

Operating Procedures of the Assembly

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Chapter I General Provisions

Rule I.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

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

Section 1. “Constitution” shall mean the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan”

Section 2. “Central Student Government” or “CSG” shall mean the central student government of the University of Michigan established by the Constitution.

Section 3. “University” shall mean the University of Michigan

Section 4. “Campus” shall mean the Ann Arbor campus of the University of Michigan

Section 5. “Student organization” shall mean a student organization explicitly recognized by CSG as stated in the Compiled Code

Section 6. “Assembly” shall mean the Student Assembly defined in Article II, Section 2 of the Constitution

Section 7. “Central Student Judiciary” or “CSJ” shall mean the student judicial body of the University established by the Constitution

Section 8. “Compiled Code” or “Code” shall mean the Compiled Code of the Central Student Government

Section 9. “Operating Procedures” shall mean this document

Section 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

Section 11. “Member” shall mean any person with parliamentary rights described below

Section 12. “CSG Administrative Coordinator” shall be the full-time program manager for the Central Student Government

Section 13. “University Community” shall mean any person affiliated with the University, including students, faculty, staff, affiliates, or alumni.

Rule I.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

Rule II.A. Representatives.

36 **Section 1.** A “representative” shall mean a student duly elected or appointed to represent
38 students of a degree-granting unit of the University as provided by Article II, Section 2 of
 the Constitution.

40 **Section 2.** The number of representatives shall be determined pursuant to the
 apportionment procedures established in the Constitution and Compiled code. Alterations
42 to the number of seats pursuant to this rule shall not require any action or approval by the
 Assembly.

44 **Section 3.** All representatives shall have full parliamentary rights on the Assembly,
 including the rights to speak, introduce business, make motions, and vote.

Rule II.B. Constitutional Ex-Officio Members

46 **Section 1.** Pursuant to the Constitution, the President and Vice President of the Central
 Student Government shall be ex-officio members of the Assembly

48 **Section 2.** Constitutional ex-officio members shall have full parliamentary rights on the
 Assembly, except the right to vote

50 Rule II.C. Student Organization Ex-Officio Members

52 **Section 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

54 **Section 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
56 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.

58 **Section 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

60 **Rule III.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.

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

66 **Rule III.C. Chair.**

67 **Section 1.** All sessions and meetings of the Assembly shall be chaired by the Speaker of the
68 Assembly, as stated in Chapter IV.

69 **Section 2.** In the event the Speaker is unable to act as Chair, the Vice Speaker shall
70 assume the Chair. The Speaker may also appoint a Speaker pro tempore to serve as Chair
in such an event.

71 **Section 3.** As a method of expediting the proceedings of the Assembly, the Chair may state
72 a motion which they will entertain, removing the need for a representative to make the
73 motion. Following a second, the motion is considered made.
74

Chapter IV Officers

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

Rule IV.B. Speaker of the Assembly.

77 **Section 1.** Pursuant to Article II, Section 2 of the Constitution, the Assembly shall have
78 the power to elect its own Speaker, who shall chair general sessions of the Assembly and
79 serve on the Executive Committee of the Central Student Government.

80 **Section 2.** The Speaker of the Assembly must be a representative duly elected or appointed
81 to represent a degree-granting school, college, or unit.

82 **Section 3.** The Speaker, and other Assembly officers as he or she shall see fit, shall be
83 responsible for accepting items for the Assembly's agenda and docket.

84 **Section 4.** The Speaker shall sign all legislation passed by the Assembly, and shall be
85 responsible for ensuring its successful receipt by the Central Student Government
86 President.

87 **Section 5.** The Speaker shall be elected at the first meeting of a new Assembly, and shall
88 serve for the entirety of that Legislative Session.

89 **Section 6.** The Speaker shall be required to conduct an orientation at the conclusion of his
90 or her term for all incoming representatives-elect of the next Assembly.

91 **Rule IV.C. Vice Speaker of the Assembly.**

94 **Section 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.

96 **Section 2.** The Vice Speaker shall perform all other administrative duties delegated to him
or her by the Speaker or these Operating Procedures.

98 **Section 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.

100 **Section 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
102 Legislative Session.

Rule IV.D. Chairs of Standing Committees

104 **Section 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
106 delegated to them by the Speaker or these Operating Procedures.

Section 2. Committee Chairs shall be elected at the beginning of each session.

108 **Rule IV.E. 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
110 parliamentary procedure.

Rule IV.F. The Secretary of the Assembly.

112 **Section 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
114 Assembly may hire minutes takers through established procedure for compensation, who
must be the appointed Secretary when available.

116 **Section 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
118 Secretary would not be eligible for compensation.

120 **Section 3.** The Secretary of the Assembly shall be responsible for preparing and correcting
unofficial versions of the minutes of the Assembly.

122 **Section 4.** The Secretary need not be a member of the Assembly, and may sit with the
Assembly during proceedings regardless of membership.

Rule IV.G. Sergeant-at-Arms

124 **Section 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
126 whenever he or she deems necessary

128 **Section 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.

