



Student Assembly

The Standing Rules of the Cornell University Student Assembly

Adopted by the Student Assembly on August 28th, 2025

§ 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- B. These rules shall be superseded by the Charter, Bylaws, Election Rules, and Code of Ethics.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 Policy. Absences may be excused for religious observances, health reasons, academic reasons, or varsity sports matches. Other reasons shall be individually considered at the discretion of the President or Vice President for Policy.
- 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



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41 another member of the Assembly. The chair of the Student Assembly shall revert back to the
42 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 of at least one
45 Student Assembly or University Assembly committee.

46
47 G. Members shall be allowed to attend Assembly meetings through the Zoom meeting provided
48 by the Office of the Assemblies. However, such attendance will accrue a half-absence as
49 provided by the Bylaws.

50 51 § 102. Adjournment.

52
53 A. Following the last order of business on the agenda but prior to the scheduled adjournment of a
54 regularly scheduled meeting, the Assembly shall move into a Committee of the Whole.

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56 (1) The Chair of the Assembly shall chair the Committee of the Whole.

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58 B. Prior to 6:00pm, § 102 shall be exempt from § 100(A). This section shall only be suspended
59 by unanimous consent.

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61 (1) A motion to adjourn the Committee of the Whole shall be honored as a motion to
62 adjourn the regularly scheduled meeting.

63 64 § 103. Oath of Office.

65
66 A. Each voting and non-voting member of the Student Assembly, prior to assuming office, shall
67 recite the Student Assembly Oath of Office. Officers shall recite the Oath of Office upon being
68 elected or temporarily assuming an office.

69
70 B. The Cornell University Student Assembly Oath of Office shall read: *I swear (do solemnly,*
71 *sincerely, and truly declare and affirm) that I will bear true faith and allegiance to Cornell*
72 *University, uphold the Charter and Bylaws of the Student Assembly, and well and faithfully*
73 *discharge the duties of the Office of [Office] of the Student Assembly of which I am about to*
74 *enter.*

75 76 § 104. Order of Business.

77
78 A. The Order of Business for all regular meetings of the Assembly shall be as follows:

79
80 (1) Call to Order



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- 81 (2) Call of the Roll
82 (3) Reading of the Land Acknowledgment
83 (4) Approval of the Minutes
84 (5) Communications to the Student Assembly
85 (6) Consent Calendar
86 (7) Reports of Officers, Committees, and Liaisons
87 (8) Announcements
88 (9) Presentations
89 (10) Public Comment
90 (11) Public Hearings (if necessary)
91 (12) Second Reading Calendar
92 (13) Third Reading Calendar
93 (14) Appointments and Filling of Vacancies
94 (15) Adjournment
95
- 96 B. The Call to Order shall be made by the President of the Assembly or their designee.
97
- 98 C. The Call of the Roll shall be carried about by the Clerk of the Assembly, who shall inform the
99 Student Assembly of the number of members present, absent and excused.
100
- 101 D. The President shall read all communications to the President and the Student Assembly during
102 the Communications to the Student Assembly portion of the Regular Order of Business.
103
- 104 E. Unapproved minutes of previous meetings held during the same term shall be considered
105 during the Approval of the Minutes section of the Regular Order of Business.
106
- 107 F. Business may be placed on the Consent Calendar by the President, Executive Board, or by a
108 petition containing the signatures of two-thirds (2/3) of the elected members of the Assembly
109 filed no fewer than three days prior to the meeting at which the item is to be considered; all
110 business on the Consent Calendar shall be non-debatable and only considered in whole.
111
- 112 G. During the Reports of Committees and Liaisons section of the Regular Order of Business, all
113 officers, committee chairs, liaisons or their designees with updates shall make a report of the
114 activities of their committee or relevant portfolio.
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- 116 H. During the Announcements section of the regular Order of Business, members, officers, and
117 liaisons shall make announcements relevant to the work of the Student Assembly and address
118 inquiries related to such announcements.
119
- 120 I. The Presentations section of the Regular Order of Business shall be reserved for presentations
121 by invited presenters; business may be placed on the Presentations section by Executive Board



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122 or by a petition bearing the signatures of no fewer than ten (10) members of the Assembly filed
123 at least three (3) days prior to the meeting at which the presentation is to be made.

