



# Standing Rules

## Cornell University Student Assembly

### Section 1: Preamble

- A. The Student Assembly's foremost interest in 2016-2017 shall be the undergraduate students of Cornell University. These Standing Rules shall serve as guidelines for specific rules and effective leadership from the Student Assembly that may not specifically be covered in the charter or bylaws, but will aide in the efficiency of a successful Assembly. These Standing Rules shall be adhered to by all Student Assembly members (elected and ex-officio), committee members, community members, and staff.
- B. These Standing Rules shall be utilized with the following prefaces:
- i. Rule 1: In the event of a conflict, the Charter, Bylaws, and Special Rules of Order shall supersede the Standing Rules.
  - ii. Rule 2: The Standing Rules shall be revised at the beginning of each semester by the President, Executive Vice-President, and the Parliamentarian and submitted for the approval of the Student Assembly by the Executive Vice President and Parliamentarian. The Standing Rules shall take effect upon their approval by a majority vote of the membership of the Student Assembly. The Standing Rules can also be edited at any time by a majority vote of the membership of the SA.
  - iii. Rule 3: A motion to suspend the Standing Rules must be recognized by the Chair and approved by a two-thirds vote of the Student Assembly members present.

### Section 2: Ethical Standards and Attendance Policy

- 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, or any such similar matter shall be in violation of this ethics clause. The appropriate disciplinary action shall be determined by the Executive Board, the Dean of Students, and the Office of Assemblies.
- B. The Student Assembly is charged to "seek out and voice effectively the interests and concerns of the student body." To do this, attendance and participation, as outlined below is imperative for efficiency within the Assembly:
- i. Rule 1: Attendance is required at all regularly scheduled meetings for all voting and ex-officio members who serve in a liaison capacity. Absences will not be recorded for ex-officio organizational liaison members, i.e. Tri-Council and Residential Student Congress, if the absence is a result of a conflicting obligation related to their respective organization. Attendance requirements for all operational ex-officio members shall be at the discretion of the executive committee. Absences for shared government liaisons will not be under the discretion of the executive committee. Regularly scheduled meetings are held Thursdays, from 4:45 until 6:30 p.m., while undergraduate colleges are in session. Informal meetings are considered official meetings when held in lieu of regular Thursday meetings or when deemed official by a unanimous vote of the executive committee.

- 41 ii. Rule 2: Attendance at all organizational and specially-scheduled meetings is required, when the  
42 Executive Committee provides SA members at least 72 hours prior notice of the meeting. Such  
43 meetings shall be considered “regularly scheduled meetings,” for the purpose of accruing  
44 absences. Ex-officio members will be excused from these meetings unless notified otherwise by  
45 the Executive Committee.
- 46 iii. Rule 3: All voting members must remain an active member of at least one committee as per the  
47 standards established by the chair of their respective committee. **Failure to remain an active**  
48 **member of at least one committee can result in vacancy of a seat at the discretion of the**  
49 **Executive Committee.**
- 50 iv. Rule 4: Any member who fails to attend a required meeting or event shall be considered absent.  
51 Any late arrival **beyond the first 15 minutes of the meeting** will result in a half-absence. Any early  
52 departure will result in a half-absence. The Executive Committee reserves the right to decide  
53 what constitutes an early departure.
- 54 v. **Rule 5: Any member who arrives late to a required meeting or event but within the first 15**  
55 **minutes after Roll-Call will receive a quarter-absence.**
- 56 vi. **Rule 6:** At the discretion of the Vice President **of** Internal Operations, unavoidable academic  
57 conflicts including prelims, final presentations, field trips but not including office hours, review  
58 sessions or professor visits that are in direct conflict with a required Student Assembly meeting  
59 will not be counted towards the three consecutive regularly scheduled meetings or for the six  
60 cumulative regularly scheduled meetings if they are reported **2** weeks before the meeting conflict.  
61 Academic conflicts that cannot be reasonably predicted **2** weeks before the meeting conflict can  
62 be excused by a majority vote of the executive committee.
- 63 vii. **Rule 7:** At the discretion of the Vice President for Internal Operations, unavoidable conflicts as a  
64 result of job interviews and scholarship interviews that are in direct conflict with a required  
65 Student Assembly meeting will not be counted towards the three consecutive regularly scheduled  
66 meetings or for the six cumulative regularly scheduled meetings if they are reported as soon as  
67 the conflict arises.
- 68 viii. **Rule 8:** At the discretion of the Vice President for Internal Operations, unavoidable conflicts as a  
69 result of religious obligations **that** are in direct conflict with a required Student Assembly meeting  
70 will not be counted towards the three consecutive regularly scheduled meetings or for the six  
71 cumulative regularly scheduled meetings if they are reported 3 weeks before the meeting conflict.
- 72 ix. **Rule 9:** The Vice President of Internal Operations can request documentation for proof of  
73 absence.
- 74 x. Rule 10: Any college or constituency who lacks representation as a result of a seat being vacated  
75 or unclaimed may be represented shall be filled by the runner-up in the election. In the event that  
76 the seat remains vacant an interim representative shall be appointed by the President, and  
77 confirmed by a majority of SA Members. The interim representative shall have full voting  
78 privileges associated with membership on the SA. The interim representative post shall be  
79 terminated immediately upon the declaration of a permanent replacement via an election. The  
80 interim position will remain in effect for the remainder of semester if the position becomes  
81 vacant following the first 3 weeks of the semester.
- 82 xi. Rule 11: All candidates who are elected to the Student Assembly during Spring Elections are  
83 required to attend all Organizational Meetings and the last two SA meetings during the Spring  
84 Semester. Absences at these meetings will count toward the member’s term total.
- 85 xii. Rule 12: All elected members of the Student Assembly will adhere to the Cornell University  
86 Student Assembly Oath of Office, which states:

