



# Resolution 64: Updating the Legislative Process Provisions of the Standing Rules of Order

**Abstract:** This resolution updates the legislative process provisions of the Standing Rules of Order to define the submission deadline for resolutions, create a two-step process for review of resolutions by the Assembly, and clarify language in the Order of Business for regular meetings.

**Sponsored by:** Nicholas Maggard '26, Agnes Coleman '26, Clyde Lederman '26

**Reviewed by:** Internal Operations, 03/08/2024, 6-0-0

**Type of Action:** Internal Policy

**Originally Presented:** 03/14/2024

**Current Status:** Adopted by the Assembly, 21-0-0

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**Whereas,** proper provisions do not currently exist to govern the legislative process of the Student Assembly.

**Whereas,** although in rare circumstances resolutions may need to be quickly written and passed by the Student Assembly, new procedures should be implemented in order to allow adequate time for:

Members to review resolutions, ask questions, and determine their voting position;

Officers to review resolutions to determine congruence with the governing documents and the overall resolution validity;

The Office of the Assemblies to include resolutions in the virtual and printed versions of the agenda;

Undergraduate students to read resolutions and attend a meeting to comment or contact their elected representatives.

**Whereas,** the new legislative process has been carefully written by the Internal Operations Committee to ensure that all resolutions are treated with the same standard of efficiency and transparency.

**Be it therefore resolved,** the attached copy of the Standing Rules of Order be adopted as the true and correct copy of the Standing Rules of Order and remain in order until amended.

**Respectfully Submitted,**



Cornell University  
Student Assembly

- 30 Nicholas Maggard '26
- 31 *Parliamentarian*, Student Assembly
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- 33 Agnes Coleman '26
- 34 *Executive Archivist*, Student Assembly
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- 36 Clyde Lederman '26
- 37 *Vice President of Internal Operations*, Student Assembly

1                   **The Standing Rules of the Student Assembly**

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3                                   *Adopted by the Student Assembly on*  
4   *March 21, 2024*

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6   **§ 100. Purpose and Suspension.**

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

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26   **§ 101. Meetings and Absences.**

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28   A. Attendance shall be required at all regularly scheduled meetings for each voting  
29      member and officer; it shall be the prerogative of the President to designate  
30      other meetings as required for members and officers.  
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32   B. Attendance at meetings of the Assembly shall be determined by the first call of  
33      the roll at each meeting; absences may be excused by the Vice President for  
34      Internal Operations.  
35  
36   C. Regularly scheduled meetings shall be held on Thursdays, from 4:45 until 6:30  
37      p.m., while undergraduate colleges are in session, or when called by the  
38      President, provided notice of three (3) days is given.  
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40   D. An informal meeting shall be held on Thursdays, from 4:00 until 4:45 p.m., on  
41      days in which the Student Assembly is meeting in person pursuant to Rule 2,  
42      Section D. This informal meeting is to provide representatives and members of  
43      the community the opportunity to discuss the business of the Assembly before  
44      the meeting. Attendance will not be taken and members are not required to be  
45      present. Food shall be provided at these meetings.  
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47 E. All voting members must remain an active member of at least one committee.  
48 Failure to remain an active member of at least one Student Assembly or  
49 University Assembly committee can result in vacancy of a voting member seat  
50 at the discretion of the Student Assembly.

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

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### 59 § 102. Oath of Office.

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

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

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### 75 § 103. Order of Business.

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

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- 80 (1) Call to Order
- 81 (2) Reading of the Land Acknowledgment
- 82 (3) Approval of the Minutes
- 83 (4) Consent Calendar
- 84 (5) Reports of Officers, Committees, and Liaisons
- 85 (6) Announcements
- 86 (7) Presentations
- 87 (8) Public Comment
- 88 (9) Second Reading Calendar
- 89 (10) Third Reading Calendar
- 90 (11) Filling of Appointments and Vacancies
- 91 (12) Adjournment

