



Bylaws of the Forty-Ninth Senate

Section I. Definitions

- A. Quorum – an assembly of the majority of the voting members of the Senate
- B. Speaker – The chair of the body at any given time
- C. Legislative Officers – Members of the Legislative Branch other than Senators and Associates who possess floor, motion and speaking rights.
- D. Office Hour – Time spent conducting official duties of an ASCSU office
- E. Council – The ASCSU recognized office/academic college officiating body
- F. Officer – Any member of ASCSU sworn to execute the duties of an ASCSU office
- G. Legislative Cabinet – The officers consisting of the Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, Senate Membership Officer, Senate Outreach Officer, Senate Internal Committee Chairs and any appointed Legislative Aides
- H. Ex Officio Members – A member of the body by virtue of holding another position

Section II. Applicability

- A. These bylaws defer to the ASCSU Constitution and Supreme Court judgement.
- B. These bylaws are also to be superseded by University Policy where applicable.
- C. These bylaws are also to be superseded by applicable, local, state and federal laws.
- D. These bylaws supersede any documents and orders created under the authority set forth in these bylaws.

Section III. Parliamentary Authority

- A. The Senate shall operate on the rules of the Eleventh Edition of Robert's Rules of Order Newly Revised where applicable and expedient in all cases that do not conflict with Section II stated herein or any sections of these bylaws.

Section IV. Senate Meeting Operations

- A. Meetings will be held at 6:30 P.M. MDT in the ASCSU Senate Chambers each Wednesday during the regular spring/fall semester excluding finals week, University closures, or any night in which extreme circumstances are presented unless prior notice is given more than 24 hours in advance by the Speaker of the Senate.
- B. In the case that a session is adjourned with agenda items unaddressed by the body, the chair shall have the discretion to move these items into a committee of their choosing or hold them for consideration in the next legislative meeting or work-session.
- C. The agenda and consent agenda for each meeting will be established and dispersed to interested parties by the Legislative Cabinet at a time to be established and made public by the chair of the Legislative Cabinet.
- D. Succession of the Speakership shall be the Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, Internal Affairs Chair, External Affairs Chair, University Affairs Chair, Budgetary Affairs Chair, and then the longest serving senator.
- E. The longest serving senator shall be defined as the current member who has served as a Senator or Associate Senator for the longest continuous period of time and who is not elsewhere in the Line of Succession.



- F. Senate, by motion, may declare Executive Session to discuss confidential information and topics related to human resources and personnel or any subject in which the Senate is required to enter executive session.
- G. Executive Session may be declared only when a legitimate personnel concern, impending legal matter, or other material of reasonably confidential status must be discussed.

Section V. *Bills, Resolutions, and Leges*

- A. Bills shall deal with appropriations, constitutional amendments, or other legislation which when enacted shall have a binding effect on ASCSU operations.
- B. A resolution shall deal with the opinions of Senate and the adoption of bylaws.
- C. A Lex (plural Leges) shall be used when both a Bill and a Resolution are necessary and shall have the powers of both a Bill and Resolution.
- D. All legislation shall be submitted to the official email of the Speaker of the Senate, Speaker Pro Tempore, and Parliamentarian by Friday afternoon, 5:00 PM MDT before the Legislative Session the following week.
- E. Legislation submitted for the ASCSU Senate to consider must conform to the templates released by the Legislative Cabinet and must be in a Microsoft Word compatible form.
- F. A piece of legislation may be authored by any individual or entity affiliated with Colorado State University. Said legislation shall need the sponsorship or endorsement of at least three [3] Senators or Associate Senators and three [3] additional members holding floor rights in the Senate, one [1] internal committee, the Board for Student Organization Funding, or the Student Fee Review Board.
- G. Legislation on the floor for the first session of a new Senate does not need any sponsorships or endorsements for Senate consideration.
- H. Legislation shall be numbered in accordance with the Senate number and the order in sequence with other legislation (ex. The third resolution of the 49th Senate would be Res. #4903). Bills and Resolutions will be counted separately. Although a number may be given to a bill when it is added to the agenda, said number is not official until it reaches the floor.
- I. Bills sponsored by the Board for Student Organization Funding shall only require one (1) reading.
- J. Legislation shall have two [2] readings and three [3] readings for bills concerning constitutional amendments unless cited otherwise in these bylaws.
- K. Barring exigent circumstances as declared by the Chair, at least one author of a piece of legislation must be present for all readings of the legislation.
- L. Legislation requiring two [2] readings may have their first reading waived with a two-thirds [2/3] vote for expedited status. Bills dealing with finance not originating from BSOF may only be granted expedited status with written documentation of feasibility from the ASCSU Advisor and the ASCSU Director of Finance by the same criteria as bills sent to the Budgetary Affairs Committee.
- M. Any legislation shall only have the title and abstract read unless by a majority vote of the body to the contrary.
- N. Legislation not on the agenda may be added by a two-thirds [2/3] vote of the Senate so long as it meets all other requirements to be considered by the Senate.



