



Senate of the Associated Students of the University of Nevada

82nd Session, 2014-2015

A RESOLUTION ADOPTING THE RULES OF THE EIGHTY-SECOND SESSION OF THE SENATE OF THE ASSOCIATED STUDENTS

Resolution Number: 06

Authored By: 2014-2015 Student Government Assembly

Sponsored By: 2014-2015 Student Government Assembly

Be it resolved by the Senate of the Associated Students, that the Rules of the Eighty-Second Session of the Senate of the Associated Students are adopted. See attached addendum.

Adopted in Senate on April 16, 2014

Attest:

Nicole Tomimatsu, Secretary of the Senate

Caden Fabbi, Speaker of the Senate

82nd Session Rules
Senate of the Associated Students of the
University of Nevada

ADOPTED APRIL 16TH, 2014 PURSUANT TO S. RES 82-06

(Page Intentionally Left Blank)

Table of Contents

82 nd Session Rules of the Senate	1
Rule I: Meetings of the Senate	6
a) Meetings at Call of Speaker	6
b) Meetings at Call of Senate	6
c) Meetings by Petition of Senators	6
Rule II: Membership of the Senate	7
a) Qualifications of Senators	7
b) Resignations	7
c) Appointment to Fill Vacant Seats	7
d) Documenting Attendance	7
e) Quorum	7
f) Attendance and Accountability	7
g) Office Hours	8
Rule III: Conduct Of Business	10
a) Order of Business	10
b) Approval of Minutes	10
c) Officer Reports	10
d) Committee Reports	10
e) Comments and Announcements	10
f) Consent Agenda	11
Rule IV: Motions	12
a) Motions to Adjourn	12
Rule V: Assignment on the Floor	13
a) Recognition of Senators	13
b) Recognition of non-Senators	13
Rule VI: Conduct of Debate	14
a) Questions in Debate	14
Rule VII: General Decorum	15
a) Decorum of Senators	15
b) Decorum of Visitors	15
Rule VIII: Voting	16
a) Voting Rights	16
b) Speaker's Discretion in Voting	16

Rule IX:	Committees	17
a)	Appointment of Standing Committees.....	17
b)	Standing Committees	17
c)	Committee Chairpersons.....	17
d)	Additional Committee Officers.....	17
e)	Duties of Committee Chairpersons	17
f)	General Duties of Committees.....	17
g)	Membership Size Requirements for Committees	18
h)	Power to Sit and Act	18
Rule X:	Standing Committee Duties	19
a)	Committee on Academics	19
b)	Committee on Budget and Finance.....	19
c)	Committee on Civic Engagement	19
d)	Committee on Government Operations	19
e)	Committee on Public Affairs	19
f)	Committee on University Affairs.....	20
g)	Committee on Oversight	20
Rule XI:	Special Committees	21
a)	Appointment of Special Committees	21
b)	Meetings and General Duties of Special committees	21
Rule XII:	Committee Procedure	22
a)	Call of Meetings.....	22
b)	Committee Reports	22
c)	Discharge from Consideration	22
d)	Consideration of Legislation.....	22
e)	Recommendation of Legislation for Consent Agenda.....	23
f)	Suspension of Membership for Non-Attendance.....	23
Rule XIII:	Committee of the Whole.....	24
a)	Committee of the Whole Senate	24
Rule XIV:	Committee on Interim Operations	25
a)	Interim Recess.....	25
Rule XV:	Legislation	26
a)	Types of Legislation	26
b)	Requirements of Style.....	26
c)	Bills.....	26
d)	Binding Resolution	26

