

The Standing Rules of the Student Assembly

*Adopted by the Student Assembly on
[Insert Date]*

§ 100. 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.

§ 101. Meetings and Absences.

- A. Attendance ~~is shall be~~ required at all regularly scheduled meetings for ~~all each~~ 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 Assembly pursuant to a simple majority of the elected membership.~~
- ~~D.C.~~ 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.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

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47 before the meeting. Attendance will not be taken and members are not required
48 to be present. Food shall be provided at these meetings.

49
50 ~~F.E.~~ All voting members must remain an active member of at least one
51 committee. Failure to remain an active member of at least one Student
52 Assembly or University Assembly committee can result in vacancy of a voting
53 member seat at the discretion of the Student Assembly.

54
55 ~~G.F.~~ For any item of business sponsored by the presiding officer of the Assembly,
56 the presiding officer can delegate the chair of the Assembly to any member of
57 the Cornell community, in order to allow the presiding officer to present and
58 debate on the item of business. The chair of the Assembly shall revert back to
59 the presiding officer automatically upon adoption or rejection of the item of
60 business.

61 62 § 102. Oath of Office.

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64 A. All elected members of the Student Assembly will adhere to the Cornell
65 University Student Assembly Oath of Office.

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

77 78 § 103. Order of Business.

79
80 A. The Order of Business for all regular meetings of the Assembly shall be as
81 follows:

- 82 (1) Call to Order
- 83 (2) Reading of the Land Acknowledgment
- 84 (3) Approval of the Minutes
- 85 (4) Consent Calendar
- 86 (5) Reports of Officers, Committees, and Liaisons
- 87 (6) Announcements
- 88 (7) Presentations
- 89 (8) ~~Open Microphone~~ Public Comment
- 90 (9) ~~Old Business Calendar~~
- 91 (9) ~~Second Reading Calendar~~
- 92

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- 93 (10) ~~Resolutions-Third Reading~~ Calendar
94 (11) Filling of Appointments and Vacancies ~~Calendar~~
95 (12) Adjournment
96
97 B. The Call to Order shall be made by the President of the Assembly or their
98 designee.
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100 C. Unapproved minutes of previous meetings held during the same term shall be
101 considered during the Approval of the Minutes section of the Regular Order of
102 Business.
103
104 D. Business may be placed on the Consent Calendar by the President, Executive
105 Board, or by a petition containing the signatures of two-thirds (2/3) of the
106 elected members of the Assembly filed no fewer than three days prior to the
107 meeting at which the item is to be considered; all business on the Consent
108 Calendar shall be non-debatable and only considered in whole.
109
110 E. During the Reports of Committees and Liaisons section of the regular Order of
111 Business, all officers, committee chairs, liaisons or their designees shall be
112 required to make a report of the activities of their committee or relevant
113 portfolio.
114
115 F. During the Announcements section of the regular Order of Business, members,
116 officers, and liaisons shall be required to make announcements relevant to the
117 work of the Assembly and inquiries related to such announcements.
118
119 G. The Presentations section of the regular Order of Business shall be reserved for
120 presentations by invited presenters; business may be placed on the Presentations
121 section by Executive Board or by a petition bearing the signatures of no fewer
122 than ten (10) members of the Assembly filed three (3) days prior to the meeting
123 at which the presentation is to be made.
124
125 H. The ~~Open Microphone- Public Comment~~ section of the regular Order of
126 Business shall be reserved for members of the Cornell Community who wish to
127 express their views to the Assembly; no speaker during this section shall speak
128 for more than three (3) minutes or more than once.
129 ~~I. The Old Business Calendar shall include any business not yet disposed of from a~~
130 ~~previous regular or special meeting, and appropriation requests referred by the Vice~~
131 ~~President for Finance.~~
132
133 I. The Second Readings Calendar shall include all business having been read once
134 and filed with the Office of the Assemblies and President no later than the
135 Monday night at 11:59 PM immediately preceding a regular meeting.
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137 J. The ~~Resolutions-Third Readings~~ Calendar shall include, in the following order:
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139 (1) Each resolution read for a second time not yet disposed of from a

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previous regular or special meeting;

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

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

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

(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 sponsor. 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.

