

93rd Session Rules
Senate of the Associated Students of the
University of Nevada

ADOPTED April 16th, 2025

(Page Intentionally Left Blank)

Table of Contents

91 st Session Rules	1
Senate of the Associated Students of the	1
ADOPTED APRIL 12TH, 2023 PURSUANT TO S. B.RES 91-04.....	1
Rule I: Meetings of the Senate.....	7
a) Meetings at Call of Speaker	7
b) Meetings at Call of Senate	7
c) Meetings by Petition of Senators	7
Rule II: Membership of the Senate	8
a) Qualifications of Senators	8
b) Resignations.....	8
c) Appointment to Fill Vacant Seats	8
d) Documenting Attendance.....	8
e) Quorum	8
f) Attendance and Accountability	8
g) Outreach Hours	9
h) Internship Requirements	10
Rule III: Conduct Of Business.....	12
a) Order of Business.....	12
b) Approval of Minutes	12
c) Officer Reports.....	12
d) Committee Reports	12
e) Comments and Announcements.....	13
f) Consent Agenda.....	13
Rule IV: Motions	14
a) Motions to Adjourn.....	14
Rule V: Assignment on the Floor	15
a) Recognition of Senators	15
b) Recognition of non-Senators.....	15
Rule VI: Conduct of Debate	16
a) Questions in Debate	16
Rule VII: General Decorum.....	17
a) Decorum of Senators.....	17
b) Decorum of Visitors.....	17
Rule VIII: Voting	18
a) Voting Rights.....	18
b) Speaker's Discretion in Voting	18

Rule IX:	Committees	19
a)	Appointment of Standing Committees.....	19
b)	Standing Committees	19
c)	Committee Chairpersons.....	19
d)	Additional Committee Officers.....	19
e)	Duties of Committee Chairpersons	19
f)	General Duties of Committees	19
g)	Membership Size Requirements for Committees.....	20
h)	Power to Sit and Act	20
Rule X:	Standing Committee Duties	21
a)	Committee on Academics and Student Affairs.....	21
b)	Committee on Budget and Finance.....	21
c)	Committee on Democratic Civic Engagement.....	21
d)	Committee on IDEA	21
e)	Committee on Government Operations.....	22
f)	Committee on Oversight	22
g)	The Committee on Safety, Sustainability and Wellness	22
Rule XI:	Special Committees	24
a)	Appointment of Special Committees	24
b)	Meetings and General Duties of Special committees.....	24
Rule XII:	Committee Procedure.....	25
a)	Call of Meetings.....	25
b)	Committee Reports	25
c)	Discharge from Consideration	25
d)	Consideration of Legislation.....	25
e)	Recommendation of Legislation for Consent Agenda	26
f)	Suspension of Membership for Non-Attendance	26
Rule XIII:	Committee of the Whole	27
a)	Committee of the Whole Senate	27
Rule XIV:	Committee on Interim Operations.....	28
a)	Interim Recess.....	28
Rule XV:	Legislation.....	29
a)	Types of Legislation.....	29
b)	Requirements of Style.....	29
c)	Bills.....	29
d)	Binding Resolution	29
e)	Resolution	29

93rd Session Rules of the Senate

f)	Expiration of Resolutions.....	29
Rule XVI:	Rule XVI: Introduction of Legislation	30
a)	Initial Introduction	30
b)	Sponsorship of Legislation.....	30
c)	Printing of Legislation	30
d)	Fast track of Legislation.....	30
Rule XVII:	First Reading of Legislation, Fast Tracking, and Referral to Committee	31
a)	First Reading of Legislation.....	31
b)	Incidental Motions	31
c)	Motions to Fast-Track.....	31
d)	Referral to Committee.....	31
Rule XVIII:	Second Reading of Legislation and Senate Consideration	32
a)	Two Reading Rule	32
b)	Placement on Calendar for Second Reading.....	32
c)	Procedure for Second Reading.....	32
d)	Amendment of Legislation.....	32
Rule XIX:	Enrollment of Legislation	33
a)	Enrollment.....	33
b)	Presentment of Legislation.....	33
Rule XX:	Senate Officers.....	34
a)	The Speaker of the Senate.....	34
b)	Speaker Pro Tempore.....	34
c)	Parliamentarian	34
d)	Election of Officers.....	34
Rule XXI:	Confirmation of Appointments	36
a)	Presentation of Appointments	36
b)	Effect of Committee Reports	36
c)	Standards of Communication.....	36
Rule XXII:	ASUN SENATE TRAINING AND TRANSITION	37
a)	Establishment of Training Facilitators	37
b)	Attendance Requirement of the Senate	37
c)	Guidelines for Training Session.....	37
Rule XXIII:	Matters Regarding these Rules	38
a)	Suspension and Amendment of these Rules	38
b)	Matters not Covered by these Rules.....	38

