

Bylaws of the Forty-Seventh Senate

Section I. Definitions

- A. Quorum – an assembly of the majority of the voting members of the Senate
- B. Speaker – The chair of the body at any given time
- C. Legislative Officers – Members of the Legislative Branch other than Senators and Associates who possess floor, motion and speaking rights.
- D. Office Hour – Time spent conducting official duties of an ASCSU office
- E. Council – The ASCSU recognized office/academic college officiating body
- F. Officer – Any member of ASCSU sworn to execute the duties of an ASCSU office
- G. Legislative Cabinet – The officers consisting of the Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, Senate Membership Officer, Senate Outreach Officer, Clerk, Senate Internal Committee Chairs and any appointed Legislative Aides
- H. Ex Officio Members –A member of the body by virtue of holding another position

Section II. Applicability

- A. These bylaws defer to the ASCSU Constitution and Supreme Court judgement.
- B. These bylaws are also to be superseded by University Policy where applicable.
- C. These bylaws are also to be superseded by applicable, local, state and federal laws.
- D. These bylaws supersede any documents and orders created under the authority set forth in these bylaws.

Section III. Parliamentary Authority

- A. The Senate shall operate on the rules of the Tenth Edition of Robert’s Rules of Order Newly Revised where applicable and expedient in all cases that do not conflict with Section II stated herein or any sections of these bylaws.

Section IV. Senate Meeting Operations

- A. Senate Meetings will deal with the primary business of the body consisting of Legislative meetings, primarily meant for the conduct of legislative business and alternating Work-Session meetings, primarily dealing with discussion, guest presentations and professional development.
- B. Meetings will be held at 6:30 P.M. MDT in the ASCSU Senate Chambers each Wednesday during the regular spring/fall semester excluding finals week, University closures, or any night in which it is unsafe to hold a meeting unless prior notice is given more than 24 hours in advance by the Speaker of the Senate or the Speaker Pro Tempore.
- C. In the case that a session is adjourned with agenda items unaddressed by the body, the chair

shall have the discretion to move these items into a committee of their choosing or hold them for consideration in the next legislative meeting or work-session.

D. The agenda and consent agenda for each meeting will be established and dispersed to interested parties by the Legislative Cabinet at a time to be established and made public by the chair of the Legislative Cabinet.

E. Succession of the Speakership shall be the Speaker of the Senate, Speaker Pro Tempore, Parliamentarian, Internal Affairs Chair, External Affairs Chair, University Affairs Chair, and then by the longest serving senator.

F. The longest serving senator shall be defined as the current member who has served as a Senator or Associate Senator for the longest continuous period of time and who is not elsewhere in the Line of Succession.

G. Senate, by motion, may declare Executive Session to discuss confidential information and topics related to human resources and personnel.

H. Executive Session may be declared only when a legitimate personnel concern, impending legal matter, or other material of reasonably confidential status must be discussed.

Section V. *Senate Meeting Ground Rules*

A. When held in the ASCSU Senate Chambers, the area past the threshold will only be accessible to members with floor rights. Members will also seek recognition from the chair before leaving the body or approaching the rostrum during meeting.

B. Members present at a meeting shall maintain the decorum necessary to conduct the business charged to the body and in violation of this, the chair may not recognize the member, may ask the member to leave the body or may have the member removed from the meeting by an appointed officer.

C. Members may dispute V [B] by appeal to the highest ranking Legislative Officer present other than the current chair and further to the Supreme Court by internal complaint, during which the ruling of the chair will stand. Egregious use of V [B] by a chair against the will of the body may constitute grounds for removal from office.

D. Ad hominem statements that threaten the physical well-being of members or would needlessly restate a position already stated will be considered non-germane.

Section VI. *Bills and Resolutions*

A. Bills shall deal with appropriations, constitutional amendments, or other legislation which when enacted shall have a binding effect on ASCSU operations.

B. A resolution shall deal with the opinions of Senate and the adoption of bylaws.

C. Bills and resolutions shall be submitted to the official email or in paper copy to the hands of the Speaker of the Senate, Speaker Pro Tempore, and Parliamentarian by Friday afternoon, 5:00 PM MDT before the Legislative Session the following week.

D. A bill or resolution may be authored by any individual or entity affiliated with Colorado State University. Said bill or resolution shall need the sponsorship or endorsement of at least three [3] Senators or Associate Senators and three [3] additional members holding floor rights in the Senate, one [1] internal committee, the Board for Student Organization Funding, or the Student Fee Review Board.

E. Legislation shall be numbered in accordance with the Senate number and the order in sequence with other legislation (ex. The third resolution of the 47th Senate would be Res. #4703). Bills and Resolutions will be counted separately. Although a number may be given to a bill when it is added to the agenda, said number is not official until it reaches the floor.

F. Supplemental funding bills only require one (1) reading.

H. Bills and resolutions shall have two [2] readings and three [3] readings for bills concerning constitutional amendments unless cited otherwise in these bylaws.

