

Operating Procedures of the Assembly



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Operating Procedures of the Assembly

RULE 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 this Compiled Code, 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.

5. "Student organization" shall mean a student organization explicitly recognized by CSG.

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. "Assembly member" shall mean a student duly elected or appointed to represent a degree-granting unit on the Assembly.

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.

D. Quorum. Pursuant to Article II, Section 4 of the Constitution, a simple majority of the members duly elected or appointed to serve in the Assembly shall constitute a quorum to do business.

E. Parliamentary Rights. Parliamentary rights on the Assembly shall be granted as follows:

1. Assembly Representatives, either elected or appointed in the event of a vacancy, shall be granted full parliamentary rights on the Assembly.

35 2. Pursuant to the constitutionally granted *ex-officio* status, the President and Vice President
36 shall be granted all parliamentary rights on the Assembly except for the right to vote.

37 3. Pursuant to the Central Student Government Compiled Code, all *ex-officio* members shall be
38 granted all parliamentary rights on the Assembly except for the right to vote.

39 4. Individuals not accounted for above shall not be granted parliamentary rights on the Assembly,
40 though they shall be permitted to speak during the time reserved for community concerns or when
41 yielded to by an Assembly member.

42 **F. Assembly Register.**

43 1. Pursuant to Article II, Section 4 of the Constitution, the following shall be considered the
44 Assembly Register:

45 a. The minutes (as approved by the Assembly) of each Student Assembly meeting.

46 b. The full text (as submitted for first reads) of each resolution presented to the Assembly for
47 business.

48 c. The full text (as approved after any amendment or change) of each resolution passed by the
49 Assembly.

50 d. The final status of each resolution passed by the Assembly, including the vote total if a
51 recorded vote is taken, which shall be: "Passed by Student Assembly; Received President's Signa-
52 ture," "Passed by Student Assembly; Vetoed by the President," "Passed by Student Assembly Over
53 President's Veto," or "Passed, President's Signature not Required."

54 e. The attendance record of each representative, including the opening and closing roll call
55 of each Student Assembly meeting and meetings of other bodies as defined by Rule VIII, Section A,
56 Subsection 2.

57 f. The explanations, as recorded by the minutes taker, given for any excusal of absences offered
58 under Rule VIII, Section D.

59 g. The voting record of each representative when a Roll Call vote is taken, or any other time
60 a resolution is not adopted by unanimous consent.

61 h. The written representative reports as required by Rule III, Section D.

62 2. The Vice Speaker shall be responsible for ensuring the minutes as approved, the full text of
63 each resolution as submitted and as approved, the status of each resolution, and the written Repre-
64 sentative reports are collected and in order.

65 3. The Chair of the Rules Committee shall be responsible for ensuring the attendance record and
66 voting record of each representative are collected and in order.

67 4. Within forty-eight hours of the adjournment of a Student Assembly meeting, the Vice Speaker
68 and Chair of the Rules Committee shall deliver the contents of the Assembly Register to the front
69 office staff for publication. The Vice Speaker shall retain an electronic copy of the Register at large at
70 all times, and shall deliver the Register to any person requesting a copy as soon as practicable.

71 **G. Meeting Minutes.** The minutes of every meeting shall be taken verbatim by a minutes taker.
72 The minutes taker shall be responsible for tendering a version of the verbatim proceedings, as well as
73 a version of the proceedings that briefly summarizes the motions, objections and other actions taken
74 in a manner consistent with the expectations of the Speaker of the Assembly.

75 The summary version shall be the Meeting Minutes and shall be the document submitted for
76 approval during the agenda section titled Approval of Previous Minutes. CSG shall only publish the
77 verbatim copy of the proceedings electronically. The Vice Speaker of the Assembly shall ensure these
78 documents are made available to the public in a timely manner.

79 The Central Student Government shall make the verbatim comments of Assembly proceedings
80 available to the public online at www.msa.umich.edu under a section to be called "Assembly Journal."
81 The Assembly Journal shall be the verbatim record of meeting proceedings, but the Journal shall be
82 unofficial and non-binding because the comments shall not be approved by the Assembly. The Journal
83 shall be published online within two weeks of the meeting.

84 Members of the Assembly and all those granted the right to speak during a meeting shall be
85 guaranteed the right to petition the Vice Speaker of the Assembly and the Speaker of the Assembly
86 to correct the person's own comments as recorded in the Journal at any time. At least 72 hours before
87 comments are posted to the Journal, the Speaker or Vice Speaker must email out the final version
88 of the verbatim minutes. After this version is emailed out, it may not be changed unless it is sent to
89 representatives again, unless the change is the result of an aforementioned petition. Disagreements
90 between the representative and the Vice-Speaker shall be automatically referred to the Assembly,
91 which by majority will decide the disagreement. This procedure does not legally make the Journal the
92 binding, official or actual statements or representatives.

93 If the person speaking is not a member of CSG, the minutes taker shall try to identify the speaker's
94 affiliation in the minutes. The minutes taker shall always use the speaker's full name when available.

95 RULE II

96 OFFICERS

97 **A. Officers.** The officers of the Assembly shall consist of a Speaker and a Vice Speaker.