124

125 J. The Public Comment section of the Regular Order of Business shall be reserved for members
126 of the Cornell Community who wish to express their views to the Student Assembly; no
127 speaker during this section shall speak for more than three (3) minutes or more than once.

128

129 K. The Public Comment section of the Regular Order of Business shall be reserved for the Student
130 Assembly to conduct public hearings as required by the Bylaws of the Student Assembly.
131 There shall be a separate public hearing on each legislative action requiring a public hearing.
132 During such public hearings, undergraduate students may address the Student Assembly on
133 the subject relevant legislative action for no more than three (3) minutes.

134

135 L. The Second Readings Calendar shall include all business having been read once and filed with
136 the Office of the Assemblies and President no later than the Tuesday night at 11:59 PM
137 immediately preceding a regular meeting.

138

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

140

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

143

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

146

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

151

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

154

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

159

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

162



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163 § 105. Legislative Process.

164 A. Readings of Resolutions.

165 (1) Approval of each resolution shall only occur once read three times, unless otherwise
166 specified in these Standing Rules.
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168 (2) The first reading of a resolution shall occur upon the filing of a resolution with the
169 President, Executive Board, and the Office of the Assemblies through a Qualitrics link
170 provided by the Chief of Staff.
171

172 (3) The second reading of a resolution shall occur once, at a regular meeting of the
173 Assembly during consideration of business on the Second Reading Calendar, the Chair
174 has read the title of the resolution to the Assembly and declared the resolution read for
175 the second time.
176

177 (a) During the second reading, it shall be in order for each member of the
178 Assembly question the sponsor of the resolution under consideration;
179

180 (b) The consideration of amendments shall not be in order during the consideration
181 of business on the Second Readings Calendar.
182

183 (4) The third reading of a resolution shall occur once, at a regular meeting of the Student
184 Assembly during consideration of business on the Third Reading Calendar, the Student
185 Assembly approves a motion to read the pending resolution for a third time; approval
186 of the motion to read the pending resolution for a third time shall constitute approval
187 of the resolution.
188

189 (a) Immediately upon the consideration of a resolution to be read for the third time,
190 the Chair shall recognize the sponsor of the pending resolution to move an
191 amendment in the nature of a substitute, if requested by the sponsor. This
192 motion shall be non-debatable.
193

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

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

205
206 (2) Approval of the Consent Calendar shall constitute the third reading of each resolution
207 placed on the Consent Calendar.
208

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

211
212 D. All resolutions shall contain at the top a list of sponsors labeled 'sponsored by', a list of authors
213 labeled 'authored by', and a list of committees who reviewed the resolution labeled 'reviewed
214 by'. These terms shall be defined as follows:

215 (1) Endorsers are individuals who have committed their support to the resolution. They
216 may have offered minor edits to the resolution, but they did not contribute significantly
217 enough to be considered an author.

218 (2) Authors are individuals who wrote the resolution, either the whole document or
219 significant portions of it. There will be a maximum of 3 authors listed on a resolution.

220 (3) 'Reviewed by' refers to committees who considered and passed the resolution. The
221 'reviewed by' field must also include the date on which the committee last reviewed
222 the resolution.

224 § 106. Committees.

225
226 A. Committee referrals for resolutions will be determined by the Chair in consultation with
227 present membership of the Executive Board and confirmed by a majority vote of present
228 membership of the Assembly.
229

230 B. Meetings of Student Assembly committees shall be open to members of the Cornell
231 Community, except when in executive session.
232

233 C. The chair of each committee shall transmit the minutes of meetings of their committee's
234 meeting to the Executive Board within seven (7) days of a meeting.
235

236 § 107. General Meeting Procedures.

237
238 A. Speakers will be recognized at the discretion of the Chair and placed on a speaker's list
239 maintained by the Chair. Each speaker shall have a maximum of two minutes to speak, with
240 the option to yield the balance of his, her, or their time to another single individual at the
241 meeting, including the Chair. It is at the Chair's discretion to place additional limitations on
242 speaking time.