87 *In the view of the trust the Cornell Community has vested in me, as well as my personal sense of*  
88 *honor, I \_\_\_\_\_, do solemnly affirm to fulfill my responsibilities as a student-elected representative. I will*

89 *engage in open and honest debate in a process where I am guided by truth and fairness. I will never purposely*  
90 *misrepresent facts in an effort to achieve my goals. If a conflict of interest arises, I will relinquish my right to*  
91 *participate in the decision making process. I will seek out and voice effectively the interests and concerns of the*  
92 *student body, address the issues of my fellow students, and strive to improve the quality of life at Cornell for all*  
93 *students.*

### 94 **Section 3: Agenda-Setting Policies and Procedures**

- 95 A. Rule 1: The agenda for any informal meetings shall not contain voting on legislation unless these  
96 meetings are held in lieu of regular Thursday meetings or to meet a deadline.
- 97 B. Rule 2: The Executive Vice President will place under Business of the Day any item that has been  
98 previously discussed. Additionally, appropriation requests and committee assignments are to appear  
99 under Business of the Day. All other items shall be introduced as New Business, unless otherwise  
100 authorized by a majority vote of the Executive Board or by a majority vote by the Student Assembly.
- 101 C. Rule 3: New Business shall be an opportunity for SA and community members to ask questions of  
102 and make suggestions to the author of a piece of legislation. Comments may not be argumentative in  
103 nature and questions must seek factual answers.
- 104 D. Rule 4 Business of the Day shall be an opportunity for discussion and debate on the legislation.
- 105 E. Rule 5: Prior to the introduction of a resolution as New Business, all resolutions shall be reviewed  
106 and approved by an appropriate SA committee no more than 30 days before the EVP sends the  
107 agenda to the general public. The Executive Vice President or the Vice President for Internal  
108 Operations will determine which committee will review the resolution. A resolution cannot be  
109 introduced to the SA without approval by an appropriate SA committee except under extenuating  
110 circumstances in which the Executive Board determines that a resolution should be brought to the  
111 floor without a committee review. Approval by the committee requires a majority vote of the  
112 committee members present at the committee meeting. A representative of the committee that  
113 reviewed the resolution **is** permitted to give a brief summary of the committee's thoughts or  
114 concerns on the resolution when it is presented at the general SA meeting.
- 115 F. Rule 6: At its weekly meeting, the Executive Committee will discuss the agenda for Student Assembly  
116 meetings. Items for the agenda must be submitted to the Executive Vice President of the Student  
117 Assembly in the proper format, as designated by the Executive Vice President.
- 118 G. Rule 7: The Office of the Assemblies must post the agenda to the Student Assembly website no later  
119 than noon on the day of the meeting.
- 120 H. Rule 8: The Vice President of Outreach and the sponsors of the resolution must ensure that all  
121 parties, including but not limited to any specific Cornell student, administrator, faculty member, or  
122 staff member, involved or impacted by particular legislative actions are notified and invited to attend  
123 the meeting at which the action shall be heard. Additionally, any registered student organization must  
124 be notified if the proposed legislation affects their funding or guidelines. The aforementioned need  
125 not consent to the legislation, but it is highly encouraged that the aforementioned attend the meeting.  
126 In the event that the author of said legislation is uncomfortable contacting all interested parties, they  
127 may request that the Vice President of Outreach does so on their behalf.
- 128 I. Rule 9: A short descriptive abstract of approximately 25 words will be submitted by sponsors of  
129 resolutions before committee approval.
- 130 J. Rule 10: Student Assembly Initiatives should be presented as reports to the Student Assembly  
131 with an opportunity for questions from Student Assembly Members and Community Members.  
132 A summary of the initiative reports will be reported over the Actions **Listserv** bi-weekly. The  
133 following procedures will be followed for initiative reports:

