

Cornell University  
Student Assembly

## Student Assembly Meeting

### AGENDA

September 8, 2022

4:45 - 6:30pm

MEMORIAL ROOM, WILLARD STRAIGHT HALL

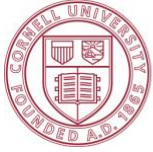
ZOOM

OPTION: <https://cornell.zoom.us/j/94716483660?pwd=Z3RHVEVobUs2OWRBZnBRNz09>

Meeting ID: 947 1648 3660 | Passcode: 303164

1. Call to Order and Roll Call
2. Land Acknowledgement of the Gayogohó:nq̓ (Cayuga Nation)
3. Late Additions to the Agenda
4. Consent Agenda: [Approval of Minutes](#)
5. Open Microphone
6. Announcements and Reports
7. Initiatives
8. Presentations and Forums-Bikeshare presentation by Jeff and Margaret
9. Business of the Day
10. New Business : [Resolution 4: Amending and Ratifying the 2022-2023 Standing Rules](#) (b)[SA Standing Rules 2022-2023](#)
11. Staffing Committees
12. Adjournment

If you are in need of special accommodations, contact the Office of the Assemblies at (607) 255-3715 or Student Disability Services at (607) 254-4545 prior to the meeting.



## Cornell University Student Assembly

### Cornell University Student Assembly

Minutes of the Thursday, September 1, 2022 Meeting

4:45 PM – 6:30 PM

IN PERSON | WILLARD STRAIGHT MEMORIAL ROOM

#### I. Call to Order & Roll Call

- a. Members present [16]: S. Ali, D. Cady, K. Chan, E. D'Angelo, P. Da Silveira, D. Edelman, J. Kalinski, B. Kotb, A. Lampert, J. Lee, L. Lu, B. Luckow, J. Mayen, N. Son, M. Song, V. Valencia.
- b. Also Present: Carson Taylor, Margaret Johnson, Amisha Chowdhury, Maggie Peng

#### II. Land Acknowledgement of the Gayogoho:no (Cayuga Nation)

- a. President Valencia stated the Land Acknowledgement.

#### III. Late Additions to the Agenda

- a. A. Lampert motions to add voting on VP Finance to agenda, seconded, **passed 12-0-1**. This vote will require executive session and is placed at end of agenda.

#### IV. Consent Agenda

- a. Approval of May 5th, 2022 Minutes.
- b. P. da Silveira moves to correct "Logan Smith" to "Lucas Smith", approved by unanimous consent.
- c. Minutes **approved** by unanimous consent.

#### V. Open Microphone

- a. No speakers

#### VI. Announcements and Reports

- a. V. Valencia reports that Pres. Pollack and VP Lombardi will visit the SA on October 6.
- b. D. Cady states that University Assembly (UA) has three standing committees-CJC, CCITE, and CWC. SA needs to send one affiliated and one unaffiliated undergraduate to each of these committees. the committees. D. Cady solicits interest from SA members and states that committees meet for 30-60 minutes twice a month
- c. C. V. Valeria states that UA committee staffing will be done at following Thursday meeting.

## **VII. Initiatives**

- a. A. Lampert states that she met with VP Lombardi and he asked to gauge student interest in privacy pods for use for Cornell Health appointments
- b. K. Chan states support for this initiative.

## **VIII. Presentations and Forums**

- a. Bikeshare Presentation by Margaret Johnson of Bike Walk Tompkins. Jeff Goodmark scheduled but unable to join due to technical difficulties.
- b. M. Johnson presents on Bike Walk Tompkins (BWT), organization dedicated to bicycling and walking education and advocacy.
- c. BWT is launching Biking for Everyone Plan to improve biking infrastructure in Tompkins County, as well as offering bike riding classes and bike sales.
- d. Bikeshare data shows August to October as peak usage time during the period when LimeBike was available.
- e. Bikeshare action Plan-long term goal for Bikeshare is to raise 650,000 dollars to implement a fleet of 250 e-bikes and related equipment for the rideshare program.
- f. M. Johnson states that rideshare pricing will be one dollar to unlock the bikes and 15 cents per minute, as well as incorporating an easy access program that allows lower income users to receive discount.
- g. Bikeshare provider will be Drop Mobility, there is a sample bike available for testing at the BWT office.
- h. BWT asks that Student Assembly become involved with campaign to bring Bikeshare to Cornell campus and assist with implementing a relationship similar to that of TCAT with the university.
- i. D. Cady asks if BWT will own or lease bikes, and if there is an infrastructural plan in place to replace and update bikes as needed. M. Johnson states that negotiations with provider are still open and it is to be determined if BWT will own the bikes.
- j. D. Cady requests that BWT Power Point be sent to P. da Silva
- k. V. Valencia thanks M. Johnson and BWT.