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244 B. The Chair may call the question at his or her discretion.
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246 C. Actions of the Executive Board may be overruled by the adoption of a motion to *Appeal*.
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248 D. Motions may be withdrawn by the mover after being seconded, but prior to the vote on
249 approval of the motion.
250

§ 108. Proxies.

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252
253 A. Voting members of the Assembly may designate any member of the Cornell Community to
254 serve as their proxy; such proxies shall, for the duration of the meeting in which they are
255 designated, possess the same privileges as the voting member whose proxy they hold.
256
257 B. The proxies of voting members not present who have not otherwise designated a proxy shall
258 be issued to non-voting members in order of their role.
259
260 C. Proxies, both designated and automatic, shall be certified by the President or their designee,
261 and noted in the minutes.
262

§ 109. Voting.

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264
265 A. Business that contains the signatures of $\frac{2}{3}$ of members, or as authorized by the Executive
266 Board, may be voted on by electronic means outside of a regularly scheduled meeting; such
267 business shall only be considered approved if a quorum of the Assembly casts votes.
268

§ 110. Meeting Minutes.

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270
271 A. Minutes of meetings of the Assembly shall be published following their approval, except for
272 portions relating to business conducted in Executive Session.
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274 B. The Clerk of the Assembly shall be responsible for drafting minutes of meetings of the
275 Assembly.
276

§ 111. Executive Board Procedures.

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279 A. Official actions taken by the Executive Board regarding appointments or resolutions shall be
280 made public to the Assembly through certificate and publication by the Chief of Staff.
281
282 B. The President or Chief of Staff shall have the authority to make appointments on behalf of the



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283 Executive Board, provided such appointments are not contested.
284
285 C. The Executive Board shall be authorized to take votes via email provided votes are verified
286 by the Office of Assemblies and publicized.
287

288 § 112. Spending Guidelines.

289 A. Category Spending.

290
291 (1) In order for a disbursement of budgeted funds to be made, either the President or the
292 Vice President for Finance must approve it. The Vice President for Finance is
293 responsible for classifying the expenditure into a budget category.
294
295

296 (2) The Assembly's budget must be reviewed and approved by the Assembly by the
297 conclusion of the second meeting of the academic year.
298

299 (3) Any reallocation of funds between categories of the budget or spending of the budget
300 surplus must be confirmed by a majority vote of the Appropriations Committee
301 followed by a majority vote of the Student Assembly.
302

303 (4) The Vice President for Finance will maintain a record of all expenses of each
304 committee. At the end of each semester, he or she will make public the amount left in
305 the committee's account.
306

307 B. Special Projects Funding.

308
309 (1) The Student Assembly may choose to fund any project, program or service through the
310 Assembly Special Projects that it deems to improve the quality of undergraduate
311 student life. Special Projects funding is a type of category spending.
312

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

314 (a) Any Cornell registered student organization; or

315
316 (b) Assembly committee chairs that seek funding for expenditures that exceed their
317 committee's budgeted allocation
318
319

320 (3) The President and Vice President for Finance together may approve any special
321 projects funding request up to \$500 without consultation with the Executive Board.
322 Amounts up to \$500 may also be funded by a majority vote of the Executive Board.
323 Request must be made public at a Student Assembly meeting in the form of an



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324 "Announcement/Report" before being approved. Any voting member can motion for
325 the request to be sent to the Executive Board if they feel necessary.

326
327 (4) The Executive Board shall decide upon special projects requests over \$500 and under
328 \$2,500 by a majority vote. The Assembly, at large, may reverse an Executive Board
329 decision to fund amounts over \$500 by a two-thirds vote. The request should be
330 presented to the Student Assembly in the form of a resolution.

331
332 (5) Requests \$2,500 and over shall be decided upon by a majority vote of the Executive
333 Board and confirmed by a majority vote of the Student Assembly, at large. The
334 Assembly, at large, is only required to confirm requests of \$2,500 or greater. The
335 request should be presented to the Student Assembly in the form of a resolution.

336
337 (6) The Vice President for Finance shall present a written or oral report to the Assembly
338 at-large, each time a special project disbursement is made.

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340 # # #