Senate of the

Associated Students

of the University of Nevada

at the eightieth session

Begun and held at the City of Reno on Wednesday,
the eighteenth day of April, two thousand and twelve

A Resolution

Adopting the Rules of the Eightieth Session of the Senate of the Associated Students

Resolved, that rules of the Eightieth Session of the Senate of the Associated Students are adopted as follows:

**Rule I: Meetings of the Senate**

1. Meetings at Call of Speaker

The Speaker shall call meetings of the Senate as he or she deems appropriate, provided that the Senate shall meet at least once every two full class weeks, and that the regular meeting date and time of the Senate shall be on Wednesdays no earlier than 5:30 p.m., unless the Senate orders otherwise. The Speaker shall call no less than two meetings of the Student Senate at least one week apart during the spring semester of his or her election.

1. Meetings at Call of Senate

At any time the Senate is in session, it shall be in order as a privileged motion for any Senator to move to schedule an additional meeting, for the date and time he or she shall prescribe in the motion. Such a motion shall be un-debatable and shall require the consent of a simple majority of the Senate.

1. Meetings by Petition of Senators

At any time outside of a meeting, a petition to call a meeting, prescribing the date and time of the meeting and signed by at least one- half of all qualified Senators, may be submitted to the Speaker. Upon receipt of a valid petition, the Speaker shall provide notice of the additional meeting to all Senators, provided that the petition is submitted in ample time in advance of the date and time of the meeting as indicated in the petition.

**Rule II: Membership of the Senate**

1. Qualifications of Senators

A member of the Association shall be considered a qualified Senator-elect upon receipt by the Secretary a certification of his or her election to the Senate from the proper official, or a qualified Senator- designate upon the approval by the Senate. Before such a qualified Senator-elect or Senator-designate may assume office, he or she shall be administered the oath of office by the Speaker as required by law.

1. Resignations

Any Senator may resign his or her seat by submitting in writing a letter of resignation, signed and dated, announcing the same. The Speaker shall cause the resignation to be placed on the agenda of the next possible Senate meeting, where the resignation shall be read and shall be considered.

1. Appointment to Fill Vacant Seats

Whenever a vacancy exists in the Senate, the Speaker shall enable qualified members of the Association to petition for appointment to the seat. The Speaker shall, at a minimum, cause an advertisement to be placed in the Nevada Sagebrush to solicit applicants for a vacant seat. Such an advertisement shall run for two consecutive issues. If no qualified petitions are received, the Speaker shall report this fact to the Senate.

1. Documenting Attendance

The Chairpersons of each committee will report the attendance of individual Senators during his or her report to the Senate proper; all reports of Committee Chairpersons will be consolidated by the Speaker of the Senate and confirmed during the convening of the Committee on Oversight. The Committee on Oversight shall submit a report of attendance to the Nevada Sagebrush as well as the Legislative Clerk upon the conclusion of every meeting. Failure to report at any point in the escalation described will result in points detailed under Rule II, (f), 4, (i-ix)**.**