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- 93 B. The Call to Order shall be made by the President of the Assembly or their  
94 designee.  
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- 96 C. Unapproved minutes of previous meetings held during the same term shall be  
97 considered during the Approval of the Minutes section of the Regular Order of  
98 Business.  
99
- 100 D. Business may be placed on the Consent Calendar by the President, Executive  
101 Board, or by a petition containing the signatures of two-thirds (2/3) of the  
102 elected members of the Assembly filed no fewer than three days prior to the  
103 meeting at which the item is to be considered; all business on the Consent  
104 Calendar shall be non-debatable and only considered in whole.  
105
- 106 E. During the Reports of Committees and Liaisons section of the regular Order of  
107 Business, all officers, committee chairs, liaisons or their designees shall be  
108 required to make a report of the activities of their committee or relevant  
109 portfolio.  
110
- 111 F. During the Announcements section of the regular Order of Business, members,  
112 officers, and liaisons shall be required to make announcements relevant to the  
113 work of the Assembly and inquiries related to such announcements.  
114
- 115 G. The Presentations section of the regular Order of Business shall be reserved for  
116 presentations by invited presenters; business may be placed on the Presentations  
117 section by Executive Board or by a petition bearing the signatures of no fewer  
118 than ten (10) members of the Assembly filed three (3) days prior to the meeting  
119 at which the presentation is to be made.  
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- 121 H. The Public Comment section of the regular Order of Business shall be reserved  
122 for members of the Cornell Community who wish to express their views to the  
123 Assembly; no speaker during this section shall speak for more than three (3)  
124 minutes or more than once.  
125
- 126 I. The Second Readings Calendar shall include all business having been read once  
127 and filed with the Office of the Assemblies and President no later than the  
128 Monday night at 11:59 PM immediately preceding a regular meeting.  
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- 130 J. The Third Readings Calendar shall include, in the following order:  
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- 132 (1) Each resolution read for a second time not yet disposed of from a  
133 previous regular or special meeting;  
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- 135 (2) Each resolution containing an appropriations request referred by the  
136 Vice President for Finance; and  
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- 138 (3) Each resolution having previously been read twice and reported  
139 favorably by a committee, provided the resolution is filed with the

STUDENT ASSEMBLY STANDING RULES

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140 Office of the Assemblies and the President no later than Tuesday night  
141 at 11:59 PM immediately preceding a regular meeting;

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

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

150

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

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154 **§ 104. Legislative Process.**

155 A. Readings of Resolutions.

156

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

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

162

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

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

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

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

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

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187 B. Consent Calendar.

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

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

195 **§ 105. Committees.**

196

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

200

201 B. There shall be a Committee of the Whole; during consideration of business  
202 placed on the Old Business and Resolutions Calendars, the presiding officer can  
203 dissolve the Assembly into Committee of the Whole; the presiding officer of  
204 the Assembly may choose to designate any member of the Cornell Community  
205 to serve as chair of meetings of the Committee of the Whole; consideration of  
206 the report of the Committee of the Whole shall immediately follow its  
207 dissolution and be non-debatable and non-amendable.

208

209 C. Meetings of Assembly Committees shall be open to members of the Cornell  
210 Community, except when in Executive Session.

211

212 D. Committee members may be recalled by a two-thirds majority vote of  
213 committee members present.

214

215 E. The chair of each committee shall transmit the minutes of meetings of their  
216 committee's meeting to the Executive Committee within seven (7) days of their  
217 meeting.

218

219 F. It shall be the responsibility of the Executive Cabinet to appoint members to  
220 vacant positions on committees.

221

222 G. The President, Executive Vice-President, and Vice President for Internal  
223 Operations shall be ex officio members of all committees.

224

225 **§ 106. General Meeting Procedures.**

226

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

232

233 B. The Chair may call the question at his or her discretion.

234

235 C. Actions of the Executive Committee may be overruled by the adoption of a  
236 motion to *Appeal*.

237

238 D. Motions may be withdrawn by the mover after being seconded, but prior to the  
239 vote on approval of the motion.

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241 **§ 107. Proxies.**

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243 A. Members of the Assembly may designate any member of the Cornell  
244 Community to serve as their proxy; such proxies shall, for the duration of the  
245 meeting in which they are designated, possess the same privileges as the voting  
246 member whose proxy they hold.

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

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251 **§ 108. Voting.**

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

256

257 **§ 109. Meeting Minutes.**

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

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263 B. The Clerk of the Assembly shall be responsible for drafting minutes of meetings  
264 of the Assembly.

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266 **§ 110. Spending Guidelines.**

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268 A. Category Spending.

269

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

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

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### B. Special Projects Funding.

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(3) 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.

(4) 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.

(1) 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.

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

(a) Any Cornell registered student organization; or

(b) Assembly committee chairs that seek funding for expenditures that exceed their committee's budgeted allocation

(3) 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.

(4) 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.

(5) Requests \$1,500 and over shall be decided upon by a majority vote of

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324 the Executive Committee and confirmed by a majority vote of the  
325 Student Assembly, at large. The Assembly, at large, is only required to  
326 confirm requests of \$1,500 or greater. The request should be presented  
327 to the Student Assembly in the form of a resolution.

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

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