## **VIII. Business of the Day**

### **IX. New Business**

- a. *Resolution 1: Amendment to Fall Election 2022*
  - 1. I. Chasen presents Resolution 1 and presents details of election calendar.
  - 2. I. Chasen states that candidates will have to choose between online or in-person petitioning; both options were made available for maximum accessibility compliance.
  - 3. I. Chasen states that Office of Elections will accept any questions from potential freshman and transfer candidates.

4. M. Song asks if candidates are still required to attend an SA meeting to qualify as a candidate. I. Chasen states that this is not in the election rules as currently written and he would support an amendment to that effect.
5. P. da Silveira states that candidates considering running for SA are likely to have a sense of the time commitment required of SA members.
6. D. Cady states that the amendment is not necessary today and can be discussed at a later date.
7. D. Cady motions to pass Resolution 1 and end debate.
8. V. Valeria asks for dissent, there is none, motion to vote approved.
9. Resolution 1 passes 11-0-1.

*b. Resolution 2: 2022-2023 Student Assembly Operating Budget*

1. A. Lampert and Maggie Peng (Executive Director of Office of Student Government Relations) present on 2022-23 budget.
2. M. Peng states that proposed budget for OSGR has increased to 5,000 dollars due to increased lobbying expenses associated with the federal and state government
3. A. Chowdhury (Office of the Student Advocate) presents on OSA budget and states that most of the OSA budget will be applied to Basic Needs workshops and programming.
4. D. Cady requests details of OSA budget. A. Chowdhury states that OSA was allocated 1,760 dollars for 2021-22 and are currently requesting 6,492 dollars for expanded Basic Needs workshops.
5. B. Kotb asks M. how OSGR can ensure that initiatives are executed. M. Peng states that OSGR has previously lacked funding and thus has not been able to executive initiatives in the past.
6. D. Cady states that OSA came with very clear budget and praises OSA initiatives. D. Cady states that he does not feel comfortable allocating the funds to Office of Student Government without the position of VP of Finance or the Finance Committee fully staffed. He states he is not opposed to earmarking the requested money until such time. D. Cady requests Appropriations Committee review detailed version of OSGR budget.
7. V. Valencia states that budget has to be passed at this meeting due to governing documents, and the budget can be amended at the current meeting.
8. M. Peng states that one specific use of the budget will be a touchpoint survey to gauge undergraduate interests, to aid with committee retention and raise student body engagement.

9. A. Lampert motions to end debate and go into voting, vote of 8-2-1 approves motion to end debate.
  10. Resolution 2 passes 8-1-2.
  11. D. Cady asks what margin is necessary to pass budget, V. Valencia states that it is a resolution so it needs a simple majority. Parliamentarian C. Taylor confirms that a simple majority is the threshold.
- c. Unanimous consent to move into executive session to elect Vice President for Finance.
1. A. Lampert nominates B. Luckow, B. Luckow declines
  2. B. Kotb nominated, accepts, B. Kotb elected
  3. K. Chan moves to end executive session, seconded, approved by unanimous consent.
- d. *Resolution 3: Office of Ethics Bylaw Amendment*
1. N. Sharma and Office of the Ethics staff present Resolution 3.
  2. N. Sharma presents changes and updates to bylaws and states that bylaws, code of ethics, and standing rules for Office of Ethics all need to be passed together as they cannot operate independently of each other.
  3. P. da Silveira states that the current Assembly has not had time to review Code of Ethics. N. Sharma states that there is a potential conflict of interest when an external committee is monitoring internal affairs.
  4. K. Chan states there are issues with the checks and balances-she sees no mechanism for the SA to have a check on the Office of Ethics in the proposed resolution. N. Sharma states that section 5f provides the SA with a vote of confidence at the start of every year to approve or disapprove current Ethics committee, that vote of confidence can be brought at any time.
  5. B. Kotb asks about mechanisms to address situation where a complaint is brought about a member of the Ethics Committee. N. Sharma states that there are mechanisms for recusal to avoid conflicts of interest.
  6. M. Song addresses lines 18-19; states that she is in favor of granting and codifying the Office of Ethics power to conduct external reviews of the SA.
  7. P. da Silveira concurs on need for checks and balances, proposes to examine bylaws, addresses line 40 and the discrepancy between “must” and “can” and questions if this removes SA’s autonomy. N.

