

Operating Procedures of the Assembly

Adopted April 03, 2012
Last Revised September 15, 2015

Noah Betman
Speaker of the Assembly

Jared Ferguson
Chair, Rules Committee

Table of Contents

Chapter I	General Provisions	3
Chapter II	Membership of the Assembly	4
Chapter III	General Assembly Meetings	4
Chapter IV	Officers	5
Chapter V	Assembly Records	7
Chapter VI	Committees	9
Chapter VII	Floor Proceedings	15
Chapter VIII	Business of the Assembly	20
Chapter IX	Debate and Discussion	22
Chapter X	Voting	22
Chapter XI	Consideration of Motions	24
Chapter XII	Consideration of Assembly Resolutions	25
Chapter XIII	Consideration of Business Submitted by the University Council	27
Chapter XIV	Consideration of Vetoed Resolutions Returned to the Assembly for Resolutions	28
Chapter XV	Consideration of Executive Nominations and Appointments Requiring Assembly Confirmation	29
Chapter XVI	Member Obligations	29
Chapter XVII	Conduct and Decorum	31
Chapter XVIII	Ethics	32
Chapter XIX	Amendment	33

Chapter I General Provisions

A. Title. These Operating Procedures of the Assembly, enacted pursuant to Article II, Section 2 of the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan, describe the rules, procedures, and internal structures of the Assembly

B. Definitions. As referenced in these Operating Procedures, the following terms shall have meaning as defined in this section.

1. “Constitution” shall mean the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan”
2. “Central Student Government” or “CSG” shall mean the central student government of the University of Michigan established by the Constitution.
3. “University” shall mean the University of Michigan
4. “Campus” shall mean the Ann Arbor campus of the University of Michigan
5. “Student organization” shall mean a student organization explicitly recognized by CSG as stated in the Compiled Code
6. “Assembly” shall mean the Student Assembly defined in Article II, Section 2 of the Constitution
7. “Central Student Judiciary” or “CSJ” shall mean the student judicial body of the University established by the Constitution
8. “Compiled Code” or “Code” shall mean the Compiled Code of the Central Student Government
9. “Operating Procedures” shall mean this document
10. “Student” shall mean a person enrolled at the University, or a person enrolled in the University during the previous full term who is eligible to be enrolled in the subsequent full term
11. “Member” shall mean any person with parliamentary rights described below
12. “CSG Administrative Coordinator” shall be the full-time program manager for the Central Student Government
13. “University Community” shall mean any person affiliated with the University, including students, faculty, staff, affiliates, or alumni.

C. Parliamentary Authority. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with the Constitution, the Compiled Code, or the Operating Procedures of the Assembly.

Chapter II

Membership of the Assembly

A. **Representatives.**

1. A “representative” shall mean a student duly elected or appointed to represent students of a degree-granting unit of the University as provided by Article II, Section 2 of the Constitution.
2. The number of representatives shall be determined pursuant to the apportionment procedures established in the Constitution and Compiled code. Alterations to the number of seats pursuant to this rule shall not require any action or approval by the Assembly.
3. All representatives shall have full parliamentary rights on the Assembly, including the rights to speak, introduce business, make motions, and vote.

B. **Constitutional Ex-Officio Members**

1. Pursuant to the Constitution, the President and Vice President of the Central Student Government shall be ex-officio members of the Assembly
2. Constitutional ex-officio members shall have full parliamentary rights on the Assembly, except the right to vote

C. **Student Organization Ex-Officio Members**

1. Pursuant to the Constitution, any student organization with at least 400 active members currently enrolled at the University may apply for an ex-officio seat on the Assembly to represent their interests
2. Student organizations may apply for their seat via message to the Assembly from the president, chairman, chief executive, or other leader of the organization stating their intent to claim a seat and the name of their designated representative. Upon a simple majority vote of the Assembly, the designated ex-officio shall be seated.
3. Ex-officio members representing student organizations shall have full parliamentary rights on the Assembly, except the right to vote.

Chapter III

General Assembly Meetings

A. **Meeting Time and Place.** The Assembly, by majority vote, shall establish its meeting time and place. Pursuant to the Constitution, the Assembly must meet at least weekly. The Assembly shall endeavor to convene a Regular Meeting at each University Union at least once per Fall and Winter semester.

B. **Quorum.** Pursuant to the Constitution, a simple majority of members shall constitute a quorum to do business. Should the Assembly ever fall below or fail to reach quorum during a meeting, all official Assembly proceedings must discontinue until a quorum can be established.

C. **Chair.**

1. All sessions and meetings of the Assembly shall be chaired by the Speaker of the Assembly, as stated in Chapter IV.
2. In the event the Speaker is unable to act as Chair, the Vice Speaker shall assume the Chair. The Speaker may also appoint a Speaker pro tempore to serve as Chair in such an event.
3. As a method of expediting the proceedings of the Assembly, the Chair may state a motion which they will entertain, removing the need for a representative to make the motion. Following a second, the motion is considered made.

Chapter IV Officers

A. Definition. Officers of the Assembly shall be those duly elected or appointed to serve the Assembly as established below in this Chapter.

B. Speaker of the Assembly.

1. Pursuant to Article II, Section 2 of the Constitution, the Assembly shall have the power to elect its own Speaker, who shall chair general sessions of the Assembly and serve on the Executive Committee of the Central Student Government.
2. The Speaker of the Assembly must be a representative duly elected or appointed to represent a degree-granting school, college, or unit.
3. The Speaker, and other Assembly officers as he or she shall see fit, shall be responsible for accepting items for the Assembly's agenda and docket.
4. The Speaker shall sign all legislation passed by the Assembly, and shall be responsible for ensuring its successful receipt by the Central Student Government President.
5. The Speaker shall be elected at the first meeting of a new Assembly, and shall serve for the entirety of that Legislative Session.
6. The Speaker shall be required to conduct an orientation at the conclusion of his or her term for all incoming representatives-elect of the next Assembly.
7. The Speaker shall nominate or appoint one or two members of the Assembly to be responsible for organizing an Assembly-wide community service event for that term.

C. Vice Speaker of the Assembly.

1. The Vice Speaker shall assist the Speaker in fulfilling his or her duties and shall perform the duties of the Speaker in his or her absence. Upon removal and incapacitation of the Speaker, the Vice Speaker shall assume the duties of the Speaker.
2. The Vice Speaker shall perform all other administrative duties delegated to him or her by the Speaker or these Operating Procedures.
3. The Vice Speaker, or his or her designee, shall call the roll on all attendance calls, quorum calls, and roll call votes on questions before the Assembly.

4. The Vice Speaker must be a duly elected or appointed representative who shall be elected at the first meeting of a new Assembly and shall serve until the conclusion of the Legislative Session.
5. The Vice Speaker shall ensure that the contact information (full name, e-mail, and school for each Assembly Representative and Member of the University Council are posted on the CSG website within two weeks from the date that the Vice Speaker assumes office. Representatives may provide the Vice Speaker with a biography or other information to post on the CSG website.

D. Chairs of Standing Committees

1. The representatives duly elected to serve as Chairs of Standing Committees of the Assembly shall serve as officers and shall perform whatever administrative duties delegated to them by the Speaker or these Operating Procedures.
2. Committee Chairs shall be elected at the beginning of each session.
 - a. **Parliamentarian.** The office of Parliamentarian of the Assembly shall be delegated to the Chair of the Rules Committee, who shall advise the Chair and the Assembly on questions of parliamentary procedure.

E. The Secretary of the Assembly.

1. The Speaker of the Assembly shall have the power to appoint a Secretary of the Assembly, who shall serve as principle minutes taker during Assembly meetings. The Assembly may hire minutes takers through established procedure for compensation, who must be the appointed Secretary when available.
2. In the event that a hired minutes taker is unavailable at the time of a meeting, the Speaker may appoint a Secretary of the Assembly pro tempore for the meeting. Such a Secretary would not be eligible for compensation.
3. The Secretary of the Assembly shall be responsible for preparing and correcting unofficial versions of the minutes of the Assembly.
4. The Secretary need not be a member of the Assembly, and may sit with the Assembly during proceedings regardless of membership.

F. Sergeant-at-Arms

1. The Speaker of the Assembly shall have the power to appoint a Sergeant-at-Arms whenever he or she deems necessary, and may likewise terminate such appointment whenever he or she deems necessary.
2. The Sergeant-at-Arms shall preserve order and decorum during meetings, and shall be the doorkeeper of the Assembly Chambers or other meeting place in the event of an Executive Session as described below.
3. The Sergeant-at-Arms need not be a member of the Assembly.

