

THE UNIVERSITY OF OKLAHOMA STUDENT ASSOCIATION

GRADUATE STUDENT SENATE

Standing Rules of Order of the Graduate Student Senate

Rule 1. Purpose and Authority

Section 1. These Standing Rules complement the Bylaws of the Graduate Student Senate (Senate), providing for specifics of procedure, motions, and officer and member roles in the meetings thereof and establishing general administrative procedures thereof.

Section 2. These Rules shall govern the procedure of all meetings, including committee, of the Senate except where in conflict with the Bylaws of the Senate, the UOSA Code Annotated, the UOSA Constitution, or other higher document or duly passed Legislation.

Section 3. These Standing Rules are established, remain effective, and may be amended as specified in the Bylaws of the Senate.

Rule 2. Senate Meetings

Section 1. Order of Business in the Meetings of the Senate, except Committee Meetings, shall be conducted in the following order:

- A. Call to Order
- B. Reading and Approval of the Minutes
- C. Officer Reports
- D. Committee Reports
- E. Special Orders
- F. Old Business
- G. New Business
- H. Announcements
- I. Adjournment

Section 2. Order of Business in Committee Meetings shall be left to the respective Committees to decide, as long as the minutes of the meeting are properly formatted and timely given to the Secretary.

Section 3. Order of Business in the Executive Committee shall follow the Orders of Business in the Meetings of the Senate.

Rule 3. General Procedures

Section 1. Quorum

- A. If at any time during a meeting, a Senator questions the presence of a quorum, the Chair shall, without debate, immediately direct the Secretary to determine the presence or absence of a quorum, and shall announce the result.

- B. If a quorum is not present, the Senators may, by motion, direct the Vice-Chair to contact absent Senators and request their presence.
- C. Until a quorum is present, the Senate may entertain Debate or Procedural Motions, but may not entertain Main Motions.

Section 2. Legislation Receiving Veto

- A. Vetoed Legislation shall be placed on the Agenda for the next Meeting of the Senate under Old Business.
- B. When time for consideration arises, the Chair shall read the UOSA President's reason for the veto to the Senate. There shall be no further explanation from the Chair or from the Senate.
- C. Amendments to the vetoed Legislation are out of order.
- D. Debate on the vetoed Legislation shall be limited to the question of whether or not to override the veto.

Section 3. Other Procedural Rules

- A. At no time during any voting procedure shall the meeting room be closed to a Senator.

Rule 4. Speaking Privileges

Section 1. Meetings of the Senate

- A. All Senators have speaking privileges.
- B. All individuals recognized for presentations in Special Orders have speaking privileges at that time.
- C. All other individuals may be granted speaking privileges with approval by the Chair.

Section 2. Meetings of Committees

- A. All Senators have speaking privileges. All other individuals may be granted speaking privileges with the consent of the Committee.

Section 3. Meetings of the Executive Committee

- A. All Senators have speaking privileges. All other individuals may be granted speaking privileges with the consent of the Executive Committee.

Section 4. Recognition to Speak

- A. The right of recognized speakers to be heard and of Senators to hear speakers shall not be infringed without just cause.
- B. The Chair shall not, without good reason, recognize a speaker twice on the same question if a Senator who has not spoken rises to speak.

Rule 5. Legislation

- Section 1. Legislation appearing on the Agenda as approved by the Executive Committee must be moved and seconded for consideration in the order showing on the Agenda.

Section 2. Legislation not approved by the Executive Committee shall be placed in Special Orders. A motion will be required to move the Legislation to New Business.

Section 3. The procedure for introduction and consideration of Legislation shall be as follows:

- A. Legislation shall be submitted in writing physically to the Senate office, addressed to the Secretary's attention or submitted electronically to the Senate Email Account, addressed to the Secretary's attention.
- B. The Secretary shall bring all Legislation to the attention of the EC at the first available opportunity.
- C. The EC shall either refer Legislation to committee or recommend it for Senate consideration at the next regularly scheduled Meeting.
- D. Any senator may request Legislation be brought out of committee for consideration by the Senate with a majority vote of the Senate.

Section 4. The order for Legislation pending on the floor is as follows:

- A. The Chair shall read the full title of the bill.
- B. Five minutes shall be granted for the author's explanation of the pending Legislation.
- C. The Chair shall read the recommendation of the committee of origin if applicable.
- D. Ten minutes shall be granted for questions to the author. Debate is out of order at this time. Friendly amendments may be proposed.
- E. A maximum of thirty minutes shall be granted for debate. Debate ends either (1) when the time limit has been reached or (2) when a Senator Motions the Previous Question.
- F. Five minutes shall be granted for author's summation.
- G. The Chair shall re-read the full title of the Legislation and any amendments made to the Legislation.

Section 5. Motions to extend the time limits set forth in Rule 5, Section 4 may be raised at any time during the stage effected by the motion to extend. Motions to extend the time limits on subsequent stages are out of order. The time limits may be extended by a majority vote of the Senate.

Section 6. The author of pending Legislation shall refrain from partisan statements. Doing so shall result in being out of order and may result in the forfeiture of any remaining explanation time if deemed necessary by the Chair and with the majority vote of the Senate.

Section 7. If an emergency clause is attached to Legislation, it shall be voted on separately and shall require a two-thirds majority of the Senate to pass. If the emergency clause fails, then it shall no longer be deemed a part of the Legislation.

Section 8. Any motion to reconsider a piece of Legislation shall be out of order unless the motion's author presents notice to the Senate in a previous meeting of the intention to move to reconsider.

