

Standing Rules

Cornell University Student Assembly

As amended on August 28, 2015

Section 1: Preamble

- A. The Student Assembly's foremost interest in ~~2014–2015-2016~~ 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, and staff.
- B. These Standing Rules shall be utilized with the following prefaces:
- i. Rule 1: In the event of a conflict, the Charter and Bylaws shall supersede the Standing Rules.
 - ii. Rule 2: The Standing Rules shall be revised at the beginning of each semester by the President, ~~and~~ Executive Vice-President, ~~and the Parliamentarian~~ and submitted for the approval of the Student Assembly by the Executive Vice President. The Standing Rules shall take effect upon their approval by a majority vote of the membership of the Student Assembly. The Standing Rules can also be edited at any time by a majority vote of the membership of the SA.
 - iii. Rule 3: A motion to suspend the Standing Rules must be recognized by the Chair and approved by a two-thirds vote of the Student Assembly members present.

Section 2: Ethical Standards and Attendance Policy

- A. Ethical Conduct is expected of all members at all times, as members are representative of their constituencies and those they represent. 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

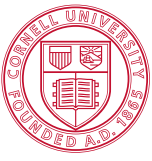


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- 35 session. Informal meetings are considered official meetings when held in lieu of regular Thursday
36 meetings ~~or when deemed official by a unanimous vote of the executive committee.~~
- 37 ii. Rule 2: Attendance at all ~~informal~~, organizational and specially-scheduled meetings is required, when
38 the Executive Committee provides SA members at least 72 hours prior notice of the meeting. Such
39 meetings shall be considered “regularly scheduled meetings,” for the purpose of accruing absences. Ex-
40 officio members will be excused from these meetings unless notified otherwise by the Executive
41 Committee.
- 42 iii. Rule 3: ~~Attendance is required at all committee meetings to which a member has been elected or~~
43 ~~appointed.~~ All voting members must remain an active member of at least one committee as per the
44 standards established by the chair of their respective committee. This rule shall apply to all committees
45 and bodies in which the Student Assembly or Student Assembly Executive Board has appointed
46 representation, including, but not limited to, the GPSA, the UA, the Faculty Senate, all SA
47 Committees, ad-hoc committees, advisory committees, and by-line funded organizations.
- 48 iv. Rule 4: Any member who fails to attend a required meeting or event shall be considered absent. Any
49 late arrival or early departure from a required meeting will result in a half-absence. The Executive
50 Committee reserves the right to decide what constitutes a late arrival or early departure.
- 51 v. Rule 5: Excused absences may be granted for illness, academic conflict, official Student Assembly
52 business, official University business that would constitute grounds for excuse from academics,
53 obligations from employment (including interviews) that arise after the scheduled time of
54 adjournment, family emergency, and religious observation. To be considered excused, all excuses must
55 be brought to the attention of the Vice-President for Internal Operations at least 24 hours prior to the
56 absence. Any excuses made after this period are up to the discretion of the Executive Committee.
57 (Excused absence shall only count toward the consideration of proxy votes, and do not exonerate
58 members whose absences necessitate the consequences outlined in Articles 3 and 7 of the Student
59 Assembly Charter.)
- 60 vi. Rule 6: Any college or constituency who lacks representation as a result of a seat being vacated or
61 unclaimed may be represented, ~~in the interim, shall be filled by the runner-up in the election. In the~~
62 ~~event that the seat remains vacant~~ by an interim representative shall be appointed by the President,
63 and confirmed by a majority of SA Members. The interim representative shall have full voting
64 privileges associated with membership on the SA. The interim representative post shall be terminated
65 immediately upon the declaration of a permanent replacement via an election.
- 66 vii. Rule 7: All candidates who are elected to the Student Assembly during Spring Elections are required
67 to attend all Organizational Meetings and the last two SA meetings during the Spring Semester.
68 Absences at these meetings will count toward the member’s term total.