1. Quorum
	1. If, at any time during a meeting of the Senate, a question shall be raised by any Senator as to the presence of a quorum, the Speaker shall forthwith direct the Secretary to call the roll and shall announce the result, and these proceedings shall be without debate.
	2. Whenever upon such roll call it shall be ascertained that a quorum is not present, a majority of the Senators present may direct the Speaker of the Senate to request the attendance of the absent Senators, an order which shall be determined without debate; and pending its execution, and until a quorum shall be present, no debate nor motion, except to adjourn, to recess, or to take other measures to obtain quorum, shall be in order.
2. Attendance and Accountability
	1. No Senator shall be absent from the service of the Senate without leave.
	2. The Committee on Oversight shall conduct a hearing on the senator’s attendance on the 5th accumulated point (refer to Rule II, (f), 4, (i-v)) in which the senator shall be afforded an opportunity to present either oral or written testimony defending or admitting to his or her absences. The committee shall determine if the absences merit the imposition of disciplinary action against the senator.
	3. Upon verifying the fifth accumulated attendance point, the Committee on Oversight shall recommend a censure of the offending senator. Any senator’s first censure shall include, at minimum, a recommendation that the senator in question release a public statement or apology to the Nevada Sagebrush. Additional punitive action, which may include expulsion from the Senate, will be recommended upon the accumulation of additional points.
	4. Reports of Attendance and Absence as well as respective points gained toward censure will be reported during each meeting of The Senate of the Associated Students and consolidated by the Speaker of the Senate. The Senate shall calculate attendance upon the following point formula:
		1. Six unexcused absent Senate office hours shall be equivalent to two points.
		2. An unexcused absence from a Committee of the Senate shall be the equivalent to one point.
		3. Three instances of unexcused tardiness at committee meetings shall be equivalent to one point.
		4. Failure of Senators to report regardless of presence during the convening of a Committee shall be the equivalent to one point.
		5. Three instances of unexcused tardiness at general senate meetings shall be equivalent to two points.
		6. An unexcused absence from a meeting of the Senate of the Associated Students shall be equivalent to two points.
		7. Failure of Chairpersons or Vice-Chairpersons to report before the Senate shall be the equivalent to one point against the name of the respective Chairperson.
		8. Failure of the Speaker of the Senate to report the consolidated reports to the Nevada Sagebrush and the Legislative Clerk shall be the equivalent of two points.
3. Office Hours
	1. Each Senator must hold at least two office hours per week. Office hours shall be held between during regular operating hours of the ASUN student activities center while the Senate is in Session, in the Senate workroom or other on campus locations posted at all of the established ASUN posting physical locations and/or ASUN website. Of the two required hours one must take place in the senate workroom. The other is up to the discretion of each senator.
	2. The Secretary of the Senate shall post a sign in sheet on the Senate Workroom every Wednesday before the Senate meeting commences for the purpose of allowing each Senator to record the time spent in the office. The Secretary shall maintain the sign-in sheets in the same manner as the minutes.
	3. The Secretary shall maintain a list of each Senator’s office hours. Senators who choose to hold office hours outside of the Senate workroom are required to post the time and location at all of the established ASUN posting physical locations and/or ASUN website three business days before said event. If office hours are held outside of the senate workroom, senators must indicate so on the sign in sheet and record them within 24 hours of holding them
	4. Each Senator will sign in and out when holding office hours.
	5. Whenever a Senator accumulates 6 hours worth of absences from his or her office hours, it shall be counted as one Senate absence to be reviewed by the Committee on Oversight in the same manner as in the case of absences from meetings as provided in subsection (e) of this Rule.
	6. Missed office hours may be excused upon the petition of the Speaker of the Senate. Senators may petition the Speaker of the Senate by e-mail to excuse missed office hours within one week of the missed office hours. The Speaker shall review all petitions on a case-by-case basis.
	7. In the case of holidays, emergencies or actions that result in facility closures, the Speaker of the Senate may decrease the number of office hours needed within a given week.

**Rule III: Conduct Of Business**

1. After being called to order, and any customary opening ceremonies, and calling the roll to establish the presence of a quorum, the Senate shall proceed with its business as follows:
	1. Approval of the minutes of the previous meeting
	2. Public comment
	3. Receipt of petitions and other correspondence addressed to the Senate, and subsequent referral to committees
	4. Reports of the Officers; Conduct of Business order
	5. Reports of Senate Standing Committees, in alphabetical
	6. Reports of Senate Special and Standing Committees, in alphabetical order
	7. Comments and Announcements
	8. Motions to fast-track appointments
	9. Approval of appointments of Senators and other Student Government Officials
	10. Election of Senate Officers
	11. Veto Messages from the President
	12. Consent Agenda
	13. First Reading of legislation
	14. Motions to fast-track
	15. Referrals to committee
	16. Second Reading of legislation
	17. Miscellaneous Business
	18. Comments and Announcements
2. Approval of Minutes
	1. At the appointed time in the Senate meeting, the Minutes of the preceding meeting shall be introduced by date and read in full only upon request of any Senator.
	2. When any motion shall be made to amend or correct the minutes, it shall be deemed a privileged question, and proceeded with until disposed of.
	3. After approval of the minutes, the Secretary of the Senate shall maintain the authority to amend all records to accurately and effectively reflect the official business of the Senate.
3. Officer reports

At the appointed time, the Speaker shall recognize any senior officer of the Association, including the Speaker and the Secretary, to offer a written report on his or her official activities since the previous meeting and make any summary announcements he or she deems necessary for no longer than five minutes.

1. Committee reports

At the appointed time, the Speaker shall recognize the chairperson of each standing committee, in alphabetical order, and then each Special committee, in alphabetical order, to report for no longer than five minutes on the committee’s activities since the previous meeting*.*

1. Comments and Announcements

At the two appointed times, the Speaker shall recognize in turn Senators requesting the floor for a period not to exceed two minutes. The total time for Comments and Announcements before the first reading of legislation shall not exceed fifteen minutes.

1. Consent agenda

At the appointed time, the Speaker shall sequentially proceed through such acts of legislation that have been previously been placed on the consent agenda. Such acts shall be considered adopted by consent, unless a single Senator rises in objection thereto. All such acts so objected are immediately placed on the end of the agenda for second reading.