e)	Resolution	26
f)	Expiration of Resolutions	26
Rule XVI:	Rule XVI: Introduction of Legislation.....	27
a)	Initial Introduction	27
b)	Sponsorship of Legislation	27
c)	Printing of Legislation	27
d)	Fast track of Legislation	27
Rule XVII:	First Reading of Legislation, Fast Tracking, and Referral to Committee	28
a)	First Reading of Legislation.....	28
b)	Incidental Motions	28
c)	Motions to Fast-Track.....	28
d)	Referral to Committee	28
Rule XVIII:	Second Reading of Legislation and Senate Consideration	29
a)	Two Reading Rule	29
b)	Placement on Calendar for Second Reading.....	29
c)	Procedure for Second Reading.....	29
d)	Amendment of Legislation	29
Rule XIX:	Enrollment of Legislation	30
a)	Enrollment	30
b)	Presentment of Legislation	30
Rule XX:	Senate Officers.....	31
a)	The Speaker of the Senate.....	31
b)	Parliamentarian	31
c)	Election of Officers.....	31
Rule XXI:	Confirmation of Appointments	32
a)	Presentation of Appointments.....	32
b)	Effect of Committee Reports	32
c)	Standards of Communication.....	32
Rule XXII:	ASUN SENATE TRAINING AND TRANSITION	33
a)	Establishment of Training Facilitators.....	33
b)	Attendance Requirement of the Senate.....	33
c)	Guidelines for Training Session.....	33
Rule XXIII:	Matters Regarding these Rules	34
a)	Suspension and Amendment of these Rules	34
b)	Matters not Covered by these Rules.	34

Rule I: **MEETINGS OF THE SENATE**

a) **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.

b) **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.

c) **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**

a) **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.

b) **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.

c) **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.

d) **DOCUMENTING ATTENDANCE**

The Secretary will report the attendance of individual Senators during his or her report to 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).

e) **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.

f) **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. During the hearing, the Committee on Oversight has the authority to excuse or dismiss points compiled against a senator if there is reasonable explanation.

- 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) The Attorney General will have the power to file charges against the Speaker of the Senate upon the accumulation of the fifth point.
- 5) Reports of Attendance and Absence as well as respective points gained toward censure will be reported by the Secretary of the Senate during each Oversight Committee 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:
 - i.) Six unexcused absent Senate office hours shall be equivalent to two points. (1/3 point for every missed hour)
 - ii.) An unexcused absence from a Committee of the Senate shall be the equivalent to one point.
 - iii.) Three instances of unexcused tardiness at committee meetings shall be equivalent to one point. (1/3 point for every instance)
 - iv.) Three instances of unexcused tardiness at general senate meetings shall be equivalent to two points. (2/3 point for every instance)
 - v.) An unexcused absence from a meeting of the Senate of the Associated Students shall be equivalent to two points.
 - vi.) 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.
 - vii.) 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.
 - viii.) The Secretary will send an electronic report of the points accumulated by the Speaker of the Senate, as detailed under Rule II, (f), 4, (ix) to the Attorney General.
 - ix.) Failure of the Chairperson of a committee, including the Committee on Oversight, to hold a meeting within the required two week period shall be the equivalent of two points.

g) OFFICE HOURS

- 1) Each Senator must hold at least two office hours per week. Office hours shall be held during regular operating hours of the ASUN Center for Student Engagement while Senate is in session, in the Senate workroom or other on-campus locations with approval from the Speaker. Of the two required hours one must take place in the senate workroom. The other is up to the discretion of each senator with approval from the Speaker.
- 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 obtain approval from the Speaker. 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

a) ORDER OF BUSINESS

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 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
- 19) Public Comment

b) 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.

c) 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 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.

d) 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.

e) 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.

f) **CONSENT AGENDA**

At the appointed time, the Speaker shall sequentially proceed through such acts of legislation that have 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**

a) **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**

a) **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 or by the latest edition of Robert's Rules of Order..

b) **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**

a) **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**

a) **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.

b) **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

a) **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.

b) **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

a) 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.

b) STANDING COMMITTEES

The Senate shall elect Senators to the following standing committees:

- 1) Academics
- 2) Budget and Finance
- 3) Civic Engagement
- 4) Government Operations
- 5) Public Affairs
- 6) University Affairs
- 7) Oversight

c) 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.

d) 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.

e) DUTIES OF COMMITTEE CHAIRPERSONS

- 1) Committee chairpersons shall be responsible for such duties typical of the office of chairperson including but not limited to:
 - i.) Coordinating committee meetings;
 - ii.) Recording the attendance of committee members and determining excused or unexcused absences; and
 - iii.) 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.

f) 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.

g) **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.