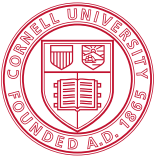
Sharma states that ethics committee can change language back to “can” if this is requested by SA.

8. Motion to table Res. 3 due to concerns about time for debate and quorum. Motion seconded and passed by unanimous consent.
9. Sharma thanks SA and states Office of Ethics will return at future meeting.

**X. Adjournment**

- a. Meeting adjourned at 6:19 p.m.

Respectfully Submitted,  
*Erik Kalweit*  
Acting Clerk of the Student Assembly



## Resolution #3: Office of Ethics Bylaw Amendment

**Abstract:** This resolution amends and ratifies the Student Assembly Bylaws. These amendments to the Bylaws create an ex-officio position for the Chairperson of the Office of Ethics, permits member of the Office of Ethics to remain during executive session, and establish the format of the Office of Ethics.

**Sponsored by:** Michelle Song '25

**Reviewed by:** Office of Ethics, 09/01/2022

**Type of Action:** Internal Policy

**Originally Presented:** 5/5/2022

**Current Status:** New Business

---

**Whereas,** the Office of Ethics was established through Student Assembly Resolution 22 as an external executive office to hold the Student Assembly accountable, maintain a high moral standard, and provide necessary ethical guidance and procedure to the Student Assembly;

**Whereas,** the membership of the Office of Ethics has actively researched, analyzed, coordinated, argued, and discussed ethical philosophies and applications;

**Whereas,** the members of the Office of Ethics have unanimously agreed that the undergraduate Cornell community, as well as the Student Assembly, is in need of a structured system imbued with the authority to ensure accountability, ethical conduct, justice, and growth;

**Whereas,** the current language utilized in "Section 2: Ex-officio Executive Committee Positions" of "Article I: Ex-Officio Members," "Section 5: Executive Session" of "Article IV: Meetings," and "Section 5: External Committees" of "Article VI: Committees" lines 10-19, 233-238, 562-617 prevent the Office of Ethics from becoming this type of system;

**Be it therefore resolved,** that "Section 2: Ex-officio Executive Committee Positions" of "Article I: Ex-Officio Members," "Section 5: Executive Session" of "Article IV: Meetings," and "Section 5: External Committees" of "Article VI: Committees" lines 10-19, 233-238, 562-617 of the Student Assembly Bylaws be amended as follows:



## ARTICLE I: EX-OFFICIO MEMBERS

### Section 2: Ex-Officio Executive Committee Positions

- A. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Executive Archivist.
- B. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Parliamentarian.
- C. The SA can grant an ex-officio position to any member of the Cornell Community to serve as Director of Elections.
- D. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Student Advocate.
- E. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Director of Student Government Relations.
- F. The SA must grant an ex-officio position to any member elected by the Office of Ethics to serve as the Chairperson.

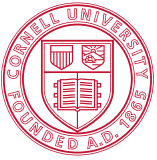
## ARTICLE IV: MEETINGS

### Section 2: Executive Session

With the concurrence of two-thirds (2/3) of the voting members in attendance, the SA or any of its committees may go into executive session during a regularly scheduled meeting only to discuss confidential matters as defined by this Charter. No policy determinations will be made in executive session. The Student Assembly may also hold executive sessions for internal elections and planning purposes. Executive session shall be closed to non-voting, non-executive members of the assembly except the Chairperson of the Office of Ethics and all present members of the Office of Ethics. Community members may be invited by the assembly to participate in an executive session. Secret ballot votes shall be reserved for executive sessions.

## ARTICLE VI: COMMITTEES





## Section 5: EXTERNAL COMMITTEES

### C. Office of Ethics

#### a. ~~Name, Mission, and Affiliation~~

- i. ~~Name~~—The name of the office shall be the Office of Ethics.

#### b. Mission:

- i. ~~Mission~~—The mission of the Office of Ethics shall be to pursue any necessary ethics concerns of SA members and directly elected undergraduate representatives to the UA.
- ii. The Office of Ethics will investigate perceived ethical violations and draft reports to the SA for guidance and potential repercussions.
- iii. The Office of Ethics will be available for consulting and support on SA ethical issues for both SA members and the student body.

