



RULES **of the** **Senate**

Promulgated Fall of 1998
Revised October 18th, 2011

Preface

WHEREAS the ASASU USG Bylaws allows the Senate to establish rules for which to operate under,
WHEREAS the USG Senate needs rules to supplement the USG Bylaws and Robert's Rules of Order,
WHEREAS necessities like time restrictions and dress code could be carried out through senate rules,
THEREFORE BE IT ESTABLISHED that the following rules are effective in the USG Senate until the last session of the ninth legislature:

Title I: General

Article 1: Scope

These rules of Title 1 shall control all meetings of the Senate, its committees, and subcommittees. Where there is no rule within these Rules that applies to any given situation, Robert's Rules of Order, latest edition, shall govern.

Article 2: Duties of the Chair

The Chair shall declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no objection. The Chair, subject to these rules, shall have complete control of the proceedings at any meeting. The Chair shall direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chair may temporarily transfer his/her duties to the President Pro Tem. In the event that neither the Chair, nor the President Pro Tem is able to attend, the Chair may select a Senator of his/her choosing, beginning with the Chair(s) of the Standing Committees, and he/she shall serve as the Chair.

Article 3: Appeal

Any decision of the Chair, with the exception of those that are explicitly cannot be appealed, may be appealed immediately by a member. The Chair may speak briefly in defense of the ruling. The appeal shall then be put to a vote, and the decision of the Chair shall stand unless overruled by a majority of those members present and voting. A Yes vote indicates support of the Chair's ruling; a No vote indicates opposition to that ruling. The Chair's ruling shall stand unless overruled by a majority of No votes.

Article 4: Quorum

Business shall be transacted only when a quorum composed of a majority of current voting members is present. Special Senate meetings shall require a quorum composed of $\frac{2}{3}$ of current voting members.

Article 5: Decorum

All members shall show courtesy and respect to their office, the Senate staff and to other members. Senate members are also required to show respect to their colleagues. All remarks must be directed towards the Chair. A Senator may not use a colleagues name when being critical in their speech, instead they may refer to them as "the distinguished gentleman/woman from" or the Junior/Senior senator from" or any such term. The Chair shall immediately call to order any member who fails to comply with this rule.

Article 6: Dress Code

Members required to attend shall dress properly for Senate meetings; attire no less formal than business casual. This includes, but is not limited to: no shorts, no flip-flops, no tank tops, no baseball hats, no jeans, no T-shirts, no sweatpants. The exception to business casual is any necessary work related attire.

Title 2: Regular Senate Meetings

Article 1: Order of Business and Descriptions

The order of business, and each item's description for every Regular Senate meeting shall be as follows:

Section 1: Opening Ceremonies

- A. At the time the meeting is scheduled to begin, the Chair shall call regular meetings of the Senate to order.
 - i. Pursuant to Robert's Rules of Order, 10th Edition, the Call to Order is not an agenda item.
- B. At each meeting the Chair shall designate a volunteering member to lead the assembly in recitation of the Pledge of Allegiance. Those present who do not wish to participate shall stand silently as a polite gesture to those who do participate or shall leave the room.

Section 2: First Roll Call

- A. The Senate Parliamentarian shall carry out First Roll Call to determine which Senators are present and which are absent.
- B. It is the duty of any member arriving after the First Roll Call to inform the Chair of their arrival.

Section 3: Approval of the Minutes

- A. The Senate Secretary will prepare a draft copy of the minutes of each regular meeting, including an attendance and voting report. They shall then be presented to the Senate for approval at the next regular meeting.
- B. Any corrections shall be incorporated into the minutes of the next meeting.
- C. Minutes of special meetings shall be approved at the next regular meeting at this time.

Section 4: Approval of the Agenda

- A. All legislative items, and accompanying documents, shall be submitted to the Senate Secretary no later than 5:00 PM Thursday, prior to the next meeting.
 - i. If applicable, the Senate Secretary shall assign any Senate Bill a number and place it on the Agenda.
 - ii. The Senate Secretary shall not reject or withhold legislation.
 - iii. The Senate Secretary shall distribute all submitted legislative items and accompanying documents to the Senate by 5:00PM Friday, prior to the next meeting.
- B. The Agenda shall be accepted as is, or amended, by the Senate before it can proceed with any other business, except the election of a Temporary Chair or an adjournment due to lack of quorum.
- C. The Senate, on a $\frac{2}{3}$ vote of members present and voting, may amend the agenda to include additional items of merit when such items necessitate immediate action.