130 **Section 3.** The Sergeant-at-Arms need not be a member of the Assembly.

Rule IV.H. Elections of Officers

132 **Section 1.** All officers, unless appointed by the Speaker, shall be elected in the manner
established within this rule.

134 **Section 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
136 nominate him or herself. Nominations shall not be considered valid unless accepted by the
member nominated.

138 **Section 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
140 considered valid when a nomination is made and seconded.

Section 4. Once there are no further nominations, the Chair shall declare nominations
142 closed. Nominations may be reopened by a motion, second, and majority vote of the
Assembly.

144 **Section 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
146 considered. Nominees will speak in the order in which they were nominated.

Section 6. The Assembly will then have the opportunity to ask no more than six total
148 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
150 nominee will have the opportunity to respond to a question regardless of if it was directed
at him or her.

152 **Section 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
154 remaining candidates will then reverse for each subsequent question.

Section 8. When the Assembly has no further questions, the representatives shall proceed
156 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
158 required for a nominee to be duly elected.

Section 9. In the event that no candidate receives a majority of the votes cast, the name of
160 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
162 continue until one nominee receives a majority.

Rule IV.I. Removal and Recall

164 **Section 1.** Any officer may be removed by the Assembly by a motion, second, and two-
thirds majority vote.

166 **Section 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
168 enforcement, the individual in dereliction of duty must appear before the Assembly during
Election and Recall of Members.

170 **Section 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.H.

Chapter V Assembly Records

172 **Rule V.A. Assembly Journal**

174 **Section 1.** The proceedings of every meeting shall be taken shall be taken in a verbal,
verbatim transcript by the Secretary of the Assembly. Such transcripts will be called the
Assembly Journal.

176 **Section 2.** The Assembly shall make each verbatim transcript available to the public
online within two weeks of the meeting.

178 **Section 3.** When recording the speech of non-members, the Secretary shall attempt to
identify the speaker's full name and affiliation in the minutes.

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

182 **Section 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
184 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
186 automatically referred to the Assembly, which by majority shall make the decision of which
version of the comments shall be represented in the Journal.

188 **Section 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
190 being emailed again to Representatives unless the change is a result of a clerical correction
or an aforementioned petition.

192 **Rule V.B. Assembly Minutes**

194 **Section 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.

196 **Section 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
198 Minutes. These shall serve as the official record of Assembly proceedings as prescribed in
the Constitution.

200 **Rule V.C. Resolutions**

202 **Section 1.** The full text of each resolution, as amended, considered shall 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.

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

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

208 **Rule V.C. Representative Attendance and Voting Record**

210 **Section 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.

212 **Section 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
214 simple majority vote shall deem expedient.

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

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

Rule V.F. Contact and Campaign Information.

Chapter VI Committees

222 **Rule VI.A. Composition.** Members of Assembly committees must be currently enrolled students
at the Ann Arbor campus of the University of Michigan.

224 **Rule VI.B. Leadership**

Section 1. Each committee shall be lead by a Chair, who shall be elected pursuant to these
226 Procedures and shall serve as an officer of the Assembly.

Section 2. Each committee shall also have a Vice Chair, who shall be elected pursuant to
228 these Procedures, but shall not serve as an officer.

Rule VI.C. Scope. No committee shall take or consider action falling outside of its responsibilities
230 as described herein, unless authorized by the Assembly.

Rule VI.D. Standing Committees. The Assembly shall have the following standing committees.

232 **Section 1. Finance Committee**

234 a. The Finance Committee shall assist the Treasurer in preparing Budgets of the
Central Student Government, make recommendations for all budget
236 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.

238 b. The Committee shall also consider all resolutions which authorize the
expenditure of any CSG funds and shall aid in the implementation of such
240 resolutions or expenditures once adopted by the Assembly.

Section 2. Rules Committee

- 242 a. The Rules Committee shall be the body charged with maintaining the governing
244 documents of the Central Student Government and the Assembly and shall make
246 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.
- 248 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.
- 250 c. The Committee shall also seek appointments to maintain a full Assembly and
252 shall be charged with communicating vacancies to the governments of the
various schools and colleges when they arise.

Section 3. Resolutions Committee

- 254 a. The Resolutions Committee shall be the Assembly's principle resolution drafting
256 and reviewing body, and shall assist representatives, other CSG members, or
students-at-large in drafting resolutions for the Assembly's consideration.
- 258 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.
- 260 c. All resolutions that do not fall into the subject-matter jurisdiction of another
committee shall be considered by the Resolutions Committee.
- 262 d. In the event of a mid-session appointment to fill a vacancy, the Resolutions
264 Committee shall be responsible for providing a brief orientation for the new
representative within two weeks of his or her seating on the Assembly.

Section 4. Communications Committee

- 266 a. The Communications Committee shall communicate the actions and initiatives
268 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.
- 270 b. The Committee shall consider all resolutions concerning communication by or
272 within the Assembly, as well as provide the internal and external communication
necessary to complete the actions of any applicable resolutions.