#### c. Affiliation

- i. ~~Affiliation~~—The Office will review evaluate all concerns submitted by community members the student body that involve are against any SA members, SA committees, SA elections, or directly elected undergraduate representatives of the UA.
- ii. The Office of Ethics shall be affiliated as an external executive office of the Cornell Student Assembly.
- iii. The Office of Ethics shall work jointly with the Elections Committee to review any potential election violations or concerns.

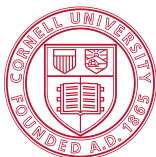
#### d. Roles and Responsibilities

- i. A quorum shall consist of five members of the Office of Ethics.
- ii. Chairperson ~~Director~~ of the Office of Ethics:
  1. The Chairperson ~~Director~~ will chair all Office of Ethics meetings.
  2. The Chairperson ~~Director~~ shall only vote in the event of a tie.
  3. The Chairperson shall have a term limit of one academic year.
  4. The Chairperson shall correspond directly with the Student Assembly on matters of ethics and ethical decorum in its meetings and all proceedings.
    - a) In the event of absence, the Chairperson may select any member of the Office of Ethics to serve as an ex-officio member of the Executive Committee of the SA.
- iii. Review all alleged ethical violations submitted to the Office via:
  1. Qualtrics,
  2. Email,
  3. Personal contact with a committee member of the Office of Ethics.



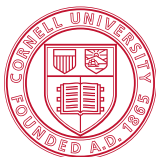
## Cornell University Student Assembly

- iv. Open investigations on perceived ethical violations
  - 1. The Office of Ethics can open its own investigation on an ethical matter by a simple majority vote.
- v. Voting Members of the Office of Ethics:
  - 1. The Office of Ethics shall consist of seven voting members.
  - 2. All voting members shall serve for the duration of one academic year unless their term is renewed by the incoming Director of the Office of Ethics of their undergraduate academic career.
  - 3. Office of Ethics Voting members can be removed before their term expires by a unanimous vote of the entire voting membership of the Office of Ethics.
    - a) The subject of the removal vote must abstain from voting.
  - 4. All voting members shall be non-Student Assembly and non-University Assembly members of the Cornell undergraduate student population.
  - 5. Voting members may not seek SA or UA office through their for the academic year following their term of service in the Office of Ethics.
- vi. Update the Student Assembly of its proceedings and its mission on an annual basis at a hearing conducted during one of the first three general assembly meetings of the academic year. This will be formally referred to as the “Office of Ethics’ annual report.”
- vii. The Office of Ethics will be commissioned with interpreting and applying the guidelines set forth in the SA Code of Ethics.
  - 1. The Office of Ethics will solely be tasked with the ability to revise the Code of Ethics.
- e. Recruitment of the Office of Ethics Members
  - i. The first seven voting members shall be appointed individually by any SA member and confirmed by a two-thirds (2/3) vote of the entire voting membership of the Student Assembly.
    - 1. Except for nominations following a failed community vote, all nominations for the Office of Ethics must be unanimously voted on by the Office of Ethics prior to the vote by SA.
    - 2. A week-long period in between nominations and appointments shall be dedicated to giving SA voting members the opportunity to speak one-on-one with each nominee.