- O. All legislation except those specified in the constitution, these bylaws or other superior documents shall require a majority vote of the present membership excluding abstentions for passage.
- P. Bills and Leges will require the signature of the President or a Senate veto override to go into effect while resolutions will not require said signatures. Bills and Leges must be signed by the President by the second scheduled senate session after its passage or it will be automatically added back to the agenda under “old business”.
- Q. Legislation must be received before 5:00 P.M. MDT the Friday prior to the Legislative Session if the legislation is intended to be in agenda consideration by the Legislative Cabinet for the following Session.
- R. Joint legislation shall deal with the opinions of at least two participating representative bodies.
 - a. Joint legislation must have at least one co-author from each participating organization and must meet the sponsorship requirements of each organization before being heard by either organization.
 - b. Joint legislation shall only be valid once passed by all participating organizations.
 - c. Joint legislation may not be amended after passage through any one participating organization.
 - i. Changes after partial passage should be presented by retracting the old legislation and proposing a new joint legislation, as such, authors are encouraged to conference before any vote is made, to ensure it may pass all bodies as it is written before any vote.
 - d. Joint legislation shall be in a format acceptable to the chair of each participating organization containing at least the following,
 - i. A title declaring the document as a joint legislation and listing the participating organizations.
 - ii. A line at the bottom of the document to indicate passage for each respective organization.
 - iii. An heading at the top of the first page for the organization that first hears and introduces the legislation.

Section VI. Senate Committees

- A. There shall be a Legislative Cabinet chaired by the Speaker of the Senate consisting of the Speaker pro Tempore, Parliamentarian, Clerk, Recruitment and Retention Officer, and Internal Committee Chairs.
- B. The Legislative Cabinet shall be charged with maintaining the administrative operations of Senate, assembling and releasing the regular and consent agendas, releasing a brief weekly report of the Senate’s actions, and discharging these duties in a manner that does not unduly hinder the progress of legislation in a manner inconsistent with reasonable standards of expediency.
- C. The Legislative Cabinet shall create bylaws subservient to this document detailing its operations and procedures.
- D. There shall be four [4] Senate Internal Committees known as the Internal Affairs Committee, External Affairs Committee, University Issues Committee, and the Budgetary Affairs Committee.
- E. The Senate Internal Affairs Committee shall deal with affairs internal to ASCSU.