98 1. **Speaker.** Pursuant to Article II, Section 2 of the Constitution, the Speaker shall chair general
99 sessions of the Assembly and serve on the Executive Committee. The Speaker and other Assembly
100 officers shall be responsible for accepting items for the Assembly's Agenda and docket. The Speaker
101 shall sign all legislation passed by the Assembly.

102 2. **Vice Speaker.** The Vice Speaker shall assist the Speaker in fulfilling his/her duties and shall
103 perform the duties of the Speaker in his/her absence. Upon removal or incapacitation of the Speaker,
104 the Vice Speaker shall assume the duties of the Speaker.

105 3. **Representative Orientation.** All officers of the Assembly shall be responsible for holding a
106 Representative Orientation program for the purpose of familiarizing newly elected representatives
107 with the Assembly and the Central Student Government. Immediately upon election, they may work
108 with other representatives, members of the executive branch, and the CSG Administrative Coordina-
109 tor to plan the orientation curriculum. It shall be the responsibility of Assembly at the end of each
110 winter term to allocate funds for the reception, should they deem it appropriate.

111 **B. Elections.** The officers of the Assembly shall be elected at the first regular Assembly meeting of
112 the Fall and Winter semesters. Pursuant to Article IV, Section 2 of the Constitution, the Chief Justice
113 of the Central Student Judiciary shall preside over the Assembly at these meetings until a Speaker is
114 elected. The officers of the Assembly shall be elected by secret ballot.

115
116

RULE III ORDER AND PRIORITY OF BUSINESS

117 **A. Agenda.** The agenda for Assembly meetings shall have the following form:

118 I. Call to Order

119 II. Opening Roll Call

120 III. Approval of Agenda

121 IV. Approval of Previous Minutes

122 V. Guest Speakers

123 VI. Community Concerns

124 VII. Announcements

125 VIII. Executive Communications

126 IX. Legislative Officer Reports

127 X. Committee Reports

128 XI. Representative Reports

129 XII. Election and Recall of Members

130 XIII. Old Business

131 XIV. New Business

132 XV. Motions and Other Business

133 XVI. Matters Arising

134 XVII. Closing Roll Call

135 XVIII. Adjourn

136 **B. Executive Communications.** This item on the agenda shall be time reserved for the Execu-
137 tive Branch to relay information and communications to the Assembly. No speaker may exceed ten
138 minutes during this time, except by a majority vote of the Assembly.

139 1. **Executive Officers.** Any executive officer may make an official report to the Assembly by
140 informing either the Speaker or Vice Speaker of the Assembly. Due to their *ex-officio* status, the
141 President and Vice President of the Central Student Government shall always be accorded time to
142 speak.

143 2. **Executive Commission Chairs.** In the same manner as other executive officers, any Chair
144 of an Executive Commission shall also have the ability to officially address the Assembly, and may
145 inform either the Speaker or Vice Speaker of the Assembly of their intention in order to do so.

146 **3. Vetoed Resolutions.** Should an Assembly resolution be vetoed by the President of the Central
147 Student Government pursuant to Article II, Section 5 of the Constitution of the Student Body of the
148 Ann Arbor Campus of the University of Michigan, it shall return to the Assembly, as an Executive
149 Communication, to be reconsidered. Upon receipt of a vetoed resolution, the Speaker or Vice Speaker
150 shall place it on the Agenda under this section. Prior to debate, the President, or his designee, may
151 explain his reasoning for the veto either in person during the meeting or via written communication,
152 which shall be read aloud to the Assembly by the Speaker. Following such explanation, should it be
153 provided, a “Motion to Reconsider and Repass, the Veto of the President Notwithstanding”, shall be
154 entertained by the chair. Upon a motion and second, the motion shall be considered made and the
155 Assembly shall proceed to automatic debate. Once the motion has been seconded, to prevent undue
156 social influence or a conflict of interest, the President and Vice President must temporarily relinquish
157 their parliamentary rights on the Assembly and retire to any space reserved for members of the public
158 until a vote on the question has been completed. Any person wishing to speak on the motion may do so,
159 provided there are reciprocal speakers. Debate shall end when either there are no eligible members to
160 speak, or when a motion to call the question has been made. The vote will be conducted by automatic
161 roll call. Pursuant to Article II, Section 5 of the Constitution, a two-thirds majority vote is required
162 for the motion to carry. Upon successful vote, the veto shall be considered overridden, pursuant to
163 Article II of the Constitution, and the resolution shall be considered passed. Upon completion of a
164 vote, regardless of the outcome, the President and Vice President shall automatically regain their
165 accorded parliamentary rights.

166 **C. Community Concerns.**

167 **1. Speakers.** At the discretion of the Chair, any person in good standing with the following rules
168 may ask to speak to the Assembly provided they present currently valid photo ID. If the Chair denies
169 any person the right to speak, the Chair must report that denial at the beginning of Community
170 Concerns. Any person desiring to speak must sign in with the Vice Speaker of the Assembly. If, after
171 all persons who have signed in to speak have had a chance to do so, the Chair will ask if there are any
172 other community members who wish to speak. Any such persons must then present a valid photo ID
173 and give their name.