## Cornell University Student Assembly

- 125 ii. ~~The first slate of voting members must select the Director of the Office of~~  
126 ~~Ethics internally by a simple majority of the Office before the end of the~~  
127 ~~semester.~~
- 128 iii. ~~Before the conclusion~~ At the beginning of each academic year, the ~~outgoing~~  
129 voting membership of the Office of Ethics must select the Chairperson ~~Director~~  
130 of the Office of Ethics internally by a simple majority vote of the entire voting  
131 membership of the Office.
- 132 iv. ~~The Director of the Office of Ethics shall decide upon the voting membership~~  
133 ~~of the incoming Office before the conclusion of each academic year.~~
- 134 f. Vote of Confidence
- 135 i. The Student Assembly will assess the work of the ~~Office of the Office of Ethics~~  
136 during the previous academic year and must conduct a vote of confidence on an  
137 annual basis during or following ~~by one~~ any of the first three general assembly  
138 meetings of each SA term.
- 139 1. Following the Office of Ethics' annual report, as defined in Article VI,  
140 Section 5, Subsection C, Clause D, Paragraph VI, a simple majority  
141 vote of the SA will sustain a Vote of Confidence in the Office of  
142 Ethics to operate in the present academic year.
- 143 2. In the event of a failed Vote of Confidence, the SA may commence a  
144 Vote of No Confidence by simple majority vote on the grounds that  
145 the Office has failed to uphold and execute its mission, as defined in  
146 Article VI, Section 5, Subsection C, Clause B.
- 147 a) The Chairperson of the Office of Ethics and all present members  
148 of the Office may directly address the concerns brought against  
149 the Office prior to the vote of the SA to commence a Vote of No  
150 Confidence.
- 151 b) If the motion to commence a Vote of No Confidence fails, the  
152 SA must return to a Vote of Confidence as defined in Article VI,  
153 Section 5, Subsection C, Clause F, Paragraph I.
- 154 3. A Vote of No Confidence shall be considered sustained in the event  
155 that two-thirds (2/3) of the voting members of the SA votes in favor.
- 156 a) If the Vote of No Confidence is not sustained, the Assembly  
157 must return to a Vote of Confidence as defined in Article VI,  
158 Section 5, Subsection C, Clause F, Paragraph I.
- 159 ii. In the event of a sustained Vote of No Confidence, a community vote of the  
160 entire undergraduate population shall be taken in order to remove all Office of  
161 Ethics members by two-thirds (2/3) majority.



## Cornell University Student Assembly

iii. In the event of a failed community vote, **all Office of Ethics members would continue to serve.**

~~iv. In addition to the annual vote of confidence, an additional vote of confidence can be called at any point during the academic year.~~

g. **Office of Ethics Bylaws**

i. **All bylaw proposals to Article VI, Section 5, Subsection C, must be approved by the Office of Ethics by a two-thirds (2/3) majority before coming to the SA.**

ii. **Changes to the Office of Ethics bylaws may only occur during the first three SA meetings.**

h. ~~The Student Assembly Code of Ethics~~

~~i. Before the conclusion of the 2021-2022 academic year, the Office of Ethics will be charged with creating a Student Assembly Code of Ethics that must be approved by a two-thirds (2/3) vote of the entire voting membership of the Student Assembly.~~

~~ii. The SA Code of Ethics should include, but is not limited to, including:~~

~~1. An expansion of the language outlined in the Student Assembly~~

~~Standing Rules, Section 2: Ethical Standards and Attendance Policy,~~

~~Section A;~~

~~2. An overview of possible ethical conduct offenses;~~

~~3. The process of determining a violation of ethics;~~

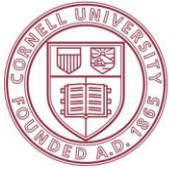
~~4. The process of recommending the appropriate disciplinary action to a third party.~~

~~iii. The Office of Ethics will be charged with interpreting and applying the guidelines set forth in the SA Code of Ethics.~~

**Respectfully Submitted,**

Michelle Song '25

*Representative at Large, Student Assembly*



# Resolution 4: Amending and Ratifying the 2022-2023 Student Assembly Standing Rules

**Abstract:** This resolution amends and ratifies the 2022-2023 Student Assembly Standing Rules.

**Sponsored by:** Valeria Valencia '23

**Reviewed by:** Executive Committee, 09/07/2022

**Type of Action:** Legislation

**Originally Presented:** 09/08/2022

**Current Status:** Current Status

---

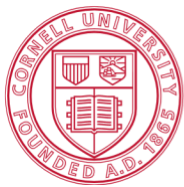
**Whereas,** the Student Assembly President, Executive Vice President, and Parliamentarian are charged with the responsibility of revising the Standing Rules at the beginning of each semester.

**Be it therefore resolved,** that the Student Assembly approves and adopts the attached Standing Rules and its amendments for the Fall 2022 Session of the 2022-2023 Academic Year.

