

# Standing Rules

## Cornell University Student Assembly

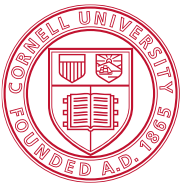
### *For 2017-2018*

#### Section 1: Preamble

- A. The Student Assembly's foremost interest in 2017-2018 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 aid 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, the Executive Vice-President, and the Parliamentarian and submitted by the Executive Vice President and Parliamentarian to the Student Assembly for approval. The Standing Rules shall take effect upon a majority vote of approval by the voting 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 Student Assembly members present.

#### Section 2: Ethical Standards and Attendance Policy

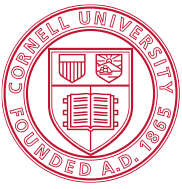
- A. Ethical Conduct is expected of all members at all times, as members are representative of their constituencies. Any member found to be using the name of the SA outside of the bounds of the individual's described role on the SA, abusing the SA brand to acquire additional benefits or privileges, or 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.
  - ii. Rule 2: Attendance at all organizational and specially-scheduled meetings is required, when the Executive Committee provides SA members at least 72 hours' prior notice of the meeting. Such meetings shall be



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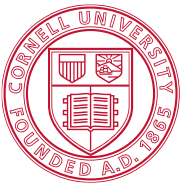
- considered “regularly scheduled meetings,” for the purpose of accruing absences. Ex-officio members will be excused from these meetings unless notified otherwise by the Executive Committee.
- iii. Rule 3: All voting members must remain an active member of at least one committee as per the standards established by the chair of their respective committee. Failure to remain an active member of at least one committee can result in vacancy of a seat at the discretion of the Executive Committee.
  - iv. Rule 4: Any member who fails to attend a required meeting or event shall be considered absent. Any late arrival beyond the first 15 minutes of the meeting will result in a half-absence. Any early departure will result in a half-absence. The Executive Committee reserves the right to decide what constitutes an early departure.
  - v. Rule 5: Any member who arrives late to a required meeting or event but within the first 15 minutes after Roll-Call will receive a quarter-absence.
  - vi. Rule 6: At the discretion of the Vice President of Internal Operations, unavoidable academic conflicts including prelims, final presentations, and field trips but not including office hours, review sessions or professor visits that are in direct conflict with a required Student Assembly meeting will not be counted towards the three cumulative regularly scheduled meetings if they are reported 2 weeks before the meeting conflict. Academic conflicts that cannot be reasonably predicted 2 weeks before the meeting conflict can be excused by a majority vote of the executive committee.
  - vii. Rule 7: At the discretion of the Vice President of Internal Operations, unavoidable conflicts as a result of job interviews and scholarship interviews that are in direct conflict with a required Student Assembly meeting will not be counted towards the three cumulative regularly scheduled meetings if they are reported as soon as the conflict arises.
  - viii. Rule 8: At the discretion of the Vice President of Internal Operations, unavoidable conflicts as a result of religious obligations that are in direct conflict with a required Student Assembly meeting will not be counted towards the three cumulative regularly scheduled meetings if they are reported 3 weeks before the meeting conflict.
  - ix. Rule 9: The Vice President of Internal Operations can request documentation for proof of absence.
  - x. Rule 10: Any college or constituency who lacks representation as a result of a seat being vacated or unclaimed shall be filled by the runner-up in the most recent election for that seat. If the seat remains vacant, an interim representative shall be appointed by the President, and confirmed by a majority of SA Members. The interim representative shall have full voting privileges associated with membership on the SA. The interim representative post shall be terminated immediately upon the declaration of a permanent replacement via an election. The interim position will remain in effect for the remainder of semester if the position becomes vacant following the first 3 weeks of the semester.
  - xi. Rule 12: All candidates who are elected to the Student Assembly during Spring Elections are required to attend all Organizational Meetings and the last two SA meetings during the Spring Semester. Absences at these meetings will count toward the member’s term total.
  - xii. Rule 13: All elected members of the Student Assembly will adhere to the Cornell University Student Assembly Oath of Office, which states:  
*In the view of the trust the Cornell Community has vested in me, as well as my personal sense of honor, I \_\_\_\_\_, do solemnly affirm to fulfill my responsibilities as a student-elected representative. I will engage in open and honest debate in a process where I am guided by truth and fairness. I will never purposely misrepresent facts in an effort to achieve my goals. If a conflict of interest arises, I will relinquish my right to participate in the decision making process. I will seek out and voice effectively the interests and concerns of the student body, address the issues of my fellow students, and strive to improve the quality of life at Cornell for all students.*