G. Elections of Officers

1. All officers, unless appointed by the Speaker, shall be elected in the manner established within this rule.
2. The Chair shall begin by declaring the nominations process open and accepting nominations from the floor. All nominations must receive a second, but a member may nominate him or herself. Nominations shall not be considered valid unless accepted by the member nominated.

3. Members may inform the Speaker of their intent to accept if they are unable to attend the meeting in which the election shall take place. Such an acceptance shall be considered valid when a nomination is made and seconded.
4. Once there are no further nominations, the Chair shall declare nominations closed. Nominations may be reopened by a motion, second, and majority vote of the Assembly.
5. Each nominee will have two minutes in which to speak to the Assembly on his or her qualifications, plans, or other thoughts regarding the office for which they are being considered. Nominees will speak in the order in which they were nominated.
6. The Assembly will then have the opportunity to ask no more than six total questions of the nominees. Each response to a question shall be no more than one minute in length. Questions may be directed at one, some, or all of the nominees; however, each nominee will have the opportunity to respond to a question regardless of if it was directed at him or her.
7. Questions will be answered first by those to whom they are asked, and then by the remaining candidates in the order in which they were nominated. This order for remaining candidates will then reverse for each subsequent question.
8. When the Assembly has no further questions, the representatives shall proceed to a vote. The vote for the election shall be by secret ballot. Representatives shall cast a vote by writing the name of a nominee, abstain, or no confidence. A simple majority is required for a nominee to be duly elected.
9. In the event that no candidate receives a majority of the votes cast, the name of the nominee receiving the lowest number of votes shall be eliminated from consideration, and the Assembly will proceed immediately to another vote by secret ballot. This will continue until one nominee receives a majority.

H. Removal and Recall

1. Any officer may be removed by the Assembly by a motion, second, and two-thirds majority vote.
2. There are other requirements of officers in these Procedures that can bring an officer or committee vice-chair as recalled to the Assembly. If such a rule requires enforcement, the individual in dereliction of duty must appear before the Assembly during Election and Recall of Members.
3. Following the removal of an officer, a replacement officer shall be immediately elected or appointed based on the process for that office as described in Rule IV.G.

Chapter V Assembly Records

A. Assembly Journal

1. The proceedings of every meeting shall be taken in a verbal, verbatim transcript by the Secretary of the Assembly. Such transcripts will be called the Assembly Journal.
2. The Assembly shall make each verbatim transcript available to the public online within two weeks of the meeting.
3. When recording the speech of non-members, the Secretary shall attempt to identify the speaker's full name and affiliation in the minutes.

4. The Assembly Journal shall be unofficial and non-binding as the comments shall not be approved by the Assembly.

5. Members of the Assembly and all those granted the right to speak during a meeting shall be guaranteed the right to petition the Vice Speaker of the Assembly and the Speaker of the Assembly to correct the person's own comments as recorded in the Journal at any time. Disagreements between a Representative and the Vice-Speaker shall be automatically referred to the Assembly, which by majority shall make the decision of which version of the comments shall be represented in the Journal.

6. The Speaker or Vice Speaker must email the final version of the Journal to the Assembly at least 72 hours before it is posted. The Journal may not be modified without being emailed again to Representatives unless the change is a result of a clerical correction or an aforementioned petition.

B. Assembly Minutes

1. The Secretary shall be responsible for tendering a version of the proceedings that briefly summarizes the motions, objections, and other actions taken in a manner consistent with the expectations of the Speaker of the Assembly.

2. This summary version shall be the Assembly Minutes and shall be the document submitted for approval during the Agenda section titled Approval of Previous Minutes. These shall serve as the official record of Assembly proceedings as prescribed in the Constitution.

C. Resolutions

1. The full text of each resolution, as amended, considered shall be made available to the public as soon as they are properly disposed of by the Assembly, either through a vote on a motion to adopt or other procedural motion that concludes its consideration.

2. The record of each resolution shall also include the names of the representatives by whom each was introduced, the authors, and all sponsors.

3. The final result of the resolution's consideration before the Assembly shall also be displayed, with a vote tally if applicable.

C. Representative Attendance and Voting Record

1. The Assembly shall maintain records of attendance, absence excuses, and voting of all roll call votes before the Assembly in the Representative Attendance and Voting Record.

2. The Speaker and Vice Speaker shall be responsible for maintaining the record and shall make it available to the public at all times by any means they or the Assembly by simple majority vote shall deem expedient.

D. Committee Reports. Reports submitted by the Assembly's standing and select committees shall be considered Assembly record and shall be made public within one week of submission to the Speaker or Vice Speaker.

E. Executive Communications. Any official documents submitted to the Assembly as memorandums or communications by the President or other executive officer shall be considered Assembly record and shall likewise be made public within one week.

F. Posting Assembly Records: The Speaker shall ensure that the Assembly Record, as defined by the Operating Procedures of the Assembly, is posted on the CSG website within seventy-two hours of the adjournment of the CSG Assembly meeting.

Chapter VI Committees

- A. Composition.** Members of Assembly committees must be currently enrolled students at the Ann Arbor campus of the University of Michigan.
- B. Leadership**
1. Each committee shall be lead by a Chair, who shall be elected pursuant to these Procedures and shall serve as an officer of the Assembly.
 2. Each committee shall also have a Vice Chair, who shall be elected pursuant to these Procedures, but shall not serve as an officer.
- C. Scope.** No committee shall take or consider action falling outside of its responsibilities as described herein, unless authorized by the Assembly.
- D. Standing Committees.** The Assembly shall have the following standing committees.
1. Finance Committee
 - a. The Finance Committee shall assist the Treasurer in preparing Budgets of the Central Student Government, make recommendations for all budget amendments and reallocations among accounts, and be the primary liaison between the Treasurer and the Assembly, receiving all relevant financial communications on the Assembly's behalf.
 - b. The Committee shall also consider all resolutions which authorize the expenditure of any CSG funds and shall aid in the implementation of such resolutions or expenditures once adopted by the Assembly.
 2. Rules Committee
 - a. The Rules Committee shall be the body charged with maintaining the governing documents of the Central Student Government and the Assembly and shall make recommendations for all changes as needed to the Constitution, Compiled Code, and these Operating Procedures, as well as consider all resolutions proposing amendments to the aforementioned governing documents.
 - b. The Committee shall also be responsible for assisting the Speaker and Vice Speaker in maintaining the attendance record, and shall begin Recall proceedings of Assembly representatives when necessary.
 - c. The Committee shall also seek appointments to maintain a full Assembly and shall be charged with communicating vacancies to the governments of the various schools and colleges when they arise.
 3. Resolutions Committee
 - a. The Resolutions Committee shall be the Assembly's principle resolution drafting and reviewing body, and shall assist representatives, other CSG members, or students-at-large in drafting resolutions for the Assembly's consideration.

- b. The Committee shall ensure that all resolutions are signed by its authors and sponsors in a timely manner, as well as ensure that all actions specified in a resolution are completed and aid in such implementation when necessary.
 - c. All resolutions that do not fall into the subject-matter jurisdiction of another committee shall be considered by the Resolutions Committee.
 - d. In the event of a mid-session appointment to fill a vacancy, the Resolutions Committee shall be responsible for providing a brief orientation for the new representative within two weeks of his or her seating on the Assembly.
4. Communications Committee
- a. The Communications Committee shall communicate the actions and initiatives of Assembly members to the body, serve as a resource for representatives intending to advertise their actions or initiatives, and provide recommendations to the Communications Commission regarding the publicity of legislative actions.
 - b. The Committee shall consider all resolutions concerning communication by or within the Assembly, as well as provide the internal and external communication necessary to complete the actions of any applicable resolutions.
5. Executive Nominations Committee
- a. The Executive Nominations Committee shall consider, in depth, all nominations submitted by the President for which the confirmation of the Assembly has been requested. The Committee shall be considered standing, but shall only meet when there is a nomination before the Assembly.
 - b. Upon receipt of a communication from the President naming an individual a nominee, the Speaker shall refer it to the Committee and immediately notify them of such a nomination.
 - c. The Committee shall prepare a nomination form for which the President will be required to complete for each individual nominee. If a nomination form is not submitted, the nomination shall be out of order, and the Speaker shall not refer it to the Committee until a nomination form is properly submitted.
 - d. The Committee shall be required to consider the nomination and produce a recommendation for the Assembly by its next General Assembly Meeting. The Chair and Vice Chair may choose to withhold their recommendation for one meeting should they require additional time. Motions to confirm nominations shall be out of order without a recommendation from the Committee. The Assembly may choose to discharge the responsibility of making a recommendation from the Committee by a two-thirds vote.
 - e. If there is a situation where the President feels it is necessary for a nomination to be confirmed, but the Committee has not had enough time to review and prepare a recommendation, the Assembly can provisionally confirm a nomination until the next meeting of the Assembly by majority vote until the Committee can render a recommendation.
 - f. The Committee shall have the power to require the presence of any nominee at its meeting for a hearing. The Committee shall be required to notify the nominee with at least 48 hours notice.
 - g. In addition to the Chair and Vice Chair, the Committee shall be composed of three other representatives. Other members of the Assembly and students-at-large may attend committee meetings and hearings, but only the five members shall vote to create the recommendation.