**Rule IV: Motions**

1. Motions to Adjourn

The following terms and conditions shall apply to motions listed below, the provisions of the Senate’s parliamentary authority notwithstanding:

* 1. Motion to Adjourn: All motions to adjourn shall be understood to adjourn the Senate to the next date and time scheduled, whether already placed on the schedule or added later by any of the methods prescribed by these Rules. No other business shall intervene subsequent to an ordering for adjournment except the taking of public comment if not yet heard during the meeting.
	2. Motion to Adjourn Sine Die: The Senate shall adjourn sine die only by resolution. Such a resolution shall set the date of adjournment sine die as the Wednesday immediately prior to the expected first meeting of the following session of the Senate.

**Rule V: Assignment on the Floor**

1. Recognition of Senators

A Senator who seeks recognition shall raise his or her hand to address the Speaker, and shall wait to be recognized before addressing the Senate further, unless otherwise permitted by these Rules.

1. Recognition of non-Senators

No one, save members of the Senate, shall be extended the floor except by the Speaker. No one, save members of the Senate, shall be recognized in debate except during designated public comment periods as designated by the Speaker. Unless otherwise specified by the Speaker or the Senate, the Speaker may elect to take comment from the public on each action item, which shall not exceed three minutes per person.

**Rule VI: Conduct of Debate**

1. Questions in Debate

Once debate has begun, a Senator speaking in debate shall be entitled to yield the floor to other Senators for questions. A Senator desiring to ask a question of the speaking Senator may interrupt him or her to request that the speaking Senator yield. The speaking Senator’s response to such questions shall be counted against his or her debate time.

**Rule VII: General Decorum**

1. Decorum of Senators

The Speaker shall have general direction of the Senate Chamber and shall maintain the proper decorum of the Senate. All Senators shall observe decency of speech, avoid disrespect of personalities, leave the Chamber to engage in conversations, and avoid walking about the Chamber in a manner that is disruptive to the proceedings.

1. Decorum of visitors

Visitors to the Senate Chamber shall be seated in the designated gallery. No visitor may be seated along the aisles or behind the Chair. Visitors shall refrain from disrupting the business of the Senate. The Speaker may ask any visitor to leave the Chamber at any time for disorderly conduct.

**Rule VIII: Voting**

1. Voting rights
	1. Every Member shall be present within the Senate Chamber during its sittings, unless excused or necessarily prevented, and shall vote on each question put, unless he or she has a direct personal or pecuniary interest in the event of such question. For the purposes of this Rule, presence by phone or videoconference shall qualify as if the Senator were physically present in the Chamber.
	2. A Senator may not authorize any other person to cast his or her vote or record his or her presence in the Senate or the Committee of the Whole Senate on the state of the Association.
	3. No other person may cast a Senator’s vote or declare a Senator’s presence in the Senate or the Committee of the Whole Senate on the state of the Association.
2. Speaker’s Discretion in Voting

The Speaker is not required to vote in ordinary legislative proceedings, except when his or her vote would be decisive.

**Rule IX: Committees**

1. Appointment of standing committees
	1. The Senate shall elect the standing committees specified in this Rule within one week after the commencement of each session of the Senate.
	2. A resolution proposing to change the composition of a standing committee shall be privileged if offered by the chairperson of the committee concerned.
	3. The Senate shall fill a vacancy on a standing committee by resolution.
2. Standing Committees

The Senate shall elect Senators to the following standing committees:

* 1. Academics
	2. Budget and Finance.
	3. Government Operations
	4. Public Affairs
	5. University Affairs
	6. Oversight
1. Committee chairpersons

The Senate may choose one Senator to serve as the chairperson of each standing committee, except for the committee on Oversight. Absent the Senate selecting a chairperson, such decision shall rest with the committee. The Speaker of the Senate shall chair the Committee on Oversight.

1. Additional committee officers

Each committee shall elect a vice chairperson from its membership at its first meeting, and again at such times the office might become vacant. The committee or the chairperson may designate additional officers.

1. Duties of Committee Chairpersons
	1. Committee chairpersons shall be responsible for such duties typical of the office of chairperson including but not limited to:
		1. Coordinating committee meetings;
		2. Recording the attendance of committee members and determining excused or unexcused absences; and
		3. Consolidate Reports of individual members of the Committee.
	2. Committee chairpersons shall also perform duties pertaining to their committees by re-quest of the Speaker, not inconsistent with these Rules.
	3. The vice chairperson shall fulfill the duties of the Chair at such times the Chair is unable to do so.
2. General duties of committees

Standing committees shall be responsible for the consideration of all questions referred to them by the Senate or the Speaker, the preparation of legislation they deem necessary for the welfare of the Association or as directed by the Senate in instructions, and the preparation *and delivery* of all reports required by these Rules.