- 134 i. The Chair announces the initiative and the sponsors have two minutes to present their  
135 initiative  
136 ii. A moderated Q&A will follow the presentation, the questions can be argumentative in  
137 nature as Student Assembly Representatives and community members shall be empowered  
138 to express their approval or disapproval  
139 iii. The Chair shall be empowered to determine to end the time when the allocated time has  
140 expired, conversation has become redundant, or the speaker's list has been exhausted  
141 iv. The Executive Vice President shall be empowered to make the determination as to what will  
142 be presented as an initiative

#### 143 **Section 4: Abstentions and Proxy Voting**

- 144 A. Rule 1: As per the Cornell University Student Assembly Oath of Office, a member shall abstain from  
145 voting if a conflict of interest arises.  
146 B. Rule 2: SA members may abstain from voting at regularly scheduled or special meetings of the  
147 Assembly. However, if the total number of abstentions is greater than the total number of votes in  
148 favor of a resolution or motion, the resolution or motion fails.  
149 C. Rule 3: The tendering of proxy votes shall occur in accordance with the Special Rules or Order, but  
150 shall require that an excused absence be noted by the Vice President for Internal Operations.  
151 D. Rule 4: All members of the Appropriations Committee and the Student Assembly shall abstain from  
152 voting if they have a conflict of interest. A member shall be deemed to have a conflict of interest if  
153 they hold an executive board position in the organization. Additionally, a member shall be considered  
154 to have a conflict of interest if they have requested funding or financial co-sponsorship from the  
155 organization in the previous 3 months or intend to request in the next 3 months.  
156 E. Rule 5: The previous rule shall not apply to the Student Assembly's determination of the Student  
157 Assembly's Byline Funding Allocation; however, all representatives shall hold the Student Assembly  
158 to the same or higher standards as all other applicants.

#### 159 **Section 5: Committee Leadership and Oversight**

- 160 A. The committees of the Student Assembly are essential to the functioning of the shared governance  
161 system. Leaders of the Assembly committees are elected to effectively run the Assembly. As a result,  
162 members in such a position are charged with these obligations and are required to adhere by as such:  
163 i. Rule 1: In accordance with Rules 5–8 and Articles 3 and 7 of the Student Assembly Charter,  
164 the SA Vice President for Internal Operations has the obligation to be in constant contact  
165 with the SA clerk, all committee chairs, and all bodies in which the SA sends representation  
166 to keep an accurate log of attendance. The SA Vice President for Internal Operations shall  
167 report any pressing matters regarding attendance, such as members in jeopardy of exceeding  
168 the allowed number of absences, to the Executive Committee at their weekly meeting.  
169 ii. Rule 2: Each SA member must be a voting member of at least one SA committee, the  
170 University Assembly, or a UA committee. The Chair of each committee shall inform the SA  
171 VP for Internal Operations of any SA members who are in jeopardy of violating the  
172 committee's attendance policy. Additionally, the committee chair shall inform the VP of  
173 Internal Operations if an SA member has violated the committee's attendance policy and has  
174 been removed from the committee.  
175 iii. Rule 3: The President, Executive Vice President, and Vice President of Internal Operations  
176 will be ex-officio members of every committee, except the Elections Committee, and

- 177 taskforce associated with the Student Assembly and whose activities are delineated in the SA  
178 charter.
- 179 iv. Rule 4: Committee chairs will report updates as necessary regarding upcoming committee  
180 meeting dates and times at regularly scheduled meetings, as well as post committee agendas  
181 and minutes to the SA website, as appropriate.
- 182 v. Rule 5: All SA Committee members must be a member of their respective committee  
183 listservs. Meeting dates, times, and agendas shall be sent to all committee members 24 hours  
184 prior to the meeting via the appropriate committee listserv. By a two-thirds vote of  
185 committee members present, the committee may amend their agenda.
- 186 vi. Rule 6: Each committee chair is responsible for reaching out to relevant student  
187 organizations in order to solicit feedback on ideas and collaborate with student groups on  
188 initiatives that the committee is working on.

