

**Rules of Order  
of the  
Association Legislative Bodies**

These Rules of Order were updated on February 9, 2001, with all changes known at that time.

Harris Shapiro

Chair, 3<sup>rd</sup> Graduate Student Council, 1998 - 1999

Graduate Senator, Parliamentarian, First Senate of the Association, 1996 - 1997

ASSU Parliamentarian, 2000 - 2001

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## **Rules of Order 1: Order of Business**

The order of business for each joint meeting of the Association legislative bodies, except when otherwise specified, shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of the Minutes of the Previous Meeting
4. Acceptance of the Orders of the Day and Action Calendar
5. Open Forum
6. Reports of Association Committees and Departments
7. Report of the Executive Committee
8. Report of the Financial Manager
9. Action Items of Association Committees and Departments
10. Action Items of the Executive Committee
11. Action Items of the Financial Manager
12. Old Business
13. New Business
14. Final Comments
15. Adjournment

### **A. Explanations of Items**

Reports should be made by the head of a Department or the chair of a Committee, or a member of the Department or Committee designated by her/him. Written reports shall be included in the agenda packets. Oral reports shall be confined to matters arising since the writing of the written report, changes in procedure or administration, and important issues currently under consideration. The Presiding Officer shall entertain questions from the members of the Association legislative bodies and direct them to the individual making the report after each written and/or oral report has been concluded. Any member of an Association legislative body may, at any time at least one minute after the beginning of an oral report, interrupt the speaker and call for an ending of the report by moving the previous question. If this motion passes, then the questioning period shall immediately commence. Any member of the Association legislative bodies may, at any time at least one minute after the beginning of the questioning period, interrupt the speaker and call for an ending of the questioning period by moving the previous question. If this motion passes, then the next item of business in the Orders of the Day shall be considered. no action items shall be considered at this time, unless otherwise specifically provided for in these Rules. All original main motions shall be considered action items. Action items shall be considered in the order presented in the Action Calendar.

#### **1. Call to Order**

At the time the meeting is scheduled to begin, the Presiding Officer, or in her/his absence any member of the Executive Committee, shall call the meeting to order.

2. Roll Call  
At each meeting the Presiding Officer shall call the roll to determine which members of each Association legislative body are present and which absent. It is the duty of any member arriving after the roll call to inform the Presiding Officer of her/his presence.
3. Approval of the Minutes of the Previous Meeting  
Any joint meeting minutes which were not approved at the separate meetings of the Association legislative bodies shall be presented for approval. Any corrections shall be incorporated into the minutes of the current meeting.
4. Acceptance of the Orders of the Day and Action Calendar  
Before each meeting the Presiding Officer shall prepare a tentative order of business, as well as a Calendar of Action items for which joint approval of the Association legislative bodies is sought. This Action Calendar shall enumerate the main motions that appear in appropriate written form in the agenda packet. The entries shall be arranged in the order that they will be considered during the meeting, and each entry shall specify its originator and the vote required for approval. These must be accepted as is, or as amended, by the Association legislative bodies before it can proceed with any other business except an adjournment due to lack of a quorum.
5. Open Forum  
Any member of the Stanford Community may address the Association legislative bodies on a topic of her/his choice. Any written materials shall be distributed via the agenda packet. No speaker may address the Association legislative bodies for more than 3 minutes. After this address the Presiding Officer shall entertain questions from the Association legislative bodies and direct them to the speaker for a period not to exceed 3 minutes.  
The Presiding Officer shall schedule all speakers, with absolute priority given to individuals who are not members of an Association legislative body as provided for in these Rules. No more than 5 speakers shall be scheduled for any given meeting without the consent of the Executive Committee.
6. Reports of the Association Committees and Departments  
Each Department Head or Chair of an Association Committee may, at this time, report to the Association legislative bodies on any matter within the charge of that Department/Committee. The Department Head/Committee Chair reporting shall, during the time of her/his report, be granted the rights and privileges of an ex-officio member of an Association legislative body.
7. Report of the Executive Committee  
The President shall report to the Association legislative bodies on the status of joint Association issues, and any other matter brought to the attention of the Executive Committee. The President may assign any or all of this reporting time to any other member(s) of the Executive Committee.