**Respectfully Submitted,**

Valeria Valencia '23

*President, Student Assembly*



# Standing Rules

## Cornell University Student Assembly

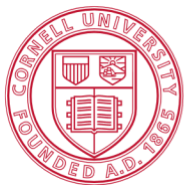
### *For 2022-2023*

#### **Section 1: Preamble**

- A. The Student Assembly's foremost interest in 2022-2023 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, Special Rules of Order, and Code of Ethics 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, the Parliamentarian, and the Chairperson of the Office of Ethics 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, engaging in unethical behaviors or practices in the Cornell community, charged with a violation from the undergraduate colleges' Academic Integrity Hearing Boards, or subject to a hearing by the University Hearing and Review Panel of the Office of Student Conduct and Community Standards, the Office of Institutional Equity and Title IX, or any similar university ethical body, and suspected by members of the Student Assembly and Cornell community to be engaging in. All violations of this ethics clause shall be subject to the processes defined in the SA Code of Ethics as interpreted and conducted by the Office of Ethics, and a subsequent report on the Office's decision at a general meeting of the SA which may include a recommendation of appropriate disciplinary action. The execution of the recommended disciplinary action shall be conducted by the Vice President of Internal Operations of the SA.
- 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:



## Cornell University Student 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 48 hours' prior notice of the meeting. Such meetings shall be 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 if there is no notification at least 24 hours in advance to the Vice President of Internal Operations. Any early departure will result in a half-absence if there is no notification at least 24 hours in advance to the Vice President of Internal Operations. 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 at least 24 hours before the meeting conflict. Academic conflicts that cannot be reasonably predicted at least 24 hours 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 at least 24 hours 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





## Cornell University Student Assembly

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.

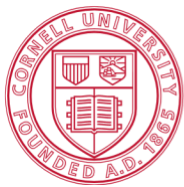
- xi. Rule 11: All candidates who are elected to the Student Assembly during Spring Elections are required to attend all Organizational Meetings and the last two SA meetings during the Spring Semester. Absences at these meetings will count toward the member's term total.
- xii. Rule 12: All elected members 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

- 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

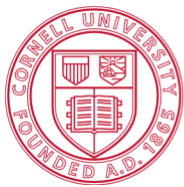




## Cornell University Student Assembly

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 the initiative reports will be reported over the Actions Listserv bi-weekly (every other week). 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. 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.
  - ii. 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.
  - iii. 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.
- N. Every voting member of the Student Assembly shall submit their weekly report for the previous week to the Executive Vice President at least 24 hours in advance of the next regularly scheduled meeting to be included with the meeting minutes for the previous Student Assembly meeting. Failure to provide a biweekly report will result in a quarter absence unless the representative provided a reasonable excuse to the Executive Vice President.

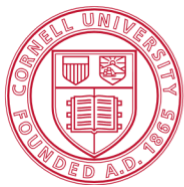


## 166 **Section 4: Abstentions and Proxy Voting**

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

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

- 184 A. The committees of the Student Assembly are essential to the functioning of the shared governance system.  
185 Leaders of the Assembly committees are elected to effectively run the Assembly. As a result, members in  
186 such a position are charged with these obligations and are required to adhere by as such:
- 187 i. Rule 1: In accordance with Rules 5–8 and Articles 3 and 7 of the Student Assembly Charter, the  
188 SA Vice President of Internal Operations has the obligation to be in constant contact with the SA  
189 clerk, all committee chairs, and all bodies in which the SA sends representation to keep an  
190 accurate log of attendance. The SA Vice President of Internal Operations shall report any  
191 pressing matters regarding attendance, such as members in jeopardy of exceeding the allowed  
192 number of absences, to the Executive Committee at their weekly meeting.
- 193 ii. Rule 2: Each SA member must be a voting member of at least one SA committee, the University  
194 Assembly, or a UA committee. The Chair of each committee shall inform the SA VP of Internal  
195 Operations of any SA members who are in jeopardy of violating the committee's attendance  
196 policy. Additionally, the committee chair shall inform the VP of Internal Operations if an SA  
197 member has violated the committee's attendance policy and has been removed from the  
198 committee.
- 199 iii. Rule 3: The President, Executive Vice President, and Vice President of Internal Operations will  
200 be ex-officio members of every committee, except the Elections Committee, and taskforce  
201 associated with the Student Assembly and whose activities are delineated in the SA charter.
- 202 iv. Rule 4: Committee chairs will report updates as necessary regarding upcoming committee  
203 meeting dates and times at regularly scheduled meetings, as well as post committee agendas and  
204 minutes to the SA website, as appropriate.
- 205 v. Rule 5: All SA Committee members must be a member of their respective committee listservs.  
206 Meeting dates, times, and agendas shall be sent to all committee members 24 hours prior to the

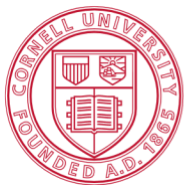


## Cornell University Student Assembly

- meeting via the appropriate committee listserv. By a two-thirds vote of committee members present, the committee may amend their agenda.
- vi. Rule 6: Each committee chair is responsible for reaching out to relevant student organizations in order to solicit feedback on ideas and collaborate with student groups on initiatives that the committee is working on.