Section 5. Executive Nominations Committee

- 274 a. The Executive Nominations Committee shall consider, in depth, all nominations
276 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.
- 278 b. Upon receipt of a communication from the President naming an individual a
280 nominee, the Speaker shall refer it to the Committee and immediately notify
them of such a nomination.

- 282 c. The Committee shall prepare a nomination form for which the President will be
284 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.
- 286 d. The Committee shall be required to consider the nomination and produce a
288 recommendation for the Assembly by its next General Assembly Meeting. The
290 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.
- 292 e. If there is a situation where the President feels it is necessary for a nomination
294 to be confirmed, but the Committee has not had enough time to review and
prepare a recommendation, the Assembly can provisionally confirm a nomination
296 until the next meeting of the Assembly by majority vote until the Committee can
render a recommendation.
- 298 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.
- 300 g. In addition to the Chair and Vice Chair, the Committee shall be composed of
302 three other representatives. Other members of the Assembly and students-at-
large may attend committee meetings and hearings, but only the five members
304 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
306 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.
- 308 h. If there is a minority opinion on a nomination, the minority members of the
310 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.
- 312 i. Although the Committee shall not be required to meet weekly and shall only
314 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.
- 316 j. The Committee shall also review nominations for members of the Student
Organization Funding Commission and shall likewise submit recommendations.

318 **Section 6. Ethics Committee**

- 320 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
322 membership, or conduct unbecoming a representative can be referred for
investigation and recommendation for members of the Assembly and the Central
Student Government.

- 324 b. Questions for the Ethics Committee must be submitted in writing to both the
326 Speaker and Chair of the Committee by any member of the Assembly or the
328 Central Student Government. The Speaker or Chair will either choose to accept
330 the question and begin an investigation or will refer the question to the
332 Assembly with a motion to refer the question to the Ethics Committee. A simple
334 majority vote is required to refer the question to the Committee. In either case,
336 the Speaker and/or Chair shall be required to notify the Assembly at its next
338 meeting of receipt of a complaint. If either the Speaker or the Chair are involved
340 in the complaint, a representative may bring forth the complaint during the next
342 Assembly meeting with a motion to refer it to the Committee.
- 344 c. The Ethics Committee shall be considered standing, but shall only meet when a
346 question has been accepted or referred to them by the Assembly.
- 348 d. In addition to the Chair and Vice Chair, the Committee shall be composed of
350 three other members-at-large. Upon election, the Chair and Vice Chair shall
352 produce and make available to Assembly Members an application for
354 membership within 48 hours. They shall review the applications for
356 membership, and recommend to the Assembly a roster of Committee members.
358 A simple majority vote shall be required to confirm the members.
- 360 e. If a question about a Committee Member is before the Committee, the Speaker
362 shall randomly draw a name from a collection of names of members at the next
364 meeting of the Assembly. The name of the person that is drawn shall assume
366 the duties of a member of the Committee immediately.
- 368 f. If the conduct of the Chair of the Committee comes before the Committee, the
370 Vice Chair shall chair the Committee during its meetings and hearings on that
372 question. If the conduct of the Chair and the Vice Chair are both before the
374 Committee, then the three other members of the Committee shall choose by
376 majority vote which one shall chair the meetings on that question.
- 378 g. The Committee may require any member whose conduct is in question to appear
380 at its hearing or meeting. Failure to do so will result in the assessment of two
382 absences. They may also require the appearance of witnesses to testify as to the
384 conduct of the member, but such attendance shall not be subject to absences.
- 386 h. Due to the nature of their business, the meetings of the Ethics Committee shall
388 be closed to all but members and those invited to testify or required to attend.
- 390 i. Following a meeting, a full, public report shall be prepared which shall require a
392 majority of the members to support it. This report shall detail the complete
394 results of the investigation and the recommendations of the Committee for action
396 and/or sanction.
- 398 j. The recommendation of the Committee may include no action, a minor warning,
400 a formal warning, a formal reprimand, or recommended articles of impeachment.
402 If the person whose conduct is in question before the Committee is a standing
404 committee chair or vice chair, the Speaker or Vice Speaker, or a member, but not
406 the Chair, of the Student Organization Funding Commission, the Committee
408 recommendation may also include recall and/or removal from office.

- 368 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
370 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 minority report shall be in order.
- 372 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
374 vote of the Assembly.
- 376 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
378 concern regarding the ability of the Committee to conduct an investigation and
make a recommendation.

Rule VI.E. Committee Consideration of Resolutions

380 **Section 1.** Pursuant to Rule VI.E, Section 3, each resolution shall be referred to a standing
committee for consideration.

382 **Section 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
384 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
386 Assembly for second reads on the meeting following the meeting when the resolution was
presented for first reads.

388 **Section 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
390 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
392 considered.

394 **Section 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
396 may, on motion and majority vote, discharge a resolution from a standing Committee to old
business.

398 **Section 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
400 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
402 changes.

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

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

Rule VI.F. Select Committee

410 **Section 1.** The Assembly may, upon two reads and a majority vote, establish one or more
412 select committees. A motion to form a select committee shall require a second and a written
description of the responsibilities of the select committee.