174 **2. Time Limits.** Each individual speaker is allowed three minutes to address the Assembly. This
175 time may be extended by the Assembly no more than twice. The overall time limit for Community
176 Concerns shall be thirty minutes, extendable by the Assembly no more than twice, and shall supersede
177 all individual remaining time upon expiration. Community concerns time may not be reduced, and is
178 exhausted when all persons who desire to address the Assembly have done so even if thirty minutes
179 have not yet passed.

180 **3. Hierarchy of Speakers.** Students will receive preference, followed by others possessing cur-
181 rently valid University issued ID, Alumni, and then all others wishing to address the Assembly.

182 **4. Violations.** The following items shall be deemed violations for which penalties may be as-
183 sessed: speaking out of turn, purposeful blocking of views, vulgar or offensive language, hate speech,
184 addressing or distracting seated representatives of the Assembly when not recognized by the chair,
185 disruptive or intimidating applause, acts of violence, failure to comply or interfering with the proceed-
186 ings of the Assembly.

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

- 190 a. 1st Offense- warning.

191 b. 2nd Offense- termination of current meeting speaking privileges and expiration of currently
192 allotted time.

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

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

197 e. 5th Offense- see Section Seven, Ineligible Persons

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

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

203 **8. Visibility.** The content of these rules must be visibly posted in the gallery seating area. Quarter
204 sheets of these rules shall also be readily available for community members attending the meeting.

205 **9. Universality.** Rules contained in this section concerning violations and penalties apply to the
206 entire length of the meeting, not only during community concerns. Any member of the gallery who
207 commits a violation at any time and has not signed in must give their name upon notification of the
208 violation by the Chair. Refusal to do so will result in their being asked to leave the meeting.

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

211 **D. Announcements.** Any member of the Assembly may have an opportunity to make a general
212 announcement to the body for no more than five minutes each. Announcements need not be germane
213 to Assembly business. No motions that bring business before the Assembly shall be in order.

214 **E. Motions and Other Business.** Any member may make any motion before the Assembly during
215 this time. Any motion made shall have a maximum of 20 minutes for explanation, questions, and
216 debate. This time may be extended by a majority vote of the Assembly.

217 **F. Representative Reports.** Representative Reports shall exist for the purpose of providing a fo-
218 rum for CSG Representatives to report on their CSG projects and activities. Each representative
219 shall be required to give a report at least every three weeks. The reporting schedule will be deter-
220 mined by the Vice Speaker. The Vice Speaker must give representatives at least 72 hours advance
221 notice. Reports must be submitted in writing or be presented orally at an Assembly meeting. The Vice
222 Speaker shall publish Reports on the CSG website and within the Assembly Journal within one week
223 of receipt.

224 **G. Amendment of the Agenda.** Business may be placed on the agenda by being presented to the
225 Speaker, or by a majority vote of the Assembly at any Assembly meeting. Such a motion shall not be
226 in order if made after the approval of the agenda by the Assembly.

227 **H. Time Limits.**

228 1. **Guest Speakers.** Guest speakers to the Assembly shall have no longer than thirty minutes to
229 speak.

230 **2. Community Concerns.** Community concerns is limited to three minutes per speaker and to a
231 total of thirty minutes. Community concerns time may not be reduced. Community concerns time is
232 exhausted when all persons who desired to address the Assembly have done so even if thirty minutes
233 has not passed.

234 **3. Executive Officer Reports.** Executive officer reports shall be no longer than ten minutes for
235 each report.

236 **4. Committee Reports.** Committee reports will be given in the order determined by the chair.
237 Reports from committees shall be no longer than five minutes for each report.

238 **5. Representative Reports.** Oral representative reports shall be no longer than five minutes for
239 each report.

240 **6. Matters Arising.** Matters Arising, a time for anyone with parliamentary rights to speak about
241 issues that have come up during the Assembly meeting, may not last for more than thirty minutes
242 total unless time is extended, and it can only be extended once and no person shall speak for more
243 than two minutes at once.

244 **7. Modification of Time Limits.** Any time limit may be extended by a motion, second, and
245 majority vote of the Assembly. Any time limit, with the exception of community concerns time, may
246 be reduced by a motion, second, and two-thirds majority vote of the Assembly.

247

RULE IV

248

CONDUCT OF BUSINESS

249 **A. Reading of Resolutions.** All resolutions for the Assembly shall be read twice. At the first
250 reading, the sponsors of the resolution shall offer a description of the resolution. Immediately after the
251 first reading, the Speaker shall announce the Committee of the resolution's jurisdiction, and submit
252 the resolution to the Committee. The Assembly may, upon majority vote, overrule the Speaker and
253 assign the resolution to the Committee of its choice. At the second reading, the resolution shall be
254 debated and voted upon.

255 **B. New and Old Business.** Old Business shall consist of all business postponed from previous
256 meetings and all resolutions being read a second time by the Assembly. New Business shall consist of
257 all business being read a first time by the Assembly.