1. Membership size requirements for committees
	1. Each committee shall be composed of at least five but not to exceed nine members unless pre-scribed elsewhere in these Rules for the committees. Each senator shall serve on at least two committees.
	2. Should membership of a committee fall below its allotted minimum, the Speaker shall inform the Senate and seek Senators who wish to transfer to the committee.
	3. Should a committee be unable to obtain the prescribed minimum number of members, it may continue to operate, provided that a quorum of the committee shall be a simple majority of its minimum prescribed membership.
2. Members-at-Large
	1. In general: The Senate may appoint members-at-large by resolution to serve on any Senate committee, save the Committee on Oversight. The quantity of members-at-large on a committee may not exceed nine. The purpose of the position of member-at-large is to educate and prepare students for future ASUN office. In the event a member-at-large fails to execute his or her duties, the chair of the respective committee on which the member-at-large serves may remove the member-at-large from the committee subject to committee approval. A Member-at-Large may be removed of his or her title by recommendation from the respective committee chair and a two thirds Senate approval. Members-at-large may change committees by acquiring the signatures of the Speaker of the Senate, Secretary of the Senate, and the respective committee chairs.
	2. Duties
		1. Members-at-large shall assist Committee members in research, legislation drafting, and all other matters of committee operations as necessary.
		2. Members-at-large shall attend all meetings for the committees on which they serve.
		3. Members-at-Large must serve on at least one standing Senate committee.
		4. If they so choose, members-at-large may create ad sit on an informal committee, and appoint one member to act as their chair and liaison to the Senate as a whole.
3. Power to sit and act

For the purpose of carrying out any of its functions and duties under Rule X, a committee is authorized to sit and act at such times and places within the State of Nevada, whether the Senate is in session, has recessed, or has adjourned, and to hold such hearings as it considers necessary.

**Rule X: Standing Committee Duties**

1. Committee on Academics

The Committee on Academics shall be responsible for policies regarding academic reform, University academic policy, evaluation of professorships and courses, calendar issues, and library operations. The Committee on Academics shall affect liaison with the Faculty Senate committee with similar jurisdiction, the office of the Provost, and the Office of Admissions and Records.

1. Committee on Budget and Finance

The Committee on Budget and Finance shall ensure responsible expenditure of Association funds. The committee shall review finance bills, review spending practices, regularly review the current balances sheets, inspect budgets and expenses of agencies and departments, and generally have within its charge the finances and Budget of the Association. This responsibility shall extend to asking the Manager of the Bookstore of the Associated Students to report on the composition of the revenues and profits of the Bookstore, as well as the business plan of the Bookstore for the upcoming year. The committee shall report to the Senate no later than the third meeting of September on the budget of the Bookstore of the Associated Students. The composition of the committee shall be no less than seven and no more than nine.

1. Committee on Government Operations

The Committee on Government Operations shall be responsible for reviewing bills regarding the operations of the government of the Association, resolutions proposing amendments to the Constitution of the Associated Students, formulating election procedures, considering amendments to the Rules of the Senate, and reviewing matters of controversy in Senate procedure.

1. Committee on Public Affairs

The Committee on Public Affairs shall be responsible for formulating policies regarding bodies of governance at the local, state, and federal level, including the Reno City Council, the Nevada System of Higher Education Board of Regents, and the Nevada State Legislature. This committee shall voice student concerns regarding the Tuition and Fees of the University. The committee shall review all matters of student concern external to the University, except where another committee has direct jurisdiction. This committee shall liaison with the President’s Assistant on Public and Campus Relations.

1. Committee on University Affairs

The Committee on University Affairs shall be responsible for policies concerning the University Police, buildings and grounds, parking and transportation, campus planning, construction, the Student Health Services, the Student Legal Services, the Counseling Center, Campus Dining, environmental issues, Safe Ride, and Campus Escort. The Committee shall also be responsible for promotion of Senate among the Student Body, creation and distribution of materials concerning Senate, communication between Senate and the university community; addressing issues of diversity concern with the assistance of the Unity Commission; policies concerning University Housing, the Greek Councils, the Residence Hall Association, the Student Union Activities Board, Recognized Student Organizations, campus traditions and events and Athletics, including Ticket Distribution Policies. The Committee on University Affairs shall provide a Senate liaison to the Greek Councils and the Residence Hall Association.

1. Committee on Oversight

The Committee on Oversight shall be responsible for evaluating the nature of Senate absences, reviewing personnel matters, and conducting investigations regarding the impeachment of Governmental Officials, in accordance with the Senate punitive powers. The Committee shall be composed of the chairpersons of the Standing and Special Committees and chaired by the Speaker of the Senate. The Speaker of the Senate shall not have voting power except when his or her vote would be decisive. The Committee also has jurisdiction over all nominations to Association office which require the consent of the Senate, the jurisdiction of the other committees to the contrary notwithstanding. The committee shall also meet to discuss updates and business of the standing committees.

