (2/3) of the
98 elected members of the Assembly filed no fewer than three days prior to the
99 meeting at which the item is to be considered; all business on the Consent
100 Calendar shall be non-debatable and only considered in whole.
101
- 102 G. During the Reports of Committees and Liaisons section of the Regular Order of
103 Business, all officers, committee chairs, liaisons or their designees with updates
104 shall make a report of the activities of their committee or relevant portfolio.
105
- 106 H. During the Announcements section of the regular Order of Business, members,
107 officers, and liaisons shall make announcements relevant to the work of the
108 Student Assembly and address inquiries related to such announcements.
109
- 110 I. The Presentations section of the Regular Order of Business shall be reserved
111 for presentations by invited presenters; business may be placed on the
112 Presentations section by Executive Board or by a petition bearing the signatures
113 of no fewer than ten (10) members of the Assembly filed at least three (3) days
114 prior to the meeting at which the presentation is to be made.
115
- 116 J. The Public Comment section of the Regular Order of Business shall be reserved
117 for members of the Cornell Community who wish to express their views to the
118 Student Assembly; no speaker during this section shall speak for more than
119 three (3) minutes or more than once.
120
- 121 K. The Public Comment section of the Regular Order of Business shall be reserved
122 for the Student Assembly to conduct public hearings as required by the Bylaws
123 of the Student Assembly. There shall be a separate public hearing on each
124 legislative action requiring a public hearing. During such public hearings,
125 undergraduate students may address the Student Assembly on the subject
126 relevant legislative action for no more than three (3) minutes.
127
- 128 L. The Second Readings Calendar shall include all business having been read once



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129 and filed with the Office of the Assemblies and President no later than the
130 Monday night at 11:59 PM immediately preceding a regular meeting.

131

132 M. The Third Readings Calendar shall include, in the following order:

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134 (1) Each resolution read for a second time not yet disposed of from a
135 previous regular or special meeting;

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137 (2) Each resolution containing an appropriations request referred by the
138 Vice President for Finance; and

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140 (3) Each resolution having previously been read twice and reported
141 favorably by a committee, provided the resolution is filed with the
142 Office of the Assemblies and the President no later than Tuesday night
143 at 11:59 PM immediately preceding a regular meeting;

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145 (4) Each resolution having previously been read twice and not otherwise
146 corresponding with paragraphs 1, 2, or 3 of this subsection.

147

148 N. All business to be placed on the Second Readings, Third Readings or
149 Appointments and Vacancies Calendars shall be filed with the Office of the
150 Assemblies and the President no fewer than two (2) days prior to the meeting
151 at which such business shall be considered, unless otherwise specified.

152

153 O. During the Appointments and Filling of Vacancies section of the Regular Order
154 of Business, any member may move to fill a vacancy.

155

156 P. This section shall be exempt from § 100(A). This section shall only be
157 suspended by order of the Executive Board.

158

159 **§ 104. Legislative Process.**

160 A. Readings of Resolutions.

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162 (1) Approval of each resolution shall only occur once read three times,
163 unless otherwise specified in these Standing Rules.

164

165 (2) The first reading of a resolution shall occur upon the filing of a
166 resolution with the President, Executive Board, and the Office of the
167 Assemblies through a Qualitrics link provided by the President.

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169 (3) The second reading of a resolution shall occur once, at a regular meeting
170 of the Assembly during consideration of business on the Second



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171 Reading Calendar, the Chair has read the title of the resolution to the
172 Assembly and declared the resolution read for the second time.

173
174 (a) During the second reading, it shall be in order for each member
175 of the Assembly question the sponsor of the resolution under
176 consideration;

177
178 (b) The consideration of amendments shall not be in order during
179 the consideration of business on the Second Readings Calendar.

180
181 (4) The third reading of a resolution shall occur once, at a regular meeting
182 of the Student Assembly during consideration of business on the Third
183 Reading Calendar, the Student Assembly approves a motion to read the
184 pending resolution for a third time; approval of the motion to read the
185 pending resolution for a third time shall constitute approval of the
186 resolution.

187
188 (a) Immediately upon the consideration of a resolution to be read
189 for the third time, the Chair shall recognize the sponsor of the
190 pending resolution to move an amendment in the nature of a
191 substitute, if requested by the sponsor. This motion shall be non-
192 debatable.

193
194 (b) During the consideration of a resolution to be read for the third
195 time, the Chair shall recognize a motion to refer the pending
196 resolution to committee. This motion shall be debatable.
197 Resolutions returned by the referred committee with approval
198 shall be placed back on the Third Reading Calendar.

199
200 B. Consent Calendar.

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202 (1) A resolution may be designated for consideration on the Consent
203 Calendar by the President; upon this designation, a resolution shall be
204 considered read for the second time.