## 189 Section 6: General Meeting Procedures

- 190 A. To “voice effectively” these interests which were mentioned above, strict rules must be adhered to  
191 when conducting business as an assembly. These rules focus on the efficiency and organization of  
192 the tasks at hand:
- 193 i. Rule 1: Speakers will be recognized at the discretion of the Chair and placed on a speaker’s  
194 list maintained by the Chair. Each speaker shall have a maximum of two minutes to speak,  
195 with the option to yield the balance of his or her time to another single individual at the  
196 meeting, including the Chair. It is at the Chair’s discretion to place additional limitations on  
197 speaking time.
- 198 ii. Rule 2: All speakers shall address their remarks to the Chair.
- 199 iii. Rule 3: The Chair shall keep time at any point when such is required.
- 200 iv. Rule 4: Except for points of order, information, and questions of privilege, no person shall  
201 be recognized by the Chair twice before all other members (voting, community, and ex-  
202 officio) have had the opportunity to speak.
- 203 v. Rule 5: The Chair will recognize the members of the community who wish to speak on the  
204 question. The Chair will have discretion as to when community members are  
205 recognized. Each speaker will limit his or her comments to no more than two minutes, If  
206 multiple speakers wish to address the Student Assembly, equal opportunity will be given to  
207 those in favor of and those opposed to the question, in such order, to speak.
- 208 vi. Rule 6: The Chair may call the question, without it requiring a second or vote, when he or  
209 she deems that debate has exceeded its time limit or when discussion becomes repetitive.
- 210 vii. Rule 7: When the vote of the Chair may decide the outcome of a decision (i.e. to make or  
211 break a tie), he or she shall be empowered to cast a vote, but shall do so only after all other  
212 voting members of the Student Assembly have registered their votes.
- 213 viii. Rule 8: A voting Student Assembly member may appeal the decision of the Chair when he  
214 or she disagrees with the Chair’s interpretation or application of the Standing Rules, Bylaws,  
215 or the Charter. The motion shall require a simple majority to pass.
- 216 ix. Rule 9: Any voting SA member may attempt to overrule a decision by the Executive  
217 Committee by submitting their challenge in the format of a resolution at the next regularly  
218 scheduled meeting. A 2/3 majority of the voting membership must be reached to overrule  
219 the Executive Committee at any time.
- 220 x. Rule 10: The Parliamentarian shall administer a short examination on parliamentary  
221 procedure to all voting members of the SA within four meetings of a representative taking  
222 the oath of office. This examination will cover content from Robert’s Rules of Order and  
223 the most recent version of the SA Charter, Bylaws, and Standing Rules. Any member who

- 224 does not pass (a grade of 70% or higher) will be required to attend an additional review  
 225 workshop and retake the exam.
- 226 xi. Rule 11: Student Assembly members shall be permitted to withdraw a motion after it has  
 227 been seconded and before a vote has been taken on it.
- 228 xii. Rule 12: Ex-officio members as defined in the by-laws shall be permitted to make motions  
 229 to amend.
- 230 xiii. Rule 13: Ex-officio members as defined in the bylaws shall also be permitted to sponsor  
 231 resolutions, without a voting SA member, if the content relates directly to their position.
- 232 xiv. Rule 14: By a  $\frac{2}{3}$  vote of SA members present, Robert's Rules of Order can be suspended.
- 233 xv. **Rule 15: Discussion can be closed by a 60% vote of SA members present.**
- 234 xvi. **Rule 16:** All meeting attendees are expected to be respectful to other meeting attendees and  
 235 to maintain proper meeting decorum.