- F. The Senate External Affairs Committee shall deal with affairs outside of Colorado State University.
- G. The Senate University Issues Committee shall deal with affairs pertaining to the University outside of the Associated Students of Colorado State University.
- H. The Senate Budgetary Affairs Committee shall deal with affairs pertaining to the ASCSU budget as well as translating ASCSU Finances into a form easy for constituents to understand.
- I. The Budgetary Affairs Committee shall, after conducting their own consideration of a bill, send that bill to another committee by communication between the chairs if the bill deals with any other matters besides monetary usage. This shall be reported to the remainder of Senate Leadership.
- J. These committees will establish bylaws subservient to this document governing their rules and procedures. These Bylaws must be presented to the Senate upon request. Internal Committees may amend their bylaws at any time, however, the Senate maintains the right to pass new bylaws for a committee as needed.
- K. These committees shall receive legislation and pursue relevant projects and report these happenings to Senate during the appropriate agenda item.
- L. A committee shall reintroduce any amended form of a bill or resolution as one report, with all amendments included in the motion to be passed by simple majority. Amendments in a committee report shall be considered as a slate, however, changes may be removed from the slate by a majority vote of the body. If the motion passes, the new form of the bill or resolution is on second reading with the edits of the committee. If the Senate does not adopt the committee report, the body shall revert to the original bill or resolution, which will be on its second reading. The committee chair or vice chair shall be present to reintroduce a bill or resolution.
- M. The Senate may move to discharge legislation from its committee no sooner than one week after it had been assigned to that committee. The committee chair and vice chair need not be present or approve in order to discharge legislation. If legislation is discharged from a committee, it returns to the floor without any changes made by the committee.
- N. No Internal Committee shall hold times conflicting with Senate Meetings or other internal committees.
- O. Senate may create additional committees under their authority through a bill passed by the Senate.
- P. Senate Internal Committee meetings times must be held once per week at a time determined by the respective chair. If a meeting is cancelled, the chair should attempt to find an alternative meeting time for that week.
- Q. Chairs of Internal Committees shall be responsible for informing the Recruitment and Retention Officer of attendance on a weekly basis and reporting the work of the committee during the relevant Senate Meeting agenda item.

Section VII. *Quorum and Provisional Meetings*

- A. Quorum for Senate Meetings will be two-thirds of voting Senate members.
- B. In the absence of quorum a provisional meeting may be conducted in similar fashion to a normal meeting, the proceedings and results of which will be presented to the next meeting obtaining quorum for adoption as a slate.



- C. Alternatively to IIX[B], after thirty (30) minutes after first roll call without quorum, the Speaker may adjourn the meeting, and all officers or members of the Senate not present without approved excuses will be marked as unexcused.
- D. An officer will be counted absent if marked as unaccounted by the Clerk during either the roll call following the call to order or the roll call prior to the vote for adjournment.

Section VIII. *Senators and Associate Senators*

- A. Senators shall maintain five (5) documented office hours per week, serve on one (1) Senate Committee and one (1) university/community committee.
- B. Associates shall maintain three (3) documented office hours per week, serve on one (1) Senate Committee and attend at least one Senate meeting per three Senate meetings.
- C. Senators shall have floor, speaking, motion, and voting rights during Senate Meetings.
- D. Associates shall have floor, speaking, and motion rights during Senate Meetings, and shall have limited voting rights for when any Senator from their respective College, Office, or Council is not present or an empty seat exists for the college.
- E. In the absence of their associated senator they will exercise their Senator's voting rights.
 - a. The absence or recusal of a Senator signifies the waiving of their respective voting rights to their Associate Senator until they actively reclaim them.
- F. After fifteen (15) cumulative office hours for senators, or nine (9) cumulative office hours for associates missed in any one semester or for three (3) unexcused absences by the chair of their respective committees in any one semester a member shall resign in absentia and a best effort to notify the affected member will be given by the Speaker Pro Tempore.
- G. These office hour requirements may be deferred at the Speaker of the Senate's discretion given that the Senator/Associate logs five (5) service hours per month and submits a substantive bi-weekly report of work done in their position at ASCSU.
- H. Senators and Associates will be elected pursuant to the Elections Code and relevant sections of the ASCSU Constitution.
- I. Senators and Associates shall attend the college council or office which elected them and report on relevant events in Senate. They shall be responsible for making reasonable efforts to gain constituent input and representing the students of their college to the best of their ability.

Section XIII. *Amendments and Suspension*

- A. These bylaws may be amended by a two-thirds vote of the Senate in attendance excluding abstentions on a resolution brought to the floor for that purpose. Any item submitted to the Legislative Cabinet for Senate consideration before the resolution passes will operate according to the bylaws under which it was submitted.
- B. These bylaws or portion thereof may be suspended for the current session by a two-thirds [2/3] vote of the Senate in attendance excluding abstentions.

