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STANDING RULES OF THE  
CORNELL UNIVERSITY STUDENT ASSEMBLY

*For the 2023-2024 Term*

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**RULE 1 — *Purpose and Suspension***

- A. These rules shall remain in effect from term to term and may be amended by a majority vote; it shall be the responsibility at the beginning of each term for the President, Executive Vice President, Parliamentarian, and Chair of the Office of Ethics to submit amendments as they see fit to the Student Assembly for approval; these rules shall take effect immediately upon adoption, unless otherwise specified.
- B. It shall be the responsibility of each Assembly to amend these standing rules as necessary. Should thirty (30) days pass following the first organizational meeting of a subsequent term of the Assembly without amendments to the standing rules, these rules shall automatically be adopted by the Assembly.
- C. In the event of a conflict, in the following order, the Charter, Bylaws, Special Rules of Order, **Election Rules, and Code of Ethics** shall supersede these rules.
- D. These rules may be suspended by two-thirds vote of Student Assembly members present; and motions to suspend shall be privileged.

**RULE 2 — *Meetings and Absences***

- A. Attendance is required at all regularly scheduled meetings for all voting members and officers; 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 Vice President for Internal Operations.

- C. Any member who accrues more than three (3) unexcused absences during a semester shall be removed from the student assembly pursuant to a simple majority of the elected membership.
- D. Regularly scheduled meetings shall be held on Thursdays, from 4:45 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.
- E. 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.
- F. All voting members must remain an active member of at least one committee. Failure to remain an active member of at least one Student Assembly or University Assembly committee can result in vacancy of a voting member seat at the discretion of the Student Assembly.
- G. For any item of business sponsored by the presiding officer of the Assembly, the presiding officer can delegate the chair of the Assembly to any member of the Cornell community, in order to allow the presiding officer to present and debate on the item of business. The chair of the Assembly shall revert back to the presiding officer automatically upon adoption or rejection of the item of business.

#### **RULE 4 — *Vacancies and Appointments***

- A. Any college or constituency who lacks representation as a result of a seat being vacated or unclaimed shall be filled by the runner-up in the most recent election

for that seat. If the seat remains vacant, an interim representative shall be appointed by the President, and confirmed by a majority vote of the Assembly. The interim representative shall have full voting privileges associated with membership on the Assembly. The interim representative post shall be terminated immediately upon the declaration of a permanent replacement via a publicly announced election. The interim position will remain in effect for the remainder of semester if the position becomes vacant following the first three (3) weeks of the semester.

#### **RULE 5 — *Oath of Office***

- A. All elected members of the Student Assembly will adhere to the Cornell University Student Assembly Oath of Office.
- B. Cornell University Student Assembly Oath of Office shall read: *In the view of the trust the Cornell Community has vested in me, as well as my personal sense of honor, I, do solemnly affirm to fulfill my responsibilities as a student-elected representative. I will engage in open and honest debate in a process where I am guided by truth and fairness. I will never purposely misrepresent facts in an effort to achieve my goals. If a conflict of interest arises, I will relinquish my right to participate in the decision-making process. I will seek out and voice effectively the interests and concerns of the student body, address the issues of my fellow students, and strive to improve the quality of life at Cornell for all students.*

#### **RULE 6 — *Ethical Conduct***

- A. Ethical Conduct is expected of all members at all times, as members are representative of their constituencies. Any member found to be using the name of the SA outside of the bounds of the individual's described role on the SA, abusing the SA brand to acquire additional benefits or privileges, engaging in unethical behaviors or practices in the Cornell community, charged with a violation from the

undergraduate colleges' Academic Integrity Hearing Boards, or subject to a hearing by the University Hearing and Review Panel of the Office of Student Conduct and Community Standards, the Office of Institutional Equity and Title IX, or any similar university ethical body, and suspected by members of the Student Assembly and Cornell community to be engaging in. All violations of this ethics clause shall be subject to the processes defined in the SA Code of Ethics as interpreted and conducted by the Office of Ethics, and a subsequent report on the Office's decision at a general meeting of the SA which may include a recommendation of appropriate disciplinary action. The execution of the recommended action shall be implemented as dictated in the Code of Ethics.

#### **RULE 7 — *Order of Business***

- A. The Order of Business for all regular meetings of the Assembly shall be as follows:
  - 1. Call to Order
  - 2. Reading of the Land Acknowledgment
  - 3. Approval of the Minutes
  - 4. Consent Calendar
  - 5. Reports of Officers, Committees and Liaisons
  - 6. Announcements
  - 7. Presentations
  - 8. Open Microphone
  - 9. Old Business Calendar
  - 10. Resolutions Calendar
  - 11. Appointments and Vacancies Calendar
  - 12. Adjournment
  
- B. The Call to Order shall be made by the President of the Assembly or their designee.
  
- C. Unapproved minutes of previous meetings held during the same term shall be considered during the Approval of the Minutes section of the Regular Order of Business.

- D. Business may be placed on the Consent Calendar by the President, Executive Board, or by a petition containing the signatures of two-thirds (2/3) of the elected members of the Assembly filed no fewer than three days prior to the meeting at which the item is to be considered; all business on the Consent Calendar shall be non-debatable and only considered in whole.
- E. During the Reports of Committees and Liaisons section of the regular Order of Business, all officers, committee chairs, liaisons or their designees shall be required to make a report of the activities of their committee or relevant portfolio.
- F. During the Announcements section of the regular Order of Business, members, officers, and liaisons shall be required to make announcements relevant to the work of the Assembly and inquiries related to such announcements.
- G. The Presentations section of the regular Order of Business shall be reserved for presentations by invited presenters; business may be placed on the Presentations section by Executive Board or by a petition bearing the signatures of no fewer than ten (10) members of the Assembly filed three (3) days prior to the meeting at which the presentation is to be made.
- H. The Open Microphone section of the regular Order of Business shall be reserved for members of the Cornell Community who wish to express their views to the Assembly; no speaker during this section shall speak for more than three (3) minutes or more than once.
- I. The Old Business Calendar shall include any business not yet disposed of from a previous regular or special meeting, and appropriation requests referred by the Vice President for Finance.
- J. The Resolutions Calendar shall include—
  - 1. Resolutions favorably reported by any operational, review, or *ad hoc* committee, provided that such reports are filed no fewer than two (2) days prior to the meeting at which they are to be discussed.

