



TABLE OF CONTENTS

INTRODUCTION TO ASG.....	4
EXECUTIVE BRANCH	5
Student Body President.....	5
LEGISLATIVE BRANCH.....	6
The Student Body Vice President.....	6
The Student Senate	7
ASG COMMITTEES	11
External Affairs.....	12
Internal Affairs.....	13
Student Life.....	14
Student Relations	15
University Relations.....	16
Committee Chair Responsibilities	17
Senator Responsibilities as Committee Members.....	17
University Committee Structure	18
ASG SENATE MEETING.....	19
The Order of Business	19
INTRODUCTION OF ASG PARLIMENTARY PROCEDURE	22
The Purpose of Parliamentary Procedure	22
Classifications of Motions	23
Main Motions	23
Subsidiary Motions	23
Table	24
Order the Previous Question.....	24
Limit or Extend Limits of Debate.....	24
Refer to a Committee	24
Amend.....	24
Postpone Definitely.....	25
Postpone Indefinitely	25
Incidental Motions	26
Point of Order	26
Object to the Consideration of the Question.....	26

Divide the Question	27
Divide the Assembly	27
Withdraw or Modify a Motion.....	27
Suspend the Rules	28
Privilege Motions.....	28
Recess	28
Question of Privilege	28
Call for the Orders of the Day.....	29
Adjournment	29
OBTAINING THE FLOOR FOR SPEAKING	29
To Introduce a Motion	29
LEGISLATIVE PROCESS	31
Three Types of Legislation	31
Starting to Write Legislation.....	31
Legislation Template	32
The Legislative Process	33

Introduction to the ASG

Associated Student Government (ASG) is a chartered and recognized forum for student opinion at Texas State University. It is a legislative and advocacy body for student rights at Texas State. The student organizational element of ASG dictates that it is a “chartered organization.” This means that it receives funding from Student Service Fees. ASG gives students a means of providing input to the University’s administration and beyond on a plethora of policy issues. In this capacity, student advocacy is not limited in its scope, scale, or depth. However, ASG’s primary function is representing student opinion via legislation or memorandum.

ASG is composed of three branches: Executive, Legislative, and Judicial. The Student Body President and his/her cabinet members represent the **Executive Branch**. The Student Body President is elected by the student body and represents the Texas State student population in its entirety.

The **Legislative Branch** is comprised of the Student Body Vice President, the Student Senate, and the Graduate House. The Senate is a body of sixty students that develop proposals or take positions on issues via legislation that is presented to the administration and beyond. Student Senators are currently elected as follows: 15 off-campus seats , 14 on-campus seats, 2 per academic college and 15 at large seats.

The Chairperson of the Senate (Student Body Vice President) establishes internal committees at the beginning of each session. All Senators are required to serve on a minimum of one internal committee. Chairs preside over each committee and are leaders within the organization. They are appointed by the Student Body Vice President, subject to approval of two-thirds of the Student Senate.

The **Judicial Branch** is comprised of the Supreme Court consisting of one Chief Justice and eight Associate Justices. Members of the court are appointed by the Student Body President and are confirmed by two-thirds vote of the Student Senate. The Supreme Court is the interpreter of the Constitution, Code of Laws, and Election Code of the Associated Student Government, and is permitted to only hear issues directly related to those documents.

The most visible function of the ASG is **Legislation**. There are three types: Senate Resolution, Senate Bills, and Simple Senate Resolutions. In regards to legislation, the ASG should exercise due consideration when proposing, researching and passing legislation. ASG meetings follow parliamentary

procedures in accordance with The Newly Revised Roberts Rule of Order, the ASG Constitution, and ASG Code of Laws.

Executive Branch

The Executive Branch, as defined in the Constitution and Code of Laws, includes in the President of the Associated Student Government and his/her cabinet members.

The Student Body President

The Student Body President is elected by a majority of students voting in a general election. The term in office is from June 1 to May 31 or until a successor is installed.

In regards to qualifications, the President (and Presidential candidates) must have completed at least two long semesters at Texas State prior to assuming office. At the time of candidacy, a student must be classified as “full-time,” have at least a 2.75 GPA, and if elected, may not drop below 2.50 GPA while in office. The student must not be on disciplinary or scholastic probation at the time of candidacy nor during the time in office.

