



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### IOWA STATE UNIVERSITY

### GRADUATE AND PROFESSIONAL STUDENT SENATE

### STANDING RULES

The following rules are guidelines for the Senate. They may be revised, suspended, or discontinued by the approval of the appropriate motion by a simple majority of Senators voting at the meeting of the Senate.

- 1) These rules shall be reviewed by the Executive Council, under the direction of the Vice President, and the Rules Committee at least once each year and shall be presented for adoption, with any revisions made, to the Senate no later than the first meeting after the seating of the new Senate.
- 2) The Senate shall meet on the last Monday of each month at 6:30 PM, unless the meeting date conflicts with current Dead Week policy, or has been otherwise arranged and announced at the prior Senate meeting.
- 3) The Chair of the Senate takes roll call of all Senators at the start of the Senate session. The CIO records the attendance of all present Senators.
- 4) Senators who miss the roll call must inform the CIO of their presence before they are allowed to vote on any measure.
- 5) All seated Senators, including the author of the bill are eligible to vote on Senate bills, orders, and resolutions during the Senate session as long as they have registered their attendance with the CIO.
- 6) The Chair of the Senate shall strive to follow the guidelines for assigning the floor to speakers as stated in Robert's Rules of Order, so as to provide balance and order to the debate.
- 7) The Chair shall recognize the first request from the floor. The right to the Senate floor is open to all persons attending the Senate session. Each speaker's right to the floor shall not exceed five minutes for each issue at the meeting, except for committee reports.



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

- 8) The Senate may not take final action on a bill or resolution until a sponsor presents the final version to all Senators present at the meeting. Only Senators who are named sponsors on the legislation may present the legislation to the Senate.
- 9) Procedure for the submission of bills, orders and resolutions to the Senate:
  - a) All bills, orders, and resolutions to be proposed must be submitted to the Vice President twelve (12) calendar days before the regular Senate meeting.
  - b) If there is an urgent situation and these deadlines cannot be met, legislation can still be brought before the Senate provided the following:
    - i. The sponsor is able to show legitimate urgency, and the Senate votes to allow an addition to the agenda. A majority vote from the Senate is needed.
    - ii. The sponsor provides copies of the legislation to the CIO for distribution to each Senator and Executive Council officer.
- 10) Introduction of new legislation:
  - a) A sponsor of a bill, order, or resolution must read the document aloud at the Senate meeting. Once the document is read, the author can present any pertinent information about the proposed legislation to the Senate.
  - b) Once the proposed legislation has been introduced, the Senate is able to debate the proposed legislation in question.
- 11) Debate following a motion will be limited to a maximum of thirty (30) minutes, with each speaker allotted a maximum of five (5) minutes speaking time.
  - a) The question may be called during debate and requires a second. At that time a vote to call the question must be taken. A two-thirds majority is required to call the question. If two-thirds approval is not met, then debate continues.
  - b) To end debate the Senate must either:
    - i. Vote on the issue.
    - ii. Vote to postpone the debate until a specified time (or indefinitely).
    - iii. Vote to send the issue to committee for further study.
    - iv. Vote to table according to Robert's Rules of Order.



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

- c) If a vote is taken by clicker system or roll call, the results of the vote indicating how each Senator voted shall be part of the meeting notes for that Senate meeting.
  - d) If the bill, order, or resolution is passed, the sponsor has the responsibility to ensure that the action mandated by the legislation occurs.
- 12) General discussion of a particular subject can be held by passing a Motion to Discuss.
- a) No action aside from debate is possible under this motion, but it is appropriate to make a motion calling for action after debate under the Motion to Discuss has ended.
  - b) Any Senator may make a Motion to Discuss during the Senate Forum or the Executive reports.
  - c) The Motion to Discuss is non-debatable, requires a second, has the rank of a main motion, and is passed by a simple majority of the Senators present at the meeting of the Senate.
  - d) Discussion will be limited to a maximum of twenty (20) minutes, with each speaker allotted a maximum of five (5) minutes speaking time.
  - e) The Chair will remind Senators of the maximum speaking and discussion time after the Motion to Discuss has been passed.
  - f) The discussion period ends:
    - i. When twenty (20) minutes have elapsed, unless a motion is made to extend the time limit of discussion for an allotted period of time, which requires a second and a two-thirds majority of present Senators.
    - ii. When a motion is made to end the discussion. This motion requires a second and a two-thirds majority to pass. If two-thirds majority is not met, then debate continues.
- 13) Two (2) types of amendments can be made to a bill, order, or resolution:
- a) Friendly Amendments (minor changes which do not change the original intent of the bill or resolution), including but not limited to: spelling errors, punctuation, word usage, and short clarification. The Chair will call for anyone opposed to the amendment. If no one is opposed, it passes by silent consent



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

- b) Other Amendments (major changes which might change the original intent of the proposed legislation), including but not limited to: striking portions of the document, large additions, or long clarifications.
- 14) These amendments must be communicated to the Chair and accurately displayed by the CIO for the Senate.
- a) After the amendment is made, there will be a total of four (4) minutes of debate on the amendment. The proponent of the amendment will be given two (2) minutes to explain and support the amendment. There will be two (2) minutes for rebuttal of the amendment. These four (4) minutes of debate count against the total thirty (30) minutes allowed for debate for the given bill/resolution.
  - b) Major amendments are passed by a simple majority vote.
  - c) If a vote is taken by clicker system or roll call, the results of the vote indicating how each Senator voted shall be part of the meeting notes for that Senate meeting.
- 15) Open Forum will be limited to 40 minutes and Senate Forum limited to 30 minutes. A motion to extend either forum may be approved by a majority of the Senate present.
- 16) Executive Committee reports will be limited to 40 minutes. A motion to extend may be approved by a majority of the Senate present.