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206 (2) Approval of the Consent Calendar shall constitute the third reading of
207 each resolution placed on the Consent Calendar.

208
209 C. This section shall be exempt from § 100(A). This section shall only be
210 suspended by order of the Executive Board.

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212 **§ 105. Committees.**

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- 214 A. Committee referrals for resolutions will be determined by the President. The
215 sponsor of a resolution may appeal this decision to the Executive Board.
216
217 B. Meetings of Student Assembly committees shall be open to members of the
218 Cornell Community, except when in executive session.
219
220 C. The chair of each committee shall transmit the minutes of meetings of their
221 committee's meeting to the Executive Board within seven (7) days of a meeting.
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§ 106. General Meeting Procedures.

- 223
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225 A. Speakers will be recognized at the discretion of the Chair and placed on a
226 speaker's list maintained by the Chair. Each speaker shall have a maximum of
227 two minutes to speak, with the option to yield the balance of his, her, or their
228 time to another single individual at the meeting, including the Chair. It is at the
229 Chair's discretion to place additional limitations on speaking time.
230
231 B. The Chair may call the question at his or her discretion.
232
233 C. Actions of the Executive Board may be overruled by the adoption of a motion
234 to *Appeal*.
235
236 D. Motions may be withdrawn by the mover after being seconded, but prior to the
237 vote on approval of the motion.
238

§ 107. Proxies.

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241 A. Voting members of the Assembly may designate any member of the Cornell
242 Community to serve as their proxy; such proxies shall, for the duration of the
243 meeting in which they are designated, possess the same privileges as the voting
244 member whose proxy they hold.
245
246 B. The proxies of voting members not present who have not otherwise designated
247 a proxy shall be issued to non-voting members in order of their role.
248
249 C. Proxies, both designated and automatic, shall be certified by the President or
250 their designee, and noted in the minutes.
251

§ 108. Voting.

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254 A. Business that contains the signatures of $\frac{2}{3}$ of members, or as authorized by the
255 Executive Board, may be voted on by electronic means outside of a regularly
256 scheduled meeting; such business shall only be considered approved if a



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257 quorum of the Assembly casts votes.

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259 **§ 109. Meeting Minutes.**

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261 A. Minutes of meetings of the Assembly shall be published following their
262 approval, except for portions relating to business conducted in Executive
263 Session.

264

265 B. The Clerk of the Assembly shall be responsible for drafting minutes of meetings
266 of the Assembly.

267

268 **§ 110. Spending Guidelines.**

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270 A. Category Spending.

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272 (1) In order for a disbursement of budgeted funds to be made, either the
273 President or the Vice President for Finance must approve it. The Vice
274 President for Finance is responsible for classifying the expenditure into
275 a budget category.

276

277 (2) The Assembly's budget must be reviewed and approved by the
278 Assembly by the conclusion of the second meeting of the academic year.

279

280 (3) Any reallocation of funds between categories of the budget or spending
281 of the budget surplus must be confirmed by a majority vote of the
282 Appropriations Committee followed by a majority vote of the Student
283 Assembly.

284

285 (4) The Vice President for Finance will maintain a record of all expenses of
286 each committee. At the end of each semester, he or she will make public
287 the amount left in the committee's account.

288

289 B. Special Projects Funding.

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291 (1) The Student Assembly may choose to fund any project, program or
292 service through the Assembly Special Projects that it deems to improve
293 the quality of undergraduate student life. Special Projects funding is a
294 type of category spending.

295

296 (2) Special Projects funding may be requested by any of the following, but
297 not limited to:

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299 (a) Any Cornell registered student organization; or



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301 (b) Assembly committee chairs that seek funding for expenditures
302 that exceed their committee's budgeted allocation
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- 304 (3) The President and Vice President for Finance together may approve any
305 special projects funding request up to \$500 without consultation with
306 the Executive Board. Amounts up to \$500 may also be funded by a
307 majority vote of the Executive Board. Request must be made public at
308 a Student Assembly meeting in the form of an "Announcement/Report"
309 before being approved. Any voting member can motion for the request
310 to be sent to the Executive Board if they feel necessary.
311
- 312 (4) The Executive Board shall decide upon special projects requests over
313 \$500 and under \$2,500 by a majority vote. The Assembly, at large, may
314 reverse an Executive Board decision to fund amounts over \$500 by a
315 two-thirds vote. The request should be presented to the Student
316 Assembly in the form of a resolution.
317
- 318 (5) Requests \$2,500 and over shall be decided upon by a majority vote of
319 the Executive Board and confirmed by a majority vote of the Student
320 Assembly, at large. The Assembly, at large, is only required to confirm
321 requests of \$2,500 or greater. The request should be presented to the
322 Student Assembly in the form of a resolution.
323
- 324 (6) The Vice President for Finance shall present a written or oral report to
325 the Assembly at-large, each time a special project disbursement is made.
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