Rule I: MEETINGS OF THE SENATE

a) MEETINGS AT CALL OF SPEAKER

The Speaker shall call meetings of the Senate as he, she, or they 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, her, or their election. Each in-person meeting of the Senate shall be accessible through Zoom (or an alternate remote technology system), in addition to the in-person meeting location. The remote meeting shall be accessible by contacting the speaker via his, her, or their email at the top of the Senate meeting agenda.

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, she, or they 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, her, or their 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, she, or they shall be administered the oath of office by the Speaker as required by law.

b) RESIGNATIONS

Any Senator may resign his, her, or their 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

Upon the meeting in which the Senate vacancy was announced into record, the Speaker and additional staff should make contact with the University's job agency to publish the vacant seat within three business days.

Within 2 business days of the vacant seat application being open, advertisements should be posted by the Director of Campus and Public Relations. The advertisements should be posted on the social media platforms of the Associated Students of the University of Nevada and all of the physical posting locations which house the association's public meeting agendas. The advertisements should attempt to be simple and include the following:

1. The college or school of the vacant seat;
2. Eligibility requirements for applicants;
3. Instructions on how to apply, including any required materials such as a resume, cover letter or other relevant documents;
4. Contact information for the individual or office responsible for handling the application process- likely the Speaker of the Senate.

Once the vacant seat has been posted, the application must be open for fourteen business days. If no applications are received by the end of the fourteen days, the lack of applications will be announced into record by the Speaker of the Senate at the next regular Senate meeting under Receipt of Petitions and Correspondence to the Senate and Referral. Once read into record at a regular Senate meeting, the application deadline will be extended to another fourteen business days.

d) DOCUMENTING ATTENDANCE

The Secretary will report the attendance of individual Senators during his, her, or their 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.
 - 3) In order for a quorum to be met there must be half of the voting members plus one (the chair and vice-chair are considered voting members). In any case where there are an odd number of voting members present quorum can be met with a simple majority. Senators present, whether in person, or by use of a remote technology system, shall count towards quorum so long as the virtual attendance is approved by the Speaker in advance.
 - a) Example: If there are 9 (nine) voting members, 5 (five) voting members must be present to have a quorum.

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, her, or their 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 outreach 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.) Three instances of failure to meet with an assigned intern shall be the equivalent of 1 point (1/3 point for every missed hour).
 - vii.) 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.
 - viii.) 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.
 - ix.) 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.
 - x.) 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.
 - xi.) Failure of senators to update the legislative tracker, in reflection of their outreach form, at the end of each outreach period will result in the accumulation of one-third (1/3) of a point at the discretion of the speaker.

g) OUTREACH HOURS

- 1) Each Senator must conduct four (4) outreach hours in total, every two-week period. These hours must be reported to and determined by the Speaker of the Senate
 - a) If for any case a Senator is not mentoring an intern, they will be responsible to conduct an additional two (2) hours of outreach per two weeks.
- 2) Outreach hours are comprised of "hours of service." This includes but is not limited to:
 - a) Meeting in person with or virtually with faculty, staff, or community members (each individual meeting limited to one hour of service)
 - b) Writing legislation (each individual piece of legislation is limited to two hours of service)

- c) Volunteering at a University-sponsored community service event (each individual event limited to two hours of service)
 - d) Volunteering at any ASUN or CSE sponsored event (each individual event limited to two hours of service)
 - e) Sitting on campus committees (not including Senate committees) (each individual meeting limited to one hour of service)
 - f) Attending college Student Advisory Board or Diversity Board meetings (each individual meeting limited to an hour of service)
 - g) Any other quantifiable outreach up to the discretion of the Speaker of the Senate
- 3) Each Senator will be required to attend the monthly townhalls hosted by the Department of IDEA and attend every Student Advisory Board meeting and Diversity Board meeting hosted by their respective college.
- a) If your college does not have a Student Advisory Board or Diversity Board, you will be required to start the process to create one.
- 4) Each Senator will document and total outreach interactions within each two-week pay period. The Senate Secretary shall maintain a list of each Senator's outreach interactions.
- 5) Each Senator will give, at the discretion of the Speaker, a report on the student feedback gained from their outreach interactions at the Senate table.
- 6) Whenever a Senator accumulates six hours' worth of absences from their outreach 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 Rule 2, Subsection f. (Note: 1 missed hour = 1/3 point)
- 7) Missed or denied outreach may be excused or appealed upon the petition of the Speaker of the Senate. Senators may petition the Speaker of the Senate by e-mailing the Speaker to request an excuse for missed outreach or to ask for approval of items not defined in Subsection 3 within one week of the missed requirement. The Speaker shall review all petitions on a case-by-case basis.
- 8) In the case of holidays, emergencies, or actions that result in facility closures, the Speaker of the Senate may decrease the number of outreach interactions needed within a given period.