Powers and Duties of the President include:

- Power to call special meetings of the Senate
- Responsibility and accountability for the ASG Budget
- ASG Office Manager
- Appointments; including office staff, administrative positions, (Senate Clerk and Parliamentarian), Supreme Court, and university committees, and various cabinet members
- Establish Special, Select, or Ad-Hoc Student Senate committees
- Presentation of ASG legislation to the administration
- “...insure that all provisions of (the) constitution are faithfully executed.”¹

In addition, the President will regularly give formal reports to the Senate, attend ASG Senate and House meetings, and has the right to take positions on any issue.

¹ Ibid; Constitution; Article III, Paragraph C, Number 9

Legislative Branch

The Legislative Branch of ASG is the policy making body for the students of Texas State.

The Student Body Vice President

The Student Body Vice President serves as “Chairperson of the Student Senate.”² The VP also has the right to Chair the Graduate House, but can defer the responsibility if needed. The VP is elected at-large by a majority of students voting in a general election.

Qualifications for VP are the same as for the Student Body President in regards to time enrolled at Texas State, GPA, and full-time student status. The VP “must have served at least two complete semesters or is serving his/her second complete semester as a student body senator, where a complete semester is defined as the senator’s appointment before the fourth meeting of a semester.”³

Duties of the Vice President Include⁴:

- Presiding over all formal meetings as Chairperson.
- Setting the Agenda for ASG meetings.
- Executing powers and duties of the President in their absence, and shall become the President in the event that the office of becomes vacant.
- Establishing Internal Committees within the Senate at the beginning of each session.
- Appointing Internal Committee Chairpersons with two-thirds approval of the Senate.
- Appointing the Chairpersons of Special, Select, or Ad-Hoc Senate Committees.
- Appointing the Associated Student Government Selection Committee, which fills empty senate seats.
- Being thoroughly versed in parliamentary procedure, and presiding over Senate meetings in a fair and impartial manner.
- The VP shall have no vote in the Senate except in the event of a tie or secret ballot vote.

² Constitution; Article II, Section 5 Paragraph C, Number 2

³ Constitution; Article II, Section 5, Paragraph B

⁴ Ibid; Article II, section 5; and Code of Laws Article I, Paragraph C, Number 3

In addition to these duties, the VP may perform duties delegated by the President. Generally, though, the VP's duties are to organize and preside over the Student Senate.

The Senate

“The Student Senate shall legislate and make recommendations which are pertinent to the welfare of the student body.”⁵

Duties of Senators:

The legislative body of the Associated Student Government is the Senate. The Senate consists of sixty senators. Senate seats are broken down into 15 off-campus seats, 14 on-campus seats, 2 seats per academic college and 15 at-large seats.

Qualifications for Senator are as follows:

- A candidate must have an accredited minimum of twelve-semester hours at Texas State.
- Must maintain a 2.50 GPA during term in office.
- Shall not be under disciplinary or scholastic probation.
- Must maintain a course load of twelve undergraduate hours or six hours of student teaching or graduate work.

Specific powers and duties given to the Senate by the Constitution are listed in Article II, Section 4. Most of these are structural and procedural in nature, and should be common knowledge among ASG Senators. Many will be discussed further in the parliamentary procedure and legislation section of this handbook.

The following are some of the duties and responsibilities as detailed in the constitution, Code of Laws, and past precedence that are required of all Senators. These responsibilities may also be applicable to the President and/or VP.

Senators will:

- Study, research, revise, and propose legislation.
- Assume the official titles of “Author” or “Sponsor” of legislation.
- Serve on at least one Senate Internal Committee.
- Take interest in the general operation and perception of the ASG
- Adhere to the Absence Policy of the Code of Laws, Art. VI.

⁵ Constitution; Article II, Section 4, Paragraph A.

-“...support and uphold the Constitution and Code of Laws of the Associated Student Government of The Texas State University and strive to promote student government throughout the campus community.”⁶

-Competently represent and promote the interests of students in their college, the student body as a whole, the ASG, and Texas State University.