8. Report of the Financial Manager  
The Financial Manager shall report to the Association legislative bodies on matters concerning the general finances of the Association, the operation of the Business Projects, the Students' Organizations Fund, and any other matter charged to her/him.
9. Action Items of Association Committees and Departments  
Each Department Head or Chair of an Association Committee which had previously reported during the meeting may, at this time, request of the Association legislative bodies approval of any action item properly within the charge of that Department/Committee. No action item shall require a second. The Department Head/Committee Chair shall, during the time of consideration of her/his action item, be granted the rights and privileges of an ex-officio member of an Association legislative body.
10. Action Items of the Executive Committee
11. Action Items of the Financial Manager
12. Old Business  
Any action item that was under consideration at the previous meeting when it adjourned, and any action item scheduled to be considered at the previous meeting but not considered before adjourning, shall be considered Old Business.
13. New Business  
Any action item included under this heading when the Action Calendar was accepted, and any action item not appearing on the Action Calendar introduced by any member shall be considered New Business.
14. Final Comments  
No action items shall be in order at this time. The Presiding Officer may recognize members of the Association legislative bodies to speak on any topic of their choice. No member of an Association legislative body may speak more than twice, nor for longer than 2 minutes each time.
15. Adjournment

## **Rule of Order 2: Definition and Form of Motions, Bills, Resolutions, and Orders**

1. All original main motions, except those having to do with the appointment of members of an Association legislative body and Association Officers and

- those dealing with the rules of procedure or administration of the Association legislative bodies, shall be in the form of a bill, resolution, or order.
2. All legislation for referral to a Committee shall be in the form of a bill, resolution, or order.
  3. A bill consists of a single enactment clause followed by the legislation to be enacted as follows: "Be it enacted by the Legislative Bodies of the Association that..."
  4. All actions taken with respect to the allocation of the handling of money shall be in the form of a bill.
  5. All bills and orders shall designate the appropriate officers and/or offices to discharge the specific provisions of the bill.
  6. A resolution consists of zero or more inducement paragraphs as follows: "Whereas,..."; followed by one or more enactment paragraphs as follows: "Be it resolved by the Legislative Bodies of the Association that..."; except the last enactment paragraph, which ends with a period (.). Inducement paragraphs may be connected by the word "and", and the last inducement paragraph and the first enactment paragraph may be connected by the word "therefore", and enactment paragraphs may be connected by the word "and".
  7. An order consists of zero or more inducement paragraphs as follows: "Whereas..."; followed by one or more enactment paragraphs as follows: "Be it ordered by the Legislative Bodies of the Association that..."; except that the last enactment paragraph, which ends with a period (.). Inducement paragraphs may be connected by the word "and", the last inducement paragraph and the first enactment paragraph may be connected by the word "therefore", and enactment paragraphs may be connected by the word "and".

### **Rule of Order 3: Authors and Sponsors**

1. All bills, resolutions, and orders shall have at least one author, and may have one or more sponsors.
2. Any member of the Association may author bills, resolutions, and orders. Any member of an Association legislative body may sponsor bills, resolutions, and orders.
3. The name of the author(s) and sponsor(s) of each bill, resolution, and order shall appear with the bill, resolution, or order.
4. In the case of a bill, resolution, or order drafted by a Committee, the Committee, or in their absence the Committee Chair, shall be responsible for designating the author(s) of the bill, resolution, or order.

### **Rule of Order 4: Assignment of the Floor**

1. To claim the floor, a member raises her/his hand when no one else has the floor. A member cannot establish prior claim to the floor by raising her/his hand while another member has the floor.
2. Author(s) of the action item currently being considered, and the representative of the body which reported that item to the Association legislative bodies (if

any), shall be accorded priority for the purposes of accepting friendly amendments, answering questions, clarifying matters of fact, and making procedural motions (other than the motion of the previous question) intended either to maintain orderly debate or to expedite the consideration of the action item.

3. No member of an Association legislative body shall speak for longer than 2 minutes, including periods during which the floor is yielded to another member, before relinquishing the floor to another member. However, author(s) of an action item and the representative of the body reporting an action item to the Association legislative bodies (if any) shall be allowed, when introducing the action item to the Association legislative bodies, to speak for longer than 2 minutes, the new time limit to be determined by the Presiding Officer in consultation with the speaker. When so introducing the action item, the speaker shall confine her/his remarks to statements of fact and matters of procedure. After introducing the action item, the speaker may speak for no longer than 2 additional minutes, including periods during which the floor is yielded to another member, before relinquishing the floor to another member.
4. The Presiding Officer may allow a vote on a call to question any time after 5 members of Association legislative bodies have spoken. If fewer than 5 members of Association legislative bodies have spoken, the question may only be called if no member of an Association legislative body who has not previously spoken wishes to speak.