258 **C. Publication of Business.** The Vice Speaker shall, by the end of a Sunday preceding an Assem-
259 bly meeting, make available to all members of the Student Assembly with parliamentary rights the
260 following: the meeting agenda, the minutes (as drafted) of the previous meeting, and any resolutions
261 before the Assembly. The Vice Speaker shall note with specificity whether any resolution has changed
262 since first reads and provide the updated copy. The Vice Speaker shall not publish any changes to
263 resolutions by the end of the Sunday preceding the resolution's second reads before the Assembly.

264 **D. Expediting Business.** New business may be moved to old business upon a motion, second, and
265 two-thirds majority vote to suspend the rules for the purpose of the motion, followed by a motion,
266 second, and two-thirds majority vote to move the item from old to new business.

267 1. **Business That Cannot Be Expedited.** Amendments to the Constitution, Compiled Code, or
268 the Operating Procedures of the Assembly, the CSG Budget and amendments to the budget, proposals
269 to place questions on the ballot in an election, resolutions of subpoena, and articles of impeachment
270 may not be moved from old to new business, and must be read twice by the Assembly. Amendments
271 to the CSG Constitution and proposals to place questions on the ballot in an election must return to
272 first reads should they be amended during second reads.

273 **E. Objection with Amendment.** Assembly members may object to motions while simultaneously
274 offering an amendment to the motion. If the amendment to the motion is defeated, the objection shall
275 be considered automatically withdrawn unless renewed by the objecting member.

276 **F. Friendly Amendments.** The sponsors of a motion may accept amendments as "friendly" before
277 or during debate on a motion, and such amendments shall be adopted without debate or vote by the
278 Assembly. When more than one member has sponsored a motion, every sponsor of the motion must
279 accept an amendment for it to be considered "friendly".

280 **G. Compliance with the Constitution and Code.** All business proposed to the Assembly shall
281 be ruled out of order by the Speaker if not in compliance with the Constitution or Compiled Code.

282 **H. Budget Resolutions.**

283 1. **Definition.** Budget Resolutions shall be those resolutions presented to the Assembly which
284 enact the Budget of the Central Student Government.

285 2. **Available Funds.** Available Funds. Budget Resolutions must clearly cite the total amount
286 of funds available to the Central Student Government, including revenue from student fees and the
287 balance carry-forward from previous semesters, or they shall be ruled out of order.

288 3. **Budget Summary.** Budget Resolutions must contain an enactment clause in which the budget
289 is presented in an abbreviated form that shall contain the funds allocated to each account, or they
290 shall be ruled out of order.

291 4. **Full Budget.** When the Assembly shall consider a Budget Resolution for either First or Second
292 Reads, at least five copies of the budget in its entirety, including every line item allocation, shall be
293 available to the Assembly, or the resolution shall be ruled out of order.

294 a. Three of these copies shall be reserved for the Speaker, Vice Speaker, and Chair of the
295 Finance Committee so that any questions arising during consideration shall be answered in a timely
296 manner.

297 5. **Financial Status Report.** When the Assembly shall consider a Budget Resolution, copies of
298 the most recent Financial Status Report prepared by the Treasurer must be attached to the resolution,
299 or it will be ruled out of order.

300 **I. Additional Requirements for CSG Resolutions.**

301 1. **Sponsor.** CSG resolutions shall be out of order if it is not sponsored by at least one member
302 of CSG or an officially registered student organization. Students at large, committees, commissions,
303 select committees, student governments, and unofficially registered or unregistered student organi-
304 zations may all be sponsors, but are not considered sponsors satisfying this rule.

305 **2. University Council Resolutions.** Pursuant to the Constitution, University Council Resolu-
306 tions submitted to the Assembly for Consideration shall always be in order notwithstanding all other
307 operative rules. Resolutions submitted by the University Council must be read twice by the Assembly
308 and cannot be amended.

309 **3. Action.** CSG resolutions shall be deemed out of order by the Speaker if it is purely symbolic or
310 does not specify an action to be taken by CSG.

311 **4. Truthful Statements.** An CSG resolution shall be out of order if it contains untrue or unveri-
312 fiable statements of fact.

313 **5. Financial Specificity.** CSG resolutions authorizing expenditure or transfer of CSG money for
314 events may do so only from CSG Committee Discretionary or CSG Sponsored Activities accounts. Res-
315 olutions shall be out of order if it does not specify the CSG account(s) to be debited, the recipient(s) of
316 the funds, the purpose(s) of the expenditure(s), and the exact amount(s) to be spent. Resolutions au-
317 thORIZING expenditure or transfer of CSG money from CSG Sponsored Activities must be in accordance
318 with the Code.

319 **6. Informative Requirement.** An CSG resolution shall be out of order if it is so vague that it
320 does not provide enough information to the Assembly to make an informed decision.

321 **7. Line Numbers.** All CSG resolutions must have line numbers (at least every five lines). If lines
322 are not numbered, the resolution shall be ruled out of order by the Speaker.

323 **J. Obligation to Execute CSG Legislation.** No committee, commission, select committee, or
324 member of CSG may take any action in its or her capacity as a CSG affiliate which contradicts any
325 article of CSG legislation.

326 **K. Duration of CSG Legislation.**

327 1. CSG legislation excluding funding requests shall remain effective until repealed.