⁶ Senator Oath of Office

ASG Senate Organization

(See Appendix A)

The Vice President serves as the Chairperson of the Student Senate. Administrative positions are the Senate Parliamentarian and the Senate Clerk.

The Senate Parliamentarian shall:

- Be appointed by the President with two-thirds approval of the Student Senate
- Have a thorough knowledge of the Student Senate and Parliamentary Procedures, including Robert's Rules of Order and the Code of Laws;
- Have a final say in all matters of procedural conflict on the Student Senate floor
- Point out serious errors in procedure to the Chairperson of the Student Senate.

The Parliamentarian also performs other duties specified in the Code of Laws, and may be assigned other duties by the President.

The Senate Clerk Shall

- Be appointed by the President with two-thirds approval of the Student Senate
- Act as the secretary of ASG
- Keep a permanent record of all Senate proceedings in the form of minutes, to be posted within three days after the meeting.
- Keep a record of all absences and excuses
- Keep an accurate, up-to-date Senate Roster
- Be an Ex-Officio member of the Senate

The Senate Clerk also performs other duties specified in the Code of Laws, and may be assigned other duties by the President or Vice President.

The Treasurer will:

- Act as an Assistant to the Pro-Tempore.
- Assist the President with the ASG budget.
- Be a Student Senator.

The Senate Pro-Tempore serves as an officer within the Student Senate.

The Senate Pro-Tempore will:⁷

- Act as an assistant to the Vice-President and assume the Vice President's duties and powers in their absence.
- Preside as Chairperson when the Student Senate is moved into Committee of the Whole.
- Meet with the Chairperson of all standing committees as deemed necessary by the Vice President.
- Be a Student Senator

ASG Code of Conduct

Members of the Associated Student Government (hence forth referred to as member) are representatives of The Texas State University whether they are acting in an official capacity as a member or not. At all times their conduct must be consistent with the values and rules laid out in the Student Handbook, ASG Code of Laws, and in the finest traditions of Texas State. As representatives of the school, members' actions directly relate to the perception of the University. If members are found to have violated the trust of the students and/or rules, then actions may be taken to remove them from office.

⁷ Constitution; Article II, Section 6, Paragraphs B; and Code of Laws; Article I, Paragraph C, Number 4

ASG Internal Committees

“Committees will be established at the beginning of each session of the Senate by the Chairperson of the Senate.”

The following committees are established for the 2007-2008:

External Affairs

Internal Affairs

Student Life

Student Relations

University Relations

External Affairs

1. Purpose

The External Affairs Committee is established to create a formal line of communication between the students and people/entities outside the university.

2. Responsibilities

- a. The External Relations Committee will research, draft, and review legislation concerning student relations with external entities such as the city and the state.
- b. The Committee will also be responsible for any special projects involving these external entities.
- c. The Committee will establish an ASG chapter of the Alumni Association and work to build and maintain relationships with former ASG members.

3. Membership

Chair of External Relations Committee Chair
Student Liaison to the City Council
Legislative Affairs Liaison (depending on whether it is the year of a legislative session)
Senators (number variable)

Internal Affairs

1. Purpose

The Internal Affairs Committee is established to facilitate communication and planning within the organization of ASG. Comprised of the executive branch, its purpose will also consist of identifying issues affecting the student body and delegating the projects to the proper internal Senate committee.

2. Responsibilities

- a. The Internal Affairs Committee will be responsible for the planning and coordination of Senate events/functions.
- b. The Committee will discuss issues affecting the student body and determine the appropriate committee to address those concerns.

3. Membership

President
Vice President
Chief of Staff
Executive Assistant
Senate Pro-Tempore
Treasurer
Parliamentarian
Clerk
Graduate House Liaison
Committee Chairs

Student Life

1. Purpose

The Student Life Committee is established to improve the overall quality of the student experience at Texas State. The committee will address such issues as on-campus living, health and recreation programs, athletic events and the rights and liberties of students. Another major component of the Student Life committee is fostering pride and traditions that will get students more involved in the campus.