### Section 6: General Meeting Procedures

- A. To “voice effectively” these interests which were mentioned above, strict rules must be adhered to when conducting business as an assembly. These rules focus on the efficiency and organization of the tasks at hand:
- i. Rule 1: The Student Assembly will issue a land acknowledgement of the Gayogohó:no (Cayuga Nation) before all affiliated meetings and events.
  - ii. Rule 2: Speakers will be recognized at the discretion of the Chair and placed on a speaker’s list maintained by the Chair. Each speaker shall have a maximum of two minutes to speak, with the option to yield the balance of his, her, or their time to another single individual at the meeting, including the Chair. It is at the Chair’s discretion to place additional limitations on speaking time.
  - iii. Rule 3: All speakers shall address their remarks to the Chair.
  - iv. Rule 4: The Chair shall keep time at any point when such is required.
  - v. Rule 5: Except for points of order, information, and questions of privilege, no person shall be recognized by the Chair twice before all other members (voting, community, and ex-officio) have had the opportunity to speak.
  - vi. Rule 6: The Chair will recognize the members of the community who wish to speak on the question. The Chair will have discretion as to when community members are recognized. Each speaker will limit his, her, or their comments to no more than two minutes. If multiple speakers wish to address the Student Assembly, equal opportunity will be given to those in favor of and those opposed to the question, in such order, to speak.
  - vii. Rule 7: The Chair may call the question, without it requiring a second or vote, when he or she deems that debate has exceeded its time limit or when discussion becomes repetitive.
  - viii. Rule 8: When the vote of the Chair may decide the outcome of a decision (i.e. to make or break a tie), he, she, or they shall be empowered to cast a vote, but shall do so only after all other voting members of the Student Assembly have registered their votes.
  - ix. Rule 9: A voting Student Assembly member may appeal the decision of the Chair when he, she, or they disagrees with the Chair’s interpretation or application of the Standing Rules, Bylaws, or the Charter. The motion shall require a simple majority to pass.
  - x. Rule 10: Any voting SA member may attempt to overrule a decision by the Executive Committee by submitting their challenge in the format of a resolution at the next regularly scheduled meeting. A 2/3 majority of the voting membership must be reached to overrule the Executive Committee at any time.
  - xi. Rule 11: The Parliamentarian shall administer a short examination on parliamentary procedure to all voting members of the SA within four meetings of a representative taking the oath of office. This examination will cover content from Robert’s Rules of Order and the most recent version of the SA Charter, Bylaws, and Standing Rules. Any member who does not pass (a grade of 70% or higher) will be required to attend an additional review workshop and retake the exam.



## Cornell University Student Assembly

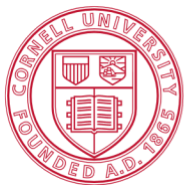
- 249           xii.     Rule 12: Student Assembly members shall be permitted to withdraw a motion after it has been  
250                    seconded and before a vote has been taken on it.
- 251           xiii.    Rule 13: Ex-officio members as defined in the by-laws shall be permitted to make motions to  
252                    amend.
- 253           xiv.     Rule 14: Ex-officio members as defined in the bylaws shall also be permitted to sponsor  
254                    resolutions, without a voting SA member, if the content relates directly to their position.
- 255           xv.      Rule 15: By a  $\frac{2}{3}$  vote of SA members present, Robert's Rules of Order can be suspended.
- 256           xvi.     Rule 16: Discussion can be closed by a 60% vote of SA members present.
- 257           xvii.    Rule 17: All meeting attendees are expected to be respectful to other meeting attendees and to  
258                    maintain proper meeting decorum.