The Chair and Vice Chair shall prepare an application for membership and make it available to the Assembly within 48 hours of election. They shall then review the applications and submit a list of recommended members to the Assembly. The Assembly, by majority vote, shall confirm the recommendation of membership.

- h. If there is a minority opinion on a nomination, the minority members of the Committee may submit a minority report in addition to the Committee recommendation. Such a minority report must be presented to the Assembly first before the official recommendation of the Assembly.
 - i. Although the Committee shall not be required to meet weekly and shall only meet when there is a nomination before the Assembly, membership on the Committee shall be considered to fulfill the Committee/Commission requirement of membership in Rule XVI.A.
 - j. The Committee shall also review nominations for members of the Student Organization Funding Commission and shall likewise submit recommendations.
- 6. Ethics Committee**
- a. The Ethics Committee shall be the organ of the Assembly by which questions of unethical behavior, dereliction of duty, failure to meet requirements of membership, or conduct unbecoming a representative can be referred for investigation and recommendation for members of the Assembly and the Central Student Government.
 - b. Questions for the Ethics Committee must be submitted in writing to both the Speaker and Chair of the Committee by any member of the Assembly or the Central Student Government. The Speaker or Chair will either choose to accept the question and begin an investigation or will refer the question to the Assembly with a motion to refer the question to the Ethics Committee. A simple majority vote is required to refer the question to the Committee. In either case, the Speaker and/or Chair shall be required to notify the Assembly at its next meeting of receipt of a complaint. If either the Speaker or the Chair are involved in the complaint, a representative may bring forth the complaint during the next Assembly meeting with a motion to refer it to the Committee.
 - c. The Ethics Committee shall be considered standing, but shall only meet when a question has been accepted or referred to them by the Assembly.
 - d. In addition to the Chair and Vice Chair, the Committee shall be composed of three other members-at-large. Upon election, the Chair and Vice Chair shall produce and make available to Assembly Members an application for membership within 48 hours. They shall review the applications for membership, and recommend to the Assembly a roster of Committee members. A simple majority vote shall be required to confirm the members.
 - e. If a question about a Committee Member is before the Committee, the Speaker shall randomly draw a name from a collection of names of members at the next meeting of the Assembly. The name of the person that is drawn shall assume the duties of a member of the Committee immediately.
 - f. If the conduct of the Chair of the Committee comes before the Committee, the Vice Chair shall chair the Committee during its meetings and hearings on that question. If the conduct of the Chair and the Vice Chair are both before the Committee, then the three other members of the Committee shall choose by majority vote which one shall chair the meetings on that question.

- g. The Committee may require any member whose conduct is in question to appear at its hearing or meeting. Failure to do so will result in the assessment of two absences. They may also require the appearance of witnesses to testify as to the conduct of the member, but such attendance shall not be subject to absences.
- h. Due to the nature of their business, the meetings of the Ethics Committee shall be closed to all but members and those invited to testify or required to attend.
- i. Following a meeting, a full, public report shall be prepared which shall require a majority of the members to support it. This report shall detail the complete results of the investigation and the recommendations of the Committee for action and/or sanction.
- j. The recommendation of the Committee may include no action, a minor warning, a formal warning, a formal reprimand, or recommended articles of impeachment. If the person whose conduct is in question before the Committee is a standing committee chair or vice chair, the Speaker or Vice Speaker, or a member, but not the Chair, of the Student Organization Funding Commission, the Committee recommendation may also include recall and/or removal from office.
- k. If there is a minority opinion within the Committee, the minority may draft a minority report. Such a report shall be presented to the Assembly before the majority report is considered. After the presentation of both reports, a motion to adopt the minority report shall be in order, and must be considered before a motion to adopt the majority report shall be in order.
- l. Upon adoption by majority vote of the Assembly, the recommendations contained within the report will be enacted. No action may be taken without a majority vote of the Assembly.
- m. By simple majority vote, the Assembly may also create a Select Committee on Questions of Ethics to conduct a separate investigation if there is an ethical concern regarding the ability of the Committee to conduct an investigation and make a recommendation.

E. Committee Consideration of Resolutions

1. Pursuant to Rule VIII.E, Section 3, each resolution shall be referred to a standing committee for consideration.
2. Each committee shall review the content and structure of all resolutions referred to it by the Speaker, ensuring compliance with the governing documents of the Assembly, demonstrating logical validity and soundness, and best representing the goals of its sponsors. The Chair of each Committee shall return a resolution to the Student Assembly for second reads on the meeting following the meeting when the resolution was presented for first reads.
3. The Committee chair, with the concurrence of the Vice Chair, may decline to return a resolution to the Assembly for second reads. The Committee chair must announce the reasons for the refusal to return a resolution, and the specific number of weeks he will be holding the resolution, at the same meeting when the resolution would have been considered.
4. Any such resolution may be held in Committee for no longer than three consecutive Assembly meetings, and will automatically be returned to the Assembly at the expiration of three meetings, or at the last Assembly meeting of the term. The Assembly may, on motion and majority vote, discharge a resolution from a standing Committee to old business.
5. The Committee chair and vice chair may make any recommendations to improve a resolution as they see fit. The Committee chair, vice chair, and author of a resolution must jointly consent to make any

changes proposed by the chair or vice chair. No change to the resolution shall be made in any case if the author declines to accept the changes.

6. If a change is not approved by the author, the Committee chair and vice chair may attached amendments for the Assembly to consider.

7. The authors of the resolution may jointly change the resolution at any time prior to its distribution under Rule V, Section C before it returns to the Assembly for its second reading.

F. Select Committee

1. **Creation.** The Assembly may, upon two reads and a majority vote, establish one or more select committees or task forces. A motion to for a select committee or task force shall require a second and a written description of the responsibilities of the select committee or task force.

2. **Expiration.** Select committees or task forces shall expire upon either a date specified in the resolution adopted by the Assembly authorizing the committee's or force's formation, at the end of a Legislative Session, or by a majority vote by the Assembly. A task force expires after it completes the task assigned to it by the Assembly.

3. **Composition.** The leadership and composition of a select committee shall be analogous to that of a standing committee. The election for the chair of a select committee shall take place immediately upon establishment by a majority of the Assembly. The composition of a task force and the process for electing the chair shall be established by authorizing the task force's authorizing resolution. If the resolution does not specify a process for choosing a chair of the task force, the Speaker shall appoint the chair of the task force.

4. **Reporting.** Before a task force expires, the chair of the task force is required to report to the Assembly any actions taken by the task force, factual findings, or recommendations for Assembly action related to the scope of the task force. The scope of the task force is strictly limited to the task presented in the authorizing resolution.

G. Select Committee on Oversight

1. The Assembly may, after adoption of a resolution, create a Select Committee on Oversight. The resolution shall with specificity note who or what is under investigation, may only investigate one officer or instance of misconduct at a time if it involves more than one officer.

2. The Select Committee on Oversight shall have the power to investigate the conduct of any committee(s), commission(s), or any other body created by the Assembly. Such investigation shall be for the sole purpose of determining whether any such officer or body has engaged in delinquency, corruption, or other derelictions, including violations of the Constitution, the Compiled Code, or these Procedures. The Select Committee shall have exclusive jurisdiction over any investigation.