2. Responsibilities

- a. The Student Life Committee will research, draft, and review legislation concerning on-campus living, health and recreation issues, pride and traditions and issues pertaining to students' rights at Texas State.
- b. The Committee will get involved with food service contract revisions and renovations.
- c. The Committee will address issues and concerns involving the Student Health Center, the Student Recreation Center, the Athletics Departments, intramural programs, and any other departments on campus that it deems necessary to review.
- d. The Committee will address health and safety issues pertaining to the students of Texas State..
- e. The Committee will remain informed on issues pertaining to student organizations and Greek affairs.
- f. The Committee will focus heavily on building pride and traditions within the university and student body.

3. Membership

Chair of Student Life Committee
Senators (number variable)

Student Relations

1. Purpose

The Student Relations Committee is responsible for increasing the visibility of ASG and its initiatives on campus as well as coordinating all ASG communications directed towards the student body.

2. Responsibilities

- a. The Student Relations Committee will coordinate frequent grievance sessions to collect student concerns which will then be distributed to the proper internal committee.
- b. The Committee will be responsible for producing the monthly ASG newsletter to be distributed to the student body.
- c. The Committee will be responsible for keeping the ASG website updated on a regular basis.
- d. The Committee will be responsible for publicizing ASG events such as elections and scholarships to the student body.

3. Membership

Chair of Student Relations Committee
Senators (number variable)

University Relations

1. Purpose

The University Relations Committee is established to focus on operational and policy issues within the university including academics, transportation, facilities, fees, scholarships and university technology, among others.

2. Responsibilities

- a. The University Relations Committee will research, draft and review legislation pertaining to academics at Texas State.
- b. The Committee will research, draft, and review legislation concerning transportation issues at Texas State, including parking issues and the bus service, ensuring that environmental concerns are addressed when these issues are considered.
- c. The Committee will research, draft, and review legislation pertaining to ASG and university allocations.
- d. The Committee will research, draft, and review legislation concerning the upgrading of technology and information dissemination.

3. Membership

Chair of University Relations
Senators (number variable)

Committee Chair Responsibilities

Committee Chairs are Student Senators appointed by the Chairperson of the Senate (VP) with the approval of two-thirds of the Student Senate.⁸

Duties of the Committee Chairs are generally as follows:

1. "...preside over all committee meetings."
2. "Outline and examine the purpose of the committee in relation to student government."
3. "Determine the time, place, and frequency of meetings and notify members..."
4. "Give periodic reports of the committee's work to the Student Senate..."
5. "Committee Chairs shall appoint a co-chair, and a secretary with two-thirds approval of the committee."
6. "Shall be responsible for the recording of all committee member's absences and minutes of the committee meeting and shall forward them to the Senate Clerk."

Senator Responsibilities as Committee Members

All Senators are required to serve on at least one Senate Committee. The Code of Laws states that: "Committee Members shall be appointed and removed by the Chairperson of the Senate..."⁹

In practice, these factors are considered:

- The Senator's interests and goals.
- Recommendations of Committee Chairs and Senate Pro-Tempore.
- The needs of the various committees of the Senate.

Committee members are required to attend all meetings scheduled by the Committee Chair. Absence policy is the responsibility of the Committee Chair. The Code of Laws sets a policy for committee absences, and committees are expected to adhere to these requirements.¹⁰

⁸ Code of Laws; Article IV, Paragraph B, Number 1

⁹ Code of Laws; Article IV, Paragraph E, Number 1

¹⁰ Code of Laws; Article VI, Paragraph C

University Committee Structure

ASG members also serve on numerous **University Committees**. These committees are not part of ASG, but components of the University organizational structure. University Committees make policy recommendations within this organizational structure. They are recognized as having significant input into the way the University is operated. Practically every proposal will either originate from or find its way through this structure at some point. The ASG has a designated position in the University Committee structure.

The Student Body President has the duty of appointing students to University Committees. The nominee must then be approved by two-thirds vote of the Senate.

Serving on University Committees is essential to providing student input on important issues. ASG Delegates usually serve as full voting members. Student participation gives ASG a mechanism to introduce our own proposals into University Committees.

ASG SENATE MEETING

THE ORDER OF BUSINESS

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Minutes
- V. Guest Speakers
- VI. Public Forum
- VII. President's Report
- VIII. Vice President's Report
- IX. Advisors' Reports
- X. New Business
- XI. Old Business
- XII. Question
- XIII. Announcements
- XIV. Adjournment

I. Call to Order

The Chair calls the meeting to order by requesting, "The meeting will come to order."

