

# 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

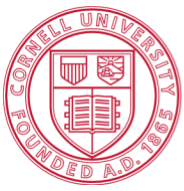
A. Ethical Conduct is expected of all members at all times, as members are representative of their constituencies. Any member found to be using the name of the SA outside of the bounds of the individual's described role on the SA, abusing the SA brand to acquire additional benefits or privileges, engaging 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

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- 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

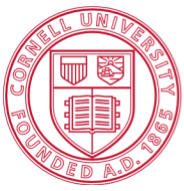


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- 82 on the SA. The interim representative post shall be terminated immediately upon the declaration of a  
83 permanent replacement via an election. The interim position will remain in effect for the remainder of  
84 semester if the position becomes vacant following the first 3 weeks of the semester.
- 85 xi. Rule 11: All candidates who are elected to the Student Assembly during Spring Elections are required  
86 to attend all Organizational Meetings and the last two SA meetings during the Spring Semester.  
87 Absences at these meetings will count toward the member's term total.
- 88 xii. Rule 12: All elected members of the Student Assembly will adhere to the Cornell University Student  
89 Assembly Oath of Office, which states:
- 90 *In the view of the trust the Cornell Community has vested in me, as well as my personal sense of*  
91 *honor, I \_\_\_\_\_, do solemnly affirm to fulfill my responsibilities as a student-elected*  
92 *representative. I will engage in open and honest debate in a process where I am guided by truth and*  
93 *fairness. I will never purposely misrepresent facts in an effort to achieve my goals. If a conflict of*  
94 *interest arises, I will relinquish my right to participate in the decision making process. I will seek out*  
95 *and voice effectively the interests and concerns of the student body, address the issues of my fellow*  
96 *students, and strive to improve the quality of life at Cornell for all students.*

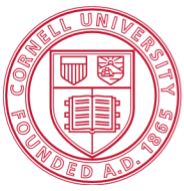
## 97 **Section 3: Agenda-Setting Policies and Procedures**

- 98 A. Rule 1: The agenda for any informal meetings shall not contain voting on legislation unless these  
99 meetings are held in lieu of regular Thursday meetings or to meet a deadline.
- 100 B. Rule 2: The Executive Vice President will place under Business of the Day any item that has been  
101 previously discussed. Additionally, appropriation requests and committee assignments are to appear under  
102 Business of the Day. All other items shall be introduced as New Business, unless otherwise authorized by  
103 a majority vote of the Executive Board or a majority vote of the Student Assembly.
- 104 C. Rule 3: New Business shall be an opportunity for SA and community members to ask questions of and  
105 make suggestions to the author of a piece of legislation. Comments may not be argumentative in nature  
106 and questions must seek factual answers.
- 107 D. Rule 4 Business of the Day shall be an opportunity for discussion and debate on the legislation.
- 108 E. Rule 5: Prior to introduction as New Business, all resolutions shall be reviewed and approved by an  
109 appropriate SA committee no more than 30 days before the EVP sends the agenda to the general public.  
110 The Executive Vice President or the Vice President of Internal Operations will determine which  
111 committee will review a resolution. A resolution cannot be introduced to the SA without approval by an  
112 appropriate SA committee except under extenuating circumstances in which the Executive Board  
113 determines that a resolution should be brought to the floor without a committee review. Approval by a  
114 committee requires a majority vote of the committee members present at the committee meeting. A  
115 representative of the committee that reviewed the resolution is permitted to give a brief summary of the  
116 committee's thoughts or concerns on the resolution when it is presented a regularly scheduled Student  
117 Assembly meeting.
- 118 F. Rule 6: In order for a resolution to be moved to Business of the Day, a Resolution must have been  
119 discussed at a prior meeting or be moved to Business of the Day by a  $\frac{2}{3}$  vote of members present.
- 120 G. Rule 7: If the Residential Student Congress needs to pass a formal legislative resolution concerning  
121 residential life at Cornell, the Residential Student Congress has the authority to pass resolutions that will  
122 be introduced as New Business on the Student Assembly agenda. These resolutions must explicitly  
123 pertain to residential life. Any resolutions presented by the Residential Student Congress must have been  
124 voted on and approved by a majority vote of the general body members of the Residential Student