3. **Membership.** The Select Committee shall be composed of five voting representatives, chosen by lot. The Assembly must approve by majority the final membership, and shall select from the final membership the Select Committee chair. No member shall also be a member of a body under investigation. Attendance shall be mandatory, and the entire membership must be present for the Select Committee to convene and take action. The Chair and Vice Chair shall determine the meeting times to align with this rule. Should there be time conflicts with one or more members, the Chair and Vice Chair may jointly recommend to the Assembly the removal of such member(s). Upon majority vote, the members shall be removed and a new lot shall be drawn to determine a replacement

4. **Powers.** The Select Committee shall have the power to request the presence of any persons or documents related to any program created by the Assembly by an internal subpoena, which must be issued at least three days in advance. The Committee may bring a motion before the Assembly to enact its constitutional subpoena power over any officer or member of CSG, or any student-at-large. Such a motion shall require no resolution, and shall pass by simple majority vote.
5. **Due Process.** Consistent with the guarantees enumerated in the CSG Constitution, any officer subject to investigation shall have the right to appear before the Select Committee during its investigation and provide his own testimony and to submit a response to any findings of the Select Committee.
6. **Presumption of Innocence.** The Select Committee shall presume at all times the alleged misconduct did not occur. Any misconduct resulting in a disciplinary action other than impeachment shall be proven by clear and convincing evidence. Any misconduct resulting in articles of impeachment shall be proven beyond a reasonable doubt.
7. **Report.** The Select Committee shall, at the conclusion of its investigation submit an official report to the Assembly with the consent of the Chair, Vice Chair, and at least two other members. The report must contain a thorough documentation of the allegations, the findings of fact, and recommendations of action to the Assembly. Other members of the committee may also submit a minority report, and shall contain any response by an officer whose conduct is under investigation. The recommendation of action shall be submitted as a resolution, and shall consist of only the following: no action, resolution of censure, withdrawal of funding, removal of Committee Chair, or Articles of Impeachment.
8. **Assembly Action.** The Assembly shall have the option to adopt the report, thereby approving of the recommendations, by majority vote. If a minority report was also submitted, adoption of the minority report must be considered first, and no motion to adopt the Committee report shall be in order till the minority report's adoption has been considered. If the action taken is no action, a resolution of censure, withdrawal of funding, removal of a Committee Chair, or articles of impeachment, the Speaker shall refer the report to the appropriate committee with the instructions to draft a resolution enacting such recommendations within one week. When the resolution returns to the Assembly, it shall automatically be considered Old Business, and shall have been considered by rule to have been given its first reading the previous week.

H. Committee Rights and Responsibilities

1. **Meetings.** Committees shall meet at least one per week. The Chair and Vice Chair of each committee shall establish the weekly time and place of each meeting and notify the Speaker. If there is a change in the a meeting time or place for a given week, the Chair must inform the Assembly at least one day in advance. Committees shall not be required to meet on weeks that include University exam periods or holidays.
2. **Reports.** The Chair and Vice Chair of each committee shall be required to present a report to the Assembly after every meeting. The report shall include meeting and attendance information, the results of the Committee's consideration of any business referred to it by the Speaker or Assembly, and a summary of any other relevant discussion or action items. A written report is required if the committee is returning or declining to return any business referred to it. Otherwise, a verbal report given to the Assembly in accordance with Article VII § P is sufficient. Any written report shall be given to the Speaker who shall make it available to the Assembly for the next General Assembly Meeting.

I. Recall of Committee Chairs or Vice-Chairs

1. The chair or vice-chair of a committee shall be automatically recalled by the Assembly upon a failure to hold a meeting when required for two consecutive weeks, a failure to submit a committee report

when required for two consecutive occasions, or a motion, second, and two thirds majority of the Assembly.

Chapter VII Floor Proceedings

A. General Assembly Meetings. The following rules prescribe the manner in which all General Assembly Meetings, Emergency Meetings, or otherwise officially convened sessions of the Assembly shall be conducted.

B. Time Limits.

1. As stated in these Procedures, time limits for each order of business on the Agenda of a meeting shall be enforced. It shall be the responsibility of the chair to ensure compliance with established time limits.
2. The Chair may designate the duty of official time keeping to any member or officer of the Assembly.
3. The rules for extending time vary under each order of business, but all motions to extend time only require a simple majority vote of the Assembly.
4. A motion to extend time for an order of business shall be for an amount of time not exceeding half the stated time limit for that business unless otherwise noted. Given a time limit of x that can be extended n times, the maximum allowable time with extensions for that business shall be $x+n*(0.5*x)$.
5. Time may only be reduced by a motion, second and two-thirds vote of the Assembly, but never under Community Concerns.

C. Yielding of Time

1. Any member of the Assembly may yield his or her time to any other member of the Assembly or member of the Gallery as described in these Procedures. The member may state clearly how much time is yielded and may reclaim his or her yielded time at any point. The time yielded may not exceed the time that was allocated to the Assembly member.
2. If time is yielded to an individual without parliamentary rights, that individual may not yielded that time to anyone else.
3. Any Assembly member may yield time to any other Assembly member of the purpose of asking a question germane to the debate. The Assembly member may chose whom, when, and for how long they wish to yield to another member.

D. Call of the Assembly.

1. A Call of the Assembly shall be used to ensure full debate on an issue, motion, or business item. Any member may request a call of the Assembly, and a call shall then be ordered by the Chair if seconded by five other members.
2. A Call of the Assembly shall be in order once during the time limit for debate on any motion. The Vice Speaker shall call the roll and note the attendance to establish the present quorum.

3. Members not present during the Call of the Assembly shall not be able to vote until the current motion is resolved.

E. Quorum Call

1. If any member believes the Assembly has fallen under quorum, they may move a quorum call once on a motion. The Vice Speaker shall then call the role. If a quorum is not present, the Assembly shall automatically stand in recess to the call of the Chair until quorum can be re-established.
2. If quorum cannot be re-established, pursuant Rule III.B, the Chair must declare the Assembly adjourned and discontinue proceedings.

F. Agenda

1. The Agenda of the Assembly shall be the order of business for which the Assembly will conduct a particular meeting. As soon as a quorum is established for a meeting, the Assembly must approve the agenda by majority vote as its official order of business.
2. It shall be the responsibility of the Speaker and Vice Speaker to prepare the Agenda, including choosing which items shall be placed on it when presented to the Assembly for approval.
3. The Agenda for all Assembly meetings shall have the prescribed format as established below. Each agenda item set below shall have its own rule in this section establishing its procedure.

- | | |
|-------|-----------------------------------|
| I. | Call to Order |
| II. | Opening Roll Call |
| III. | Approval of the Agenda |
| IV. | Approval of the Previous Minutes |
| V. | Guest Speakers |
| VI. | Community Concerns |
| VII. | Executive Communications |
| VIII. | Report of the Speaker |
| IX. | Representative Reports |
| X. | Committee Reports |
| XI. | Election and Recall of Members |
| XII. | New Business |
| XIII. | Old Business |
| XIV. | Motions and Other Business |
| XV. | Announcements and Matters Arising |
| XVI. | Closing Roll Call |
| XVII. | Adjournment |

4. Members wishing to add or remove items from, or otherwise alter, the agenda may offer their proposals as amendments, subject to majority vote by the Assembly.
5. Amendments to the agenda shall be out of order once an agenda has been approved by the Assembly.
6. Regardless of the agenda established herein, at the convening of a new Assembly, upon completion of the Opening Roll Call and the establishment of a quorum, the Assembly shall first resolve any ties in elections for which it deems appropriate to do so. After the resolution of ties and seating of those representatives, the Assembly shall immediately elect its Speaker. Upon election, the Chair shall be

yielded to the Speaker, and the Assembly will proceed to approve its agenda.

G. Call to Order. The Chair shall call the meeting to order at the prescribed time established through rules in these Procedures. The Chair shall clearly state the time and date at which the Assembly has been called to order for a meeting. Upon completion of the Call to Order, the Chambers or other meeting place shall fall silent pursuant to rules for conduct and decorum described in these Procedures.

H. Opening Roll Call. The Vice Speaker shall call the roll of the Assembly to determine attendance and quorum. Those present and absent shall be entered in the official record. No other business may be conducted during this time, and no motion that brings business before the Assembly shall be in order. There shall be no time limit.

I. Approval of the Agenda. When quorum is established and attendance recorded, the Assembly must immediately proceed to approve the Agenda for the meeting by majority vote. No other motions that bring business before the Assembly shall be in order except the Motion to Approve. There shall be no time limit for this order of business.

J. Approval of Previous Minutes. The Assembly must immediately consider approval of unofficial minutes from previous meetings by simple majority vote. No other motions that bring business before the Assembly shall be in order except the Motion to Approve. There shall be no time limit for this order of business.

K. Guest Speakers.

1. This order of business is reserved for special guests of the Assembly who have come to address the Assembly in an official capacity. Such guests can include but are not limited to University administrators, faculty members, or special presentations by Commissions or student organizations.
2. Any guest speaker on the Agenda shall be accorded the parliamentary right to speak during his or her allotted time. The guest speaker may respond to questions from the Assembly, and may engage the Assembly in any manner not inconsistent with these Procedures. Guest speakers may also distribute materials to members of the Assembly with the consent of the Chair.
3. Guest Speakers shall be subject to rules for conduct and decorum of non-members established in these Procedures.
4. No motions that bring business before the Assembly shall be in order, unless directly germane to the guest speaker's presentation as ruled upon by the Chair.
5. Each guest speaker shall have 30 minutes in which to speak and otherwise engage the Assembly, extendable no more than twice by the Assembly.