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



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- A. Rule 1: The agenda for any informal meetings shall not contain voting on legislation unless these meetings are held in lieu of regular Thursday meetings or to meet a deadline.
- B. Rule 2: The Executive Vice President will place under Business of the Day any item that has been previously discussed. Additionally, appropriation requests and committee assignments are to appear under Business of the Day. All other items shall be introduced as New Business, unless otherwise authorized by a majority vote of the Executive Board or a majority vote of the Student Assembly.
- C. Rule 3: New Business shall be an opportunity for SA and community members to ask questions of and make suggestions to the author of a piece of legislation. Comments may not be argumentative in nature and questions must seek factual answers.
- D. Rule 4 Business of the Day shall be an opportunity for discussion and debate on the legislation.
- E. Rule 5: Prior to introduction as New Business, all resolutions shall be reviewed and approved by an appropriate SA committee no more than 30 days before the EVP sends the agenda to the general public. The Executive Vice President or the Vice President of Internal Operations will determine which committee will review a resolution. A resolution cannot be introduced to the SA without approval by an appropriate SA committee except under extenuating circumstances in which the Executive Board determines that a resolution should be brought to the floor without a committee review. Approval by a committee requires a majority vote of the committee members present at the committee meeting. A representative of the committee that reviewed the resolution is permitted to give a brief summary of the committee's thoughts or concerns on the resolution when it is presented a regularly scheduled Student Assembly meeting.
- F. Rule 6: In order for a resolution to be moved to Business of the Day, a Resolution must have been discussed at a prior meeting or be moved to Business of the Day by a  $\frac{2}{3}$  vote of members present.
- G. Rule 7: If the Residential Student Congress needs to pass a formal legislative resolution concerning residential life at Cornell, the Residential Student Congress has the authority to pass resolutions that will be introduced as New Business on the Student Assembly agenda. These resolutions must explicitly pertain to residential life. Any resolutions presented by the Residential Student Congress must have been voted on and approved by a majority vote of the general body members of the Residential Student Congress and the Residential Student Congress liaison to the Student Assembly, who must be the sponsor of the resolution. The resolution must be sent to the Student Assembly EVP at least one week before the Student Assembly meeting where the resolution will appear on the agenda. All resolutions appearing on the SA agenda through this method, without having been passed by an SA committee, will require a vote of two-thirds of SA members present to be passed.
- H. Rule 8: At its weekly meeting, the Executive Committee will discuss the agenda for Student Assembly meetings. Items for the agenda must be submitted to the Executive Vice President of the Student Assembly in the proper format, as designated by the Executive Vice President.
- I. Rule 9: The Office of the Assemblies must post the agenda to the Student Assembly website no later than noon on the day of the meeting.
- J. Rule 10: The Vice President of External Affairs and the sponsors of the resolution must ensure that all parties, including but not limited to any specific Cornell student, administrator, faculty member, or staff member, involved or impacted by particular legislative actions are notified and invited to attend the meeting at which the action shall be heard. Additionally, any registered student organization must be notified if the proposed legislation affects their funding or guidelines. The aforementioned need not consent to the legislation, but it is highly encouraged that the aforementioned attend the meeting. In the event that the author of said legislation is uncomfortable contacting all interested parties, they may request that the Vice President of External Affairs does so on their behalf.
- K. Rule 11: A short descriptive abstract of approximately 25 words will be submitted by sponsors of resolutions before committee approval.
- L. Rule 12: Student Assembly Initiatives should be presented as reports to the Student Assembly with an opportunity for questions from Student Assembly Members and Community Members. A summary of



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the initiative reports will be reported over the Actions Listserv bi-weekly. The following procedures will be followed for initiative reports:

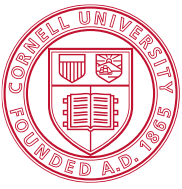
- i. The Chair announces the initiative and the sponsors have two minutes to present their initiative
  - ii. A moderated Q&A will follow the presentation, the questions can be argumentative in nature as Student Assembly Representatives and community members shall be empowered to express their approval or disapproval
  - iii. The Chair shall be empowered to determine to end the time when the allocated time has expired, conversation has become redundant, or the speaker's list has been exhausted
  - iv. The Executive Vice President shall be empowered to make the determination as to what will be presented as an initiative
- M. Rule 13: Following the Referenda protocol in Article III §8 of the Student Assembly Charter, the Executive Vice President will present an update on pro and con statements during the Promotional Period. The Executive Vice President will give this presentation at the first regularly scheduled SA meeting after the Office of the Assemblies posts the community statements anonymously to the Assemblies website.

### Section 4: Abstentions and Proxy Voting

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

### Section 5: Committee Leadership and Oversight

- A. The committees of the Student Assembly are essential to the functioning of the shared governance system. Leaders of the Assembly committees are elected to effectively run the Assembly. As a result, members in such a position are charged with these obligations and are required to adhere by as such:
  - i. Rule 1: In accordance with Rules 5–8 and Articles 3 and 7 of the Student Assembly Charter, the SA Vice President of Internal Operations has the obligation to be in constant contact with the SA clerk, all committee chairs, and all bodies in which the SA sends representation to keep an accurate log of attendance. The SA Vice President of Internal Operations shall report any pressing matters regarding attendance, such as members in jeopardy of exceeding the allowed number of absences, to the Executive Committee at their weekly meeting.
  - ii. Rule 2: Each SA member must be a voting member of at least one SA committee, the University Assembly, or a UA committee. The Chair of each committee shall inform the SA VP of Internal Operations of any SA members who are in jeopardy of violating the committee's attendance policy.