- D. A copy of each additional action item must be provided to each member of the Senate prior to the time at which the meeting convenes. The action item shall be named for reference by the Senate.
- E. Record of the items must be placed in the minutes as an amendment to the agenda.

Section 5: Call to the Audience

- A. Any member of the Arizona State University community may address the Senate on a topic of their choice.
- B. No speaker may address the Senate for more than 5 minutes.
- C. After the speech, the Chair shall entertain questions from the Senate and put them to the speaker. The question and answer period shall not exceed 5 minutes in length and may not be extended.
- D. No speaker may address the Senate more than once at any particular meeting.

Section 6: Officer and Administrative Reports

- A. Each Executive Office shall deliver an oral report on the status of their office. No report shall exceed 5 minutes in length; this time limit may be extended at the discretion of the Chair to 7 minutes.
- B. Yields for questions are in order, yields for comments are not.
- C. Executive offices eligible for reports are: Senate President, USG President, VP of Policy, VP of Services, GPSA President, University Senate Representative, and Director of Student Engagement.

Section 7: Organization Reports

- A. Each eligible club and organization shall have a single representative deliver an oral report on the status of their office. No report shall exceed 5 minutes in length; this time limit may be extended at the discretion of the Chair to 7 minutes.
- B. Yields for questions are in order, yields for comments are not.
- C. Clubs and organizations eligible for reports are: Programming and Activities Board, Residence Hall Association, Interfraternity Council, Pan-Hellenic Council, MGC, NALFO, NPHC, Student Athlete Advisory Council, SCA, LGBTQ, Womyn's Coalition, BAC, Arizona Student Association, Facility Fee Board Rep, and Coalition of International Students.

Section 8: Standing Committee Reports

- A. Each chair of a Standing Committee shall deliver an oral report on the status of their committee. No report shall exceed 5 minutes in length; this time limit may be extended at the discretion of the Chair to 7 minutes.
- B. Yields to other committee members are in order; other Yields and Comments are not.
- C. The order of reports are as follows: University Affairs, Appropriations, Finance, Government Operations.
- D. Subcommittees shall not deliver reports to the full Senate.

Section 9: Ad Hoc Committee

- A. The Chairs of the Ad Hoc Committee(s) shall deliver an oral report on the status of their committee. No report shall exceed 5 minutes in length; this time limit may be extended at the discretion of the Chair to 7 minutes.
- B. The order of report(s) shall be by the order in which their committee was created.
- C. Subcommittees shall not deliver reports to the full Senate.

Section 10: First Read Legislation

- A. All legislation shall receive a First Reading by a sponsor on the day of introduction.
- B. Debate on the merit of First Reading legislation is not in order.
- C. The sponsor's introduction is limited to 2 minutes of speech. This limit is not extendable nor are Yields and Comments in order.
- D. If this legislation does not have a representing committee, the chair shall assign an appropriate committee.
- E. If First Read legislation is considered timely in nature and immediate action by the Senate on an item is deemed to be in the best interest of the Association, the Senate may, by a $\frac{2}{3}$ of members present and voting, move the item from First Read Legislation to Second Read Legislation.
- F. The motion to move to Second Read Legislation is only in order after the author(s) or sponsor(s) has introduced the action item.

Section 11: Second Read Legislation

- A. The Chairs of the Standing and then the Select committees shall present Second Reading legislation, accompanied by a description of the committee's action including the vote of the committee.
 - i. No presentation shall exceed 5 minutes in length; this time limit may be extended at the discretion of the Chair to 7 minutes.
- B. Following the legislation presentation, the Chair shall entertain debate.
- C. Debate is ended, when a Senator Calls to Question
 - i. A Call to Question requires a second
 - ii. Once called to question, the Chair will give the Senator an opportunity to exhaust the Speaker's List.
 - a. (Non)Exhaustion of the Speaker's List can be overruled with a majority vote.
- D. No Second Reading legislation shall require a second.
- E. At any time before a vote has begun on a motion for which amendments are allowed, the author(s) and maker of the motion may agree to a germane modification of the motion, provided that this modification was not previously entertained by the Senate and either approved or defeated.
- F. These First and Second Read legislative processes shall apply for all forms of legislation including Acts, Petitions, and Resolutions.