L. Community Concerns.

1. Community Concerns is a time for members of the University community to come and address the Assembly. Any person may ask to address the Assembly during Community Concerns, but these requests are always subject to the discretion of the Chair and the rules contained in these Procedures.
2. Anyone wishing to address the Assembly at the time of the meeting must be eligible under these procedures. Such an eligible speaker must sign in prior to the meeting to declare their intent with the Speaker or Vice Speaker.
3. Currently enrolled students shall always receive preference in speaking order during community concerns, followed by others possessing currently valid University IDs, then alumni of the University, and all others wishing to address the Assembly.

4. Those speakers recognized by the Chair during this time shall be accorded the parliamentary right to speak during their recognized time. The speakers may, at their discretion, respond to questions and statements from members.

5. Each speaker recognized shall be accorded 3 minutes, which may be extended no more than twice by the Assembly. The total time for all Community Concerns is 30 minutes, extendable no more than twice by the Assembly.

M. Executive Communications.

1. This section of the Agenda shall be reserved for the Executive Branch to relay information and other communications to the Assembly.

2. The executive officers shall have an opportunity to submit a written report and/or make a verbal report to the Assembly during this time. Due to their ex-officio status, the President or Vice President may claim a total of 10 minutes between them to make a verbal report, with preference going to the President in an event of a conflict. The President or Vice President may yield to any other executive officer to give a report as well. This time is extendable once by the Assembly. In the same manner as executive officers, any Chair of an Executive Commission, or his or her designee, may also make an official report to the Assembly, and may inform the Speaker or the Vice Speaker of their intention.

3. Any executive officer may submit an official memorandum to the Assembly which shall be considered and explained during this time.

4. Any vetoed resolutions shall return to the Assembly as an executive communication, and will be considered during this time.

5. Appointments to bodies outside of CSG that require Assembly approval will be considered at this time.

6. Motions that bring business before the Assembly are in order if germane the communication received by the Assembly.

7. The time for each communication, other than the verbal report of the executive officers, shall not exceed five minutes. There shall be no time limit for the entire order of business.

N. Report from the Speaker.

1. During this time the Speaker may deliver report to the assembly. The Speaker may yield time to the Vice Speaker or any other legislative officer. At this time the Speaker must inform the assembly of any decisions related to the Operating Procedures that occurred while the Assembly was not in session.

2. The time limit for this order of business is five minutes, extendable once by the assembly.

3. No motions that bring business before the Assembly shall be in order, unless in response to matters contained in the report.

O. Reports of the Representatives.

1. During this time Representatives may deliver a report to the Assembly.

2. A Representative must request this time from the Speaker before the meeting and a Representative wishing to speak would be listed on the Agenda.

3. A Representative may speak for up to five minutes. The Assembly may extend the time allotted once by a simple majority vote. This time may not be yielded to anyone other than a fellow Representative.

4. There shall be three minutes allotted for questions following the Report of a Representative. This time may be yielded to anyone.
5. Three Representatives may speak during the Reports of the Representatives. A two-thirds majority is required to allow more than three Representatives to speak during this time.
6. The time limit for this order of business shall be thirty minutes. This time limit may be extended once by the Assembly.
7. No motions that bring business before the Assembly shall be in order, unless in response to matters contained in the report.

P. Committee Reports.

1. Each Assembly committee, whether standing or select, shall have the opportunity to make an oral report to the Assembly. These reports are not intended to substitute the official committee reports submissions kept on record. Rather, this is a chance for Committees to explain their recent meetings and provide recommendations and decisions on business referred to them.
2. Committee Reports may be delivered by the Chair or Vice Chair of the Committee, or their designee. They may respond to questions from members.
3. Each report may not exceed five minutes. This time is extendable only once. If a motion is brought forth from a committee regarding referred business during its report, that motion shall have ten minutes for consideration that shall not be counted in the three minutes for the report.
4. No motions that bring business before the Assembly shall be in order, except motions in response to committee action or business.

Q. Election and Recall of Members

1. This section of the agenda is reserved for the election, confirmation, removal, and recall of students or members in positions within the Central Student Government.
2. The election or recall of any Assembly officer or Vice Chairs of Committees shall be conducted during this time according to the rules outlined in Chapter IV of these Procedures.
3. All motions that bring business before the Assembly must be germane to the purpose stated in Section 1.
4. There shall be no time limits during this order of business.

R. New Business

1. New Business shall consist of all business that is being introduced to the Assembly and therefore being considered for the first time.
2. New Business items shall be considered in accordance with its particular rules of consideration described in these Procedures.

S. Old Business

1. Old Business shall be the time the Assembly considers business that has been previously considered by the Assembly and properly discharged by Committee.
2. Old Business items shall be considered in accordance with its particular rules of consideration described in these procedures.

T. Motions and Other Business. No other motions that bring business before the Assembly shall be in order besides the implicit Motion to Adopt of each business item before the Assembly.

1. This order of business shall be a time for any member to make any motion that brings business before the Assembly.
2. Each motion shall be restricted to twelve minutes of total debate, extendable only once.

U. Announcements and Matters Arising

1. This order of business shall be a time for any member of the Assembly to make closing comments regarding any issue that arose during the course of the meeting or make announcements on issues not germane the Assembly business.
2. Each member may speak only once, and each speaker's time is restricted to five minutes.
3. Members may yield to other members for questions.
4. The Chair shall maintain a list of all members wishing to speak during this order of business. Any member may be added to the list at any time.
5. Motions to bring business before the Assembly shall be out of order at this time.

V. Closing Roll Call. The Vice Speaker, or his or her designee, shall call the roll to determine attendance during this order of business. The attendance shall be entered in the Representative Attendance and Voting Record.

W. Adjournment. The Chair will announce the time and place of the next meeting and then declare the Assembly adjourned. No other motions besides the Motion to Adjourn or the Motion to Fix a Time for Adjournment shall be in order.

Chapter VIII Business of the Assembly

A. Resolutions

1. Resolutions shall be the principle business of the Assembly by which it can express an opinion or support, direct an action, authorize the expenditure of money, or execute any other action under the Assembly's purview.
2. Each resolution must be introduced by at least one member of the Assembly. Those members introducing the resolution shall be considered by rule to have moved its adoption.
3. Each resolution shall have at least one author, who can be any member of the Assembly or the University community. The author or authors shall be the person or persons whose claim the principle idea of the resolution as their own.
4. Resolutions may also have sponsors, who can be members of the Assembly or of the University community, Executive Commissions and other members of the Central Student Government, and student organizations. Anyone may be added as a sponsor with the approval of the authors and members introducing it or by majority vote of the Assembly. Sponsors shall be considered individuals or groups expressing strong support for its passage.

B. Submission of Resolutions. Resolutions shall be submitted to the Speaker by members of the Assembly for addition to the agenda of the next meeting. In order to receive a place on the agenda for a given week, it must be submitted to the Speaker or Vice Speaker by 6:00pm on the Sunday preceding the meeting. Resolutions not submitted by the deadline must be added to the agenda during Approval of the Agenda by a motion, second, and majority vote of the Assembly.

C. Requirements of Resolutions.

1. Resolutions shall be out of order if they contain untrue or unverifiable statements of fact.
2. Resolutions authorizing the expenditure or transfer of central student government funds shall be out of order if they do not specify the CSG accounts to be debited, the recipient(s) of the funds, the purpose(s) of the expenditure(s), and the exact amount(s) to be spent.
3. Resolutions shall be out of order if they are so vague that they do not provide enough information to the Assembly to make an informed decision.

D. University Council Resolutions.

1. Pursuant to Article II, Section III of the Constitution, the University Council shall have the power to place business before the Assembly for its consideration. Such business shall always be in order, regardless of any other rules in these Procedures.
2. University Council business shall by rule be un-amendable while under consideration before the Assembly. This includes by any vote or action of the Assembly or its committees.
3. University Council business must always be designated as such when before the Assembly to ensure understanding of its origin.

E. Legislative Process.

1. The following provisions will define the procedure and workflow for Assembly resolutions.
2. Resolutions shall become Assembly business through either submission by a member to the Speaker by the established deadline preceding a meeting, or by majority vote of the Assembly to add the resolution to the Agenda.
3. Resolutions shall have their First Reading the first time they come before the Assembly as business. After consideration described in these Procedures, the Speaker shall refer the resolution to a committee. The Assembly, by a motion, second, and majority vote may overrule the Speaker and refer the resolution to a committee of its choice. With the consent of a majority of the Assembly, the Speaker may refer a resolution to multiple committees concurrently.
4. The committee shall review the resolution pursuant to these Procedures. When the resolution returns to the Assembly from committee, it shall receive its Second Reading consistent with these procedures.
5. Once a resolution has been read for a second time, it may be amended by majority vote of the Assembly. Any member may offer amendments consistent with these procedures.
6. Following consideration of amendments established in these procedures, the resolution shall receive its Third Reading before the Assembly. Following the third reading of a resolution, it shall be considered not amendable.
7. The Assembly shall then proceed to consideration of the resolution as amended in a manner consistent with these Procedures.