K. All business to be placed on the Old Business, Resolutions, Second Readings, Third Readings or Appointments and Vacancies Calendars shall be filed with the Office of the Assemblies and the President 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.

L. During the Filling of Appointments and Vacancies section of the regular Order of Business, any member may move to fill a vacancy.

§ 104. Legislative Process.

A. Readings of Resolutions.

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

(2) The first reading of a resolution shall occur upon the filing of a resolution with the President and Office of the Assemblies.

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

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

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

(b) Amendments shall not be in order during the consideration of business on the Second Readings Calendar.

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

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

B. Consent Calendar.

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

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

§ 105. 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.

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232 D. Committee members may be recalled by a two-thirds majority vote of
233 committee members present.
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235 E. The chair of each committee shall transmit the minutes of meetings of their
236 committee's meeting to the Executive Committee within seven (7) days of their
237 meeting.
238
239 F. It shall be the responsibility of the Executive Cabinet to appoint members to
240 vacant positions on committees.
241
242 G. The President, Executive Vice-President, and Vice President for Internal
243 Operations shall be ex officio members of all committees.
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245 **§ 106. General Meeting Procedures.**

- 246
247 A. Speakers will be recognized at the discretion of the Chair and placed on a
248 speaker's list maintained by the Chair. Each speaker shall have a maximum of
249 two minutes to speak, with the option to yield the balance of his, her, or their
250 time to another single individual at the meeting, including the Chair. It is at the
251 Chair's discretion to place additional limitations on speaking time.
252
253 B. The Chair may call the question at his or her discretion.
254
255 C. Actions of the Executive Committee may be overruled by the adoption of a
256 motion to *Appeal*.
257
258 D. Motions may be withdrawn by the mover after being seconded, but prior to the
259 vote on approval of the motion.
260

261 **§ 107. Proxies.**

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263 A. Members of the Assembly may designate any member of the Cornell
264 Community to serve as their proxy; such proxies shall, for the duration of the
265 meeting in which they are designated, possess the same privileges as the voting
266 member whose proxy they hold.
267
268 B. No member shall designate a proxy to vote on their behalf more than twice in
269 one semester; and no person shall hold more than one proxy.
270

271 **§ 108. Voting.**

- 272
273 A. Business that contains the signatures of $\frac{2}{3}$ of members may be voted on by
274 electronic means outside of a regularly scheduled meeting; such business shall
275 only be considered approved if a quorum of the Assembly casts votes.
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277 **§ 109. Meeting Minutes.**

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

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283 B. The Clerk of the Assembly shall be responsible for drafting minutes of meetings
284 of the Assembly.

285

286 **§ 110. Spending Guidelines.**

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288 A. Category Spending.

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

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

297

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

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304

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

308

309

310 B. Special Projects Funding.

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

316

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

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321

322

(a) Any Cornell registered student organization; or

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- 323 (b) Assembly committee chairs that seek funding for expenditures
324 that exceed their committee's budgeted allocation
325
326
- 327 (3) The President and Vice President for Finance together may approve any
328 special projects funding request up to \$400 without consultation with
329 the Executive Committee. Amounts up to \$400 may also be funded by
330 a majority vote of the Executive Committee. Request must be made
331 public at a Student Assembly meeting in the form of an
332 "Announcement/Report" before being approved. Any voting member
333 can motion for the request to be sent to the Executive Committee if they
334 feel necessary.
335
- 336 (4) The Executive Committee shall decide upon special projects requests
337 over \$400 and under \$1,500 by a majority vote. The Assembly, at large,
338 may reverse an Executive Committee decision to fund amounts over
339 \$400 by a two-thirds vote. The request should be presented to the
340 Student Assembly in the form of a resolution.
341
342
- 343 (5) Requests \$1,500 and over shall be decided upon by a majority vote of
344 the Executive Committee and confirmed by a majority vote of the
345 Student Assembly, at large. The Assembly, at large, is only required to
346 confirm requests of \$1,500 or greater. The request should be presented
347 to the Student Assembly in the form of a resolution.
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- 350 (6) The Vice President for Finance shall present a written or oral report to
351 the Assembly at-large, each time a special project disbursement is made.
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