69 Section 3: Agenda-Setting Policies and Procedures

- 70 A. Rule 1: The agenda for any informal meetings shall not contain voting on legislation unless ~~they~~ ~~these~~
71 ~~meetings~~ are held in lieu of regular Thursday meetings or to meet a deadline.
- 72 B. Rule 2: The Executive Vice President will place under Unfinished Business any item that has previously
73 appeared as New Business; ~~items such as including~~ appropriation requests, SAFC appeals, and committee

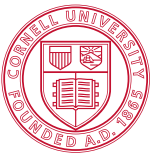


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- 74 assignments are to appear under Business of the Day. All other items shall be introduced as New Business,
75 unless otherwise authorized by a majority vote of the Executive Board or by a majority vote by the Student
76 Assembly.
- 77 C. Rule 3: New Business shall be an opportunity for SA and community members to ask questions of and make
78 suggestions to the author of a piece of legislation. Comments may not be argumentative in nature and
79 questions must seek factual answers.
- 80 D. Rule 4: Unfinished Business shall be an opportunity for discussion and debate on the legislation.
- 81 E. Rule 5: Prior to the introduction of a resolution as New Business, all resolutions shall be reviewed **and**
82 **approved** by an appropriate SA committee ~~for~~ no more than 30 days before **the EVP sends the agenda to the**
83 **general public. The Executive Vice President or the Vice President for Internal Operations will determine**
84 **which committee will review the resolution.-A resolution cannot be introduced to the SA without approval by**
85 **an appropriate SA committee except under extenuating circumstances in which the Executive Board**
86 **determines that a resolution should be brought to the floor without a committee review. ~~its introduction in~~**
87 **~~the general SA meeting and approved by the appropriate SA committee before the EVP sends the agenda to~~**
88 **~~the general public.~~ Approval by the committee ~~constitutes~~ **requires** a majority vote of the committee members
89 present **at the regularly scheduled committee meeting. The Executive Vice President or the Vice President for**
90 **Internal Operations will determine which committee will review the resolution.** A representative of the
91 committee that reviewed the resolution shall give a brief summary of the committee's thoughts or concerns on
92 the resolution when it is presented at the general SA meeting. ~~Under extenuating circumstances or time~~
93 ~~pressures, the Executive Board can determine that a resolution should be brought to the floor without~~
94 ~~committee review.~~**
- 95 F. Rule 6: **At its weekly meeting,** the Executive Committee ~~(at its weekly meeting)~~ will discuss the agenda for
96 Student Assembly meetings. Items for the agenda must be submitted to the Executive Vice President of the
97 Student Assembly. ~~These items must be~~ in the proper format, as designated by the Executive Vice President.
- 98 G. Rule 7: The Office of the Assemblies must post the agenda to the Student Assembly website no later than
99 noon on the day of the meeting.
- 100 H. Rule 8: The Vice President for Public Relations must forward the agenda to The Cornell Daily Sun, The
101 Cornell Chronicle, and all other relevant publications.
- 102 I. Rule 9: The Vice President of Outreach must ensure that all parties involved or impacted by particular
103 legislative actions are notified and invited to attend the meeting at which the action shall be heard. \
- 104 J. Rule 10: A short descriptive abstract of approximately 25 words will be submitted by sponsors of resolutions
105 before committee approval.

106 Section 4: Abstentions and Proxy Voting

- 107 A. Rule 1: SA members may abstain from voting at regularly scheduled or special meetings of the Assembly.
108 However, if the total number of abstentions is greater than the total number of votes in favor of a resolution,
109 the resolution fails.
- 110 B. Rule 2: The tendering of proxy votes shall occur in accordance with the Special Rules or Order, but shall
111 require that an excused absence be noted by the Vice President for Internal Operations.