Section 12: Special Agenda

- A. The Special Agenda is for all non-legislative action items such as disciplinary motions, Impeachment motions, or presentations to the Senate as a body.
- B. Any Constitutional Amendments, following a First Reading, shall be debated and voted upon during the Special Agenda instead of in Second Reading.

Section 13: Open Forum

- A. Any member of Senate who obtains the floor is permitted to offer informal observations regarding the work of ASASU, the public reputation of ASASU, or any other topic upon which they desire to address the Senate.
- B. This is in contrast to the general parliamentary rule that allows discussion only with reference to a pending motion.

Section 14: Announcements

- A. Any, and all final announcements made by a member of Senate, shall be entertained by the Chair.
- B. No announcement shall exceed 5 minutes in length; this time limit may be extended at the discretion of the Chair to 7 minutes.

Section 15: Second Roll Call

At the conclusion of Open Forum, the Senate Parliamentarian shall carry out Second Roll Call to determine which Senators are present and which are absent.

Section 16: Adjournment

- A. When all Agenda items have been addressed, a Senator will motion to adjourn.
- B. A second is required.

Title 3: Special Senate Meetings

Article 1: Order of Business and Descriptions

The order of business, and each item's description for each Special Senate meeting shall be as follows:

Section 1: Opening Ceremonies

- A. At the time the meeting is scheduled to begin, the Chair shall call special meetings of the Senate to order.
 - i. Pursuant to Robert's Rules of Order, 10th Edition, the Call to Order is not an agenda item.
- B. At each meeting the Chair shall designate a volunteering member to lead the assembly in recitation of the Pledge of Allegiance. Those present who do not wish to participate shall stand silently as a polite gesture to those who do participate or shall leave the room.

Section 2: First Roll Call

- A. The Senate Parliamentarian shall carry out First Roll Call to determine which Senators are present and which are absent.
- B. It is the duty of any member arriving after the First Roll Call to inform the Chair of their arrival.

Section 3: Report of the Chair

- A. The Chair shall give an in depth explanation of the purpose of the special meeting.
- B. Neither Yields nor Comments are in order as there is not to be any debate during the Report.

Section 4: Approval of the Agenda

- A. All legislative items, and accompanying documents, shall be submitted to the Senate Secretary no later than 96 hours, prior to the next meeting.
 - i. If applicable, the Senate Secretary shall assign any Senate Bill a number and place it on the Agenda.
 - ii. The Senate Secretary shall not reject or withhold legislation.
- B. The Agenda shall be accepted as is, or amended, by the Senate before it can proceed with any other business except the election of a Temporary Chair or an adjournment due to lack of quorum.
- C. The Senate, on a $\frac{2}{3}$ vote of members present and voting, may amend the agenda to include additional items of merit when such items necessitate immediate action.
- D. A copy of each additional action item must be provided to each member of the Senate prior to the time at which the meeting convenes. The action item shall be named for reference by the Senate.
- E. Record of the items must be placed in the minutes as an amendment to the agenda.

Section 5: Call to the Audience

- A. Any member of the Arizona State University community may address the Senate on a topic of their choice.
- B. No speaker may address the Senate for more than 5 minutes.
- C. After the speech, the Chair shall entertain questions from the Senate and put them to the speaker. The question and answer period shall not exceed 5 minutes in length and may not be extended.
- D. No speaker may address the Senate more than once at any particular meeting.

Section 6: First Read Legislation

- A. All legislation shall receive a First Reading by a sponsor on the day of introduction.
- B. Debate on the merit of First Reading legislation is not in order.
- C. The sponsor's introduction is limited to 2 minutes of speech. This limit is not extendable nor are Yields and Comments in order.
- D. If this legislation does not have a representing committee, the chair shall assign an appropriate committee.
- E. If First Read Legislation is considered timely in nature and immediate action by the Senate on an item is deemed to be in the best interest of the Association, the Senate may, by a $\frac{2}{3}$ majority of members present and voting, move the item from First Read Legislation to Second Read Legislation.
- F. The motion to move to Second Read Legislation is only in order after the author(s) or sponsor(s) has introduced the action item.