414 **Section 2.** Select committees shall expire upon either a date specified in the resolution
adopted by the Assembly authorizing the committee's formation, at the end of a Legislative
Session, or by majority vote by the Assembly.

416 **Section 3.** The leadership and composition of a select committee shall be analogous to that
418 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.

Rule VI.G. Select Committee on Oversight

420 **Section 1.** The Assembly may, after adoption of a resolution, create a Select Committee on
422 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.

424 **Section 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.
426 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
428 the Constitution, the Compiled Code, or these Procedures. The Select Committee shall have
exclusive jurisdiction over any investigation.

430 **Section 3. Membership.** The Select Committee shall be composed of five voting
representatives, chosen by lot. The Assembly must approve by majority the final
432 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
434 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
436 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).
438 Upon majority vote, the members shall be removed and a new lot shall be drawn to
determine a replacement

440 **Section 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
442 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
444 member of CSG, or any student-at-large. Such a motion shall require no resolution, and
shall pass by simple majority vote.

446 **Section 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
448 Select Committee during its investigation and provide his own testimony and to submit a
response to any findings of the Select Committee.

450 **Section 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
452 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.

454 **Section 7. Report.** The Select Committee shall, at the conclusion of its investigation
456 submit an official report to the Assembly with the consent of the Chair, Vice Chair, and at
458 least two other members. The report must contain a thorough documentation of the
460 allegations, the findings of fact, and recommendations of action to the Assembly. Other
462 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.

464 **Section 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
466 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
468 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
470 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
472 shall automatically be considered Old Business, and shall have been considered by rule to
have been given its first reading the previous week.

Rule VI.H. Committee Rights and Responsibilities

474 **Section 1. Meetings.** Committees shall meet at least one per week. The Chair and Vice
476 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
478 Chair must inform the Assembly at least one day in advance. Committees shall not be
required to meet on weeks the include University exam periods or holidays.

480 **Section 2. Reports.** The Chair and Vice Chair of each committee shall be required to
submit a report to the Assembly after every meeting. Such a report shall be given to the
482 Speaker who shall make it available to the Assembly for the next General Assembly
Meeting. The report shall include meeting and attendance information, the results of the
484 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.

Rule VI.I. Recall of Committee Chairs or Vice-Chairs

486 **Section 1.** The chair or vice-chair of a committee shall be automatically recalled by the
488 Assembly upon a failure to hold a meeting for two consecutive weeks, a failure to submit a
committee report for two consecutive weeks, or a motion, second, and two thirds majority of
the Assembly.

490

Chapter VII

Floor Proceedings

492 **Rule VII.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.

494 **Rule VII.B. Time Limits.**

496 **Section 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.

498 **Section 2.** The Chair may designate the duty of official time keeping to any member or
officer of the Assembly.

500 **Section 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.

502 **Section 4.** Time may only be reduced by a motion, second and two-thirds vote of the
Assembly, but never under Community Concerns.

504 **Rule VII.C. Yielding of Time**

506 **Section 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
508 point. The time yielded may not exceed the time which was allocated to the Assembly
member.

510 **Section 2.** If time is yielded to an individual without parliamentary rights, that individual
may not yielded that time to anyone else.

512 **Section 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
514 whom, when, and for how long they wish to yield to another member.

Rule VII.D. Call of the Assembly.

516 **Section 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
518 ordered by the Chair if seconded by five other members.

Section 2. A Call of the Assembly shall be in order once during the time limit for debate on
520 any motion. The Vice Speaker shall call the roll and note the attendance to establish the
present quorum.

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

524 **Rule VII.E. Quorum Call**

526 **Section 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
 528 not present, the Assembly shall automatically stand in recess to the call of the Chair until
 quorum can be re-established.

530 **Section 2.** If quorum cannot be re-established, pursuant Rule III.B, the Chair must declare
 the Assembly adjourned and discontinue proceedings.

Rule VII.F. Agenda

532 **Section 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
 534 meeting, the Assembly must approve the agenda by majority vote as its official order of
 business.

536 **Section 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
 538 Assembly for approval.

540 **Section 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.	Legislative Officer Reports
IX.	Committee Reports
X.	Election and Recall of Members
XI.	New Business
XII.	Old Business
XIII.	Motions and Other Business
XIV.	Announcements and Matters Arising
XV.	Closing Roll Call
XVI.	Adjournment

542 **Section 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.
 544

546 **Section 5.** Amendments to the agenda shall be out of order once an agenda has been
 approved by the Assembly.

548 **Section 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.
 550 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
 552 the Assembly will proceed to approve its agenda.

554 **Rule VII.G. Call to Order.** The Chair shall call the meeting to order at the prescribed time
556 established through rules in these Procedures. The Chair shall clearly state the time and date at
558 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.

Rule VII.H. Opening Roll Call. The Vice Speaker shall call the roll of the Assembly to
560 determine attendance and quorum. Those present and absent shall be entered in the official
562 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.

Rule VII.I. Approval of the Agenda. When quorum is established and attendance recorded, the
564 Assembly must immediately proceed to approve the Agenda for the meeting by majority vote. No
566 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.