**Rules XI: Special Committees**

1. Appointment of Special committees

The formation of a Special committee may occur at the discretion of the Speaker or by motion or resolution of any Senator with the approval of the Senate. The Speaker shall appoint the chairperson and other members of the Special committee, unless the motion creating the committee specifies some other method of selection.

1. Meetings and general duties of Special committees

Special committees shall meet at the discretion of the Chair, subject to any conditions which may be stated in the committee’s formation. Special committees shall be responsible for the consideration of all questions referred to them by the Senate and the preparation of legislation as directed by the Senate in their formation or subsequent instructions, and the preparation of all reports required by these Rules or deemed necessary at the discretion of the Chair.

**Rule XII: Committee Procedure**

1. Call of meetings
	1. Committees shall meet at least once every two weeks during the fall and spring semesters, at the time and place prescribed by the chair. Even when no business is pending before the committee, a pro forma session shall be held.
	2. A simple majority of the committee’s membership may, by written petition, instruct the chair to schedule a meeting.
	3. The chair shall provide adequate notice for all meetings.
	4. A quorum of the committee shall consist of a majority of the membership of that committee, for committees whose membership is below the minimum prescribed membership.
	5. Committees may enact such other rules, not inconsistent with these Rules, as they see fit.
2. Committee Reports
	1. Committee chairs shall report legislation to the Senate.
	2. Such a report shall be submitted in electronic form by the chairperson of the committee to the Speaker of the Senate and Legislative Clerk. The report shall include recommendations for the Senate to consider legislation, attendance and reports of Committee members.
	3. Committee reports take effect immediately upon being filed.
3. Discharge from consideration
	1. A senator may present to the Speaker of the Senate a motion in writing to discharge a committee from consideration of legislation that has been referred to it for 14 days. Only one motion may be presented for a single piece of legislation.
	2. The Speaker shall cause the motion to be placed on the agenda.
	3. When a motion to discharge is on the agenda, the Senate shall proceed to its consideration under this paragraph without intervening motion except one motion to adjourn. Motions to discharge shall have precedence in the order of submission to the Speaker.
	4. When a motion to discharge is considered, the legislation to which it relates shall be read by title only. The motion is debatable for 20 minutes, one-half in favor of the motion and one-half in opposition thereto.
	5. If a motion prevails to discharge a committee from consideration of legislation, the Senate shall immediately consider the legislation under the general rules of the Senate. A motion to discharge requires a majority of the membership to adopt.
	6. When a motion to discharge originated under this clause has once been acted on by the Senate, it shall not be in order to entertain during the same session of the Senate a motion to discharge a committee from consideration of that legislation or of any other legislation that, by relating in substance to or dealing with the same subject matter, is substantially the same.
	7. A motion to discharge on the agenda that is rendered out of order under paragraph (6) shall be stricken.
4. Consideration of legislation
	1. The committee to which legislation was referred shall hold at least one meeting to consider the legislation.
	2. The committee may make changes to legislation and make recommendation to the Senate to amend a piece of legislation.
	3. The committee shall not be required to report legislation back to the Senate, but may report legislation favorably, adversely, or without recommendation to the Senate for consideration.
	4. Committees shall have the power to report original legislation directly to the Senate for consideration, which shall not require referral to a committee.
	5. Committees shall have the power to report, refer or discharge legislation to another standing committee upon such request by the requesting committee’s chair.
5. Recommendation of Legislation for Consent Agenda

Committees may, on report of legislation for second reading, recommend that the bill or resolution be placed on the consent agenda. The Speaker shall review the recommendation, and shall place the act of legislation on the consent agenda unless he or she deems it unlikely to receive consent agenda passage.

1. Suspension of Membership for Non-Attendance
	1. In the event that a committee member misses all of three consecutive committee meetings, he or she shall be suspended from the committee effective at the close of the third meeting.
	2. Such suspension shall last until he or she again appears at a meeting of the committee, but will resume in the event of another two consecutive missed committee meetings.
	3. Suspended members shall continue to accrue committee absences, but shall not count towards the total size of the committee

**Rule XIII: Committee of the Whole**

1. Committee of the Whole Senate

The parliamentary device known as the Committee of the Whole shall be called the Committee of the Whole Senate on the State of the Association.

**Rule XIV: Committee on Interim Operations**

1. Interim Recess
	1. Should the Senate of the Associated Students recess during the traditional summer or winter breaks, existing between two academic semesters, the Senate shall recess by Resolution and create a Committee on Interim Operations.
	2. The Committee on Interim Operations shall be composed of no less than eleven Senators.
	3. The Committee on Interim Operations shall have no direct legislative power; but shall have the ability to make budgetary adjustments from an account designated as such by law.