h) INTERNSHIP REQUIREMENTS

Each Senator will be assigned an intern to mentor by the Speaker Pro Tempore, either individually or in collaboration with another Senator.

- 1) Each Senator must meet with their intern for two (2) hours in total, every two-week period. These hours must be reported to and determined by the Speaker Pro Tempore.
- a) At least one of these hours shall be dedicated to intern-mentor bonding, reviewing curriculum, or other appropriate activities to enrich the intern's knowledge of the Association. For the second hour, it is acceptable for a Senator to take their intern on outreach, but this outreach must be in addition to the four hours minimum for every two-week period.
 - b) If two Senators are paired with one intern, all three must meet together as one unit.
- 2) Each Senator will document the dates and times of these intern interactions within each two-week period. The Senate Secretary shall maintain a list of each Senator's meetings with their intern.
- 3) The Committee on Oversight shall review missed intern hours in the same manner as in the case of absences from meetings as provided in Rule 2, Subsection f. (Note: 1 missed hour = 1/3 point)
- 4) Missed or denied intern hours may be excused or appealed upon the petition of the Speaker of the Senate. Senators may petition the Speaker of the Senate by e-mailing the Speaker to request an excuse for missed outreach or to ask for approval of items not defined in

Subsection 3 within one week of the missed requirement. The Speaker shall review all petitions on a case-by-case basis.

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
 - a. Introduction of Guests
- 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 to offer a report on his, her, their official activities since the previous meeting and make any summary announcements he, she, or they 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, her, or their 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**

The Speaker may extend the floor to non-Senators during presentation of legislation or answering questions. The Speaker may only extend the floor to non-Senators with unanimous consent of the Senate during period of debate. 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, her, or them to request that the speaking Senator yield. The speaking Senator's response to such questions shall be counted against his, her, their 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, she, or they 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, her, or their vote or record his, her, or their 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, her, or their 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 and Student Affairs
- 2) Budget and Finance
- 3) Democratic Civic Engagement
- 4) IDEA
- 5) Government Operations
- 6) Safety, Sustainability, and Wellness
- 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-request 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 AND STUDENT AFFAIRS

The Committee on Academics and Student Affairs shall be responsible for policies regarding academic reform and University academic policy. The Committee on Academics and Student Affairs shall act as liaison to the Nevada State Undergraduate Research Journal, the Faculty Senate committee with similar jurisdiction, the office of the Provost, the office of Admissions and Records, the Associate Vice President for Student Life Services, the Vice President of Student Services, University Libraries, the Resident Hall Association, the Nevada Career Studio, Greek Life, and all academic advising and tutoring centers. The Chair of the Committee on Academic and Student Affairs shall collaborate with the Speaker of the Senate in reaching out to the Office of Administration and Finance to coordinate an Annual Budget Transparency presentation to the Senate Body between the months of October and November. The Committee on Academics and Student Affairs shall also be responsible for the selection of recipients for the ASUN Transfer Student Book Fund as well as for the creation and distribution of nomination forms to students for the ASUN Faculty of the Year Award.

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 and provide written reports that reflect these reviews, inspect budgets and expenses of agencies and departments, and generally 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 DEMOCRATIC CIVIC ENGAGEMENT

The Committee on Democratic 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 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. The committee shall voice student concerns regarding the tuition and fees of the university while collaborating with the Student Fee Committee to report on student fee increases or decreases and provide updates on the progress of all student fee changes. The committee shall be responsible for working with the Center of Student Engagement Professional Staff on democratic and civic engagement initiatives such as GivePulse and the Silver Paw Award. The Committee on Democratic Civic Engagement 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 be responsible for planning the annual Veteran's lunch, and paying tribute in honor of 9/11. The Committee shall liaison with: The Office of Service Learning and Civic Engagement, Associate Director of Student Engagement, Coordinator of Democratic Engagement and Special Events, Coordinator of Student Engagement Outreach, the Director of Campus and Public Relations, and the Nevada Political Officers. The committee shall create, operate and maintain the "ASUN Senate to Student Forum" canvas page. The operations and maintenance of the page shall be subject to the committee's approval if written notice from an active committee member is submitted to the