Rule VII.J. Approval of Previous Minutes. The Assembly must immediately consider
568 approval of unofficial minutes from previous meetings by simple majority vote. No other motions
570 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.

Rule VII.K. Guest Speakers.

572 **Section 1.** This order of business is reserved for special guests of the Assembly who have
574 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.

576 **Section 2.** Any guest speaker on the Agenda shall be accorded the parliamentary right to
578 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
580 Procedures. Guest speakers may also distribute materials to members of the Assembly
with the consent of the Chair.

582 **Section 3.** Guest Speakers shall be subject to rules for conduct and decorum of non-
members established in these Procedures.

584 **Section 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.

586 **Section 5.** Each guest speaker shall have 30 minutes in which to speak and otherwise
engage the Assembly.

Rule VII.L. Community Concerns.

588 **Section 1.** Community Concerns is a time for members of the University community to
590 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.

592 **Section 2.** Anyone wishing to address the Assembly at the time of the meeting must be
594 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.

596 **Section 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.

598 **Section 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
600 discretion, respond to questions and statements from members.

602 **Section 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.

604 **Rule VII.M. Executive Communications.**

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

608 **Section 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
610 status, the President or Vice President may claim 5 minutes to make a verbal report, with
preference going to the President in an event of a conflict. The President or Vice President
612 may yield to any other executive officer to give a report as well. This time is extendable by
a majority vote of 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
614 Assembly, and may inform the Speaker or the Vice Speaker of their intention.

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

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

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

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

624 **Section 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.

626 **Rule VII.N. Report from the Speaker.**

628 **Section 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
630 must inform the assembly of any decisions related to the Operating Procedures that
occurred while the Assembly was not in session.

Section 2. The time limit for this order of business is five minutes.

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

634 Rule VII.O. Committee Reports.

636 **Section 1.** Each Assembly committee, whether standing or select, shall have the
637 opportunity to make an oral report to the Assembly. These reports are not intended to
638 substitute the official committee reports submissions kept on record. Rather, this is a
639 chance for Committees to explain their recent meetings and provide recommendations and
640 decisions on business referred to them.

641 **Section 2.** A written report must be submitted to the assembly in order to provide a verbal
642 report.

643 **Section 3.** Committee Reports may be delivered by the Chair or Vice Chair of the
644 Committee, or their designee. They may respond to questions from members.

645 **Section 4.** Each report may not exceed three minutes. This time is extendable only once.
646 If a motion is brought forth from a committee regarding referred business during its report,
647 that motion shall have ten minutes for consideration that shall not be counted in the three
648 minutes for the report.

649 **Section 5.** No motions that bring business before the Assembly shall be in order, except
650 motions in response to committee action or business.

651 Rule VII.P. Election and Recall of Members

652 **Section 1.** This section of the agenda is reserved for the election, confirmation, removal,
653 and recall of students or members in positions within the Central Student Government.

654 **Section 2.** The election or recall of any Assembly officer or Vice Chairs of Committees shall
655 be conducted during this time according to the rules outlined in Chapter III of these
656 Procedures.

657 **Section 3.** All motions that bring business before the Assembly must be germane to the
658 purpose stated in Section 1.

659 **Section 4.** There shall be no time limits during this order of business.

660 Rule VII.Q. Old Business

661 **Section 1.** Old Business shall be the time the Assembly considers business that has been
662 previously considered by the Assembly and properly discharged by Committee.

663 **Section 2.** Old Business items shall be considered in accordance with its particular rules of
664 consideration described in these procedures.

665 **Section 3.** No other motions that bring business before the Assembly shall be in order
666 besides the implicit Motion to Adopt of each business item before the Assembly.

667 Rule VII.R. New Business

668 **Section 2.** New Business shall consist of all business that is being introduced to the
669 Assembly and therefore being considered for the first time.

670 **Section 3.** New Business items shall be considered in accordance with its particular rules
671 of consideration described in these Procedures.

Rule VII.S. Motions and Other Business.

672 **Section 2.** This order of business shall be a time for any member to make any motion that
brings business before the Assembly.

674 **Section 3.** Each motion shall be restricted to twelve minutes of total debate, extendable
only once.

Rule VII.T. Announcements and Matters Arising.

678 **Section 2.** 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.

680 **Section 3.** Each member may speak only once, and each speaker's time is restricted to five
minutes.

682 **Section 4.** Members may yield to other members for questions.

684 **Section 5.** 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.

Section 6. Motions to bring business before the Assembly shall be out of order at this time.

686 **Rule VII.U. 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
688 Representative Attendance and Voting Record.

690 **Rule VII.V. 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

Rule VIII.A. Resolutions

694 **Section 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.

696 **Section 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
698 adoption.

700 **Section 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.

702 **Section 4.** Resolutions may also have sponsors, who can be members of the Assembly or of
704 the University community, Executive Commissions and other members of the Central
706 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.

708 **Rule VIII.B. Submission of Resolutions.** Resolutions shall be submitted to the Speaker by
710 members of the Assembly for addition to the agenda of the next meeting. In order to receive a
712 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.