### **Rule of Order 6: Yielding the Floor**

1. A member assigned the floor may yield all or a portion of her/his time to another member. The member yielded to shall not make any motion except for requests and inquiries, points of order, and questions of privilege, and shall not yield to any other individual.
2. A member may interrupt a person who has the floor and request her/him to yield the floor for a specific purpose. The person who has the floor may refuse to yield. A request to yield then floor shall be in order only for the purposes of making a comment on or of asking the yielder a question relating to her/his contribution to debate.
3. A member assigned the floor may yield all or a portion of her/his time to any individual, provided that the intent of the yielding is to solicit relevant factual information that may best be presented in this manner.

### **Rule of Order 7: Acceptance of Modifications to a Motion**

At any time before a vote has begun on a motion for which amendments are allowed the author(s) and the maker of the motion may agree to a germane modification of the motion (a friendly amendment), provided that this modification was not previously entertained by the Association legislative bodies and either approved or defeated.

### **Rule of Order 8: Division of a Resolution or Order**

At any time before a vote is ordered on a resolution or order, any voting member of an Association legislative body, without seeking recognition, may request that separate votes be taken on each inducement paragraph and each enactment paragraph. If the request is supported by 3 additional voting members of Association legislative bodies then the Association legislative bodies shall proceed to vote on each paragraph separately and then vote on the resolution or order less those paragraphs which failed on the separate votes.

### **Rule of Order 9: Division of a Bill**

At any time during debate any member may obtain the floor and request that items contained in a bill be considered separately. If the bill consists exclusively of allocations of funds, or approvals of budgets (or modifications thereto), nominations, appointments to/removals from office, or placement on the ballot of ballot measures, then an "item" shall be defined to be an individual allocation of funds, line item of a budget, nomination, or appointment to/removal from office; or the placement on the ballot of an individual ballot measure.

For all other bills, an "item" shall be defined to be a portion of the bill which has no intrinsic relation to other portions of the bill. This condition must be verified by either the author(s) of the bill, the Committee reporting the bill, or the Executive Committee. Only upon such verification shall the motion to divide be in order. Under no circumstances shall an enactment clause be considered a separate item from the provision in the bill to which it pertains.

### **Rule of Order 10: Special Fee Requests**

A motion to place a joint Special Fee request on the ballot, or to divide a joint Special Fee request, shall only be in order if the Chair of the US Appropriations Committee, the US Chair, the GSC Chair, and the GSC Financial Officer had been notified in writing at least 7 days before the day of the meeting at which the motion is made, or if the Executive Committee reports such a motion.

### **Rule of Order 11: Methods of Voting**

1. The normal method of voting is by voice.
2. Unless otherwise specified in the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, or these Rules, passage requirements shall apply to the joint Association legislative bodies as a whole.
3. Upon the request of any member of either Association legislative body, passage requirements for any item of business shall apply to each Association legislative body separately. Such a request may be made without seeking recognition, at any time when any item of business is being voted upon, as well as after a vote has been taken but before the next item of business has

started. In the event that such an item of business does not pass either body voting separately, it shall not pass.