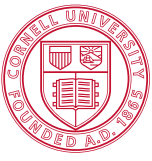


112 Section 5: Committee Leadership and Oversight

- 113 A. The committees of the Student Assembly are essential to the functioning of the shared governance system.
114 Leaders of the Assembly committees are elected to effectively run the Assembly. As a result, members in such
115 a position are charged with these obligations and are required to adhere by as such:
- 116 i. Rule 1: In accordance with Rules 5–8 and Articles 3 and 7 of the Student Assembly Charter, the SA
117 Vice President for Internal Operations has the obligation to be in constant contact with the SA clerk,
118 all committee chairs, and all bodies in which the SA sends representation to keep an accurate log of
119 attendance. The SA Vice President for Internal Operations shall report any pressing matters regarding
120 attendance, such as members in jeopardy of exceeding the allowed number of absences, to the
121 Executive Committee at their weekly meeting.
 - 122 ii. Rule 2: Each SA member must be a voting member of at least one SA committee, the University
123 Assembly, or a UA committee. The Chair of each committee shall maintain public attendance rolls
124 and report absences. ~~but is not limited to serving as ex-officio members of the SAFC and its executive~~
125 ~~board.~~
 - 126 iii. Rule 3: The President, ~~and~~ Executive Vice President, ~~and Vice President of Internal Operations~~ will
127 be ex-officio members of every committee and taskforce associated with the Student Assembly and
128 whose activities are delineated in the SA charter. ~~This includes but is not limited to serving as ex-~~
129 ~~officio members of the SAFC and its executive board.~~
 - 130 iv. Rule 4: Committee chairs will report updates necessary regarding upcoming committee meeting dates
131 and times at regularly scheduled meetings, as well as post committee agendas and minutes to the SA
132 website, as appropriate.
 - 133 v. Rule 5: All SA Committee members must be a member of their respective committee listservs.
134 Meeting dates, times, and agendas shall be sent to all committee members 48-24 hours prior to the
135 meeting via the appropriate committee listserv.
 - 136 vi. Rule 6: Any author whose legislation impacts any specific Cornell student, administrator, faculty
137 member, or staff member, or affects the funding and guidelines of a registered student organization, in
138 his or her legislation will contact the leaders of the party or organization before such legislation is
139 introduced as New Business. The aforementioned need not consent to the legislation, but it is highly
140 encouraged that the aforementioned attend the meeting. In the event that the author of said
141 legislation is uncomfortable contacting all interested parties, they may request that the Vice President
142 of Outreach does so on their behalf.
 - 143 vii. Rule 7: Each committee chair is responsible for reaching out to relevant student organizations in order
144 to solicit feedback on ideas and collaborate with student groups on initiatives that the committee is
145 working on.

146 Section 6: General Meeting Procedures

- 147 A. To “voice effectively” these interests which were mentioned above, strict rules must be adhered to when
148 conducting business as an assembly. These rules focus on the efficiency and organization of the tasks at hand:

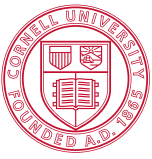


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- 149 i. Rule 1: Speakers will be recognized at the discretion of the Chair and placed on a speaker's list
150 maintained by the Chair. Each speaker shall have a maximum of two minutes to speak, with the
151 option to yield the balance of his or her time to another single individual at the meeting, including the
152 Chair.
- 153 ii. Rule 2: All speakers shall address their remarks to the Chair.
- 154 iii. Rule 3: The Chair shall keep time at any point when such is required.
- 155 iv. Rule 4: Except for points of order, information, and questions of privilege, no person shall be
156 recognized by the Chair twice before all other members (voting and ex-officio) have had the
157 opportunity to speak.
- 158 v. Rule 5: Following an affirmative vote for Previous Question, the Chair will recognize the members of
159 the community who wish to speak on the question. Each speaker will limit his or her comments to no
160 more than two minutes, and the Chair may limit the number of speakers due to time constraints. If
161 multiple speakers wish to address the Student Assembly, equal opportunity will be given to those in
162 favor of and those opposed to the question, in such order, to speak.
- 163 vi. Rule 6: The Chair may call the question, without it requiring a second or vote, when he or she deems
164 that debate has exceeded its time limit or when discussion becomes repetitive.
- 165 vii. Rule 7: When the vote of the Chair may decide the outcome of a decision (i.e. to make or break a tie),
166 he or she shall be empowered to cast a vote, but shall do so only after all other voting members of the
167 Student Assembly have registered their votes.
- 168 viii. Rule 8: A Student Assembly member may appeal the decision of the Chair when he or she disagrees
169 with the Chair's interpretation or application of the Standing Rules or the Charter. The motion shall
170 require a simple majority to pass.
- 171 ix. Rule 9: Any SA member may attempt to overrule a decision by the Executive Committee by
172 submitting their challenge in the format of a resolution at the next regularly scheduled meeting. A 2/3
173 majority of the voting membership must be reached to overrule the Executive Committee at any time.
- 174 x. Rule 10: The Parliamentarian shall administer a short examination on parliamentary procedure to all
175 voting members of the SA within four meetings of a representative taking the oath of office. This
176 examination will cover content from Robert's Rules of Order and the most recent version of the SA
177 Charter, Bylaws, and Standing Rules. Any member who does not pass (a grade of 70% or higher) will
178 be required to attend an additional review workshop and retake the exam.
- 179 xi. Rule 11: Student Assembly members shall be permitted to withdraw a motion after it has been
180 seconded and before a vote has been taken on it.
- 181 xii. Rule 12: Ex-officio members as defined in the by-laws shall be permitted to make motions to amend.
- 182 xiii. Rule 13: Ex-officio members as defined in the bylaws shall also be permitted to sponsor resolutions,
183 without a voting SA member, if the content relates directly to their position.