714 **Rule VIII.C. Requirements of Resolutions.**

716 **Section 1.** Resolutions shall be out of order if they contain untrue or unverifiable
 statements of fact.

718 **Section 2.** Resolutions authorizing the expenditure or transfer of central student
720 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.

722 **Section 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.

724 **Rule VIII.D. University Council Resolutions.**

724 **Section 1.** Pursuant to Article II, Section III of the Constitution, the University Council
726 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.

728 **Section 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.

730 **Section 3.** University Council business must always be designated as such when before the
 Assembly to ensure understanding of its origin.

732 **Rule VIII.E. Legislative Process.**

734 **Section 1.** The following provisions will define the procedure and workflow for Assembly
 resolutions.

736 **Section 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.

738 **Section 3.** Resolutions shall have their First Reading the first time they come before the
740 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

742 consent of a majority of the Assembly, the Speaker may refer a resolution to multiple
743 committees concurrently.

744 **Section 4.** The committee shall review the resolution pursuant to these Procedures. When
745 the resolution returns to the Assembly from committee, it shall receive its Second Reading
746 consistent with these procedures.

747 **Section 5.** Once a resolution has been read for a second time, it may amended by majority
748 vote of the Assembly. Any member may offer amendments consistent with these
749 procedures.

750 **Section 6.** Following consideration of amendments established in these procedures, the
751 resolution shall receive its Third Reading before the Assembly. Following the third reading
752 of a resolution, it shall be considered unamendable.

753 **Section 7.** The Assembly shall then proceed to consideration of the resolution as amended
754 in a manner consistent with these Procedures.

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

762 **Rule VIII.F. Expediting of Business.**

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

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

Chapter IX Debate and Discussion

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

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

778 **Rule IX.C. Germaneness.** All statements during debate must be germane to the motion in question.

780 **Rule IX.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.

782 **Rule IX.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.

786 **Rule IX.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.

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

790

792

Chapter X Voting

794

Rule V.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.

798 **Rule V.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.

800

Rule V.C. Voice Vote

802 **Section 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.

804 **Section 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.

808 **Rule V.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.

816

Rule X.A. Roll Call Vote.

818 **Section 1.** A roll call vote shall be one in which the roll is called, and each
820 representative shall answer to the call of his or her name by stating his or her vote
822 aloud. Such votes shall be recorded in the Representative Attendance and Voting
Record. Upon competition of the roll call, the Chair shall clearly state the result of
the vote, which shall be considered final.

824 **Section 2.** 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.

826 **Section 3.** Any member may request a roll call vote on any question put before the
828 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
830 on the question.

832 **Section 4.** If a voting procedure has begun, but has not yet been completed, any
834 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.

836 **Rule X.B. Vote by Secret Ballot.**

838 **Section 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
840 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.

842 **Section 2.** Before a vote by secret ballot, the Assembly shall elect two tellers, who
844 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.

846 **Section 3.** The Chair shall clearly announce the results of the tellers' count, which
848 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
850 motion. If a recount is not ordered, the tellers shall properly dispose of the ballots.

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

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

Rule X.C. Voting by the Speaker.

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

860 **Section 2.** If after the results of the vote, a vote cast by the Speaker would alter the
862 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

864 two-thirds majority and a vote cast by the Speaker would create or remove such a
majority.

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

868 **Section 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

870 **Rule XI.A. Introduction.**

872 **Section 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.

874 **Section 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.

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

878 **Rule XI.C. Voting.** The voting procedures established in Chapter IX shall be in effect for
all motions to which these rules apply.

Chapter XII Consideration of Assembly Resolutions

880 **Rule XII.A. Introduction.**

882 **Section 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.

884 **Section 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,
886 so the Motion to Adopt shall be considered made and seconded by rule throughout
consideration of a Resolution.

888 **Rule XII.B. First Reading.**

890 **Section 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.

892 **Section 2.** The Chair will announce the resolution being read for the first time, and will
894 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.

896 **Section 3.** Members of the Assembly may then ask questions of the authors regarding the
resolution. This time for questions shall not exceed ten minutes.

898 **Section 4.** After all questions have been answered, each member may comment on how to
improve the resolution for up to one minute.

900 **Section 5.** If the author is a nonmember of the Assembly, that individual shall have the
parliamentary right to speak during this time.

902 **Section 6.** The Chair shall then announce the committee to which the Speaker has referred
the resolution.

Rule XII.C. Second Reading.

904 **Section 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.

906 **Section 2.** The Chair will announce the resolution being read for the second time, and then
908 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.
910 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
912 resolution since its previous reading. Time unused in this section may be reserved for
questions.

914 **Section 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
916 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.

918 **Section 4.** No other incidental motions accept the Motion to Table and Motion to Refer
shall be in order.

Rule XII.D. Amendment.

920 **Section 1.** When a resolution has been read for a second time, it shall then be open to
922 amendments from the floor. Amendments may be submitted to the Chair either in writing
or orally.

924 **Section 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
926 Chair must attach such amendments if submitted before 6:00pm on Sunday.