4. A hand vote is a vote by a show of hands where the number of yea, nays, and abstentions are counted and recorded. The Presiding Officer can order a hand vote. Any voting member of an Association legislative body can request a hand vote, and the support of another voting member of an Association legislative body shall order the hand vote.
5. In a roll call vote the Presiding Officer calls each voting member's name. Each voting member of an Association legislative body, as her/his name is called, responds in the affirmative, negative, abstains, or passes. At the conclusion of the roll call the Presiding Officer calls the names of those who passed. Each of these voting members of an Association legislative body, as her/his name is called, responds in the affirmative, negative, or abstains. Any voting member of an Association legislative body can request a roll call vote, and the support of 3 additional voting members of an Association legislative body shall order the roll call vote.
6. After the previous question has been ordered and before the question is put to a voice vote, any voting member of an Association legislative body, without seeking recognition, can request a hand vote or a roll call vote.
7. After a voice vote has been taken and before the result has been announced, the Presiding Officer can order a hand vote.
8. After a vote has been announced and before the Presiding Officer has stated the question on another motion, any voting member of an Association legislative body, without seeking recognition, may request a roll call vote if the previous vote had been a hand or voice vote, or may request a hand vote if the previous vote had been a voice vote.
9. If a request has been made for a hand vote or a roll call vote, the Presiding Officer shall immediately determine whether the Association legislative bodies want to order such a vote. A request for a roll call vote takes precedence over a request for a hand vote.
10. Unless otherwise provided in the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, or these Rules, no motion which according to parliamentary authority requires for passage a majority vote if previous notice was given, but 2/3 otherwise, shall be passed except by a vote of at least 2/3.

### **Rule of Order 12: Conflicts of Interest**

1. On any vote a member of an Association legislative body may notify the Presiding Officer that a conflict of interest exists which could be seen as affecting the member's ability to vote on the issue in question. In such instances, the member in question is strongly encouraged not to vote.
2. Any member of an Association legislative body with a conflict of interest may, at the discretion of the Executive Committee, demand division of a bill in order to ensure her/his ability to vote of the portion of the bill for which no conflict of interest exists (cf. Rule of Order ).

3. On any vote of appointment or certification to an office for which a member of an Association legislative body was a candidate, a conflict of interest shall be assumed to exist.
4. On any vote apportioning funds to a student organization for which a member of an Association legislative body is an officer, a conflict of interest shall be assumed to exist.

### **Rule of Order 13: Appeal from the Decision of the Presiding Officer**

Debate on an appeal is limited to 2 minutes of debate by the maker of the appeal, followed by 2 minutes of debate by the Presiding Officer.

### **Rule of Order 14: Amendments**

No motion may be amended except by the vote required for its eventual approval by the Association legislative bodies.

### **Rule of Order 15: Motion to Reconsider**

A motion to reconsider an action taken at a joint meeting of the Association legislative bodies shall be in order only at the same meeting as, or the meeting immediately subsequent to, the meeting at which the original action was taken. A motion to reconsider an act of the Association legislative bodies may be made by any voting member of an Association legislative body who voted on the prevailing side, who abstained from voting, or who was not present to vote on the original question due to an excused absence.

### **Rule of Order 16: Previous Notice**

1. Amendments to the Constitution, the Association By-Laws, the US By-Laws, bills, resolutions, and orders coming before the Association legislative bodies for previous notice shall be treated as normal action items subject to debate, amendment, and other subsidiary, incidental, and privileged motions, excepting that the previous question may not be called nor may a vote be taken on final passage. Debate need only occur at the discretion of the Presiding Officer.
2. Previous noticing items of business at a separate meeting of each Association legislative body shall satisfy the requirements of previous notice for voting on them at a joint meeting of the Association legislative bodies.
3. Previous noticing items of business at a joint meeting of the Association legislative bodies shall satisfy the requirements of previous notice for voting on them at separate meetings of each Association legislative body.

**Rule of Order 17: Suspension of the Rules of Order of the Association  
Legislative Bodies**

The Association legislative bodies may suspend any of these Rules, or section of these Rules, for any specific purpose during the meeting in progress, by a 2/3 vote.

**Rule of Order 18: Motion to Waste Time**

A motion to waste time may be made by any member of an Association legislative body. It does not require a second, and takes precedence over any other motions being considered. When made, the Association legislative bodies must sit quietly for one minute. Reading and catching up on course work is permitted. There is no limit to the number of times a motion to waste time may be made by any given member.

**Rule of Order 19: Rules of Order Not Explicitly Mentioned**

Any Rules not explicitly mentioned shall be dealt with at the discretion of the Presiding Officer. However, any decision made in this regard by the Presiding Officer may be overruled by a 2/3 vote of the Association legislative bodies.

## **Appendix I: Revision History**

### **1. 1998 - 1999 Session**

- a. Initial version.

### **2. 1999 - 2000 Session**

- None.

### **3. 2000 - 2001 Session**

- a. First Revision

Revised to correct a mis-numbering of some of the Rules. In addition, a table of contents was added, and this Revision History.