II. Roll Call

The Senate Clerk calls role and records absences.

III. Approval of Minutes

Minutes have been distributed through e-mail and/or hard copy. Senators voice corrections. Minutes are approved by motion.

IV. Guest Speakers

Guest speakers are recognized and speak to the ASG Senate. Senators ask questions if recognized by the Chair.

V. Student Public Forum

Any member of the public will have a chance to speak before the Senate for a certain amount of time, on any topic they choose.

VI. President's Report

The President addresses the Senate. Senators may ask questions.

VII. Vice President's Report

The Vice President addresses the Senate. Senators may ask questions.

VIII. Advisors' Reports

The Administrative Advisor reports and then one or both Faculty Advisors report. Questions are asked if recognized by the Chair.

IX. New Business

A Sponsor or Author reads new legislation for the first time. The legislation is then assigned to an internal committee for research and review. No debate is allowed at this point unless a formal motion is approved by the Senate to consider as emergency legislation. Some questions may be allowed, but questions are not normally asked during new business.

X. Old Business

Legislation that was read at an earlier meeting during New Business, has made it through internal committee research and revision, and is ready for further debate, is re-read and debated here. The Senate may decide to approve by majority vote (AYE), fail passage by a majority vote (NAY), or "table" by formal motion and considered it at a later date. Emergency legislation read during New Business requires a motion to "change the order of business," and is considered here.

XI. Questions

This is the time for a Senator to ask questions if they need clarification of an issue or on something that was said in the meeting. Any question that concerns ASG may be asked by any member to any other member. However, these questions, along with anything else said during the meeting are recorded in the minutes. Remember that parliamentary procedure still applies, and that members must maintain professionalism during meetings.

XII. Announcements

If there is anything to announce to the ASG, it should be done so during this portion of the agenda. These should pertain to Texas State, its events, functions, and/or organizations.

XIII. Adjournment

Formal motion for adjournment is made, seconded, and approved.

Introduction to ASG Parliamentary Procedure

Parliamentary procedure is a vast and complex topic that can require years of studying to acquire a comprehensive knowledge of the process. A leading source of parliamentary procedure is called Robert's Rules of Order, a book first written by Major Henry M. Robert in 1876. The ASG is required to follow the guidelines set forth in Robert's Rules of Order as ordered by the Code of Laws and Constitution.

Here, major principals of parliamentary procedure used by the ASG are introduced. In order to participate as an effective Senator, at least some knowledge of parliamentary procedure is required. It is a tool that you must use to successfully introduce and pass legislation, or even participate in debates, ask questions, or make announcements.

This is by no means a complete list of available procedures. However, familiarity of the following principals will help immensely in following and participating in ASG Senate meetings.

The Purpose of Parliamentary Procedure

“The purpose of parliamentary procedure is to facilitate the transaction of business and to promote cooperation and harmony, under no circumstances should parliamentary procedure be used to awe, entangle, or confuse any members unfamiliar with its intricacies.” (Robert's Rules of Order, 8)

Parliamentary procedure is the management of meetings via prescribed motions for each meeting action. When you vote on the Senate floor, you are voting on a particular motion. In regards to legislation, you are voting on a motion that would accept the legislation if the motion passes. The same goes for amendments to legislation, acceptance of the minutes, or adjourning the meeting.

There are two procedural rules that provide the foundation upon which all other parliamentary regulations are based.

- (1) Only one motion may be considered at a time, and
- (2) Motions have a definite order of procedure, each motion having a fixed rank for its introduction and its consideration.

Classification of Motions

1. Main Motions
2. Subsidiary Motions
3. Privilege Motions
4. Incidental Motions

Main Motions

Main motions are the most important and the most frequently used motions. They bring primary proposals to the floor of the assembly for consideration. It must be made only when no other motion is pending, and must stand by itself. A main motion is always the first step in any parliamentary activity.

A main motion requires a second, is debatable, and is amendable. It normally takes a majority vote except when it has the effect of changing something already adopted, such as the Code of Laws, or when suspending a rule of order. In these cases, it requires a two-thirds vote. (28)

Again, main motions bring a proposal before an assembly for discussion and decision.