184 Section 7: Outreach Guidelines & Member Responsibilities

- 185 A. Rule 1: All voting representatives shall host at least one forum or outreach activity with individuals from their
186 respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following



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- 187 such an activity. The four undesignated at-large representatives shall plan at least one Cornell Caring
188 Community, Lift Your Spirits, or large-scale outreach event per semester.
- 189 B. Rule 2: All elected members must fulfill two assigned outreach requirements per two week time frame. Such
190 events will be designated by the Vice President of Outreach. If the member does not document their outreach
191 as specified by the VP of Outreach, the member will be credited with one whole absence. Any conflicts in
192 schedules or other special circumstances as references in Section 1, Rule 6 of this document must be brought to
193 the attention of the VP of Outreach.
- 194 C. Rule 3: All voting representatives may communicate regularly with their constituents through e-mail mailing
195 lists and listservs, which may be maintained by their respective college dean's office, the Department of
196 Campus Life, the Office of the Dean of Students, or the Office of the Assemblies.
- 197 D. Rule 4: Any Student Assembly member, including the Vice President for Public Relations, must submit a
198 mass message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive
199 Board may approve a message by a majority vote and the vote may be conducted by email. The correspondence
200 must be saved and reported at the next S.A. meeting by the Vice President for Public Relations.
- 201 E. Rule 5: The Executive Committee must update and maintain the internal events calendar that shall be shared
202 with the general membership of the Assembly.
- 203 F. Rule 6: The Executive Vice President must monitor and respond to any inquiries on the SA website. Such
204 inquiries can be forwarded to the appropriate Assembly member in order to ensure the most accurate answers.
- 205 G. Rule 7: All ex-officio members acting in liaison positions should report relevant information to the Student
206 Assembly ~~and~~ about their respective organization and report relevant actions of the assembly to their respective
207 organization as they see fit.

208 Section 7: Spending Guidelines

- 209 A. Category Spending:
- 210 i. Rule 1: In order for a disbursement of budgeted funds to be made, either the SA President or the Vice
211 President for Finance must approve it. The Vice President for Finance is responsible for classifying the
212 expenditure into a budget category.
- 213 ii. **Rule 2: The Student Assembly budget must be reviewed and approved by the SA by the conclusion of
214 the second meeting of the academic year.**
- 215 iii. Rule 3: Any reallocation of funds between categories of the budget or spending of the budget surplus
216 must be confirmed by a majority vote of the Appropriations Committee followed by a majority vote of
217 the Student Assembly, at large.
- 218 iv. **Rule 4: Committee chairs will maintain a record of all expenses of their committee. At the end of each
219 semester, he or she will make public the amount left in the committee's account.**
- 220 B. Special Projects Funding:
- 221 i. Rule ~~3-5~~: The Student Assembly may choose to fund any project, program or service through SA
222 Special Projects that it deems to improve the quality of undergraduate student life or to further the
223 goals of the SA. Special Projects funding is a type of category spending.
- 224 ii. Rule ~~46~~: Special Projects funding may be requested by any of the following, but not limited to:
225 i. Any Cornell registered student organization



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- 226 ii. SA committee chairs that seek funding for expenditures that exceed their committee's
227 budgeted allocation
- 228 iii. ~~Vendors that are not part of the Cornell community~~
- 229 iii. Rule ~~5-7~~: The SA President and Vice president for Finance together may approve any special projects
230 funding request up to \$400 without consultation with the Appropriations Committee. Amounts up to
231 \$400 may also be funded by a majority vote of the Appropriations Committee. Request must be made
232 public at a Student Assembly meeting in the form of an "Announcement/Report" before being
233 approved. Any SA voting member can motion for the request to be sent to the Appropriations
234 Committee if they feel necessary.
- 235 iv. Rule ~~6-8~~: The Appropriations Committee shall decide upon special projects requests over \$400 and
236 under \$1500 by a majority vote. The SA, at large, may reverse an Appropriations Committee decision
237 to fund amounts over \$400 by a two-thirds vote.
- 238 v. Rule ~~7-9~~: Requests \$1500 and over shall be decided upon by a majority vote of the Appropriations
239 Committee and confirmed by a majority vote of the Student Assembly, at large. The SA, at large, is
240 only required to confirm requests of \$1500 or greater.
- 241 vi. Rule ~~8-10~~: The Vice President for Finance shall present a written report to the SA at large, each time a
242 special projects disbursement is made.