328 2. Funding requests shall remain effective until the last day of classes of the Winter Semester of
329 the academic year they were passed.

330 **RULE V** 331 **DEBATE**

332 **A. Time Limits.**

333 1. **Total Debate.** Debate on each item of business on the agenda shall be no longer than thirty
334 minutes, and shall include time used to debate amendments to business.

335 2. **Speakers.** During a debate on an item of business, each speaker shall have two minutes. Mo-
336 tions to extend, reduce, or otherwise modify a speaker's time during debate shall be out of order.

337 **B. Yielding Time During Debate**

338 1. Any Assembly member may yield her time to any individual. The time yielded may not exceed
339 the time which was allocated to the Assembly member. Individuals without parliamentary rights may
340 not yield time to other individuals without parliamentary rights.

341 2. Any Assembly member may yield time to any other Assembly member for the purpose of asking
342 a question germane to the debate. The Assembly member may chose whom, when, and for how long
343 they wish to yield to another member. No member of the Assembly may yield more time than they
344 were allocated. Any member may reclaim the time they have yielded at any time. Questions shall
345 be considered points of information, and they shall not count as debate. If the member who has been
346 yielded time for a question fails to ask a question germane to the item in a timely manner, the Speaker
347 shall issue a warning, and then revert the yielded time back to the original member.

348 **C. Quorum Call.** A call for quorum shall be in order once during the time limit for debate on any
349 motion. Members not present during a quorum call shall not be able to vote until the next motion is
350 debated.

351 **D. Motions to Close Debate.**

352 1. A motion to close debate on a main motion shall not be in order until at least two members
353 have spoken in favor of the motion and two members have spoken against the motion.

354 2. A motion to close debate on an amendment to a main motion shall not be in order until at least
355 one member has spoken in favor of the motion, and one member has spoken against the motion.

356 3. No more members may speak for or against any motion than have spoken for the opposite view.

357 4. If there are no objections to a motion to call the question, the Assembly shall proceed immedi-
358 ately to a vote. If any member objects to a motion to call the question, the Assembly shall vote only
359 upon a motion, second, and two-thirds majority vote of the Assembly.

360 **RULE VI**
361 **VOTING**

362 **A. Roll Call Voting.** In the absence of unanimous consent, individual votes shall be recorded at
363 all times for CSG legislation. The votes of individual members shall be published in the Assembly
364 Register. This shall only apply to votes on the actual legislation itself and shall not apply to votes
365 taken on any other motion made while said legislation is under consideration. A roll call vote may be
366 taken on any motion at the request of any member if that request is supported by at least one-fifth of
367 a quorum.

368 **B. Chair Voting.** The Chair shall vote only to break a tie vote by the Assembly, but may abstain
369 from voting in that instance. The Chair shall not vote, even in the event of a tie, when the vote in
370 question is by secret ballot.

371 **C. Proxy Voting Forbidden.** Assembly members may not proxy votes to other Assembly members.

372 **RULE VII**
373 **COMMITTEES**

374 **A. Composition.** Members of Assembly committees must be currently-enrolled students at the
375 Ann Arbor campus of the University of Michigan.

376 **B. Leadership.** Each committee shall have a single chair and a single vice-chair, both of whom
377 must be voting Assembly representatives.

378 **C. Scope.** No CSG committee shall take or consider action falling outside of its responsibilities as
379 described herein, unless authorized by the Assembly.

380 **D. Standing Committees.** The Assembly shall have the following standing committees.

381 1. The Finance Committee shall

382 a. Assist the Treasurer in preparing Budgets of the Central Student Government

383 b. Make recommendations for all budget amendments and reallocation amongst accounts

384 c. Be the primary liaison between the Treasurer and the Assembly, receiving all relevant
385 financial communications

386 d. Consider all resolutions which authorize the expenditure of any CSG funds

387 2. The Rules Committee shall

388 a. make recommendations for changes as needed to the Constitution and Compiled Code.

389 b. record the attendance of CSG members and seek their removal when necessary

390 c. seek appointments to maintain a full Assembly;

391 3. The Resolutions Committee shall

392 a. review the content and structure of all resolutions referred to it by the Speaker, ensuring
393 compliance with the governing document of the Assembly, demonstrating logical validity and sound-
394 ness, and best representing the goals of its the sponsors.

395 b. ensure that all resolutions are signed by its sponsors in a timely manner

396 c. ensure that the actions specified in a resolution are completed in a timely manner

397 d. encourage representatives, commissions, student organizations, and student-at-large to
398 sponsor resolutions

399 4. The Communications Committee shall

400 a. communicate to the legislature the actions and initiatives of members of the assembly.

401 b. serve as a resource for representatives who intend to advertise their actions and initiatives.

402 c. provide recommendations to the Communications Commission in publicizing legislative
403 actions and initiatives

404 d. provide the internal and external communication needed to complete the actions of a reso-
405 lution.

406 **E. Committee Consideration of Resolutions.**

407 1. Pursuant to Rule IV, Section A, each resolution shall be assigned to a standing Committees
408 for consideration. The Chair of each Committee shall return a resolution to the Student Assembly for
409 second reads on the meeting following the meeting when the resolution was presented for first reads.

