



**ASSOCIATED STUDENTS
OF THE
UNIVERSITY OF CALIFORNIA SAN DIEGO**

SPECIAL RULES OF ORDER OF SENATE

[Ap 2007-04-11, Am 2007-11-14, Am 2008-05-14, Am 2009-04-16, Am 2009-05-13, Am 2010-01-12, Am 2014-03-04, Am 2015-04-28, Am 2016-02-24, Am 2020-01-13, Am 2021-03-31, Am 2023-08-02]

Rule 1. Rules of Order

1. The meetings of the Associated Students Senate, herein referred to as “the Senate,” are run according to the current edition of Robert’s Rules of Order Newly Revised (RONR) with the exception of these special rules of order adopted by the Senate. As prescribed by RONR, these special rules of order may only be suspended by a two-thirds vote during the adoption of the Order of Business. These special rules of order may be amended by previous notice and a two-thirds vote or a majority of the entire membership. The Associate Director for AS or their designee shall serve as the Clerk of the Senate.

Rule 2. Speaker of the Senate

1. The Speaker of the Senate shall be the Executive Vice President or the Senate Pro-Tem (when needed) and serve as chair during scheduled meetings.

Rule 3. Convening Senate

1. The Senate may only convene under three circumstances of which both must be called by the Speaker:
 - a. General Sessions: will take place during the academic term (not including summer) as defined in the ASUCSD Standing Rules.
 - b. Summer Sessions: may take place during the summer so long as the Senate is notified 5 academic days in advance.
 - c. Emergency Sessions: may be called up to 48 hours in advance only if the Senate is required to take action on a bill that cannot wait for the next regularly scheduled meeting and would cause harm to ASUCSD if no action was taken. Emergency sessions will require an Order of Business to be published no later than 24 hours prior to the start of the meeting.
2. Senate may only convene over a telecommunication method during summer sessions if no meeting location has been reserved prior to the publication of the Order of Business or if deemed appropriate for emergency sessions.

Rule 4. Proper Handling of Business

1. The only actions the Senate may take are actions related to a bill properly submitted and processed by the procedures described in the Standing Rules. The Senate may not consider a bill unless a committee first discharged of it. A bill is considered an amendment to any ASUCSD governing document, resolution, or financial approval. The Senate may choose to refer any bill back to a committee before action is taken by the Senate. The Senate by a two-thirds vote may bring a bill that was failed at a committee so long as the sponsor is a member of the committee and follows Rule 6.

Rule 5. Order of Business

1. Call to Order
 - a. The Speaker of the Senate will begin each session by stating the date, time, and location of the meeting.
2. Roll Call
 - a. The Clerk of the Senate shall call the roll of all members of the Senate and record their attendance at the beginning of the meeting. The Clerk will confirm if a quorum is present and will notify the Speaker with the session may continue. If a session of Senate does not meet quorum (majority of appointed Senators plus one), the Speaker will adjourn the meeting.
3. Public Input
 - a. Any individual who is not a member of the Senate may address the Senate for up to five minutes. The Speaker has the authority to allow each individual to speak once if the speaker sees it necessary for time concerns. After 30 minutes have elapsed, the Senate may, by an adopted motion requiring a two-thirds vote, end public input before all individuals have been able to speak. Dialogue, questions, or answers from the Senate are not authorized during this time.
4. Consent Agenda
 - a. Bills that were approved by an ASUCSD committee may be voted on as a group without the need for discussion so long as the item was not discharged to Senate and was submitted by the

chair of the committee prior to the deadline for new business. A consent agenda is considered a motion that will need to be made by the Senate and will require a second and a vote.

