



# Student Assembly

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## The Standing Rules of the Cornell University Student Assembly

*Adopted by the Student Assembly on  
August 29th, 2024, amended November 14, 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- B. These rules shall be superseded by the Charter, Bylaws, Election Rules, and Code of Ethics.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. 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 of 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.



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- 39
- 40 E. For any item of business sponsored by the Chair of the Student Assembly, the
- 41 Vice Chair shall hold the chair, in order to allow the presiding officer to present
- 42 and debate on the item of business. In the event the Chair and Vice Chair are
- 43 both sponsors, the Chair shall designate another member of the Assembly. The
- 44 chair of the Student Assembly shall revert back to the presiding officer
- 45 automatically upon disposition of the business.
- 46
- 47 F. Each voting member of the Student Assembly shall be required to be a member
- 48 of at least one Student Assembly or University Assembly committee.
- 49
- 50 G. Members shall be allowed to attend Assembly meetings through the Zoom
- 51 meeting provided by the Office of the Assemblies. However, such attendance
- 52 will accrue a half-absence as provided by the Bylaws.
- 53

## 54 § 102. Oath of Office.

55

- 56 A. Each voting and non-voting member of the Student Assembly, prior to assuming
- 57 office, shall recite the Student Assembly Oath of Office. Officers shall recite the
- 58 Oath of Office upon being elected or temporarily assuming an office.
- 59
- 60 B. The Cornell University Student Assembly Oath of Office shall read: *I swear (do*
- 61 *solemnly, sincerely, and truly declare and affirm) that I will bear true faith and*
- 62 *allegiance to Cornell University, uphold the Charter and Bylaws of the Student*
- 63 *Assembly, and well and faithfully discharge the duties of the Office of [Office]*
- 64 *of the Student Assembly of which I am about to enter.*
- 65

## 66 § 103. Order of Business.

67

- 68 A. The Order of Business for all regular meetings of the Assembly shall be as
- 69 follows:
- 70
- 71 (1) Call to Order
- 72 (2) Call of the Roll
- 73 (3) Reading of the Land Acknowledgment
- 74 (4) Approval of the Minutes
- 75 (5) Communications to the Student Assembly
- 76 (6) Consent Calendar
- 77 (7) Reports of Officers, Committees, and Liaisons
- 78 (8) Announcements



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- 79 (9) Presentations  
80 (10) Public Comment  
81 (11) Public Hearings (if necessary)  
82 (12) Second Reading Calendar  
83 (13) Third Reading Calendar  
84 (14) Appointments and Filling of Vacancies  
85 (15) Adjournment  
86  
87 B. The Call to Order shall be made by the President of the Assembly or their  
88 designee.  
89  
90 C. The Call of the Roll shall be carried about by the Clerk of the Assembly, who  
91 shall inform the Student Assembly of the number of members present, absent  
92 and excused.  
93  
94 D. The President shall read all communications to the President and the Student  
95 Assembly during the Communications to the Student Assembly portion of the  
96 Regular Order of Business.  
97  
98 E. Unapproved minutes of previous meetings held during the same term shall be  
99 considered during the Approval of the Minutes section of the Regular Order of  
100 Business.  
101  
102 F. Business may be placed on the Consent Calendar by the President, Executive  
103 Board, or by a petition containing the signatures of two-thirds (2/3) of the  
104 elected members of the Assembly filed no fewer than three days prior to the  
105 meeting at which the item is to be considered; all business on the Consent  
106 Calendar shall be non-debatable and only considered in whole.  
107  
108 G. Any resolution or item placed on the Consent Calendar shall include a brief  
109 abstract, written by the sponsor, explaining what the resolution does and why it  
110 is expected not to require debate. This abstract shall be included in the meeting  
111 materials and visible to members and the public before the vote. The Chair and  
112 Parliamentarian may act as a resource to assist sponsors in preparing these  
113 summaries.  
114  
115 H. During the Reports of Committees and Liaisons section of the Regular Order of  
116 Business, all officers, committee chairs, liaisons or their designees with updates  
117 shall make a report of the activities of their committee or relevant portfolio.  
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- 119 I. During the Announcements section of the regular Order of Business, members,  
120 officers, and liaisons shall make announcements relevant to the work of the  
121 Student Assembly and address inquiries related to such announcements.  
122
- 123 J. The Presentations section of the Regular Order of Business shall be reserved for  
124 presentations by invited presenters; business may be placed on the Presentations  
125 section by Executive Board or by a petition bearing the signatures  
126 of no fewer than ten (10) members of the Assembly filed at least three (3) days  
127 prior to the meeting at which the presentation is to be made.  
128
- 129 K. The Public Comment section of the Regular Order of Business shall be reserved  
130 for members of the Cornell Community who wish to express their views to the  
131 Student Assembly; no speaker during this section shall speak for more than  
132 three (3) minutes or more than once.  
133
- 134 L. The Public Comment section of the Regular Order of Business shall be reserved  
135 for the Student Assembly to conduct public hearings as required by the Bylaws  
136 of the Student Assembly. There shall be a separate public hearing on each  
137 legislative action requiring a public hearing. During such public hearings,  
138 undergraduate students may address the Student Assembly on the subject  
139 relevant legislative action for no more than three (3) minutes.  
140
- 141 M. The Second Readings Calendar shall include all business having been read once  
142 and filed with the Office of the Assemblies and President no later than the  
143 Monday night at 11:59 PM immediately preceding a regular meeting.  
144
- 145 N. The Third Readings Calendar shall include, in the following order:  
146
- 147 (1) Each resolution read for a second time not yet disposed of from a  
148 previous regular or special meeting;  
149
  - 150 (2) Each resolution containing an appropriations request referred by the  
151 Vice President for Finance; and  
152
  - 153 (3) Each resolution having previously been read twice and reported  
154 favorably by a committee, provided the resolution is filed with the  
155 Office of the Assemblies and the President no later than Tuesday  
156 night at 11:59 PM immediately preceding a regular meeting;  
157