410 2. The Committee chair, with the concurrence of the Vice Chair, may decline to return a resolution
411 to the Student Assembly for second reads. The Committee chair must announce the reasons for the
412 refusal to return a resolution, and the specific number of weeks he will be holding the resolution,
413 at the same meeting when the resolution would have been considered. Any such resolution may be
414 held in Committee for no longer than three consecutive Assembly meetings, and will automatically
415 be returned to the Assembly at the expiration of three meetings, or at the last Assembly meeting of
416 the term. The Assembly may, on motion and majority vote, discharge a resolution from a standing
417 Committee to old business.

418 3. The Committee chair and vice chair may make any recommendations to improve a resolution
419 as they see fit. The Committee chair, vice chair, and author of a resolution must jointly consent to
420 make any changes proposed by the chair or vice chair. No change to the resolution shall be made
421 in any case if the author declines to accept the changes. The author of the resolution may change
422 the resolution at any time prior to its distribution under Rule IV, Section C on the Sunday before its
423 second reads.

424 **F. Select Committees.**

425 1. **Formation.** The Assembly may, upon two reads and a majority vote, establish one or more se-
426 lect committees. A motion to form a select committee shall require a second and a written description
427 of the responsibilities of the select committee.

428 2. **Duration.** Select committees shall expire upon

429 a. A date specified in the written description of the committee approved by the Assembly;

430 b. The end of the Winter Term; or

431 c. Two reads and a majority vote by the Assembly.

432 3. **Leadership and Composition.** The leadership and composition of a select committee shall be
433 analogous to that of a standing committee. The election for the chair of a select committee shall take
434 place immediately upon establishment by a majority of the Assembly.

435 **G. Select Committee on Oversight.**

436 1. **Formation.** The Assembly may, after two reads and a two-thirds majority vote, create a Select
437 Committee on Oversight. The resolution shall with specificity note who or what is under investigation,
438 may only investigate one officer or instance of misconduct at a time, and shall expire upon a) a date
439 specified in the resolution, b) the end of the term, or c) two reads and a majority vote of the Assembly.

440 2. **Jurisdiction.**

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

446 b. This section shall not be construed to limit the inherent or delegated powers of the Student
447 Assembly to take any action in the course of regular business, provided the action taken is not already
448 a subject of an existing Select Committee investigation. This section shall not be construed as to affect
449 the Executive Branch or the Central Student Judiciary's power to investigate or adjudicate any claims
450 brought before them, provided, that a finding of articles of impeachment may not be considered by the
451 CSJ. This section shall be the only means the Student Assembly shall use to issue of Articles of
452 Impeachment.

453 3. **Membership.**

454 a. The Select Committee shall be composed of five voting representatives, chosen by lot. The
455 Student Assembly must approve by majority the final membership, and shall select from the final
456 membership the Select Committee chair. No member shall also be a member of a body under investi-
457 gation.

458 b. Attendance shall be mandatory, and the entire membership must be present for the Select
459 Committee to convene and take any action. The membership shall determine the meeting times.

460 c. Should a member of the executive branch be under investigation, the Student General
461 Counsel, or his designee if the SGC is under investigation, shall be an *ex-officio* member of the Select
462 Committee. The SGC shall have no 200 vote or role in the authoring of the final report.

463 d. Should a member of the judiciary be under investigation, a justice, not under investigation,
464 of the Central Student Judiciary shall be an *ex-officio* member of the Select Committee. The justice
465 shall have no vote or role in the authoring of the final report.

466 4. **Powers.**

467 a. The Select Committee shall have the power to request the presence of persons or documents
468 related to any program created by the Assembly. Such subpoenas shall be issued at a minimum of
469 one week before the documents or person is requested to appear. This power shall extend only to such
470 persons, documents, or bodies that are not by the CSG Constitution assigned to another branch of
471 government.

472 b. The Select Committee shall, upon consent of a majority of the Select Committee, submit to
473 the Assembly a resolution to subpoena any person the Select Committee does not already have juris-
474 diction over as enumerated above. This power shall extend to all enrolled students at the University
475 of Michigan, including officers and members of bodies the Constitution assigns to another branch of
476 government. A subpoena resolution shall not be assigned to a standing Committee, and shall only
477 pass upon two reads. This section shall not infringe on the Assembly's enumerated power to issue
478 subpoenas in a matter not already the subject of an active Select Committee.

479 5. **Due Process.** Consistent with the guarantees enumerated in the CSG Constitution, any of-
480 ficer subject to investigation shall have the right to appear before the Select Committee during its
481 investigation and provide his own testimony, and to submit a response to any findings of the Select
482 Committee.

483 6. **Presumption of Innocence.** The Select Committee shall presume at all times the alleged
484 misconduct did not occur. Any misconduct resulting in a disciplinary action other than impeachment
485 shall be proven by clear and convincing evidence. Any misconduct resulting in articles of impeachment
486 shall be proven beyond a reasonable doubt.