Section 3. The Chair will ask members if there are any amendments from the floor.

928 **Section 4.** If the Chair believes there are 5 or more substantial and unique amendments
930 from the floor, the resolution shall be re-referred to committee to establish a docket of
amendments.

932 **Section 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.

934 **Section 6.** The Chair will announce the amendment, and the author will have three
minutes to explain the amendment. Then the Assembly has five minutes to ask questions
936 of the authors. The authors may consider it friendly.

Section 7. All amendments not adopted by the authors shall proceed directly to debate
938 using the rules outlined under Chapter IX.

Section 8. The total time for considering amendments to a resolution shall not exceed
940 twenty minutes or the time required to consider all guaranteed amendments, whichever is
greater.

942 **Rule XII.E. Third Reading.**

Section 1. Once an amendment of a resolution has been completed, the Chair shall give the
944 resolution its third reading before the Assembly.

Section 2. Once a resolution has been given its third reading, all amendments pertaining
946 to it shall be out of order, except by an un-debatable motion, second, and two-thirds
majority vote to consider an amendment.

Section 3. No other incidental motions besides the Motion to Table, Refer, Commit or
948 Postpone Indefinitely shall be in order when a resolution has been given its third reading.

Section 4. If a resolution is referred to a committee following its third reading, it shall lose
950 its third and second reading status.

952 **Rule XII.F. Debate.**

Section 1. When a resolution has been given its second reading, the Assembly will then
954 discuss adoption of the resolution, as amended. Amendments shall still be in order during
this time.

Section 2. Debate shall proceed under the rules outlined in Chapter IX.
956

Rule XII.G. Voting. The Chair shall clearly state resolution being voted upon by title and
958 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.

Rule XII.H. Clerical Edits Post Passage. After a resolution has been passed by the Assembly,
960 the committee chair with consent of the author shall be able to edit resolutions for unsubstantial
962 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
964 actions by adopting the recommendations of the report.

Chapter XIII

Consideration of Business Submitted by the University Council

966 **Rule XIII.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
968 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
970 author of the resolution while it is before the Assembly, and may have parliamentary rights to
speak during its consideration.

Rule XIII.B. First Reading.

972 **Section 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
974 order of business.

976 **Section 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.

978 **Section 3.** Members of the Assembly may then ask questions regarding the resolution.
This time for questions shall not exceed ten minutes.

980 **Section 4.** The Chair shall then announce the committee to which the Speaker has referred
the resolution.

982 **Rule XIII.C. Second Reading.**

984 **Section 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.

986 **Section 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.

988 **Section 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
990 germane to the content of the resolution, nor offer suggestions or opinions on the resolution
itself. This time may not exceed ten minutes.

992 **Section 4.** No other incidental motions accept the Motion to Table and Motion to Refer
shall be in order.

994 **Rule XIII.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.

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

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

1000 **Rule XIII.G. Voting.** The Chair shall clearly state resolution being voted upon by title and
1002 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.

Rule XIII.H. Return of Business not Adopted by the Assembly.

1004 **Section 1.** In the event a resolution submitted by the University Council is not adopted by
the Assembly, it shall return to the University Council.

1006 **Section 2.** When a motion to adopt is defeated, an ad-hoc committee may be created by a
1008 motion, second, and majority vote to draft a memorandum explaining the reason(s) the
resolution was not adopted.

1010 **Section 3.** The authors of the memorandum may include proposed amendments and may
request the concurrence of the University Council in adopting the amendments.

1012 **Section 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

1014 **Rule XIV.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
1016 to the Assembly as an Executive Communication. The President may include a memorandum
explaining his or her reasons for vetoing the resolution.

1018 **Rule XIV.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
1020 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.

1022 **Rule XIV.C. Motion to Reconsider and Repass.** Following introduction and/or explanation of
1024 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-
1026 thirds majority of the Assembly.

1028 **Rule XIV.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.

1030 **Rule XIV.E. Voting.** The Chair shall clearly state vetoed resolution whose reconsideration and
1032 repassage is being upon by 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
1034 to prevail.

Chapter XV

Consideration of Executive Nominations and Appointments Requiring Assembly Confirmation

Rule XV.A. Submission of Nominations.

1036 **Section 1.** Pursuant to the Constitution, the President may appoint students to many
1038 positions in both organizations of the Central Student Government or University-wide
committees.

1040 **Section 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
1042 memorandum, he or she shall immediately refer it to the Executive Nominations
Committee.

1044 **Section 3.** The memorandum shall always be added under Executive Communications.
Additionally, if the appointment for confirmation is to a position within the Central Student
1046 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.

Rule XV.B. Introduction.

1050 **Section 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.

1052 **Section 2.** The nominee, if he or she be not a member of the Assembly, shall have the
parliamentary rights to speak and respond to questions during the introduction and
1054 consideration of his or her nomination.

Section 3. The Assembly may ask a maximum of eight questions of a nominee.

1056 **Section 4.** The Chair shall then recognize the Chair of the Executive Nominations
Committee to give their recommendations on the nomination.