**Rule XV: Legislation**

1. Types of Legislation

The Senate shall recognize two types of legislation, which shall be known as Bills and Resolutions.

1. Requirements of style

The Speaker shall determine the proper format for the presentation of all forms of legislation and inform all Senators of the requirements thereof.

1. Bills

All legislation creating or affecting a change in law within the legislative powers of the Senate, or providing for the budgeting and appropriation of Association funds, shall be presented in the form of a Bill.

1. Binding Resolution

Any legislation that gives the approval of the Senate as per policy or as a check to the Executive Branch and causes binding action. A Binding Resolution shall be used for: amendments to the Senate Rules, selection of the Speaker of the Senate, selection of the Secretary of the Senate, selection of the Parliamentarian, selection of the committee chairs, organization of all the committee’s membership, creation of Special Committees, any disciplinary action, and where the approval of the Senate is sought by Law or any other purpose necessitating a resolution.

1. Resolution

Any legislation pertaining to the voice of the student body. This includes but is not limited to, making suggestions, recommendations, or commendations.

1. Expiration of Resolutions

Upon adjournment sine die of a session, all legislation not definitely disposed of by the Senate is to be considered postponed indefinitely and can only be brought up in a new session by reintroduction.

**Rule XVI: Introduction of Legislation**

1. Initial Introduction
	1. A Senator may introduce or submit legislation for introduction by transmitting an electronic copy in the manner prescribed by the Secretary to him or her. A paper copy shall also be transmitted, bearing the signature or signatures of the primary sponsors.
	2. Legislation filed by nine am at least four working days prior to a Senate meeting shall be placed on the agenda for first reading at that meeting.
	3. The Secretary or Speaker shall also cause the legislation to be posted on the Senate website no later than one class day following its filing for introduction.
2. Sponsorship of legislation
	1. Any Senator(s) filing legislation for first reading shall be designated as the primary sponsor(s) of the legislation filed.
	2. After the first reading of any piece of legislation, any number of Senators may join as secondary sponsors of the legislation.
3. Printing of legislation

The Secretary shall cause to be printed, after first reading and referral, each piece of legislation filed for consideration.

1. Fast track of legislation
	1. A Senator may move that legislation receive its first and second readings at the same meeting. This procedure shall be known as “fast-tracking” the legislation. Such a motion shall be considered by the Senate at the meeting at which the legislation is on the calendar for first reading, and shall only be in order provided that standard three-day notice has been given.
	2. The motion to fast track a resolution of appointment confirmation shall be in order only if recommended by the committee of relevant jurisdiction.

**Rule XVII: First Reading of Legislation, Fast Tracking, and Referral to Committee**

1. First Reading of Legislation.

At the appointed time, the Speaker shall cause all legislation on the calendar for first reading to be read by title only, but any Senator may demand a reading in full.

1. Incidental Motions

Immediately after first reading, the Speaker shall recognize any Senator wishing to make an incidental motion relating to the pending legislation, including points of order and objections to consideration.

1. Motions to fast-track

At the appointed time, the Speaker shall recognize all Senators who properly submitted their intent to move to fast-track legislation in turn for the purpose of making such a motion. Such a motion shall be decided without debate, and shall require the consent of a two-thirds majority of the Senate.

1. Referral to Committee

At the appointed time, the Speaker shall refer all legislation read for the first time and not fast-tracked to the committee he or she deems appropriate according to these Rules.

**Rule XVIII: Second Reading of Legislation and Senate Consideration**

1. Two reading rule

All legislation shall be read twice, and such readings shall occur at two different meetings except as provided elsewhere in these rules.

1. Placement on calendar for second reading
	1. The Speaker shall place legislation on the calendar for second reading once it is reported by the committee for a meeting no more than four weeks following the committee’s authorization of the report.
	2. Any legislation that is successfully fast-tracked shall be considered placed at the end of the calendar for second reading.
2. Procedure for second reading
	1. At the appointed time, the Speaker shall cause the first item of legislation on the calendar for second reading to be read by title only, but any Senator may demand a reading in full. Following the reading of the item of legislation, the Speaker shall recognize the author(s) of the committee report (if any) on the legislation for a period not to exceed five minutes, during which time the author(s) shall give a summary of the committee’s report.
	2. At the conclusion of the report, the Speaker shall state the question on the adoption of the legislation, and the motion to object to its consideration shall be out of order.
3. Amendment of legislation

All motions to amend legislation during second reading shall be written and shall be submitted to the Secretary at the time of their introduction.

**Rule XIX: Enrollment of legislation**

1. Enrollment

Within two class days of the adoption of a bill, which must be submitted to the Speaker, the Secretary shall cause a copy of the bill to be enrolled. After enrollment, the Secretary shall certify the bill, and then the Speaker shall sign it.