487 **7. Report.** The Select Committee shall, at the conclusion of its investigation, author a report of
488 the investigation. The Select Committee report must be issued with the consent of a minimum of
489 four members. The report must contain a thorough documentation of the allegations, the findings of
490 fact, and recommendations of action to the Assembly. The report may contain a minority report, and
491 shall contain any response by an officer whose conduct is under investigation. The recommendation
492 of action shall be submitted as a resolution, and shall consist of only the following:

- 493 a. No action.
- 494 b. Resolution of censure.
- 495 c. Withdrawal of funding.
- 496 d. Removal of the Committee Chair pursuant to the Operating Procedures, Rule VII, Section
497 I.
- 498 e. Articles of impeachment.

499 **8. Assembly Action.** The Select Committee shall submit its finished report to the Student Assem-
500 bly. The Assembly shall, after two reads, approve or disapprove of the report and the recommendation
501 resolution by majority vote. The report shall not be assigned to a standing Committee. If the action
502 taken is no action, a resolution of censure, removal of a Committee Chair, or articles of impeachment,
503 the resolution shall take effect immediately. If the action is a withdrawal of funding, the resolution
504 shall be submitted to the President for his signature or veto as any other resolution.

505 **H. Committee Chair Elections.**

506 **1. Order of Elections.** The Assembly shall elect the chairs of its committees each term, electing
507 the committee chairs before electing the committee vice-chairs. The chair elections shall proceed in
508 order of the appearance of the committees in the Operating Procedures.

509 **2. Nominations.**

- 510 a. Candidates for chair and vice-chair positions shall be nominated by a motion and a second.
- 511 b. A candidate for a chair or vice-chair position may nominate herself.
- 512 c. Nominations will not be valid unless accepted by the candidate.
- 513 d. Nominations and acceptances shall be accepted by the chair if made in person. Nominations
514 and acceptances shall be accepted by the chair via email, telephone, or letter if verified by an executive
515 officer.
- 516 e. The floor shall be closed to nominations when no nominations remain. The floor may be
517 re-opened to nominations by a motion, second, and majority vote of the Assembly.

518 **3. Election Procedure.**

519 a. Each candidate for a chair or vice-chair position shall have two minutes to address the
520 Assembly. Candidates shall speak in the order in which they were nominated.

521 **b. Questions for candidates.**

522 i. After all candidates have had the opportunity to address the Assembly, Assembly mem-
523 bers shall have an opportunity to ask questions of the candidates.

524 ii. Questions may be addressed to only one candidate, but every candidate shall have the
525 opportunity to answer every question.

526 iii. The Assembly shall ask no more than six questions of every candidate for any one chair
527 or vice-chair position.

528 iv. Candidates shall have thirty seconds each to answer questions from the Assembly.

529 v. Candidates shall answer questions in the reverse order in which they were nominated.
530 The order will then iterate respectively.

531 **c. Voting by the Assembly.**

532 i. All elections for chair and vice-chair positions will be by secret ballot.

533 ii. If only one candidate has been nominated for any position, she shall be automatically
534 elected unless any member of the Assembly objects. Upon such an objection, the election shall be by
535 secret ballot.

536 iii. A candidate shall be elected if she receives a majority of the votes cast.

537 iv. If no candidate receives a majority of the votes cast, the candidate receiving the lowest
538 number of votes shall be removed from the election and another vote shall be taken.

539 v. The votes shall be counted by two tellers nominated and approved by a majority of the
540 Assembly.

541 **I. Committee Rights and Responsibilities.**

542 **1. Meetings.**

543 a. Committees shall meet at least once per week during the fall and winter terms.

544 b. The chair of each committee shall establish the time and location of each meeting, providing
545 at least one day's notice of the time and location to the Assembly.

546 c. Committees are not required to meet on weeks where the University observes one or more
547 holidays.

548 d. Committee chairs or their designees shall be required to attend meetings of the Assembly
549 officers.

550 **2. Reports.**

551 a. Each committee chair shall present a budget to the Treasurer in accordance with the Code.

552 b. Each committee shall submit a weekly report of its activities to the Assembly.

553 c. Reports may be delivered in person or in writing.

554 d. A report shall include all information pertinent to the operation of the committee or com-
555 mission, and must include an attendance report from the committee or commission meeting.

556 **3. Attendance.**

557 a. The chair of each committee shall be responsible for recording the attendance of committee
558 meetings.

b. Committee attendance reports shall be submitted to the Vice Chair of the Rules Committee within one week of the committee meeting.

J. Recall of Committee Chairs and 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 for two consecutive weeks;

b. failure to submit attendance reports for the committee for two consecutive weeks;

c. a motion, second, and two-thirds vote of the Assembly.

2. **Procedure for the Removal of a Chair or Vice-Chair.**

a. Any chair or vice-chair who has been recalled by the Assembly shall have the opportunity to address the Assembly for two minutes.

b. A recalled chair or vice-chair may be reinstated upon a motion, second, and majority vote of the Assembly.

c. A recalled chair or vice-chair may not be reinstated after a new chair or vice-chair has been elected to fill the recalled position.