Rule XV.C. Consideration.

1060 **Section 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.

1062 **Section 2.** The Assembly shall debate and discuss the nomination following the rules
outlined in Chapter IX.

1064 **Rule XV.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

1066 **Rule XVI.A. Responsibilities of Assembly Members.**

1068 **Section 1. General Assembly Meetings.** Members shall be responsible for attending the weekly General Assembly Meetings.

1070 **Section 2. Committees/Commissions.** Each representative must attend and participate in at least one of the following each week:

- 1072 a. CSG Internal Committees.
- b. CSG Commissions.
- c. CSG Select Committees.

1074 **Section 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.

1080

1082 **Section 4. Constituent Contact.** Members must contact constituents on a regular basis by any method determined by the Assembly.

1084 **Section 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.

1092 **Section 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.

1098 **Rule XVI.B. Penalties.** Recall proceedings will be initiated for a member when s/he accumulates six absences per academic term. Each of the following shall constitute one absence:

1100 **Section 1.** Each roll call which the member misses at the beginning or the end of an
1101 Assembly meeting.

1102 **Section 2.** Failing to attend a committee/commission as defined in Rule XVI.A Section 2
1103 each week.

1104 **Section 3.** Failing to attend a Representative Orientation shall receive two absences
1105 against them, one of which may be excused by the Speaker, at his or her discretion, when
1106 he or she feels an offending representative has satisfactorily oriented himself to Assembly
1107 procedures and rules.

1108 **Section 4.** The Vice Speaker shall be responsible for compiling committee/commission
1109 attendance based on the commission reports outlined in Compiled Code III.D.4 and the
1110 committee reports outlined in the Operating Procedures VI.H.2 each week.

Rule XVI.C. Rules for Removal.

1112 **Section 1.** Upon the accumulation of twelve absences by any member, the Rules
1113 Committee shall be responsible for notifying the delinquent member of her/his removal, and
1114 shall inform the delinquent member of the procedures for the excuse of absences. The
1115 notification shall not be valid unless in writing and setting forth the date and type of each
1116 absence.

1117 **Section 2.** A delinquent member may have her/his absence(s) excused within two weeks of
1118 the notification of removal. During this time, the delinquent member shall retain all rights
1119 of membership on the Assembly. If, after the expiration of this two-week period, the
1120 member is still delinquent, she/he shall be effectively removed. No Assembly confirmation
1121 shall be necessary for such a removal to be effective.

Rule XVI.D. Rules for the Excusal of Absences.

1122 **Section 1.** An absence due to the following may be excused by the Speaker at his or her
1123 discretion:

- 1124 a. the member being seriously ill
- 1125 b. the member having an exam at the same time as the member obligation
- 1126 c. a death in the member's immediate family within one week of the member
1127 obligation
- 1128 d. a religious holiday that is recognized by the Office of the Provost that is in
1129 conflict with the member obligation
- 1130 e. a mandatory academic commitment that is in conflict with the member
1131 obligation

1132 **Section 2.** Any absence of any member may be excused by a two-thirds vote of the
1133 Assembly

1134 **Section 3.** No absence of a member shall be excused after the member has been effectively
1135 removed from the Assembly.

Chapter XVII Conduct and Decorum

1138 **Rule XVII.A. Conduct of Gallery Members.**

1140 **Section 1. Violations.** The following items shall be deemed violations for which penalties
1142 may be assessed: speaking out of turn, purposeful blocking of views, vulgar or offensive
1144 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.

1146 **Section 2. Penalties.** Penalties accumulate over the term of the Assembly, and reset at
1148 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.

1150 a. 1st Offense- warning.

1152 b. 2nd Offense – termination of current meeting speaking privileges and
1154 expiration of allotted time

1156 c. 3rd Offense- loss of speaking privileges for the next 76 meeting, termination
of current meeting speaking privileges, and expiration of currently allotted time.

1158 d. 4th Offense- loss of speaking privileges for the next two meetings, and asked
1160 to leave the current meeting.

1162 e. 5th Offense- see section seven, Ineligible Persons.

1164 **Section 3. Administration.** The Vice-Speaker of the Assembly shall be responsible for
1166 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.

1168 **Section 4. Ineligible Persons.** Any person receiving a 5th offense shall be considered
1170 ineligible to address the Assembly and will have forfeited their privilege to attend official
sessions of the Assembly.

1172 **Section 5. Visibility.** The content of these rules must be visibly posted in the gallery
1174 seating area.

1176 **Section 6. Consent.** By attending a meeting of the Assembly, all persons consent to abide
1178 by these rules and the right of the Assembly to impose penalties and maintain a record of
all violations.

1180 **Rule XVII.B. Conduct of Assembly Members.** Assembly members shall be out of order during
1182 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 XVII Ethics

Rule XVII.A. Conflicts of Interest.

Section 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.

Section 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.

Rule XVII.B. Misuse of Assembly Resources.

Section 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*.

Section 2. Use of Assembly resources for CSG election activities is prohibited.

Section 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

Rule XIX.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 two-thirds vote of the Assembly.

Rule XIX.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.