Section XIV. *Entrance of New Contractual Obligations on Behalf of ASCSU*

- A. Pursuant to the ASCSU Constitution the President acts as the signatory on ASCSU contractual obligations on behalf of the students.
- B. Additionally the President utilizing this authority is also expected to make a sincere effort to inform the Senate of any proposed changes to current or proposed contracts.



- C. The Senate has the responsibility to uphold this trust and to do so in an ethical manner consistent with the objectives of ASCSU.
- D. In breach of this trust the Senate may take various punitive fiscal actions against the executive budget pursuant to their fiscal responsibilities as outlined in the Constitution.

Section XV. *Committee of the Whole*

- A. The Senate may move to dissolve itself into a Committee of the Whole with a two-thirds [2/3] vote of the present body, for the purpose of discussing bills and/or resolutions.
- B. The Committee of the Whole shall be chaired through the same line of succession as the ASCSU Senate.
- C. The Committee of the Whole can move back into the Senate agenda with a two-thirds [2/3] vote of the present body to rise from committee and report the committee's findings (a motion to "rise and report"). Any changes to bills and/or resolutions heard in the Committee of the Whole must be presented to the Senate body in the form of a committee report and adopted by the body. The committee report shall encompass changes made to all bills and/or resolutions as a single motion made by the Committee of the Whole chairperson.
- D. The Committee of the Whole may be utilized on the second reading of a bill or resolution, or during the first reading of a bill or resolution that has been expedited or only requires one reading.
- E. Quorum of Committee of the Whole shall be the same as quorum for the senate body.
- F. The Committee of the Whole shall be granted the permission to utilize the services of the Parliamentarian and the Clerk of the Senate in order to execute business.



Forty-Ninth Senate's Rules of Order

Rule 1: Amendments & Suspension

- A. Specified portions of these rules may be amended by a two-thirds [2/3] vote of the Senate, excluding abstentions, for a specific session.
- B. Specified Portions of these rules may be suspended by a two-thirds [2/3] vote of the Senate, excluding abstentions, for a specific session.

Rule 2. Senate Meeting Ground Rules

- C. When held in the ASCSU Senate Chambers, the area past the threshold will only be accessible to members with floor rights. Members will also seek recognition from the chair before leaving the body or approaching the rostrum during meeting.
- D. Members present at a meeting shall maintain the decorum necessary to conduct the business charged to the body and in violation of this, the chair may not recognize the member, may ask the member to leave the body or may have the member removed from the meeting by an appointed officer.
- E. Members may dispute V [B] by appeal to the highest ranking Legislative Officer present other than the current chair and further to the Supreme Court by internal complaint, during which the ruling of the chair will stand. Egregious use of V [B] by a chair against the will of the body may constitute grounds for removal from office.
- F. Ad hominem statements that threaten the physical well-being of members or would needlessly restate a position already stated will be considered non-germane.

Rule 3: Voting

- A. All votes shall be recorded by the Clerk of the Senate.
- B. A roll-call vote may be ordered by any two (2) Senators.
- C. All final votes on the main question of Legislation shall be roll call votes except for matters on the Consent Agenda.
- D. All votes for ratifications shall be done via secret ballot unless it is the approval of a slate.
- E. All votes for elections by the Senate shall be done via secret ballot unless there are enough seats for all of the candidates.
- F. Voting records shall be made publicly available upon request through a records request.

Rule 4: Debate

- A. The motion for previous question shall not be in order until the author of a motion has yielded the floor and substantive discussion has already occurred.
- B. A speaker shall be limited to speaking twice on any motion, bill, or resolution unless yielded to by another member of the Gallery or Body.
- C. A speaker shall be limited to two (2) yields to another individual in the Gallery or the Body during a discussion or questioning period for each agenda item. D. A speaker may not reserve his/her speaking time or yields.



- E. Debate that directly attacks a person (ad-hominem) is not allowed. The offender may be called to order for such statements. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting at the discretion of the Chair.
- F. Side conversations during debate are not allowed. Any offenders may be called order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting at the discretion of the Chair.
- G. Members of the body need to receive acknowledgment from the Chair before leaving the floor. Any offenders may be called to order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.
- H. Using the microphones available in the Senate Chambers shall be the default means of communicating to body. Senators should be aware that the microphones increase the accessibility of the room and that they allow for audio minutes.