8. Pursuant to the Article II, Section 5 of the Constitution, if the Assembly passes a resolution concerning an amendment to the Compiled Code or a resolution that would be otherwise binding upon students or student organizations, it shall require the signature of the President. The Speaker shall submit an adopted resolution requiring executive approval to the President immediately, who shall then have one week to return it to the Assembly. The resolution shall return as signed, and therefore in effect, or vetoed, and therefore returned to the Assembly for reconsideration.

F. Expediting of Business.

1. A resolution may be given both its first and second reading at the same meeting by a motion, second, and two-thirds majority vote of the Assembly to suspend the rules for the purpose of expediting business and giving a resolution its second reading.

2. The mover of the motion to expedite an item of business shall be given no more than two minutes for explanation. This time is not extendable.

Chapter IX Debate and Discussion

A. Identification. When the Assembly proceeds to debate, all members wishing to discuss during debate must identify themselves or their comments as “in favor” or “not in favor” of the resolution. The Chair shall then maintain a record of those wishing to speak, and shall then alternate between the two sides during debate, calling on speakers at his or her discretion.

B. Reciprocal Speakers. As long as there are reciprocal speakers identifying as “in favor” or “not in favor” of the resolution, each speaker shall have three minutes each. This time may not be extended. When there are no further reciprocal speakers, all remaining members shall only have one minute to discuss the motion.

C. Germaneness. All statements during debate must be germane to the motion in question.

D. Priority Speaking. Members may request to be added to the “in favor” or “not in favor” list of a particular resolution or motion prior to the meeting in which it will be voted upon. Such members shall receive priority to speak first for their given list.

E. Previous Question. The Motion to the Previous Question shall be in order at any time while no member has the floor. A member need not be recognized by the Chair to move the previous question. Such motions shall not be in order until at least two members have spoken both for and against a resolution or until at least two members have spoken for one side and no members remain to speak for the opposing side.

F. Conclusion of Debate. Debate shall end either when there are no further members wishing to discuss the motion, the previous question has been ordered, or the time limit on total debate has expired.

G. Time Limit. Debate on a motion is not to exceed thirty minutes.

Chapter X Voting

A. Decision of Voting Method. Unless otherwise stated in these Procedures, the Chair shall always reserve the right to choose the method by which a vote shall be taken.

B. Statement of the Question. Before a vote on any question, the Chair must clearly state the question to be voted on, the options representatives have on a particular vote, and the method of voting.

C. Voice Vote

1. A voice vote may be used at the discretion of the Chair pursuant to these Procedures. If selected, the Chair shall clearly ask for those in favor of the question to say “Aye” followed immediately by a request for all those not in favor of the question to say “Nay”. The Chair shall use his or her discretion in determining which side carried the vote and shall then clearly state the result.

2. Up until or immediately after the result of a voice vote has been announced, any member may request a Division of the Question. Upon such a request, the Chair shall ask those in favor of the question to stand and shall record the number. Immediately after, he or she shall do the same for those not in favor. The Chair shall then state the result, and such a result shall be considered final.

D. Hand Vote. A hand vote may be used at the discretion of the Chair pursuant to these Procedures. If selected, the Chair shall clearly ask for all those in favor of the question to raise their hands and shall count the number and record it. He or she shall then do the same for those not in favor of the question. The Chair shall announce the result, which shall be final.

E. Roll Call Vote.

1. A roll call vote shall be one in which the roll is called, and each representative shall answer to the call of his or her name by stating his or her vote aloud. Representatives may respond to a roll call with only those responses defined as follows:

a. A “Yes” vote is in favor of the Resolution.

b. A “Yes, with Rights” vote is in favor of the Resolution. However, if the Resolution fails, a Representative voting, “Yes, with Rights” has the right to speak to the Assembly regarding his or her vote for no more than 1 minute; such time may not be yielded to anyone but the speaker.

c. A “No” vote is against the Resolution.

d. A “No, with Rights” vote is against the Resolution, However, if the Resolution passes, a Representative voting, “No, with Rights” has the right to speak to the Assembly regarding his or her vote for no more than 1 minute; such time may not be yielded to anyone but the speaker.

e. An “Abstain” vote constitutes an abstention from voting.

f. When first asked for his or her vote, a Representative may respond, “Pass,” so that he or she does not have to immediately respond to the question currently called. After all other Voice Votes have been cast, the Speaker then asks those Representatives, who originally passed, for their vote in the same order that they were asked during the original Roll Call vote. A Representative may only pass once, when the Speaker first asks for his or her vote. A Pass due to absence shall count as representative’s one permitted pass.

2. Such responses, including all passes, shall be recorded in the Representative Attendance and Voting Record. The roll call vote shall be considered complete when all members present have responded with non-“Pass” responses. A member present in quorum but not present to respond to the calling of his or her name for a vote shall be recorded as a “Pass” until the completion of all other votes, after which that Representative’s vote shall be recorded as “Absent from the Vote” and such a vote shall be counted as a response of “Abstain” when tallying the result of the vote. This process shall not affect the member’s

status in quorum nor shall any other penalties be levied as a consequence of absence from the vote. A member may only respond to the solicitation for a response from the chair, and may not change their vote once cast. Upon completion of the roll call, the Chair shall clearly state the result of the vote, which shall be considered final.

3. A roll call vote shall be mandatory on questions of adoption of all Assembly or University Council resolutions, as well as motions to reconsider and repass resolutions vetoed and returned by the Assembly.

4. Any member may request a roll call vote on any question put before the Assembly up until the method of voting prescribed by these Procedures or determined by the Chair has begun. Such a request shall require the second of four other members. Upon a proper second, a roll call vote shall be considered ordered on the question.

5. If a voting procedure has begun, but has not yet been completed, any member may move a roll call vote on a question, which shall be an unbeatable motion that shall require a majority vote of the Assembly. Such a motion may only be moved once per question, and shall be out of order when a voting procedure has been completed.

F. Vote by Secret Ballot.

1. A secret ballot vote shall be the method used by the Assembly to conceal the vote of each individual. Unless otherwise stated in these Procedures, only the Assembly, by motion and two-thirds majority vote, can order a vote on a question be taken by secret ballot. This method shall not be one in which the Chair can elect for any question if he or she has discretion.

2. Before a vote by secret ballot, the Assembly shall elect two tellers, who must not be voting members. The tellers shall distribute, collect, and count the ballots. They shall then clearly record the result of a question and personally deliver it to the Chair.

3. The Chair shall clearly announce the results of the tellers' count, which shall be the final decision on such a question. By a two-thirds vote, the Assembly may, immediately after the result of the question, move to recount the ballots with two alternate tellers, who shall be immediately elected upon enactment of such a motion. If a recount is not ordered, the tellers shall properly dispose of the ballots.

4. A vote by secret ballot shall be mandatory on all elections undertaken by the Assembly.

5. Unless the question is an election, the only options for a vote shall be "Yes", "No", or "Abstain".

G. Voting by the Speaker.

1. The Speaker of the Assembly must be an impartial Chair, and shall therefore never vote in the normal course of business to conceal his or her official preference.

2. If after the results of the vote, a vote cast by the Speaker would alter the results, the Speaker shall clearly state that he or she is casting a vote pursuant to this rule. Such cases shall include when the Assembly be tied on a question; when there is a one vote difference between a motion prevailing or being defeated, and his or her vote would move the result to a tie; or when there is a question requiring a two-thirds majority and a vote cast by the Speaker would create or remove such a majority.

3. The Speaker shall always vote on questions decided by a vote by secret ballot.

4. If the Speaker has yielded the Chair to the Vice Speaker or a Speaker pro tempore, the voting of such persons shall be governed by this rule as well.

Chapter XI Consideration of Motions

A. Introduction.

1. Motions may be introduced by any member of the Assembly at any time it may be in order consistent with these Procedures. The member making the motion may have two minutes to explain its purpose and reasoning to the Assembly.
2. If motions require a second, the second shall be called for after the explanation. If properly seconded, the motion shall be in order before the Assembly.

B. Debate. The procedures outlined in Chapter IX shall govern debate of motions, with a maximum of 12 minutes of discussion and consideration.