Section 7: Second Read Legislation

- A. The Chairs of the Standing and then the Select committees shall present Second Reading legislation, accompanied by a description of the committee's action including the vote of the committee.
 - i. No presentation shall exceed 5 minutes in length; this time limit may be extended at the discretion of the Chair to 7 minutes.
- B. Following the legislation presentation, the Chair shall entertain debate.
- C. Debate is ended, when a Senator Calls to Question
 - i. A Call to Question requires a second
 - ii. Once called to question, the Chair will give the Senator an opportunity to exhaust the Speaker's List.
 - a. (Non)Exhaustion of the Speaker's List can be overruled with a majority vote.
- D. No Second Reading legislation shall require a second.
- E. At any time before a vote has begun on a motion for which amendments are allowed, the author(s) and maker of the motion may agree to a germane modification of the motion, provided that this modification was not previously entertained by the Senate and either approved or defeated.
- F. At any time before a vote has begun on a motion for which amendments are allowed, the author(s) and maker of the motion may agree to a germane modification of the motion, provided that this modification was not previously entertained by the Senate and either approved or defeated.
- G. These First and Second Read legislative processes shall apply for all forms of legislation including Acts, Petitions, and Resolutions.

Section 8: Special Agenda

- A. The Special Agenda is for all non-legislative action items such as disciplinary motions, Impeachment motions, or presentations to the Senate as a body.
- B. Any Constitutional Amendments, following a First Reading, shall be debated and voted upon during the Special Agenda instead of in Second Reading.
- C. All Impeachment Hearings are to be conducted as special meetings following the success of a Motion to Impeach, which shall only be made at a regular meeting of the Senate.

Section 9: Open Forum

- A. Any member of Senate who obtains the floor is permitted to offer informal observations regarding the work of ASASU, the public reputation of ASASU, or any other topic upon which they desire to address the Senate.
- B. This is in contrast to the general parliamentary rule that allows discussion only with reference to a pending motion.

Section 10: Announcements

- A. Any, and all final announcements made by a member of Senate, shall be entertained by the Chair.
- B. No announcement shall exceed 5 minutes in length; this time limit may be extended at the discretion of the Chair to 7 minutes.

Section 11: Second Roll Call

At the conclusion of Open Forum, the Senate Parliamentarian shall carry out Second Roll Call to determine which Senators are present and which are absent.

Section 12: Adjournment

- A. When all Agenda items have been addressed, a Senator will motion to adjourn.
- B. A second is required.

Title 4: Senate Committee Meetings

Article 1: Order of Business and Descriptions

The order of business, and each item's description for each Senate Committee meeting shall be as follows:

Section 1: Opening Ceremonies

- A. At the time the meeting is scheduled to begin, the Chair shall call the committee to order.
 - i. Pursuant to Robert's Rules of Order, 10th Edition, the Call to Order is not an agenda item.
- B. At each meeting the Chair shall designate a volunteering member to lead the assembly in recitation of the Pledge of Allegiance. Those present who do not wish to participate shall stand silently as a polite gesture to those who do participate or shall leave the room.

Section 2: First Roll Call

The Chair shall call the roll to determine which committee members are present and which are absent.

Section 3: Approval of the Agenda

- A. The Chair shall present a list of items to be discussed in Old and New Business.
- B. This list shall be approved as is, or amended, by the committee before it can proceed with any other business except adjournment due to lack of quorum.

Section 4: Reports

- A. The Chair shall report to the committee such matters as are of interest to it.
- B. Any subcommittee chairs or committee members charged with special responsibilities shall then deliver any reports they may have.
- C. Debate, Yields, and Comments are out of order.

Section 5: Old Business

All business not finally dealt with at previous meetings shall be taken up as needed before the committee may address any new issues or legislation.

Section 6: New Business

Any new topics and legislation shall be dealt with only after the committee has completed any Old Business.

Section 7: Second Roll Call

The Chair shall call the roll to determine which members of the committee are present and which are absent.

Section 8: Adjournment

- A. When all Agenda items have been addressed, a Senator will motion to adjourn.
- B. A second is required.

Section 9: Enactment

- A. The order of business procedures and descriptions shall be enacted at the discretion of the Committee Chair.
- B. The decision of the Chair may be vetoed by a majority vote.