Rule 5: Time Limits

A. Legislation:

- a. After the first reading, legislation requiring two or more readings will be given ten [10] minutes of time for legislation representatives presentation, after which ten [10] minutes will be allowed for question and answer, after which ten [10] minutes will be allowed for discussion and debate. Subsequently the legislation will be sent to a committee of the Chair's choice unless a motion of Senate dictates otherwise. Legislation dealing with financial affairs shall be sent to the Budgetary Affairs Committee as its internal committee. After their consideration, it may be sent to an additional committee by the Budgetary Affairs Committee Chair.
- b. On second reading of legislation subject to subsection K of this section, legislation will be read then a maximum of thirty [30] minutes of time will be spent on discussion and debate, with primary speakers given five [5] minutes and secondary speaker's given [3] minutes for a total of eight [8] minutes of time given to any one person on any one agenda item. After the expiration of this time the legislation will be sent to a committee of the Chair's choice unless a motion of Senate dictates otherwise if the matter requires a third reading or the chair will entertain a motion to enter a vote on the item if it has obtained the necessary number of readings.
- c. On items requiring a third reading the same time limits will be adopted as if the legislation was in a second reading.
- d. Upon a two-thirds [2/3] vote for expedited status or on legislation requiring only one [1] reading, after the first reading legislative representatives will be given ten [10] minutes for presentation and ten [10] minutes for question and answer. After which a maximum of thirty [30] minutes with each primary speaker given five [5] minutes and each secondary speaker given three [3] minutes for a total of eight [8] minutes per agenda item per person will be given for discussion and debate. Subsequently the speaker will entertain a motion to vote on the legislation.

B. Ratifications and Elections

- a. Officers subject to ratification by the Senate and their presenter will be given ten [10] minutes to present after which ten [10] minutes will be given for question and answer.



- b. Candidates for Election by the Senate will be given five [5] minutes to present after which [10] minutes will be given for question and answer.
- c. Once all of the appointees or candidates have presented themselves, there will be [20] minutes of discussion and debate, after which the senate will vote.
- C. Gallery Input
 - a. There will be time in each meeting within the agenda specifically for public input not to exceed thirty [30] minutes with no more than five [5] minutes for each speaker.
- D. Guest Presentations
 - a. Guest Presentations will be given a maximum of thirty [30] minutes with no more than fifteen [15] for questioning.
- E. Confidence Business
 - a. The ASCSU Senate shall maintain a two [2] hour time limit on Senate sessions, once Confidence Business is reached and until the ending roll call is reached. The Parliamentarian will keep track of this time, known as the confidence clock, and acknowledge to the body when thirty (30) minutes are left. These time limits shall not be observed during the first or final Senate sessions of the term.
 - b. When the confidence clock expires, the Speaker will interrupt the current agenda to move into a motion of no-confidence. A failed vote reaffirms confidence and immediately moves the Senate back into the interrupted motion. Another vote shall be observed one hour later.
 - c. An affirmative vote by two-thirds of the present voting membership of the Senate, excluding abstentions, tables all motions under consideration until the next session of the Senate and moves the Senate into Announcements.
 - d. Upon an affirmed no-confidence vote, any new business in the published agenda not already dealt with will be given a first reading and immediately sent to a committee of the Speaker's choice. Any old business in the published agenda not already dealt with will be postponed until the next regularly scheduled senate session. Further motions to move into any Agenda item shall not be sustained by the Speaker for the remainder of the session.