C. Voting. The voting procedures established in Chapter X shall be in effect for all motions to which these rules apply.

Chapter XII Consideration of Assembly Resolutions

A. Introduction.

1. Resolutions are introduced to the Assembly in ways consistent with these Procedures. The resolution shall be given a designation by the Speaker and placed before the Assembly.
2. A member of the Assembly must introduce the resolution. The member or members introducing the resolution shall by rule be considered to have moved its adoption, so the Motion to Adopt shall be considered made and seconded by rule throughout consideration of a Resolution.

B. First Reading.

1. When a resolution is considered by the Assembly for the first time, it shall be called New Business, and given its first reading during that order of business on the Agenda.
2. The Chair will announce the resolution being read for the first time, and will then recognize the members introducing the resolution and the authors to explain the resolution, who shall have a maximum of ten minutes in which to do so.
3. Members of the Assembly may then ask questions of the authors regarding the resolution. This time for questions shall not exceed ten minutes.
4. After all questions have been answered, each member may comment on how to improve the resolution for up to one minute.
5. If the author is a nonmember of the Assembly, that individual shall have the parliamentary right to speak during this time.
6. The Chair shall then announce the committee to which the Speaker has referred the resolution.

C. Second Reading.

1. When a resolution returns to the Assembly from Committee, it shall be called Old Business, and given its second reading during that order of business in the Agenda.
2. The Chair will announce the resolution being read for the second time, and then will recognize the author or authors to explain the resolution, highlighting any changes that were made since its last consideration. This explanation may not exceed ten minutes. If yielded to by an author, the Chair or Vice Chair of the committee to which the resolution under consideration was referred may offer assistance in explaining changes to the resolution since its previous reading. Time unused in this section may be reserved for questions.
3. Members of the Assembly may then ask questions of clarification and subject matter of the authors regarding the resolution. Members may not ask any questions not germane to the content of the resolution, nor offer suggestions or opinions on the resolution itself. This time may not exceed fifteen minutes plus any unused time from explanation.
4. No other incidental motions except the Motion to Table and Motion to Refer shall be in order.

D. Amendment.

1. When a resolution has been read for a second time, it shall then be open to amendments from the floor. Amendments may be submitted to the Chair either in writing or orally.
2. Members may submit amendments to the Speaker any time prior to the meeting in which it shall be introduced. If such an amendment is submitted prior to the meeting being called to order, it shall receive a guarantee of consideration during this time. The Chair must attach such amendments if submitted before 6:00pm on Sunday.
3. The Chair will ask members if there are any amendments from the floor.
4. If the Chair believes there are 5 or more substantial and unique amendments from the floor, the resolution shall be re-referred to committee to establish a docket of amendments.
5. Only one amendment may be considered at a time, and any amendments submitted to the Speaker or written amendments submitted during the meeting shall always receive priority in consideration over oral amendments from the floor.
6. The Chair will announce the amendment, and the author(s) of the amendment will have three minutes to explain the amendment. Then the Assembly has five minutes to ask questions of the author(s). The authors of the resolution may consider it friendly.
7. All amendments not adopted by the author(s) of the resolution shall proceed directly to debate using the rules outlined under Chapter IX.
8. Once a non-friendly Amendment to a Resolution has passed, all further amendments must pass by a simple majority vote of the Assembly.
9. The total time for considering amendments to a resolution shall not exceed twenty minutes or the time required to consider all guaranteed amendments, whichever is greater. The time limit may be extended once for up to 20 minutes by the Assembly.
10. If time expires while an amendment is being considered, the procedure for considering that amendment may be completed without a voted-on time extension.

E. Third Reading.

1. Once an amendment of a resolution has been completed, the Chair shall give the resolution its third reading before the Assembly.
2. Once a resolution has been given its third reading, all amendments pertaining to it shall be out of order, except by an un-debatable motion, second, and two-thirds majority vote to consider an amendment.
3. No other incidental motions besides the Motion to Table, Refer, Commit or Postpone Indefinitely shall be in order when a resolution has been given its third reading.
4. If a resolution is referred to a committee following its third reading, it shall lose its third and second reading status.

F. Debate.

1. When a resolution has been given its second reading, the Assembly will then discuss adoption of the resolution, as amended. Amendments shall still be in order during this time.
2. Debate shall proceed under the rules outlined in Chapter IX.

G. Voting. The Chair shall clearly state resolution being voted upon by title and designation prior to a vote. There shall be a mandatory roll call vote on all resolutions. A simple majority of representatives is required to adopt a resolution.

H. Clerical Edits Post Passage. After a resolution has been passed by the Assembly, the committee chair with consent of the author shall be able to edit resolutions for unsubstantial clerical, grammar, and spelling issues. The committee chair must include actions taken under this resolution in the committee report. The Assembly by motion and majority vote must approve said actions by adopting the recommendations of the report.

Chapter XIII

Consideration of Business Submitted by the University Council

A. Floor Representation. Any business submitted by the University Council for the Assembly's consideration shall be considered to be introduced by the Vice President. He or she, or his or her designee, may answer questions of the Assembly and introduce the business item. The original author of the resolution when it was considered by the University Council may remain an author of the resolution while it is before the Assembly, and may have parliamentary rights to speak during its consideration.

B. First Reading.

1. When a University Council resolution is considered by the Assembly for the first time, it shall be considered New Business and will be given its first reading under that order of business.
2. The Chair will announce the resolution being read for the first time, and will then recognize the Vice President and other authors to introduce the resolution, who shall have a maximum of ten minutes to introduce and explain the resolution.
3. Members of the Assembly may then ask questions regarding the resolution. This time for questions shall not exceed ten minutes.
4. The Chair shall then announce the committee to which the Speaker has referred the resolution.

C. Second Reading.

1. When a resolution returns to the Assembly from Committee, it shall be called Old Business, and given its second reading during that order of business in the Agenda.
2. The Chair will announce the resolution being read for the second time, and then will recognize the Vice President, or his or her designee, to explain the resolution. This explanation may not exceed ten minutes.
3. Members of the Assembly may then ask questions of clarification and subject matter of the authors regarding the resolution. Members may not ask any questions not germane to the content of the resolution, nor offer suggestions or opinions on the resolution itself. This time may not exceed ten minutes.
4. No other incidental motions except the Motion to Table and Motion to Refer shall be in order.

D. Third Reading. After the time for explanation and questions, the resolution shall be given its Third Reading and placed before the Assembly for final debate.

E. Amendments. Amendments to any business submitted by the University Council shall always be out of order.

F. Debate. Discussion and debate of University Council business shall be governed by the rules outlined in Chapter IX.

G. Voting. The Chair shall clearly state resolution being voted upon by title and designation prior to a vote. There shall be a mandatory roll call vote on all University Council business. A simple majority of representatives is required to adopt a resolution.

H. Return of Business not Adopted by the Assembly.

1. In the event a resolution submitted by the University Council is not adopted by the Assembly, it shall return to the University Council.
2. When a motion to adopt is defeated, an ad-hoc committee may be created by a motion, second, and majority vote to draft a memorandum explaining the reason(s) the resolution was not adopted.
3. The authors of the memorandum may include proposed amendments and may request the concurrence of the University Council in adopting the amendments.
4. The Speaker shall have editorial authority over any memorandums drafted under this rule, and shall submit the memorandum upon completion.

Chapter XIV

Consideration of Vetoed Resolutions Returned to the Assembly for Reconsideration

A. Return of a Vetoed Resolution. In the event the President of the Central Student Government vetoes a resolution pursuant to Article II, Section 4 of the Constitution, it shall return to the Assembly as an Executive Communication. The President may include a memorandum explaining his or her reasons for vetoing the resolution.

B. Presidential Explanation. The Chair shall introduce the vetoed resolution as an Executive Communication, and shall then recognize the President, who has the option to reserve five minutes in which to

speak to the Assembly and explain his or her reasons for the veto. The President may decline to explain his or her veto orally.

C. Motion to Reconsider and Repass. Following introduction and/or explanation of the veto, a Motion to Reconsider and Repass the Resolution, the Objection of the President Notwithstanding shall be in order. Pursuant to the Constitution, this motion shall require a two-thirds majority of the Assembly.

D. Debate. If the motion to reconsider and repass is made and seconded, the Assembly shall proceed to debate, following the rules outlined in Chapter IX.

E. Voting. The Chair shall clearly state vetoed resolution whose reconsideration and repassage is being by stating the title and designation prior to a vote. There shall be a mandatory roll call vote on all motions to reconsider and repass. A two-thirds majority is required for the motion to prevail.