93rd Session Rules of the Senate

Chair. The Senate may also submit a written motion to the Speaker of the Senate regarding the operations and maintenance of the Senate Canvas page by an approval with a 2/3s majority vote.

d) **COMMITTEE ON IDEA**

The Committee on IDEA shall be responsible for policies concerning the Association as it relates to matters of IDEA. Members of the committee are expected to advocate on behalf of underrepresented groups, address student concerns within its jurisdiction, and, in addition to Senators added pursuant to Rule IX of the Rules of the Senate, will also consist of the Director of IDEA who shall serve as an *ex-officio*, non-voting member of the committee. In conjunction with the ASUN Department of IDEA, Office of the University IDEA Officer, Student Services' First-Generation Student Center, The Center, Every Student. Every Story., Disability Resource Center, the Hate and Bias Response Team, Veteran Services, the Office of International Students and Scholars, and any additional departments or organizations that share the committee's mission, the Committee on IDEA shall be provided to the aforementioned departments and organizations at the discretion of the committee. One member of the committee shall be designated to serve as the liaison to the Path to Independence Program. The committee chair must serve with the committee chair serving as liaison to the Faculty Senate committee with similar jurisdiction, as well as the Equity and Inclusion Committee within the University Office of IDEA.

e) **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.

f) **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, the Speaker Pro-Tempore, the Parliamentarian and chaired by the Speaker of the Senate. The Speaker of the Senate shall not have voting power except when the Speaker's vote would be decisive. Those who attend conferences on behalf of ASUN will be required to present to the committee discuss the educational value of the conference and how they will use what they learned to better the Association within two scheduled oversight meetings upon arrival back from the conference. 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 internship, and parliamentary procedures. 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. This committee shall also voice student concerns regarding the Tuition and Fees of the University.

g) **THE COMMITTEE ON SAFETY, SUSTAINABILITY AND WELLNESS**

The Committee on Safety, Sustainability and Wellness shall be responsible for policies concerning campus wide departments regarding student safety and wellness, including but not limited to: Facilities Services, university Housing, University Police, Student Health Services, Counseling Center, Campus Dining, Title IX Office, The Student Wellness Advisory Group, the ASUN Director of Sustainability and the ASUN Director of Campus Wellness. The Committee shall develop relationships with mental and physical health related student organizations. The

Committee shall assist and consult the Director of Sustainability in the promotion of sustainable campus initiatives, the Sustainable Nevada Initiative Fund, and events such as Public Lands Day, Earth Day, and Arbor Day. The Committee shall be responsible for legislation regarding sustainable practices on and off campus, any policy concerning student health and student safety on campus and in the community, as well as anything else that the Chair finds pertinent to the Committee. The Committee will also work with the Director of Campus Wellness to allot at least four days within the academic year for the promotion of health and wellness and resources available to students.

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 binding 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, she, or they 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, she or they shall be suspended from the committee effective at the close of the third meeting.
- 2) Such suspension shall last until he, she, or they 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, she, or they 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) SPEAKER PRO TEMPORE

The Senate Shall appoint from the membership of the Senate a Speaker Pro Tempore, subject to the majority approval of the Senate. The Speaker Pro Tempore will adopt the duties of the Speaker of the Senate when appropriate, serve at the discretion of the Speaker of the Senate, and oversee the Legislative Internship Program.

c) 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. In addition, they shall be responsible for advising the Speaker when Senators fail to match their outreach form to the legislative tracker.

d) 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 her, or their office to the best of his, her, or knowledge and ability, and to keep the secrets of the Senate.
- 3) Each of these officers shall appoint all of the employees of his, her, or their department provided for by law.

Rule XXI:CONFIRMATION OF APPOINTMENTS

a) PRESENTATION OF APPOINTMENTS

- 1) The appointing authority shall file written notice with the Speaker with 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 Speaker of the Senate shall provide information about the duties of the Committee on Oversight.
- 3) A guest speaker and luncheon is recommended. The guest speaker should be a current or previous public servant.
- 4) 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.
- 5) There shall be a mock senate meeting. Any legislation or resolution from this meeting shall have no validity whatsoever.
- 6) 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 by binding resolution.
- 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.