EXAMPLE: "I move to bring S.R.S. 2002-2003/14, A Name for the Next One Hundred Years, before the ASG Student Senate."

Subsidiary Motions

Subsidiary motions are all motions used to change, modify, amend, and otherwise dispose of main motions. They take precedence over main motions, and if offered, must be decided before a final decision can be reached on the main motions.

The following are the subsidiary motions in the order or precedence. (28)

- Lay on the Table
- Order the Previous Question
- Limit or extend time for debate
- Postpone definitely
- Refer to a committee
- Amend
- Postpone Indefinitely

These motions may be applied to the main motion.

Table

“The motion to lay on the table removes the main motion from consideration and entrusts it to the care of the secretary until its consideration is resumed by the assembly at an unspecified future time.” (42)

EXAMPLE: “I move to table S.R.S. 2002-2003/14, A Name for the Next One Hundred Years.”

Order the Previous Question

This is a motion to close debate on the pending motions and bring the assembly immediately to a vote.

EXAMPLE: “I move to order the previous question.”

Limit or extend time for debate

The Chair may or may not set limits to debate. For a member to limit, or to extend limits of debate, this motion should be used. (44)

EXAMPLE: “I move to limit debate to twenty minutes.”

Refer to a committee

This motion sends a pending motion to a committee. It requires a second, is amendable, debatable, and may be reconsidered if the assigned committee has not begun consideration of the matter. Amendments may include special instructions to the committee, such as amendments to amendments are not debatable. (49)

EXAMPLE: “I move to refer S.R.S. 2002-2003/14, A Name for the Next One Hundred Years, to the Academic Affairs Committee for further consideration.”

Amend

Amending is one of the most important motions in all of parliamentary procedure. An amendment must be germane (one that is closely related to the motion to be amended). Otherwise the Chair may rule it out of order. If this happens, a member may make a point of order on the decision. Amendments are debatable; but amendments to amendments are not debatable. An example that is not coherent in wording is out of order. (51)

EXAMPLE: “I move to amend the Orders of the Day...I move that the Orders of the Day be changed so that S.R.S. 2002-2003 /14 be placed under Old Business at this meeting.”

Friendly amendments are amendments to main motions when considering legislation.

EXAMPLE: “I offer a friendly amendment. I move that S.R.S. 2002-2003/14 be amended so that it reads like the following.....”

The member would then read the written-out friendly amendment. The Author may accept them or reject. If the Author accepts, it then becomes part of the legislation considered under the main motion. If the Author rejects the amendment, then a regular motion to amend may be used to amend the motion. If the Author says nothing, then the amendment goes to a unanimous vote by the assembly, called for by the Chair. The motion may still be amended by regular amendment. (Roberts 55)

Postpone Definitely

This motion postpones consideration of a main motion to a certain time and day. It requires a second, is debatable, amendable, and requires a two-thirds vote for adoption. (48)

EXAMPLE: “I move to postpone S.R.S. 2002-2003/14, A Name for the Next One Hundred Years, to the February 10, 2003 meeting.”

Postpone Indefinitely

The motion to postpone is to remove the main motion from consideration for the session without holding a direct vote. The motion, if it passes, prevents further discussion and suppresses the motion without letting it come to a vote for the standing meeting. The motion requires a second, is debatable, is not amendable, and requires a majority vote. (54)

EXAMPLE: “I move to postpone S.R.S. 2002-2003/14, A Name for the Next One Hundred Years, indefinitely.”

Incidental Motions

Incidental motions do not relate directly to the main motion. They relate to matters that are incidental to the conduct of the meeting. Usually they cannot be debated, and have no fixed order of precedence. The most common incidental motions are as follows: (29)

- Point of Order
- Object to the consideration of the question
- Divide the question
- Divide the assembly
- Withdraw or modify a motion
- Suspend the rules

Point of Order

A point of order is an assertion that a rule is being violated and a request that the Chair enforce the rule. It takes precedence over any pending motion out of which it arises. It is in order when another has the floor, even when it is necessary to interrupt a speaker. It does not require a second, and is not debatable or amendable. The Chair decides the motion. The Chair may call for the opinion of the Parliamentarian and opinions may be expressed openly, or there may be a recess to consider the motion.