Title 5: Various Parliamentary Procedures

Article 1: Debate/Discussion

Section 1: Speakers List

- A. There shall, at all times, be one continuously open Speakers List for the action item under discussion.
- B. Separate lists shall be established as needed for procedural motions and debate on amendments.
- C. A member may add their name to the Speaker's List provided that they are not already on it. A request to be added is signaled by the raise of their hand, or their placard.
- D. This list will be kept by the Chair.

Section 2: Speeches

- A. No member may speak without having previously obtained the permission of the Chair.
- B. The Chair may call a speaker to order if the member's remarks are not relevant to the subject under discussion, or are offensive to any members or Senate staff.
- C. Unless Rules of the Senate indicate otherwise, no member may speak for longer than 5 minutes.
 - i. This time limit, absent a statement to the contrary in these rules, may be extended at the discretion of the Chair.
 - ii. When a member exceeds the time limit, the Chair shall call the speaker to order without delay.

Section 3: Yields

- A. A member granted the right to speak on a substantive issue may yield in one of four ways:
 - i. *To Another Member*: The member's remaining time shall be given to that member, who may not, however, then yield back to the original member or to any other.
 - ii. *To Questions*: Questioners shall be selected by the Chair and limited to one question each. The Chair shall have the right to call to order any member whose question is, in the opinion of the Chair, rhetorical and leading and not designed to elicit information. Only the speaker's answer to questions shall be deducted from the speaker's remaining time.
 - iii. *To the Chair*: Such a yield should be made if the member does not wish their speech to be subject to comments. The Chair shall then move to the next speaker.
 - iv. *To a Member of the Audience*: A member may yield a specific amount of time to a member of the audience. The remaining time shall be given to that member, who may then yield back to another audience member, or use the time to discuss. The member of the audience must address the bill at hand only and must adhere to the same rules as members.

- B. Only two yields are allowed.
- C. A speaker who is yielded to may not yield at all.
- D. Yields are in order only on substantive speeches.
- E. A member must declare yields by the conclusion of their speech.

Section 4: Rebuttals

- A. If a substantive speech involves no yields, the Chair may recognize members, other than the initial speaker, to comment for thirty seconds on the specific content of the speech just completed.
- B. This member may not yield.
- C. No comments shall be in order during debate on procedural motions.

Section 5: Caucusing

- A. A motion to caucus is in order at any time when the floor is open, prior to closure of debate.
- B. The member must briefly explain its purpose and specify a time limit for the caucus, not to exceed ten minutes.
- C. The motion shall immediately be put to a vote. A majority of members present and voting is required for passage.
- D. The Chair may rule the motion out of order. Such a ruling is not subject to appeal.

Section 6: Reconsideration

- A. A motion to reconsider is in order immediately after legislation or any other motion has been adopted or rejected, and must be made by a member who voted with the majority on the issue.
- B. The Chair shall recognize two speakers opposing the motion after which the motion shall be immediately put to a vote.
- C. A two-thirds majority of the members present and voting is required for reconsideration.

Article 2: Points

Section 1: Points of Personal Privilege

- A. Whenever a member experiences personal discomfort that impairs their ability to participate in the proceedings, they may rise to a Point of Personal Privilege to request that the discomfort be corrected.
- B. While a Point of Personal Privilege may interrupt a speaker, members should use this power with the utmost discretion.

Section 2: Points of Order

- A. During the discussion of any matter, a member may rise to a Point of Order to complain of improper parliamentary procedure.
- B. The Chair shall immediately decide the Point of Order pursuant to these Rules.

- C. The Chair may rule out of order those points that are dilatory or improper; such a decision is not subject to appeal.
- D. A member rising to a Point of Order may not speak on the substance of the matter under discussion.

Section 3: Points of Parliamentary Inquiry

- A. When the floor is open, a member may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure.
- B. A Point of Parliamentary Inquiry shall not interrupt a Speaker.
- C. Members wishing to ask substantive questions should do so during a Caucus as opposed to Points of Information.