1. Presentment of legislation

The Secretary shall present all bills that shall have passed the Senate in person to the President. The Secretary shall make a note of the time and date of presentment.

**Rule XX: Senate Officers**

1. The Speaker of the Senate
	1. Preservation of Order

The Speaker shall preserve order and decorum and, in case of disturbance or disorderly conduct in the galleries or in the lobby, may cause the same to be cleared.

* 1. Signature of Documents

The Speaker shall sign all acts passed by the Senate and all writs, warrants, and subpoenas of, or issued by the order of, the Senate within five working days of its passing. A bill which has not been signed by the presiding officer of the Senate upon the sixth day after its passing shall be transmitted to the office of the President for the receipt of executive confirmation into law as if it had been signed by the Speaker of the Senate

* 1. Questions of Order

The Speaker shall decide all questions of order, subject to appeal by a Senator. On such an appeal a Senator may not speak more than once without permission of the Senate.

* 1. Form of a Question

The Speaker shall rise to put a question but may state it sitting. The Speaker shall put a question in this form: ‘‘Those in favor (of the question), say ‘Aye.’ ’’; and after the affirmative voice is expressed, ‘‘Those opposed, say ‘No.’ ’’. After a vote by voice under this clause, the Speaker may use such voting procedures as may be invoked under Rule VIII.

* 1. Direction of Legislative Services

The Speaker of the Senate shall have general authority over the staff of the Senate. Within this regard the Speaker of the Senate shall hold all hiring and firing authority of Senate personnel, consisting of Committee Secretaries and the Legislative Clerk. With this regard the Speaker shall manage the day-to-day operations of the Senate of the Associated Students.

1. Speaker pro tempore
	1. The Speaker may appoint a Senator to perform the duties of the Chair.
	2. Such an appointment may not extend beyond one legislative day.
	3. In the case of his illness, the Speaker may appoint a Senator to perform the duties of the Chair for a period not exceeding 14 days, subject to the approval of the Senate. If the Speaker is absent and has omitted to make such an appointment, then the Senate shall elect a Speaker pro tempore to act during the absence of the Speaker.
	4. With the approval of the Senate, the Speaker may appoint a Senator to act as Speaker pro tempore only to sign enrolled bills for a specified period of time.
	5. In the case of a vacancy in the office of Speaker, the next Senator on the list in paragraph (6) shall act as Speaker pro tempore until the election of a Speaker or a Speaker pro tempore. Pending such election the Senator acting as Speaker pro tempore may exercise such authorities of the Office of Speaker as may be necessary and appropriate to that end.
	6. As soon as practicable after his or her election and whenever he or she deems appropriate thereafter, the Speaker shall deliver to the Secretary a list of Senators in the order in which each shall act as Speaker pro tempore under paragraph (5).
	7. For purposes of paragraph (5), a vacancy in the office of Speaker may exist by reason of the physical inability of the Speaker to discharge the duties of the office.
2. Parliamentarian

The Speaker shall appoint from the membership of the Senate a Parliamentarian, subject to the majority approval of the Senate, who shall advise the Speaker and individual Senators on matters of Senate Procedure, the law, and the Constitution.

1. Election of officers
	1. There shall be elected at the commencement of each session of the Senate, to continue in office until their successor is chosen and qualified, a Secretary and a Parliamentarian.
	2. These officers shall take an oath to support the Constitution of the Associated Students, and for the true and faithful exercise of the duties of his or her office to the best of his or her knowledge and ability, and to keep the secrets of the Senate.
	3. Each of these officers shall appoint all of the employees of his or her department provided for by law.
2. Secretary
	1. At the commencement of the first meeting of each session of the Senate, the Secretary shall call the Senators to order and proceed to record their presence by College or School in alphabetical order, by call of the roll. Pending the election of a Speaker or Speaker pro tempore, the Secretary shall preserve order and decorum and decide all questions of order, subject to appeal by a Senator.
	2. The Secretary shall:
		1. Note all questions of order, with the decisions thereon, the record of which shall be appended to the minutes; adjourns;
		2. Enter into the Minutes the hour at which the Senate convenes and adjourns.
		3. Attest and affix the seal of the Senate to all writs, warrants, and subpoenas issued by order of the Senate and certify the passage of all bills;
		4. Examine all bills after passage by the Senate to see that they are correctly enrolled and forthwith present those bills to the Present in person after their signature by the Speaker, and report to the Senate the fact and date of their presentment;
		5. Cause the calendars of the Senate to be distributed each legislative week;
		6. Retain in the library at the Office of the Secretary for the use of the Senators, and officers of the Senate, and not to be withdrawn there from, two copies of all the books and printed documents deposited there; and
		7. Deliver to any Senator an extra copy of each document requested by that Senator that has been printed by order of the Senate in any session in which the Senator served.
	3. The Secretary shall provide for his or her temporary absence or disability by designating an official in the Office of the Secretary to sign all papers that may require the official signature of the Secretary and to perform all other official acts that the Secretary may be required to perform under the rules and practices of the Senate, except such official acts as are provided for by statute. Official acts per-formed by the designated official shall be under the name of the Secretary. The designation shall be in writing and shall be laid before the Senate and entered on the Journal.
	4. The Secretary may receive messages from the President at any time when the Senate is not in session.
	5. The Speaker with consent of the Senate shall have the authority to dismiss a Secretary for failure to discharge the office.
3. Legislative Clerk of the Senate
	1. The Speaker shall appoint a Legislative Clerk of the Senate.
	2. The Legislative Clerk of the Senate shall compile, edit, and maintain the Laws, Resolutions, Statutes, and Code of the Associated Students in conjunction with the Archivist of the Association.
	3. The Legislative Clerk of the Senate shall assist the Secretary of the Senate with the enrollment of Laws and Resolutions of the Associated Students. In the event of a vacancy or incapacity of the Secretary of the Senate, the Legislative Clerk shall assume the powers and duties of the Secretary.
	4. The Legislative Clerk of the Senate shall provide officers of the Association with copies of legislation, statutes, and codes upon the request of said office.
	5. The Legislative Clerk of the Senate shall serve at the will of the Speaker of the Senate.