## 236 **Section 7: Outreach Guidelines & Member Responsibilities**

- 237 A. Rule 1: All voting representatives shall host at least one forum or outreach activity with individuals  
 238 from their respective constituencies and report all outcomes to the SA at the next regularly-scheduled  
 239 meeting following such an activity. The four undesignated at-large representatives shall plan at least  
 240 one Cornell Caring Community, Lift Your Spirits, or large-scale outreach event per semester.
- 241 B. Rule 2: All elected members must fulfill two assigned outreach requirements per two-week time  
 242 frame. Such events will be designated by the Vice President of Outreach. If the member does not  
 243 document their outreach as specified by the VP of Outreach, the member will be credited with one  
 244 whole absence. Any conflicts in schedules or other special circumstances as references in Section 1,  
 245 Rule 6 of this document must be brought to the attention of the VP of Outreach.
- 246 C. Rule 3: All voting representatives may communicate regularly with their constituents through e-mail  
 247 mailing lists and listservs, which may be maintained by their respective college dean's office, the  
 248 Department of Campus Life, the Office of the Dean of Students, or the Office of the Assemblies.
- 249 D. Rule 4: Any Student Assembly member, including the Vice President for Public Relations, must  
 250 submit a mass message (e-mail, advertisement, press release, etc.) to the Executive Board for  
 251 approval. The Executive Board may approve a message by a majority vote and the vote may be  
 252 conducted by email. The correspondence must be saved.
- 253 E. Rule 5: The Vice President for Public Relations and the President will give final approval for the  
 254 Student Assembly newsletter. No amendments or additions to the newsletter will be distributed  
 255 without the approval of both officers.
- 256 F. Rule 6: The Executive Vice President must monitor and respond to any inquiries on the SA website.  
 257 Such inquiries can be forwarded to the appropriate Assembly member in order to ensure the most  
 258 accurate answers.
- 259 G. Rule 7: All ex-officio members acting in liaison positions should report relevant information to the  
 260 Student Assembly about their respective organization and report relevant actions of the assembly to  
 261 their respective organization as they see fit.

## 262 **Section 7: Spending Guidelines**

- 263 A. Category Spending:
- 264 i. Rule 1: In order for a disbursement of budgeted funds to be made, either the SA President  
 265 or the Vice President for Finance must approve it. The Vice President for Finance is  
 266 responsible for classifying the expenditure into a budget category.



- 267           ii.       Rule 2: The Student Assembly budget must be reviewed and approved by the SA by the  
268                   conclusion of the second meeting of the academic year.
- 269           iii.       Rule 3: Any reallocation of funds between categories of the budget or spending of the  
270                   budget surplus must be confirmed by a majority vote of the Appropriations Committee  
271                   followed by a majority vote of the Student Assembly, at large.
- 272           iv.       Rule 4: The Vice President for Finance will maintain a record of all expenses of their  
273                   committee. At the end of each semester, he or she will make public the amount left in the  
274                   committee's account.
- 275       B.   Special Projects Funding:
- 276       i.       Rule 5: The Student Assembly may choose to fund any project, program or service through SA  
277                   Special Projects that it deems to improve the quality of undergraduate student life or to further  
278                   the goals of the SA. Special Projects funding is a type of category spending.
- 279       ii.       Rule 6: Special Projects funding may be requested by any of the following, but not limited to:
- 280           i.       Any Cornell registered student organization
- 281           ii.       SA committee chairs that seek funding for expenditures that exceed their committee's  
282                   budgeted allocation
- 283       iii.       Rule 7: The SA President and Vice President for Finance together may approve any special  
284                   projects funding request up to \$400 without consultation with the Appropriations Committee.  
285                   Amounts up to \$400 may also be funded by a majority vote of the Appropriations Committee.  
286                   Request must be made public at a Student Assembly meeting in the form of an  
287                   "Announcement/Report" before being approved. Any SA voting member can motion for the  
288                   request to be sent to the Appropriations Committee if they feel necessary.
- 289       iv.       Rule 8: The Appropriations Committee shall decide upon special projects requests over \$400 and  
290                   under \$1500 by a majority vote. The SA, at large, may reverse an Appropriations Committee  
291                   decision to fund amounts over \$400 by a two-thirds vote. The request should be presented to the  
292                   Student Assembly in the form of a resolution.
- 293       v.       Rule 9: Requests \$1500 and over shall be decided upon by a majority vote of the Appropriations  
294                   Committee and confirmed by a majority vote of the Student Assembly, at large. The SA, at large,  
295                   is only required to confirm requests of \$1500 or greater. The request should be presented to the  
296                   Student Assembly in the form of a resolution.
- 297       vi.       Rule 10: The Vice President for Finance shall present a written or oral report to the SA at large,  
298                   each time a special projects disbursement is made.