Article 3: Voting

Section 1: Division of the Question

- A. After debate on any legislation or amendment has been closed, a member may move that operative parts of the proposal be voted on separately.
- B. The only substantive vote on a motion to divide the question is the final vote on the legislation or the amendment.
- C. If an objection is made to a motion to divide the question, that motion shall be debated to the extent of two speakers for and two against, to be followed by an immediate vote on that motion.
- D. If the motion passes, a simple majority being required for passage, the legislation or amendment shall be divided accordingly, and a separate vote shall be taken on each divided part to determine whether or not it is included in the final draft.
- E. Those parts of the substantive proposal which are subsequently passed shall be recombined into the final proposal and shall be put to a (substantive) vote as a whole. If all the operative parts of the proposal are rejected, the proposal shall be considered to have been rejected as a whole.

Section 2: Voting

- A. Each voting member has one vote.
- B. Each vote may be a Yes, No, or Abstain.
- C. On procedural motions members may not abstain.
- D. "Members present and voting" shall be defined as members casting an affirmative or negative vote.
- E. Members who abstain from voting on substantive matters are considered as not voting.
- F. The normal method of voting is remote clicker.
- G. Any member with voting privileges shall have the right to demand a Division, meaning a hand vote, provided that they do so before or after a vote is taken.
- H. After the Parliamentarian has announced the beginning of voting, no member shall interrupt the voting except on a Point of Personal Privilege, Point of Clarification or on a Point of Order in connection with the conduct of the voting.
- I. Absentee (proxy) voting is not allowed.

Section 3: Roll Call Voting

- A. After debate is closed on any issue, any member may request a Roll Call Vote. Such a motion may be made from the floor and must be seconded.
- B. Members are called to vote in the order that Roll Call is conducted.
- C. In the first round, members may vote “Aye,” “Nay,” “Abstain”, or “Pass”.
- D. A member who passes during the first sequence of the roll call must vote during the second sequence.
- E. The Chair shall then call for changes of votes.
- F. The Chair shall then announce the outcome of the vote.

Section 4: Procedures for Voting Records

All votes pertaining to the passage of legislation in Second Reading must be recorded electronically to provide an accurate voting record.

Article 4: Definitions and References

Section 1: Legislation

- A. All Legislation shall be Senate Bills.
- B. All Senate Bills are Main Motions.
- C. Bills shall be in the format of a long sentence and shall have a Heading and a Body.
- D. The Heading shall contain the Bill Number, an identification of the Bill as an Act, a Resolution or a Petition, the names and offices of the Sponsors, and a Title.
- E. The Body of a Bill shall be in the form of a long sentence and shall contain Perambulatory Clauses and Operative Clauses.
- F. Perambulatory Clauses describe the problem being addressed, recall past actions take, explain the purpose of the Bill, and offer support for the Operative Clauses that follow. Each clause in the preamble begins with a word in capitals and ends with a comma.
- G. Operative Clauses state the action to be taken by the body, or consist of the text of the proposed amendment to the Constitution or Bylaws. Operative Clauses for non-amendatory Acts, Resolutions and Petitions begin with present tense active verbs, which are generally stronger words than those used in the Preamble. Each Operative Clause is followed by a semi-colon except the last, which ends with a period.

Section 2: Senate Bills

- A. A Senate Bill may be in the form of an Act, a Resolution, or a Petition.
- B. Acts are for binding amendments to the Constitution or Bylaws, appointment, removal or impeachment of Association officials, and all financial matters.
- C. Resolutions express the opinion of the Senate and the Association on a given matter.
- D. Petitions are non-binding requests by the Senate, directed to any person or entity, asking them to take a particular course of action.

Section 3: Member

- E. Used throughout Rules of Senate to mean, unless otherwise indicated, a Senator or to whom the Constitution grants the power to vote in Senate proceedings.
- F. Non-voting members are included within that term “member” only when explicitly so stated.