Chapter XV

Consideration of Executive Nominations and Appointments Requiring Assembly Confirmation

A. Submission of Nominations.

1. Pursuant to the Constitution, the President may appoint students to many positions in both organizations of the Central Student Government or University-wide committees.
2. When the President would like to submit a nomination for confirmation, he may send a memorandum to the Speaker informing him of such. When the Speaker receives the memorandum, he or she shall immediately refer it to the Executive Nominations Committee.
3. The memorandum shall always be added under Executive Communications. Additionally, if the appointment for confirmation is to a position within the Central Student Government, it shall appear as its own business item on the agenda under Election and Recall of Members once it has been properly considered by the Executive Nominations Committee.

B. Introduction.

1. The Chair shall introduce the nomination being introduced by name and title and shall then recognize the President for the purpose of introducing and explaining the nomination.
2. The nominee, if he or she is not a member of the Assembly, shall have the parliamentary rights to speak and respond to questions during the introduction and consideration of his or her nomination.
3. The Assembly may ask a maximum of eight questions of a nominee.
4. The Chair shall then recognize the Chair of the Executive Nominations Committee to give their recommendations on the nomination.

C. Consideration.

1. When there are no further eligible questions, a motion to confirm the nominee shall be in order. If made and seconded, the Chair shall clearly state the position and name of the nominee being voted on.
2. The Assembly shall debate and discuss the nomination following the rules outlined in Chapter IX.

D. Voting. A hand vote shall be taken on nominations unless a roll call vote is properly requested. A simple majority shall be required to confirm all nominees.

Chapter XVI Member Obligations

A. Responsibilities of Assembly Members.

- 1. General Assembly Meetings.** Members shall be responsible for attending the weekly General Assembly Meetings.
- 2. Committees/Commissions.** Each representative must attend and participate in at least one of the following each week:
 - a. CSG Internal Committees.
 - b. CSG Commissions.
 - c. CSG Select Committees.
 - d. Meeting of the Representative's unit's student government.
 - e. Select CSG sponsored or led event that requires volunteers as determined by discretion of the Speaker
- 3. Other Committees.** The requirement to serve on an CSG committee or commission may be waived by the Speaker if the Assembly serves on a University Committee, such as Student Legal Services Board, a Regental Committee, or a SACUA Committee, and the Speaker determines that membership on said committee takes a substantial amount of time. The Speaker shall be required to announce such a decision under this section to the Assembly.
- 4. Constituent Contact.** Members must contact constituents on a regular basis by any method determined by the Assembly.
- 5. Representative Resource Guides.** Each Assembly Representative shall receive a Representative Resource Guide at the beginning of his or her term for the purposes of providing relevant information, which shall be prepared by the Officers of the Assembly, in conjunction with the Executive Officers and the CSG Administrative Coordinator, and must at least include one copy of each of the following: The Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan, The Michigan Student Assembly Compiled Code, and the Standing Rules of the Assembly. The guide shall consist of a binder and relevant enclosures, and if at any time it is not returned in good condition, the member shall replace it within two weeks.
- 6. Representative Orientation.** All Assembly representatives shall be required to attend a Representative Orientation upon election. This orientation shall be held before the end each winter academic term. Representatives shall be guaranteed at least one week notice prior to the date of orientation. Incumbent representatives who are re-elected are exempt from this requirement, provided there is no time between consecutive terms in which a representative was not a duly elected member of the Assembly.

B. Penalties.

1. Recall proceedings will be initiated for a member when s/he accumulates six absences per academic term.
2. Each roll call which the member misses at the beginning or the end of an Assembly meeting shall constitute one absence.
3. Failing to attend a committee/commission as defined in Rule XVI.A Section 2 each week shall constitute one absence.
4. Failing to attend a Representative Orientation shall receive two absences against them, one of which may be excused by the Speaker, at his or her discretion, when he or she feels an offending representative has satisfactorily oriented himself to Assembly procedures and rules.
5. The Vice Speaker shall be responsible for compiling committee/commission attendance based on the commission reports outlined in Compiled Code III.D.4 and the committee reports outlined in the Operating Procedures VI.H.2 each week.

C. Rules for Removal.

1. Once a member of the Assembly accumulates the maximum number of absences, the Rules Committee shall be responsible for notifying that member of her/his removal, and shall inform that member of the procedures for the excusal of absences. The notification shall not be valid unless it is in writing and includes the date and type of each absence.
2. A delinquent member may have her/his absence(s) excused within two weeks of the notification of removal. During this time, the delinquent member shall retain all rights of membership on the Assembly. If, after the expiration of this two-week period, the member is still delinquent, she/he shall be effectively removed. No Assembly confirmation shall be necessary for such a removal to be effective.

D. Rules for the Excusal of Absences.

1. An absence due to the following may be excused by the Speaker of the Assembly at his or her discretion:
 - a. the member being seriously ill, undergoing a medical procedure, or recovering from a medical procedure.
 - b. death or illness in the member's immediate family within two weeks of the member obligation.
 - c. a religious holiday that is recognized by the Office of the Provost that is in conflict with the member obligation.
 - d. an academic or professional commitment that is in conflict with the member obligation.
 - e. Select CSG sponsored or led event that requires volunteers as determined by discretion of the Speaker.
2. The Speaker's excusal decision may be overturned with a motion and a second. Upon making the motion, the Speaker shall be allowed two minutes to justify his or her decision. The decision shall be overturned by a three-fourths majority vote.
3. No absence of a member shall be excused after the member has been effectively removed from the Assembly.

Chapter XVII

Conduct and Decorum

A. Conduct of Gallery Members.

1. Violations. The following items shall be deemed violations for which penalties may be assessed: speaking out of turn, purposeful blocking of views, vulgar or offensive language, hate speech, addressing or distracting seated representatives of the Assembly when not recognized by the chair, applause, acts of violence, failure to comply or interfering with the proceedings of the Assembly.

2. Penalties. Penalties accumulate over the term of the Assembly, and reset at the seating of a new Assembly. Offenses may be added or removed with a motion, second, and two-thirds vote by the Assembly. Offenders must be notified by the Speaker of their offense immediately.

a. 1st Offense- warning.

b. 2nd Offense – termination of current meeting speaking privileges and expiration of allotted time

c. 3rd Offense- loss of speaking privileges for the next meeting, termination of current meeting speaking privileges, and expiration of currently allotted time.

d. 4th Offense- loss of speaking privileges for the next two meetings, and asked to leave the current meeting.

e. 5th Offense- see section four, Ineligible Persons.

3. Administration. The Vice-Speaker of the Assembly shall be responsible for maintaining record of who has accumulated penalties. Any questions pertaining to application of this rule may be referred to the Rules Committee to report back by the next regularly scheduled meeting.

4. Ineligible Persons. Any person receiving a 5th offense shall be considered ineligible to address the Assembly and will have forfeited their privilege to attend official sessions of the Assembly.

5. Visibility. The content of these rules must be visibly posted in the gallery seating area.

6. Consent. By attending a meeting of the Assembly, all persons consent to abide by these rules and the right of the Assembly to impose penalties and maintain a record of all violations.

B. Conduct of Assembly Members. Assembly members shall be out of order during any of the following instances: applauding or booing a member of the gallery during Community Concerns or a member of the Assembly during debate, distracting members of the Assembly, or using electronic devices without authorization of the Chair.

Chapter XVIII

Ethics

A. Conflicts of Interest.

1. Conflicts of Interest with the University.

- a. No member of the Assembly may accept a paid position gained by virtue of her membership in CSG.
- b. No member of the Assembly may work directly for the president, any Regent, any dean, any vice president, or any associate vice president of the University.

2. Conflicts of Interest with Student Organizations.

- a. A member of the Assembly shall have a conflict of interest with a student organization, be it recognized or unrecognized by the Assembly, if she, or an immediate family member of hers, receives money from the organization or will receive money from the organization as a direct consequence of her membership in the Assembly. No member of the Assembly shall have a conflict of interest with a student organization if she is an unpaid member of the organization or has been reimbursed by the organization for her own expenses.
- b. No member of the Assembly possessing a conflict of interest with a student organization may participate in debate or vote on any matter regarding the organization with which there exists a conflict of interest.

B. Misuse of Assembly Resources.

1. No member or employee of the Assembly may ask an employee of the Assembly to do work *that is substantially unrelated to Assembly work*.
2. Use of Assembly resources for CSG election activities is prohibited.
3. No member of the Assembly may use the financial or clerical services of the Assembly for her personal use or for the use of a student group of which that person is a member.

Chapter XIX Amendment

A. Amendments. Amendments to these Operating Procedures must be adopted by the Assembly through a resolution whose title must clearly state that it is an amendment. Such resolutions shall require at majority vote of the Assembly.

B. Clerical Amendments. The Speaker and Chair of the Rules Committee shall be authorized to clerical amendments in these Procedures which must be minor and not substantial in any way. Such amendments must be clearly stated to the Assembly in a report. A motion to reject the amendments shall be in order and shall require a simple majority vote.