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

- 260           A. Rule 1: All voting representatives shall host at least one forum or outreach activity with individuals from  
261                    their respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting  
262                    following such an activity. The four undesignated at-large representatives shall plan at least one Cornell  
263                    Caring Community, Lift Your Spirits, or large-scale outreach event per semester.
- 264           B. Rule 2: All elected members must fulfill two assigned outreach requirements per two-week time frame.  
265                    Such events will be designated by the Vice President of External Affairs. If the member does not  
266                    document their outreach as specified by the VP of External Affairs, the member will be credited with one  
267                    whole absence. Any conflicts in schedules or other special circumstances as references in Section 1, Rule  
268                    6 of this document must be brought to the attention of the VP of External Affairs.
- 269           C. Rule 3: All voting representatives may communicate regularly with their constituents through e-mail  
270                    mailing lists and listservs, which may be maintained by their respective college dean's office, the  
271                    Department of Campus Life, the Office of the Dean of Students, or the Office of the Assemblies.
- 272           D. Rule 4: Any Student Assembly member, including the Vice President for External Affairs, must submit a  
273                    mass message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The  
274                    Executive Board may approve a message by a majority vote and the vote may be conducted by email. The  
275                    correspondence must be saved.
- 276           E. Rule 5: The Vice President for External Affairs and the President will give final approval for the Student  
277                    Assembly newsletter. No amendments or additions to the newsletter will be distributed without the  
278                    approval of both officers.
- 279           F. Rule 6: The Executive Vice President must monitor and respond to any inquiries on the SA website. Such  
280                    inquiries can be forwarded to the appropriate Assembly member in order to ensure the most accurate  
281                    answers.
- 282           G. Rule 7: All ex-officio members acting in liaison positions should report relevant information to the  
283                    Student Assembly about their respective organization and report relevant actions of the assembly to their  
284                    respective organization as they see fit.

### 285   **Section 8: Spending Guidelines**

- 286           A. Category Spending:



## Cornell University Student Assembly

- 287 i. Rule 1: In order for a disbursement of budgeted funds to be made, either the SA President or the  
288 Vice President for Finance must approve it. The Vice President for Finance is responsible for  
289 classifying the expenditure into a budget category.
- 290 ii. Rule 2: The Student Assembly budget must be reviewed and approved by the SA by the  
291 conclusion of the second meeting of the academic year.
- 292 iii. Rule 3: Any reallocation of funds between categories of the budget or spending of the budget  
293 surplus must be confirmed by a majority vote of the Appropriations Committee followed by a  
294 majority vote of the Student Assembly, at large.
- 295 iv. Rule 4: The Vice President for Finance will maintain a record of all expenses of their committee.  
296 At the end of each semester, he or she will make public the amount left in the committee's  
297 account.
- 298 B. Special Projects Funding:
- 299 i. Rule 5: The Student Assembly may choose to fund any project, program or service through SA  
300 Special Projects that it deems to improve the quality of undergraduate student life or to further the  
301 goals of the SA. Special Projects funding is a type of category spending.
- 302 ii. Rule 6: Special Projects funding may be requested by any of the following, but not limited to:
- 303 i. Any Cornell registered student organization
- 304 ii. SA committee chairs that seek funding for expenditures that exceed their  
305 committee's budgeted allocation
- 306 iii. Rule 7: The SA President and Vice President for Finance together may approve any special  
307 projects funding request up to \$400 without consultation with the Executive Committee. Amounts  
308 up to \$400 may also be funded by a majority vote of Executive Committee. Request must be  
309 made public at a Student Assembly meeting in the form of an "Announcement/Report" before  
310 being approved. Any SA voting member can motion for the request to be sent to the Executive  
311 Committee if they feel necessary.
- 312 iv. Rule 8: The Executive Committee shall decide upon special projects requests over \$400 and  
313 under \$1500 by a majority vote. The SA, at large, may reverse an Executive Committee decision  
314 to fund amounts over \$400 by a two-thirds vote. The request should be presented to the Student  
315 Assembly in the form of a resolution.
- 316 v. Rule 9: Requests \$1500 and over shall be decided upon by a majority vote of the Executive  
317 Committee and confirmed by a majority vote of the Student Assembly, at large. The SA, at large,  
318 is only required to confirm requests of \$1500 or greater. The request should be presented to the  
319 Student Assembly in the form of a resolution.
- 320 vi. Rule 10: The Vice President for Finance shall present a written or oral report to the SA at large,  
321 each time a special projects disbursement is made.

Rule 7: Each committee chair is responsible for fully staffing their respective committees. After a necessary approval process of the initial members, if specifically outlined in the Bylaws, each committee chair will have the discretion to appoint members to their committees. Upon appointment, committee chairs are permitted to assign titles or roles to committee members for the purpose of clearly delegating tasks and responsibilities. These roles will be listed on the Office of Student Assembly website to increase transparency between Student Assembly and the greater Cornell community.