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

161

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

166

167   P. During the Appointments and Filling of Vacancies section of the Regular Order  
168       of Business, any member may move to fill a vacancy.

169

170   Q. ~~This section shall be exempt from § 100(A). This section shall only be~~  
171       ~~suspended by order of the Executive Board.~~

172

173

174

## 175   § 104. Legislative Process.

176   A. Readings of Resolutions.

177

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

180

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

184

185           (3) The second reading of a resolution shall occur once, at a regular meeting  
186           of the Assembly during consideration of business on the Second  
187           Reading Calendar, the Chair has read the title of the resolution to the  
188           Assembly and declared the resolution read for the second time.

189

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

193

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

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197 (4) The third reading of a resolution shall occur once, at a regular meeting  
198 of the Student Assembly during consideration of business on the Third  
199 Reading Calendar, the Student Assembly approves a motion to read the  
200 pending resolution for a third time; approval of the motion to read the  
201 pending resolution for a third time shall constitute approval of the  
202 resolution.

203

204 (a) Immediately upon the consideration of a resolution to be read  
205 for the third time, the Chair shall recognize the sponsor of the  
206 pending resolution to move an amendment in the nature of a  
207 substitute, if requested by the sponsor. This motion shall be  
208 nondebatable.

209

210 (b) During the consideration of a resolution to be read for the third  
211 time, the Chair shall recognize a motion to refer the pending  
212 resolution to committee. This motion shall be debatable.  
213 Resolutions returned by the referred committee with approval  
214 shall be placed back on the Third Reading Calendar.

215

216 B. Consent Calendar.

217

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

221

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

224

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

227

## 228 § 105. Committees.

229

230 A. Committee referrals for resolutions will be determined by the President. The  
231 sponsor of a resolution may appeal this decision to the Executive Board.

232

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

235



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- 236 C. The chair of each committee shall transmit the minutes of meetings of their  
237 committee's meeting to the Executive Board within seven (7) days of a meeting.  
238

239 **§ 106. General Meeting Procedures.**  
240

- 241 A. Speakers will be recognized at the discretion of the Chair and placed on a  
242 speaker's list maintained by the Chair. Each speaker shall have a maximum of  
243 two minutes to speak, with the option to yield the balance of his, her, or their  
244 time to another single individual at the meeting, including the Chair. It is at the  
245 Chair's discretion to place additional limitations on speaking time.  
246

- 247 B. The Chair may call the question at his or her discretion.  
248

- 249 C. Actions of the Executive Board may be overruled by the adoption of a motion  
250 to *Appeal*.  
251

- 252 D. Motions may be withdrawn by the mover after being seconded, but prior to the  
253 vote on approval of the motion.  
254

- 255 E. Any voting member of the Assembly shall have the right to move to suspend  
256 the Standing Rules during debate or discussion, provided the motion is  
257 seconded;

- 258 (1) Motions to suspend the rules shall be clearly stated and require a two-  
259 thirds vote of the members present for adoption;

- 260 F. No motion to close debate ("call the question") on any main motion shall be  
261 entertained until at least 5 minutes of open debate have elapsed, unless the  
262 Assembly gives unanimous consent.