2. Any resolution in which more than two (2) regularly scheduled meetings have passed since its introduction, and the committee in which the resolution was referred to has not voted on the resolution, provided that the resolution has more than 40% of the membership as sponsors.
- K. Business on the Resolutions Calendar shall be considered in the order in which they are filed; consideration shall not occur absent the approval of a motion to proceed; and in cases where the motion to proceed is not agreed to or where the business is not considered at the meeting in which it is due for consideration, then such business shall be kept on the Resolutions Calendar for successive regular meetings until such business is disposed of.
  - L. All business to be placed on the Old Business, Resolutions, or Appointments and Vacancies Calendars shall be filed with the Executive Vice President and the Clerk of the Assembly no fewer than two (2) days prior to the meeting at which such business shall be considered, unless otherwise specified.

#### **RULE 8 — *Committees***

- A. Committee referrals for resolutions will be determined by the Executive Vice President. The sponsor of a resolution may appeal this decision to the Executive Board.
- B. There shall be a Committee of the Whole; during consideration of business placed on the Old Business and Resolutions Calendars, the presiding officer can dissolve the Assembly into Committee of the Whole; the presiding officer of the Assembly may choose to designate any member of the Cornell Community to serve as chair of meetings of the Committee of the Whole; consideration of the report of the Committee of the Whole shall immediately follow its dissolution and be non-debatable and non-amendable.

- C. Meetings of Assembly Committees shall be open to members of the Cornell Community, except when in Executive Session.
- D. Committee members may be recalled by a two-thirds majority vote of committee members present.
- E. The chair of each committee shall transmit the minutes of meetings of their committee's meeting to the Executive Committee within seven (7) days of their meeting.
- F. It shall be the responsibility of the Executive Cabinet to appoint members to vacant positions on committees.
- G. The President, Executive Vice-President, and Vice President for Internal Operations shall be *ex officio* members of all committees.

#### **RULE 9 — *General Meeting Procedures***

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

#### **RULE 10 — *Proxy Voting***

- A. Members of the Assembly may designate any member of the Cornell Community to serve as

their proxy; such proxies shall, for the duration of the meeting in which they are designated, possess the same privileges as the voting member whose proxy they hold.

- B. No member shall designate a proxy to vote on their behalf more than twice in one semester; and no person shall hold more than one proxy.

#### **RULE 11 — *Electronic Voting***

- A. Business that contains the signatures of  $\frac{2}{3}$  of members may be voted on by electronic means outside of a regularly scheduled meeting; such business shall only be considered approved if a quorum of the Assembly casts votes.

#### **RULE 12 — *Meeting Minutes***

- A. Minutes of meetings of the Assembly shall be published following their approval, except for portions relating to business conducted in Executive Session.
- B. The Clerk of the Assembly shall be responsible for drafting minutes of meetings of the Assembly.

#### **RULE 13 — *Spending Guidelines***

- A. Category Spending:
  - a. In order for a disbursement of budgeted funds to be made, either the President or the Vice President for Finance must approve it. The Vice President for Finance is responsible for classifying the expenditure into a budget category.
  - b. The Assembly's budget must be reviewed and approved by the Assembly by the conclusion of the second meeting of the academic year.
  - c. Any reallocation of funds between categories of the budget or spending of the budget surplus must be confirmed by a



majority vote of the Appropriations Committee followed by a majority vote of the Student Assembly.

- d. The Vice President for Finance will maintain a record of all expenses of each committee. At the end of each semester, he or she will make public the amount left in the committee's account.

B. Special Projects Funding:

- a. The Student Assembly may choose to fund any project, program or service through the Assembly Special Projects that it deems to improve the quality of undergraduate student life. Special Projects funding is a type of category spending.
- b. Special Projects funding may be requested by any of the following, but not limited to:
  - i. Any Cornell registered student organization
  - ii. the Assembly committee chairs that seek funding for expenditures that exceed their committee's budgeted allocation.
- c. The President and Vice President for Finance together may approve any special projects funding request up to \$400 without consultation with the Executive Committee. Amounts up to \$400 may also be funded by a majority vote of the Executive Committee. Request must be made public at a Student Assembly meeting in the form of an "Announcement/Report" before being approved. Any voting member can motion for the request to be sent to the Executive Committee if they feel necessary.
- d. The Executive Committee shall decide upon special projects requests over \$400 and under \$1,500 by a majority vote. The Assembly, at large, may reverse an Executive Committee decision to fund amounts over \$400 by a two-thirds vote. The request

should be presented to the Student Assembly in the form of a resolution.

- e. Requests \$1,500 and over shall be decided upon by a majority vote of the Executive Committee and confirmed by a majority vote of the Student Assembly, at large. The Assembly, at large, is only required to confirm requests of \$1,500 or greater. The request should be presented to the Student Assembly in the form of a resolution.
- f. The Vice President for Finance shall present a written or oral report to the the Assembly at large, each time a special project disbursement is made.