I. Barring exigent circumstances as declared by the Chair, at least one author of a bill or resolution must be present for all readings of the legislation.

J. After the first reading, legislation requiring two or more readings will be given ten [10] minutes of time for legislation representatives presentation, after which ten [10] minutes will be allowed for question and answer, after which ten [10] minutes will be allowed for discussion and debate. Subsequently the legislation will be sent to a committee of the Chair's choice unless a motion of Senate dictates otherwise.

K. On second reading of legislation subject to subsection K of this section, legislation will be read then a maximum of thirty [30] minutes of time will be spent on discussion and debate, with primary speakers given five [5] minutes and secondary speaker's given [3] minutes for a total of eight [8] minutes of time given to any one person on any one agenda item. After the expiration of this time the legislation will be sent to a committee of the Chair's choice unless a motion of Senate dictates otherwise if the matter requires a third reading or the chair will entertain a motion to enter a vote on the item if it has obtained the necessary number of readings.

L. On items requiring a third reading the same time limits will be adopted as if the legislation was in a second reading outlined by Forty-Seventh Senate's Rules of Order.

M. Upon a two-thirds [2/3] vote for expedited status or on legislation requiring only one [1] reading, after the first reading legislative representatives will be given ten [10] minutes for presentation and ten [10] minutes for question and answer. After which a maximum of thirty [30] minutes with each primary speaker given five [5] minutes and each secondary speaker given three [3] minutes for a total of eight [8] minutes per agenda item per person will be given for discussion and debate. Subsequently the speaker will entertain a motion to vote on the

legislation.

N. Times limits outlined in subsections J, K, L, and M of this section may be amended for the meeting by two-thirds [2/3] vote on a motion to do so.

O. Any legislation requiring two or more readings shall only have the title and abstract read unless by a majority vote of the body to the contrary.

P. Legislation not on the agenda may be added by a two-thirds [2/3] vote of the Senate so long as it meets all other requirements to be considered by the Senate.

Q. All legislation except those specified in the constitution, these bylaws or other superior documents shall require a majority vote of the present membership excluding abstentions for passage.

R. Bills will require the signature of the President or a Senate veto override to go into effect while resolutions will not require said signatures.

S. Bills and resolutions require a passage line while a bill also requires a presidential signature line.

T. Legislation will typically be voted on, discussed and debated only during Legislative Sessions unless otherwise determined by the agenda.

U. Legislation must be received before 5:00 P.M. MDT the Friday prior to the Legislative Session if the legislation is intended to be in agenda consideration by the Legislative Cabinet for the following Session.

Section VII. Senate Committees

A. There shall be a Legislative Cabinet chaired by the Speaker of the Senate consisting of the Speaker pro Tempore, Parliamentarian, Clerk, Recruitment and Retention Officer, and Internal Committee Chairs.

B. The Legislative Cabinet shall be charged with maintaining the administrative operations of Senate, assembling and releasing the regular and consent agendas and discharging these duties in a manner that does not unduly hinder the progress of legislation in a manner inconsistent with reasonable standards of expediency.

C. The Legislative Cabinet shall create bylaws subservient to this document detailing its operations and procedures.

D. There shall be three Senate Internal Committees known as the Internal Affairs Committee, External Affairs Committee, and University Issues Committee.

E. The Senate Internal Affairs Committee shall deal with affairs internal to ASCSU.

F. The Senate External Affairs Committee shall deal with affairs outside of Colorado State

University.

H. The Senate University Issues Committee shall deal with affairs pertaining to the University outside of the Associated Students of Colorado State University.

I. These committees will establish bylaws subservient to this document governing their rules and procedures.

J. These committees shall receive legislation and pursue relevant projects and report these happenings to Senate during the appropriate agenda item.

K. A committee shall reintroduce any amended form of a bill or resolution as one report, with all amendments included in the motion to be passed by simple majority. If the motion passes, the new form of the bill or resolution is on second reading with the edits of the committee. If the Senate does not adopt the committee report, the body shall revert to the original bill or resolution, which will be on its second reading. The committee chair or vice chair shall be present to reintroduce a bill or resolution. This shall not impair the ability of the Senate to discharge a committee of its duties.

L. No Internal Committee shall hold times conflicting with Senate Meetings or other internal committees.

M. Senate may create additional committees under their authority through a bill or resolution passed by the Senate.

N. Senate Internal Committee meetings times must be held once per week at a time determined by the respective chair. If a meeting is cancelled, the chair should attempt to find an alternative meeting time for that week.

O. Chairs of Internal Committees shall be responsible for informing the Recruitment and Retention Officer of attendance on a weekly basis and reporting the work of the committee during the relevant Senate Meeting agenda item.

Section IIX. *Quorum and Provisional Meetings*

A. Quorum for Senate Meetings will be two-thirds of voting Senate members.

B. In the absence of quorum a provisional meeting may be conducted in similar fashion to a normal meeting, the proceedings and results of which will be presented to the next meeting obtaining quorum for adoption as a slate.