**Rule XXI: Confirmation of Appointments**

1. Presentation of Appointments
	1. The appointing authority shall file written notice with the Secretary of the intention to present an appointee to the Senate no later than 9:00 a.m. on the Thursday prior to the Wednesday for which the meeting is scheduled.
	2. The Speaker shall place the appointee, with name and position of appointment, on the agenda for referral to the appropriate committee at the aforementioned Wednesday meeting.
2. Effect of committee reports
	1. Favorable committee reports shall affect confirmations in the same manner as standard reports. Committees may issue provisional negative reports on confirmations, indicating likelihood that the committee will issue a full negative report in the future, and thereby suspending any acting status.
	2. In the event of a negative report on a confirmation, the confirmation shall be considered defeated unless the confirmation is successfully discharged at a subsequent Senate meeting.
3. Standards of communication
	1. It shall be the responsibility of the chair of the committee considering a confirmation to notify the appointee of a confirmation hearing.
	2. A reasonable attempt shall be made to accommodate the appointee’s schedule.

**RULE XXII. ASUN SENATE TRAINING AND TRANSITION**

1. Establishment of training facilitators

The duties of establishing and facilitating training agenda shall be vested with the Speaker and the Speaker’s designee.

1. Attendance Requirement of the Senate
	1. No later than one week before the beginning of each elected term there shall be a sequence of two group trainings and orientation sessions. One Training and Orientation session will be focused on budget of the Associated Students of the University of Nevada. All current and newly elected officials shall be required to attend orientation unless they cannot make it due to extenuating circumstances.
	2. The officers and employees of the Senate shall assist the Speaker in the training. The Secretary shall maintain attendance of senators-elect.
2. Guidelines for training session
	1. Training shall include an introduction and overview of the Senate, Rules of the Senate and parliamentary procedures.
	2. The Secretary of the Senate shall provide information on legislation procedures.
	3. The Speaker of the Senate shall provide information about the duties of the Committee on Oversight.
	4. A guest speaker and luncheon is recommended. The guest speaker should be a current or previous public servant.
	5. Committee chairs should provide workshops to inform the incoming senate what the duties and jurisdiction of their committee, and also the duties of a committee chair, which include but are not limited to posting agendas and the tabulation of minutes.
	6. There shall be a mock senate meeting. Any legislation or resolution from this meeting shall have no validity whatsoever.
	7. For purpose of qualification to run for the Speaker of the Senate, all candidates must attend an additional training hosted by the current Speaker of the Senate.

**Rule XXIII: Matters Regarding these Rules**

1. Suspension and amendment of these Rules
	1. The Senate may, by the consent of two-thirds of the Senate, temporarily suspend one or more of the Rules of the Senate.
	2. However, no Rule may be suspended which specifies otherwise, or derives its authority from any other portion of the Constitution or ASUN law, or federal, state, or local law.
	3. Furthermore, no clause mandating advance notice, including dates and times for submission of documents, may be suspended, unless suspended prior to the advance notice deadline.
2. Matters not covered by these Rules.

All procedures not covered by these Rules shall be governed by the current edition of Robert’s Rules of Order Newly Revised where they are not inconsistent with the Rules of the Senate, or any other body of law having effect as a Rule of the Senate.

Attest:

 Secretary of the Senate

Speaker of the Senate