RULE VIII

MEMBER OBLIGATIONS

A. Responsibilities of Assembly Members. Assembly members shall be responsible for each of the following tasks:

1. **CSG Meetings.** Members shall be responsible for attending weekly CSG meetings. Members shall be responsible for checking their CSG mailbox regularly so that they are knowledgeable about the issues which will be discussed at meetings.

2. **Committees.** Each representative must be a declared member of and participate in at least one of the following committees:

a. CSG Internal Committees.

b. CSG Commissions.

c. CSG Select Committees.

d. A representative is a declared member of a commission or committee a week after the representative notifies the Speaker of the Assembly. The speaker may choose to not recognize a declaration by a representative. If the Speaker refuses to recognize a declaration, the representative may appeal to the Assembly.

e. **Other Committees.** The requirement to serve on an CSG committee 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.

593 **3. Constituent Contact.** Members must contact constituents on a regular basis. Constituent
594 contact is meant to include things such as a mailing to constituents, an open discussion with con-
595 stituents, liaison with one's school or college government, or any similar communication. An informal
596 discussion with friends is not a form of constituent contact.

597 **4. CSG Office.** Each member shall be in the office at least one hour each week at times other than
598 when the member is attending an CSG meeting.

599 **5. Representative Resource Guides.** Each Assembly Representative shall receive a Represent-
600 ative Resource Guide at the beginning of his or her term for the purposes of providing relevant
601 information, which shall be prepared by the Officers of the Assembly, in conjunction with the Execu-
602 tive Officers and the CSG Administrative Coordinator, and must at least include one copy of each of
603 the following: The Constitution of the Student Body of the Ann Arbor Campus of the University of
604 Michigan, The Central Student Government Compiled Code, and the Standing Rules of the Assembly.
605 The guide shall consist of a binder and relevant enclosures, and if at any time it is not returned in
606 good condition, the member shall replace it within two weeks.

607 **6. Representative Orientation.** All Assembly representatives shall be required to attend a Rep-
608 resentative Orientation upon election. This orientation shall be held before the end each winter aca-
609 demic term. Representatives shall be guaranteed at least one week notice prior to the date of orienta-
610 tion. Incumbent representatives who are re-elected are exempt from this requirement, provided there
611 is no time between consecutive terms in which a representative was not a duly elected member of the
612 Assembly.

613 **B. Penalties.** A member will be removed from office when s/he accumulates twelve absences. Each
614 of the following shall constitute one absence:

615 **1. Attendance Roll Calls.** For each roll call which the member misses at the beginning or the
616 end of an Assembly meeting.

617 **2. Committee/Commission Meetings.** For each committee or commission meeting which the
618 member misses. If a representative is a declared member of more than one commission or committee,
619 attendance at one such meeting each week fulfills this requirement.

620 **3. Representative Orientation.** Representatives failing to attend a Representative Orientation
621 shall receive two absences against them, one of which may be excused by the Speaker, at his or
622 her discretion, when he or she feels an offending representative has satisfactorily oriented himself
623 to Assembly procedures and rules. The rules governing the excusal of absences contained in Rule
624 VII, Section D shall be used for absences earned for this purpose. This rule shall not apply to those
625 representatives exempted from the orientation in Rule VII, Section A.

626 **C. Rules for Removal.**

627 **1.** Upon the accumulation of twelve absences by any member, the Rules & Elections Committee
628 shall be responsible for notifying the delinquent member of her/his removal, and shall inform the
629 delinquent member of the procedures for the excuse of absences. The notification shall not be valid
630 unless in writing and setting forth the date and type of each absence.

631 **2.** A delinquent member may have her/his absence(s) excused within two weeks of the notification
632 of removal. During this time, the delinquent member shall retain all rights of membership in CSG. If,
633 after the expiration of this two-week period, the member is still delinquent, she/he shall be effectively
634 removed. No Assembly confirmation shall be necessary for such a removal to be effective.

D. Rules for the Excuse of Absences.

1. An absence due to the following may be excused by the Speaker at his or her discretion
 - a. the member being seriously ill
 - b. the member having an exam at the same time as the member obligation
 - c. a death in the member's immediate family within one week of the member obligation
 - d. a religious holiday that is recognized by the Office of the Provost that is in conflict with the member obligation
 - e. a mandatory academic commitment that is in conflict with the member obligation
2. Any absence of any member may be excused by a two-thirds vote of the Assembly upon a motion made during the Announcements portion of an Assembly meeting.
3. No absence of a member shall be excused after the member has been effectively removed from CSG.

**RULE IX
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. Misuse of Assembly Resources.

- a. No member or employee of the Assembly may ask an employee of the Assembly to do work that is substantially unrelated to Assembly work.
- b. No member or employee 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.

3. 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.

670 4. **Obligation of Disclosure.** Members of the Assembly must publicly disclose any existing or
671 potential conflicts of interest with the University and student organizations. If the conflict of interest
672 arises during membership in the Assembly, the member remains obligated to disclose the conflict.

673 5. **Investigation, Censure, and Removal.** Any member of the Assembly who fails to adhere
674 to the rules and regulations regarding the existence and mitigation of conflicts of interest shall be
675 subject to an investigation by the Assembly, the outcome of which may be censure or removal from the
676 Assembly.