EXAMPLE: Member says, "Point of Order!" The Chair then stops the current activity, and any business should temporarily cease. The member will explain the point of order, and states the violation that has taken place. The Chair will then make a decision on the point of order and enforce that decision. (35)

Object to the Consideration of the Question

This is a motion to block consideration for the main motion. It can be made only when the main motion is first introduced, before it has began debate, and before any subsidiary motion has been applied. It does not require a second, or an explanation is not debatable or amendable and cannot have any subsidiary motion applied to it. This motion is appropriate when a member believes that consideration of a motion would prove more embarrassing than helpful for the organization to even consider. The Chair may request an objection to consideration under their initiative. (38)

EXAMPLE: Member states, “Objection to consideration.” The Chair will immediately ask the assembly, “Shall the motion be considered?” and then hold a vote. If two-thirds of the assembly votes in the negative, then the motion carries and the main motion cannot be considered during the session.

Divide the Question

To divide the question is to divide a motion that is composed of plural independent parts or ideas into individual motions that may be considered and voted on separately. This motion requires a second, is debatable, amendable, and requires a majority vote. (41)

EXAMPLE: Member states, “I move to divide the question.” The Chair will then ask for specific elements that the member wishes to divide. If approved, the motion then becomes separate, independent motions that will be considered and voted on separately.

Divide the Assembly

This motion is to verify an indecisive voice or hand vote by requiring the assembly to rise and, if necessary, to be counted. This motion will result in a roll call vote. It requires a second, but does not require a vote by the assembly to carry. The motion is not debatable or amendable. (41)

EXAMPLE: Member states, “I call for a division of the assembly.” If there is a second, then the Chair will most likely conduct a roll call vote.

Withdraw or modify a motion

The member who proposed the motion may withdraw or modify the motion at any time before it goes to a vote. Any member may suggest that the mover withdraw or modify the motion, but the mover is the only member allowed to do so.

EXAMPLE: When recognized, the mover may state, “I withdraw the motion.” The motion is then withdrawn from consideration. If it was a main motion, then the mover states, “I withdraw the main motion,” and the main motion and all subsidiary motion are withdrawn from consideration. If the mover wishes to modify a motion, they state, “I wish to modify the motion...” and then proposes the amended motion in its modified form. The mover would then state, “I move that ...” and give the modified motion. The modified motion then needs a second, and follows the same procedures used when considering any similar type of motion.

Suspend the Rules

This motion is to render temporarily ineffective one or more rules of order or standing rules. It cannot have an effect beyond adjournment. Rules contained in the Code of Laws may not be suspended in manners inconsistent with provisions stated for their own suspension. The motion requires a second, is not debatable, not amendable, and requires a two-thirds vote. No rule may be suspended if there may be a negative vote as large as the minority that the rule protects. (40)

EXAMPLE: After recognition by the Chair, the member states, “I move to suspend the rules for... [i.e. Debate]” OR “I move to adopt the [resolution, main motion] and suspend the rules for debate.”

Privilege Motions

Privilege motions are emergency motions of such urgency that they are entitled to immediate consideration. (30)

- Recess
- Question of privilege
- Call for the orders of the day
- Adjournment

Recess

To recess is to stop the meeting only for a short intermission (not overnight). After a recess, business is resumed at the point where it was interrupted. The motion requires a second, and a majority vote (32). The Chair may request this motion at any time.

EXAMPLE: After recognition, “I move to recess for five minutes.”

Question of Privilege

This motion is used to enable a member to secure immediate decision and action by the presiding officer on a request that concerns the comfort, convenience, rights, privileges of the assembly, or permission to present a motion of an urgent nature, even though other business is pending. (32)

EXAMPLE: Member states, “Question of privilege...” then elaborates on their request or reason.

Call for the orders of the day

To call for the orders of the day is to urge for compliance with an agreement concerning the timing of an order of business. This motion would be appropriate if the assembly inadvertently omits consideration of a motion, or skips an item on the Agenda. (33)

EXAMPLE: Member states, “I call for the orders of the day...” the member would then state their objection.