h) **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**

a) **COMMITTEE ON ACADEMICS**

The Committee on Academics shall be responsible for policies regarding academic reform and University academic policy. The Committee on Academics shall be responsible for maintaining the Nevada State Undergraduate Research Journal. The Chair of the Committee on Academics shall be liaison to the Faculty Senate committee with similar jurisdiction, the office of the Provost, the Office of Admissions and Records, and the University libraries.

b) **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 balance sheets of ASUN accounts, 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 Nevada Wolf Shop to report to the committee at least once per semester about the financial and operating standing of the Wolf Shop as well as coordinating presentations to academic departments about the importance of professors submitting textbook requests to the Wolf Shop on time. The committee shall regularly inspect agreements that affect the Association financially and shall review and approve, through legislation, capital requests made by the President. The composition of the committee shall be no less than seven and no more than nine.

c) **COMMITTEE ON CIVIC ENGAGEMENT**

The Committee on Civic Engagement shall be responsible for promoting civic engagement to the students, faculty, and administration of the university as well as the Reno community. The committee shall be responsible for creating and executing projects that employ students to be civically engaged. The committee shall support academic courses that endorse activism in the local and national community. The committee shall outreach to local non-profits to provide opportunities for students to serve in the community. The committee shall promote service learning through volunteerism, fostering community partnerships, and advocating for service learning within undergraduate courses in all academic colleges at the university. The Committee shall liaison with the Office of Service Learning and Civic Engagement.

d) **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.

e) **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. The committee on Public Affairs is responsible for holding the annual Veteran's breakfast within two weeks of Veteran's Day.

f) **COMMITTEE ON UNIVERSITY AFFAIRS**

The Committee on University Affairs shall be responsible for policies concerning any campus wide departments such as, but not limited to: University Police, Buildings and Grounds, Parking and Transportation, Campus Planning, Construction, the Student Health Services, the Student Legal Services, the Counseling Center, Campus Dining, and Campus Escort. The Committee shall also be responsible for the 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, Environmental Issues, campus traditions and events and Athletics, including Ticket Distribution Policies. The Committee on University Affairs shall provide a Senate liaison to different departments or organizations chosen by the committee.

g) **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 office within ASUN, 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, business and any concerns regarding each of the standing committees. The Committee on Oversight, acting as the check on the Senate and the Executive Branch of ASUN, shall be responsible for reviewing, questioning and/or requiring updates from ASUN student officers and their respective departments.

Rule XI: **SPECIAL COMMITTEES**

a) **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.

b) **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

a) 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.

b) COMMITTEE REPORTS

Committee chairs shall report legislation to Senate. The report shall include a memo detailing the discussion and vote in committee, a copy of the legislation, and any supporting documentation. Such a report shall be submitted in electronic form by the chairperson of the committee to the Speaker of the Senate, Legislative Clerk, and Secretary of the Senate.

c) 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.

d) 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.

e) **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.

f) **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**

a) **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**

a) **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**

a) **TYPES OF LEGISLATION**

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

b) **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.

c) **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.

d) **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 Speaker Pro-Tempore, 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.

e) **RESOLUTION**

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

f) **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: RULE XVI: INTRODUCTION OF LEGISLATION

a) INITIAL INTRODUCTION

- 1) A Senator may introduce or submit legislation for introduction by transmitting an electronic copy to the Speaker of the Senate, Secretary of the Senate, and Legislative Clerk.
- 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.

b) 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.

c) PRINTING OF LEGISLATION

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

d) 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

a) **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.

b) **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.

c) **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.

d) **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

a) 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.

b) 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 unless the Senate is in recess.
- 2) Any legislation that is successfully fast-tracked shall be considered placed at the end of the calendar for second reading.

c) 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.

d) 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**

a) **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.

b) **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

a) 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.

2) 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

3) 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.

4) 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.

5) 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.

b) 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.

c) 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.

Rule XXI: **CONFIRMATION OF APPOINTMENTS**

a) **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.

b) **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.

c) **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

a) ESTABLISHMENT OF TRAINING FACILITATORS

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

b) 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.

c) 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

a) **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.

b) **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.