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- 125 Congress and the Residential Student Congress liaison to the Student Assembly, who must be the sponsor  
126 of the resolution. The resolution must be sent to the Student Assembly EVP at least one week before the  
127 Student Assembly meeting where the resolution will appear on the agenda. All resolutions appearing on  
128 the SA agenda through this method, without having been passed by an SA committee, will require a vote  
129 of two-thirds of SA members present to be passed.
- 130 H. Rule 8: At its weekly meeting, the Executive Committee will discuss the agenda for Student Assembly  
131 meetings. Items for the agenda must be submitted to the Executive Vice President of the Student  
132 Assembly in the proper format, as designated by the Executive Vice President.
- 133 I. Rule 9: The Office of the Assemblies must post the agenda to the Student Assembly website no later than  
134 noon on the day of the meeting.
- 135 J. Rule 10: The Vice President of External Affairs and the sponsors of the resolution must ensure that all  
136 parties, including but not limited to any specific Cornell student, administrator, faculty member, or staff  
137 member, involved or impacted by particular legislative actions are notified and invited to attend the  
138 meeting at which the action shall be heard. Additionally, any registered student organization must be  
139 notified if the proposed legislation affects their funding or guidelines. The aforementioned need not  
140 consent to the legislation, but it is highly encouraged that the aforementioned attend the meeting. In the  
141 event that the author of said legislation is uncomfortable contacting all interested parties, they may  
142 request that the Vice President of External Affairs does so on their behalf.
- 143 K. Rule 11: A short descriptive abstract of approximately 25 words will be submitted by sponsors of  
144 resolutions before committee approval.
- 145 L. Rule 12: Student Assembly Initiatives should be presented as reports to the Student Assembly with an  
146 opportunity for questions from Student Assembly Members and Community Members. A summary  
147 of the initiative reports will be reported over the Actions Listserv bi-weekly (every other week). The  
148 following procedures will be followed for initiative reports:
- 149 i. The Chair announces the initiative and the sponsors have two minutes to present their initiative  
150 A moderated Q&A will follow the presentation, the questions can be argumentative in nature as  
151 Student Assembly Representatives and community members shall be empowered to express their  
152 approval or disapproval
- 153 ii. The Chair shall be empowered to determine to end the time when the allocated time has expired,  
154 conversation has become redundant, or the speaker's list has been exhausted
- 155 iii. The Executive Vice President shall be empowered to make the determination as to what will be  
156 presented as an initiative
- 157 M. Rule 13: Following the Referenda protocol in Article III §8 of the Student Assembly Charter, the  
158 Executive Vice President will present an update on pro and con statements during the Promotional Period.  
159 The Executive Vice President will give this presentation at the first regularly scheduled SA meeting after  
160 the Office of the Assemblies posts the community statements anonymously to the Assemblies website.
- 161 N. Every voting member of the Student Assembly shall submit their weekly report for the previous week to  
162 the Executive Vice President at least 24 hours in advance of the next regularly scheduled meeting to be  
163 included with the meeting minutes for the previous Student Assembly meeting. Failure to provide a  
164 biweekly report will result in a quarter absence unless the representative provided a reasonable excuse to  
165 the Executive Vice President.



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### 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





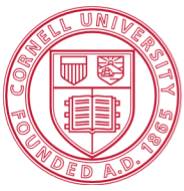
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- 207 meeting via the appropriate committee listserv. By a two-thirds vote of committee members  
208 present, the committee may amend their agenda.
- 209 vi. Rule 6: Each committee chair is responsible for reaching out to relevant student organizations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

### 212 **Section 6: General Meeting Procedures**

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



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- 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:



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- 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.