Adjournment

To adjourn is to end the meeting. It requires a second, a majority vote, and is not debatable or amendable. (31)

EXAMPLE: “Motion to adjourn.”

Obtaining the Floor for Speaking

To ask a question, or contribute arguments to a debate:

1. Raise your hand
2. Rise when recognized by the Chair.
3. Propose your motion, ask question, or contribute to debate.
4. Yield the floor by sitting down when finished.

Each member may speak twice during questioning or debate. Exceptions are the Chair, Author, Guest Speaker, or person giving a report to the Senate.

To Introduce a Motion:

After recognition by the Chair, rise and say your motion as described in the previous section.

Motions must be stated positively; there are no negative motions.

Motions should be well articulated, precise, clear, and short.

To propose a privilege motion, you do not need recognition by the Chair. Stand up and say, “(your type of motion).”

After a motion is presented, it needs a “Second.” If no second is heard, the Chair will ask, “is there a second to the motion?” If there is a second, the Chair states, “It has been moved and seconded that (restate motion).” If no second is heard the Chair states, “The motion dies for want of a second.

The Chair then calls for debate.

“The motion is now open for debate and discussion.”

Debate takes place on the motion.

Other motions are presented.

If a member wishes to stop debate, they may move the “question of privilege” or to “previous question.” If one of these motions are passed, discussion and debate stops, and the assembly moves on whether or not to vote on the main motion.

If debate appears to have concluded the Chair may ask if members are ready to stop discussion and to vote. The Chair will say, “Do you wish to consider the question?” If more than one member states “Question,” a vote on the main motion is taken and no further Second is necessary.

The Chair will then put the question to a vote by stating,

“The motion before the Senate is (states motion).”

The Chair then asks for a vote by saying, “All those in favor of (the main motion) say AYE” and then tallies the totals. The Chair then says “All those opposed say NO” and the totals are tallied. The same process is used to determine abstentions.

The Chair then states the result of the vote: “The motion is carried” or “The motion is lost.”

Tap of Gavel – Indicates when a motion is officially accepted or rejected.

Legislative Process

All Legislation for the next Monday's meeting MUST be in the Vice President's possession by the preceding Wednesday at 5 PM. If legislation is submitted after the deadline, it will NOT be placed on the agenda unless it is deemed Emergency Legislation.

Three Types of Legislation

Bill- Used to enact fundraising legislation. Coded S.B.F. (Senate Bill Fall) or S.B.S. (Senate Bill Spring).

Resolutions- This is the most common type. Senate Resolutions are used to recommend action to another organization, or to officially support a position or declare a policy on record. Coded S.R.F. (Senate Resolution Fall) or S.R.S. (Senate Resolution Spring).

Simple Senate Resolution- To establish, amend, or adopt rules of procedure, debate and decorum within the Senate. Coded S.S.R.F. (Simple Senate Resolution Fall) or S.S.R.S. (Simple Senate Resolution Spring).

Starting to Write Legislation

- Get the Code for the legislation from the Vice President.
- Refer to legislation template for structure and substance
- Get Sponsors

Legislation Template

Author(s): Person who wrote the legislation.

Sponsor(s): Must have at least one Senate sponsor, preferably two.

(Place the date of the first reading right here)

“Title (optional, but preferred)”

Legislative Code (ex: S.R.F. 2005-06/1)

This will be assigned by the Vice President and/or Senate Clerk

WHEREAS: Opening statement of the status quo or problem; and

WHEREAS: How this affects the student body; and

WHEREAS: What the solution is; and

WHEREAS: research or supporting material that proves why this is the solution; and

BE IT RESOLVED/ENACTED: The action of intent and what the authors and sponsors want to happen; therefore

BE IT FURTHER RESOLVED/ENACTED: Any additional clarification or actions that may need to occur to make sure that the full intent of the action is achieved.

Notes

There can be as many “WHEREAS’ and “BE IT RESOLVED/ENACTED” clauses as needed to make your case.

Use “BE IT RESOLVED” for Senate resolutions and use “BE IT ENACTED” for Senate bills. For clarification, refer to the ASG Code of Laws.

Remember: Legislation is due to the Vice President by **5 p.m. on Wednesdays!**

The Legislative Process