Section 9. If an author is not present when Legislation is to be considered, the Legislation shall be out of order until the author arrives.

Rule 6. Debate

Section 1. Debate Guidelines

- A. Senators wishing to participate in debate shall come to the front of the room and organize themselves in two separate lines on either side of the Chair. The Chair's RIGHT shall be for Pros and the Chair's LEFT shall be for cons. The Chair shall alternate between the two sides whenever possible. Debate shall, whenever possible, alternate between proponents and opponents of the measure.
- B. A Senator who has the floor may yield his time to any other Senator at his or her discretion, on his or her terms.
- C. Questions to the author are out of order. The Senate may, however, suspend the rules and reenter the questioning stage.
- D. Points of information or clarification are not out of order during debate.
- E. A Senator is out of order if the purpose of the Senator's time is for any other reason than that for which he or she has been recognized.
- F. Debate shall end automatically when the time limit has been reached or with the motion for Previous Question. Senators may say "Question" instead of "Move the Previous Question." Once debate ends, the Chair shall follow the guidelines as prescribed in Rule 5, Section 4.

Section 2. Motions to lay on the table or postpone definitely or indefinitely may be raised at any point during debate. Since these motions infringe on the rights of the minority, a two-thirds vote is required to approve these motions.

- A. Motions to lay on the table and to postpone definitely are not debatable. The underlying Legislation may be brought off the table by subsequent motion or automatically when the postponement motion states.
- B. The motion to postpone indefinitely is debatable. If passed, the underlying Legislation may only be brought before the Senate again is by a motion to reconsider.

Rule 7. Voting

Section 1. The default voting system of the Senate shall be by consent unless otherwise changed by higher authority. If any Senator objects to consent, the Senate shall vote by placard or other physical counting device.

Section 2. If voting by voice is used (yeas and nays) at any time, any Senator may declare Division at which point the Senate shall vote by placard or other physical counting device.

Section 3. If a particular vote threshold is required (majority, two-thirds, etc.), consent shall suffice. This section is not independent of the other sections comprising Rule 7.

Rule 8. Voting Conduct

Section 1. While a vote is in progress and until the Chair announces the result, no Senator shall be recognized and no other business shall be conducted.

Section 2. No Senator or other person present shall visit or remain by the Secretary's desk while a vote is in progress.

Section 3. No Senator may vote on behalf of another Senator, nor may any guest vote on behalf of a Senator. A Proxy of a Senator is excepted from this rule. A Senator or guest who is not a Proxy and who votes for another Senator may be punished in any manner the Senate deems appropriate.

Rule 9. Senators and Decorum

Section 1. The Chair shall preserve order and decorum in the Senate and shall prevent personal reflections or the impugning of the motives of any Senator during debate.

Section 2. Unless the Chair temporarily steps aside, the Chair shall remain impartial and shall not give personal comments on any matter.

Section 3. Speakers shall confine all remarks to the purpose for which they are recognized, and speeches in debate shall be confined to only the question at hand.

Section 4. All questions and responses shall be directed to the Chair. At no time may a Senator directly respond to another Senator's question or response unless the Chair gives permission.

Section 5. Any and all distracting electronic devices shall be turned off, placed on silent, and/or placed on vibrate so as not to disturb the proceedings of the Senate. In case of an emergency, arrangements may be made with the Chair.

Section 6. Profane, obscene, and indecent language is prohibited in the Senate. Blatant and intentional violations may result in Reprimand by the Chair.

Section 7. The Chair may refuse to recognize any Senator or guest employing profanity or otherwise failing to observe decorum.

Section 8. Any Senator who, while under the influence of alcohol or any other substance, appears in Senate Meetings or any Committee Meetings shall be subject to Reprimand.

Rule 10. Reprimands

Section 1. The Reprimand of a Senator shall occur in the following order:

A. The Senator shall be given a warning of the Senator's inappropriate conduct, and will be expected to cease such conduct.

B. Failure of the Senator to cease such conduct will result in the removal of the Senator's speaking privileges for the duration of the Meeting.

C. If the Senator continues to disrupt the Meeting, the Senator shall be asked to leave the Meeting. Failure to do so shall result in the Senator receiving an unexcused absence.

D. Continued disruption shall result in an automatic motion for expulsion from the Senate made to the Executive Committee in accordance with the Senate By-Laws.

Rule 11. Rules and Procedures

- Section 1. It is the duty and obligation of all Senators, not just the Chair, to police Senate Proceedings for inappropriate behavior and to ensure that these Standing Rules of Order are followed. When inappropriate behavior or a failure of the Standing Rules of Order is suspected, any Senator may rise to a Point of Order to address the issue. The Chair, then, shall make a determination of the merits of the Point of Order and take the appropriate action.
- Section 2. All decisions of the Chair may be appealed to the Senate as a whole. The Chair's decision may be overturned by a two-thirds vote of the Senate.
- Section 3. These Standing Rules of Order may be suspended by motion at any time with the approval of two-thirds of the Senators.
- Section 4. The duties, obligations, responsibilities, rights, and privileges defined in these Rules are in addition to those specified within the Bylaws and any other higher document and do not replace any others except where found in conflict with the Bylaws, the UOSA Constitution, or other higher document or passed Legislation.
- Section 5. Where not provided in either these Standing Rules of Order of the Bylaws, *Robert's Rules of Order* shall be the guide and the authority of the Senate in procedural and technical matters.