Rule 6: Meeting Agenda

- A. The Senate shall follow the following agenda for all regularly scheduled meetings:
 - **Agenda**
 - i. Call to Order
 - ii. Pledge
 - iii. Beginning Roll Call
 - iv. Consent Agenda
 - v. Swearing-In of New Senators and Associates
 - vi. Gallery Input
 - vii. Guest Speakers
 - viii. Executive Reports ix. Judicial Reports
 - x. Committee Reports
 - 1. Internal Affairs Committee
 - 2. External Affairs Committee



3. University Issues Committee

4. Budgetary Affairs Committee xi. Legislative Officer Reports

- xii. Senator Reports
- xiii. Associate Senator Reports
- xiv. Confidence Business
- xv. Ratification & Election of Officers xvi. Old Business
- xvii. New Business
- xviii. Announcements
- xix. Ending Roll Call
- xx. Fight Song
- xxi. Adjournment

- B. For the first session of Senate only, "Swearing in of New Senators and Associates" shall appear before "Beginning Roll Call".
- C. There will be time in each meeting within the agenda specifically for public input
- D. Items may be moved, deleted, or added to the agenda by a two-thirds vote of the Senate. Legislation added in this way must otherwise conform to all of the requirements that regularly submitted Legislation must meet.
- E. The consent agenda will be a list of items compiled by the Legislative Cabinet and which will be voted on by the Senate as a whole. The minutes from the prior week's meeting shall always be included on the consent agenda. Any voting member of the Senate may remove an item from the consent agenda, except for the minutes. Removed legislation shall be moved to its traditional location within the agenda. The consent agenda may only be passed by unanimous consent, and upon its passage all items on the consent agenda shall be treated as having passed unanimously.
- F. The Speaker of the Senate may determine the agenda for special sessions as necessary.

Rule 7: Decorum

- A. During weekly Senate Sessions, Senators, Associate Senators, Senate Leadership, gallery members, and anyone wishing to speak on the Senate floor who has speaking rights are expected to maintain a level of decorum for the entirety of the Session.
- B. The rules governing decorum during an official ASCSU Senate Session are as follows:
 - a. Business casual attire is expected of Senators, Associate Senators, Senate Leadership, and anyone wishing to officially speak on the Senate floor who has speaking rights.
 - b. All members of the body and the gallery will exit the Senate Chambers to conduct conversations, including phone conversations.
 - c. Cheering, booing, clapping, etc. shall not occur unless directed by the Chair.
 - d. Profanity, slurs, or direct personal insults shall not be used in the Senate Chambers.
 - e. Personal devices/technology shall be used for official Senate business only, not for personal activities.
 - f. If someone or an official of ASCSU is deemed incapable of performing their duties or maintaining decorum, they may be removed from duty from the duration of the meeting at most; by a majority vote of the body.



- C. In violation of the aforementioned rules, the chair may not recognize the member, may ask the member to leave the body or may have the member removed from the meeting by an appointed officer.
- D. If the Chair has issued two verbal warnings to a Senator, Associate Senator, member of Senate Leadership, Ex Officio Member, or gallery member and there continues to be negligence of the rules for decorum, said individual will be asked to leave the Session Rule 8: Associate Senators
 - A. Associate Senators have the right of debate and motioning and shall have limited voting rights when any Senator from their respective College, Office, or Council is not present or an empty seat exists for the college.
 - B. An Associate Senator may only vote in the absence of a filled Senate seat. To take the place of an absent Senator, the Associate Senator must be of the same college. Should that Senator return, the Associate Senator must cede this right to the Senator upon request of the Senator.
 - C. An Associate Senator voting in place of a Senator may vote however they wish and does not have to vote how the absent Senator would have voted.

Rule 9: Ex-Officio Members

- A. Ex-Officio members shall be granted rights of debate and motioning but shall hold no voting rights.
- B. All members of the Executive and Judicial branches shall have ex-officio status.
- C. ASCSU Administrative Assistants and ASCSU Advisors shall have ex-officio status.
- D. The Presidents of the College Councils, the Multi-Faith and Belief Council, the Inclusive Excellence Council, and any student organization granted a seat in the Senate shall have ex-officio status.
- E. The chairs of the Fee Advisory Boards shall have ex-officio status.
- F. The Directors or equivalent position of the Student Diversity Programs and Services offices, the Adult Learner and Veteran Services Office, and the Office of International Programs shall have ex-officio status.
- G. The President of RHA and the RHA Liaison shall have ex-officio status.
- H. An author of legislation or guest speaker who does not otherwise hold floor rights shall be granted ex-officio status for the duration of that session.
- I. The Senate may give or remove Ex Officio Status for a session by a two thirds [2/3] vote of the body.