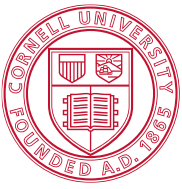
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- 176 Additionally, the committee chair shall inform the VP of Internal Operations if an SA member has  
177 violated the committee's attendance policy and has been removed from the committee.
- 178 iii. Rule 3: The President, Executive Vice President, and Vice President of Internal Operations will be  
179 ex-officio members of every committee, except the Elections Committee, and taskforce associated  
180 with the Student Assembly and whose activities are delineated in the SA charter.
- 181 iv. Rule 4: Committee chairs will report updates as necessary regarding upcoming committee meeting  
182 dates and times at regularly scheduled meetings, as well as post committee agendas and minutes to  
183 the SA website, as appropriate.
- 184 v. Rule 5: All SA Committee members must be a member of their respective committee listservs.  
185 Meeting dates, times, and agendas shall be sent to all committee members 24 hours prior to the  
186 meeting via the appropriate committee listserv. By a two-thirds vote of committee members present,  
187 the committee may amend their agenda.
- 188 vi. Rule 6: Each committee chair is responsible for reaching out to relevant student organizations in  
189 order to solicit feedback on ideas and collaborate with student groups on initiatives that the  
190 committee is working on.

### 191 Section 6: General Meeting Procedures

- 192 A. To “voice effectively” these interests which were mentioned above, strict rules must be adhered to when  
193 conducting business as an assembly. These rules focus on the efficiency and organization of the tasks at hand:
- 194 i. Rule 1: Speakers will be recognized at the discretion of the Chair and placed on a speaker’s list  
195 maintained by the Chair. Each speaker shall have a maximum of two minutes to speak, with the  
196 option to yield the balance of his, her, or their time to another single individual at the meeting,  
197 including the Chair. It is at the Chair’s discretion to place additional limitations on 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 be  
201 recognized by the Chair twice before all other members (voting, community, and ex-officio) have had  
202 the opportunity to speak.
- 203 v. Rule 5: The Chair will recognize the members of the community who wish to speak on the question.  
204 The Chair will have discretion as to when community members are recognized. Each speaker will  
205 limit his, her, or their comments to no more than two minutes, If multiple speakers wish to address  
206 the Student Assembly, equal opportunity will be given to those in favor of and those opposed to the  
207 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 she deems  
209 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 break a  
211 tie), he or she shall be empowered to cast a vote, but shall do so only after all other voting members  
212 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 or she  
214 disagrees with the Chair’s interpretation or application of the Standing Rules, Bylaws, or the Charter.  
215 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 Committee by  
217 submitting their challenge in the format of a resolution at the next regularly scheduled meeting. A  
218 2/3 majority of the voting membership must be reached to overrule the Executive Committee at any  
219 time.
- 220 x. Rule 10: The Parliamentarian shall administer a short examination on parliamentary procedure to all  
221 voting members of the SA within four meetings of a representative taking the oath of office. This





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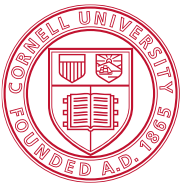
- 222 examination will cover content from Robert's Rules of Order and the most recent version of the SA  
223 Charter, Bylaws, and Standing Rules. Any member who does not pass (a grade of 70% or higher) will  
224 be required to attend an additional review workshop and retake the exam.
- 225 xi. Rule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

### 234 Section 7: Outreach Guidelines & Member Responsibilities

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

### 260 Section 8: Spending Guidelines

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



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- ii. Rule 2: The Student Assembly budget must be reviewed and approved by the SA by the conclusion of the second meeting of the academic year.
  - iii. Rule 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, at large.
  - iv. Rule 4: The Vice President for Finance will maintain a record of all expenses of their committee. At the end of each semester, he or she will make public the amount left in the committee's account.
  - B. Special Projects Funding:
    - i. Rule 5: The Student Assembly may choose to fund any project, program or service through SA Special Projects that it deems to improve the quality of undergraduate student life or to further the goals of the SA. Special Projects funding is a type of category spending.
    - ii. Rule 6: Special Projects funding may be requested by any of the following, but not limited to:
      - i. Any Cornell registered student organization
      - ii. SA committee chairs that seek funding for expenditures that exceed their committee's budgeted allocation
    - iii. Rule 7: The SA President and Vice President for Finance together may approve any special projects funding request up to \$400 without consultation with the Appropriations Committee. Amounts up to \$400 may also be funded by a majority vote of the Appropriations Committee. Request must be made public at a Student Assembly meeting in the form of an "Announcement/Report" before being approved. Any SA voting member can motion for the request to be sent to the Appropriations Committee if they feel necessary.
    - iv. Rule 8: The Appropriations Committee shall decide upon special projects requests over \$400 and under \$1500 by a majority vote. The SA, at large, may reverse an Appropriations 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.
    - v. Rule 9: Requests \$1500 and over shall be decided upon by a majority vote of the Appropriations Committee and confirmed by a majority vote of the Student Assembly, at large. The SA, at large, is only required to confirm requests of \$1500 or greater. The request should be presented to the Student Assembly in the form of a resolution.
    - vi. Rule 10: The Vice President for Finance shall present a written or oral report to the SA at large, each time a special projects disbursement is made.