- 263 G. A motion to close debate shall not be in order if fewer than 1/3 of the voting  
264 members present have either spoken or signaled an intent to speak on the  
265 motion. This threshold may be waived only with unanimous consent.  
266  
267

268 **§ 107. Proxies.**  
269

- 270 A. Voting members of the Assembly may designate any member of the Cornell  
271 Community to serve as their proxy; such proxies shall, for the duration of the  
272 meeting in which they are designated, possess the same privileges as the voting  
273 member whose proxy they hold.  
274



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275 B. The proxies of voting members not present who have not otherwise designated  
276 a proxy shall be issued to non-voting members in order of their role.  
277

278 C. Proxies, both designated and automatic, shall be certified by the President or  
279 their designee, and noted in the minutes.  
280

## 281 § 108. Voting.

282

283 A. Business that contains the signatures of  $\frac{2}{3}$  of members, or as authorized by the  
284 Executive Board, may be voted on by electronic means outside of a regularly  
285 scheduled meeting; such business shall only be considered approved if a  
286 quorum of the Assembly casts votes.  
287

## 288 § 109. Meeting Minutes.

289

290 A. Minutes of meetings of the Assembly shall be published following their  
291 approval, except for portions relating to business conducted in Executive  
292 Session.  
293

294 B. The Clerk of the Assembly shall be responsible for drafting minutes of meetings  
295 of the Assembly.  
296

## 297 § 110. Spending Guidelines.

298

299 A. Category Spending.

300  
301 (1) In order for a disbursement of budgeted funds to be made, either the  
302 President or the Vice President for Finance must approve it. The Vice  
303 President for Finance is responsible for classifying the expenditure into  
304 a budget category.  
305

306 (2) The Assembly's budget must be reviewed and approved by the  
307 Assembly by the conclusion of the second meeting of the academic year.  
308

309 (3) Any reallocation of funds between categories of the budget or spending  
310 of the budget surplus must be confirmed by a majority vote of the  
311 Appropriations Committee followed by a majority vote of the Student  
312 Assembly.  
313





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

317

318 B. Special Projects Funding.

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320 (1) The Student Assembly may choose to fund any project, program or



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299 service through the  
Assembly Special  
Projects that it deems to improve 300 the quality of undergraduate student life. Special  
Projects funding is a 301 type of category spending.  
302  
303 (2) Special Projects funding may be requested by any of the following,  
but  
304 not limited to:  
305  
306 (a) Any Cornell registered student organization; or  
307  
308 (b) Assembly committee chairs that seek funding for expenditures 309 that exceed  
their committee's budgeted allocation  
310  
311 (3) The President and Vice President for Finance together may approve any  
312 special projects funding request up to \$500 without consultation with 313 the  
Executive Board. Amounts up to \$500 may also be funded by a 314 majority vote  
of the Executive Board. Request must be made public at  
315 a Student Assembly meeting in the form of an "Announcement/Report" 316 before  
being approved. Any voting member can motion for the request 317 to be sent to the  
Executive Board if they feel necessary.  
318  
319 (4) The Executive Board shall decide upon special projects requests over 320 \$500 and  
under \$2,500 by a majority vote. The Assembly, at large, may 321 reverse an Executive  
Board decision to fund amounts over \$500 by a 322 two-thirds vote. The request should be  
presented to the Student 323 Assembly in the form of a resolution.  
324  
325 (5) Requests \$2,500 and over shall be decided upon by a majority vote of  
326 the Executive Board and confirmed by a majority vote of the Student  
327 Assembly, at large. The Assembly, at large, is only required to confirm 328 requests  
of \$2,500 or greater. The request should be presented to the 329 Student Assembly  
in the form of a resolution.  
330  
331 (6) The Vice President for Finance shall present a written or oral report to 332 the  
Assembly at-large, each time a special project disbursement is made.  
333  
334 # # #