5. Adoption of the Order of Business
 - a. The Senate will confirm their business items under Special Presentations and New Business only. A motion, second, discussion and vote is required. During the discussion part of the motion, items can be reordered. A motion to add a new item is acceptable by a two-thirds vote of the Senate and if approved will be added by the Clerk.
6. Special Presentations
 - a. Any member of the Senate, as well as any individual who is invited by a member of the Senate, may address the Senate in a presentation for up to 15 minutes, every presentation will have a five-minute question and answer period immediately following. The Senate may move to extend the presentation time or the allocated question and answer time before or during the presentation. No presentation may exceed 30 minutes and special presentations may not exceed 90 minutes. Senate may override and extend time by a two-thirds vote.
7. Unfinished Business
 - a. Unfinished business are items that were tabled from a previous meeting and must be addressed first before New Business. Requires a motion, second, discussion and vote (if applicable).
8. New Business
 - a. New business can either be a discussion or action item.
 - i. Discussion items require a motion, second and discussion and are used only for the purposes of dialogue or potential future items. Discussion items may not be turned into action items. The maker of the motion shall speak first.
 - ii. Action items require a motion, second, discussion and vote and are those items that require action by the Senate through a vote such discharged bills from committees or declarations. Action items that require a 2/3 vote shall be described in the ASUCSD Standing Rules. The maker of the motion shall speak first.
9. Reports of AS Senators
 - a. Each Senator may have up to three minutes to give an oral report that can include issues and concerns from constituents, updates from College Councils, reports on any projects, etc.. Reports from AS Senators may not exceed 45 minutes.
10. Reports of AS Offices
 - a. The Officers shall each have up to five minutes to give each oral report. These reports may include updates on the Offices that the Officer oversees, as well as their respective Office. Reports of AS Offices may not exceed 45 minutes.
11. Reports of Standing and External Committees
 - a. Any member of the Senate shall have up to three minutes to give an oral report regarding updates from standing or external committees. The Senate may ask clarifying questions. Reports of committees shall not exceed 30 minutes.
12. Announcements
 - a. The Senate or ASUCSD Administration can share announcements relating to an upcoming event or future matter. No new business can be discussed, and announcements may not exceed 15 minutes.
13. Roll Call
 - a. The Clerk of the Senate shall call the roll of all members of the Senate and record their attendance at the end of the meeting.
14. Adjournment
 - a. The Speaker will close the meeting by announcing the time.

Rule 6. Submission to the Order of Business

1. In confirming with Rule 4, items to the Order of Business under Special Presentations, Consent Agenda and New Business must be submitted to the Clerk 72 hours prior to the start of a meeting. The Clerk will be responsible for posting the Order of Business publicly on the ASCUSD website and for sending it to the Senate. Items submitted after the 72-hour deadline will need to be brought up during the Adoption of the Order of Business and be approved by a two-thirds vote.

Rule 7. Assignment of the Floor

1. The Speaker may maintain a Speaker's List to establish the order in which members are to be recognized for the purpose of discussion or debate. The Speaker's List shall be organized and applied at the Speaker's discretion.
2. The Speaker's List will be divided by those who have spoken and those who have not previously spoken, with priority given to those who have not spoken during that item.
3. Only members of the Senate may be placed on the Speaker's List; however, upon being recognized by the Speaker, a member of the Senate may yield the time to a person who is not a member of the Senate.

Rule 8. Limits of Debate

1. Debate may only take place during the discussion of a motion. Each speech shall be limited to three minutes. There shall be no limit on the number of times a member may speak on a debatable motion. The Senate may choose to end discussion by calling for the question.

Rule 9. Closed Session

1. The Senate may, by a majority vote, enter a closed session for only the following reasons:
 - a. personnel matters
 - b. litigation
 - c. a business item that if discussed in public would bring hard to an individual or group of people.
2. During the executive session, no recording or minutes shall be taken of the meeting.
3. After the Senate leaves a closed session, the Speaker shall report and have entered into the minutes any action taken by the Senate during closed session.

Rule 10. Types of Voting

1. Roll call votes: may be called at any time by majority of the Senate. Roll call votes must be taken for any appointments or financial matters. The roll call vote shall be recorded by the Clerk in the minutes.
2. Hand/Voice votes: if a business item is not an appointment, financial matter, or was not motioned by the Senate, a simple hand or voice call vote will suffice.
3. Closed vote: not allowed.
4. Open Roll Call Vote: The Senate may, by a $\frac{2}{3}$ majority vote, order that a vote be taken by open roll call and that the roll remain open for no later than two academic days for members who were absent during voting to cast their vote by informing the Clerk of the Senate. Votes already cast by members of the Senate may not be changed once they have been cast. This stipulation does not apply to abstentions. Each member's vote shall be recorded in the minutes.

Rule 11. Straw Polls

1. Straw polls shall be permitted during the discussion of any motion and shall not be binding to the outcome of the motion.

Rule 12. Friendly Amendments

1. Should a Senate member propose a friendly amendment to a motion, and the mover of the original motion should find said amendment agreeable, then the original motion shall immediately be so amended. A friendly amendment cannot be accepted if the amendment changes the motion significantly.