Section 4: Introductory Phrases

The following are suggested introductory phrases for Perambulatory Clauses:

Affirming	satisfaction	Noting with satisfaction
Alarmed by	Fulfilling	Noting with deep concern
Approving	Fully aware	Noting further
Aware of	Fully alarmed	Noting with approval
Believing	Fully believing	Observing
Bearing in mind	Further deploring	Realizing
Cognizant of	Further recalling	Reaffirming
Confident	Guided by	Recalling
Contemplating	Having adopted	Recognizing
Convinced	Having considered	Referring
Declaring	Having considered further	Seeking
Deeply concerned	Having devoted attention	Taking into account
Deeply conscious	Having examined	Taking note
Deeply convinced	Having heard	Viewing with apprehension
Deeply disturbed	Having received	Welcoming
Deeply regretting	Having studied	
Desiring	Keeping in mind	
Expecting	Noting further	
Expressing its appreciation	Noting with regret	
Expressing its		

Section 5: Operative Clauses

The following are suggested introductory words for Operative Clauses:

Accepts	Designates	Has resolved
Affirms	Emphasizes	Notes
Approves	Encourages	Proclaims
Authorizes	Enacts	Reaffirms
Calls for	Endorses	Recommends
Condemns	Expresses its appreciation	Reminds
Congratulates	Expresses its hope	Regrets
Confirms	Further invites	Requests
Considers	Further proclaims	Resolves
Declares	Further reminds	Solemnly affirms
accordingly	Further recommends	Strongly condemns
Deplores	Further requests	Supports
Draws attention	Further resolves	Takes note of
Deservedly		Trusts
Condemns		Urges

Article 5: Minutes

Section 1: Contents of Minutes

- A. Minutes shall be prepared by the Senate Secretary for every meeting of the Senate.
- B. The Minutes shall be approved and amended as necessary at the meeting following that at which they are taken.
- C. They shall be kept as the official permanent record of the Senate.
- D. The Minutes shall contain:
- E. The names of all Members present, excused, and absent from the meeting.
- F. The names of all Members who make motions.
- G. Motions made, and the action taken, including vote tallies.
- H. The names of action items with a brief description, including vote tallies.

Section 2: Minute Records

- A. Records of the minutes shall be made available to all members of the Association of Arizona State University Faculty and Staff.
- B. Individuals and organizations, public or private, not affiliated with ASASU may have copies of past minutes upon the approval of the ASASU Assistance Director.

Article 6: Facilities

Section 1: Arrangements

The Senate Secretary shall be responsible for arranging all facility and equipment needs of the Senate.

Section 2: Seating Order

The seating order shall be left to the discretion of the Senate President.

Article 7: Suspension and Amendments of Rules of the Senate

Section 1: Suspension of the Rules of the Senate

- A. Rules of the Senate may be suspended by $\frac{2}{3}$ vote of the members present and voting.
- B. The member making a motion for the suspension of the Rules of the Senate shall state which rule they wish to have suspended.
- C. The member moving to suspend the rules shall be permitted two minutes to explain why.
- D. The Chair shall then allow one speaker only against suspension to speak for two minutes.
- E. No additional speakers for either side shall be permitted.
- F. Comments and Yields are out of order.

Section 2: Amending Rules of the Senate

- A. Any voting member of the Senate may propose an amendment to the Rules of Procedure.
- B. Amendments shall be presented in Bill form and are adopted on a $\frac{2}{3}$ vote of members present and voting.

Article 8: Committees

Section 1: Membership

- A. The President of the Senate shall appoint all committees.
- B. He/She shall have the power to remove these appointees for cause, with the approval of a majority of the Senate.
- C. The President of the Senate shall serve as a non-voting member of all committees.

Section 2: Chairs

- A. The President of the Senate shall appoint all Committee Chairs, subject to approval of a majority of members present and voting.
- B. He/She shall have the power to remove these appointees for cause, with the approval of a majority of the Senate.
- C. Subcommittee Chairs shall be serve at the discretion of committee Chairs.

Section 3: Meetings

- A. Meetings shall follow the agenda set forth in the Rules of Senate and the Chair possesses the full range of powers enumerated Title 4.
- B. Meetings shall not be scheduled during meetings of the full Senate.

Section 4: Witnesses

- A. Committees are free to invite anybody they desire to appear before the committee.
- B. Officers and non-Business Office staff are required to attend committee meetings when officially summoned on a majority vote of committee members present and voting.
- C. The committee shall make every effort to arrange a convenient time to hear from the officer or staff member.
- D. The committee may vote to hold the summoned party in contempt if the party fails to appear or refuses to arrange in good faith to appear.

Section 5: Incorporation by Reference

All references to committees shall apply to subcommittees, unless stated otherwise.

Section 6: Records

Chairs shall keep such records as the committee decides are necessary or the Senate President requires.