C. Alternatively to IIX[B], after thirty (30) minutes after first roll call without quorum, the Speaker may adjourn the meeting, and all officers or members of the Senate not present without approved excuses will be marked as unexcused.

D. An officer will be counted absent if marked as unaccounted by the Clerk during either the roll call following the call to order or the roll call prior to the vote for adjournment.

Section IX. Senators and Associate Senators

- A. Senators shall maintain five (5) documented office hours per week, serve on one (1) Senate Committee and one (1) university/community committee.
- B. Associates shall maintain three (3) documented office hours per week, serve on one (1) Senate Committee and attend at least one Senate meeting per three Senate meetings.
- C. Senators shall have floor, speaking, motion, and voting rights during Senate Meetings.
- D. Associates shall have floor, speaking, and motion rights during Senate Meeting. In the absence of their associated senator they will exercise their Senator's voting rights.
- E. After ten (10) cumulative office hours for senators, or six (6) cumulative office hours for associates missed in any one semester or for two unexcused absences by the chair of their respective committees a member shall resign in absentia and a best effort to notify the affected member will be given by the Speaker Pro Tempore.
- F. These office hour requirements may be deferred at the Speaker of the Senate's discretion given that the Senator/Associate logs five (5) service hours per month and submits a substantive bi-weekly report of work done in their position at ASCSU.
- G. Senators and Associates will be elected pursuant to the Elections Code and relevant sections of the ASCSU Constitution.
- H. Senators and Associates shall attend the college council or office which elected them and report on relevant events in Senate. They shall be responsible for making reasonable efforts to gain constituent input and representing the students of their college to the best of their ability.

Section X. Legislative Officers

- A. The Speaker of the Senate – Serves as the final personnel authority in the Senate and shall maintain twenty [20] office hours per week, ten [10] of which will be posted and accessible. They may not concurrently be a Senator or Associate Senator.
- B. The Speaker Pro Tempore – Will oversee the operations of the Legislative Cabinet and shall maintain fifteen [15] office hours per week, seven and a half [7.5] of which will be posted and accessible. They may not concurrently be a Senator or Associate Senator.
- C. The Parliamentarian – Will maintain the parliamentary authority and integrity of Senate meetings and will assist the chair in deciding points of order. They shall maintain six [6] office hours per week, three [3] of which will be posted and accessible. They may not concurrently be a Senator or Associate Senator.
- D. Recruitment and Retention Officer - Will coordinate recruitment and onboarding processes alongside tracking membership/attendance information and ensure the general welfare of the members of the body. They will maintain ten [10] office hours per week, five [5] of which will

be posted and accessible. They may concurrently be a Senator or Associate Senator.

E. Senate Committee Chairs – Will oversee the operations of the Senate Committees and maintain three [3] office hours per week, all of which will be posted and accessible. A Committee Chair must concurrently be a Senator or Associate Senator.

F. Clerk – Will maintain the Senate minutes and attendance records and be appointed by the Legislative Cabinet.

G. Legislative Officers will be elected by the Senate within two meetings of a vacancy.

H. Legislative Officers may be removed by the Senate by bill passed with a supermajority.

Section XI. *Absenteeism*

A. A member of the Senate will be marked absent if not recorded by the clerk as present during both the opening and closing roll calls unless an excuse is issued by the Speaker Pro Tempore.

B. Office hour requirements are detailed in Section IX and X.

C. After two (2) unexcused absences from Senate Meetings a Senator or Legislative Officer may be subject to removal by bill, after four (4) unexcused absences they will be issued a resignation in absentia and good faith effort given to notify the affected party.

Section XII. *Ratification of Officers*

A. Officers subject to ratification by Senate and their presenter will be given ten [10] minutes to present after which ten [10] minutes will be given for question and answer after which the chair will entertain a motion to vote on the selection(s).

B. Time limits specified in subsection A of this article may be amended for the meeting by a two-thirds [2/3] vote of Senate.

C. Ratifications may be placed on a slate with no addition time other than that given in subsection A of this section or as modified by majority motion.

D. All appointees shall require a majority vote of the present voting membership excluding abstentions to be ratified.

E. Appointees must be present at the senate meeting they would be ratified at unless by a two-thirds [2/3] vote of the Senate.

Section XIII. *Accessibility and Presentation Procedure*

A. The weekly agenda will be sent out to all Senators and Associate Senators by 4:00 PM on the Monday before a Legislative Session to allow for adequate time to read all of the legislation before it is brought to the floor.

B. When legislation is presented to the Senate body during any reading and displayed on the monitors, the margins of the document and the font size of the legislation will be enlarged to allow for all members of the body to clearly read.

C. During a Legislative Session, the Parliamentarian will put forth their best effort to present and edit all legislation using an interactive module, such as Google Docs, that can be displayed on electronic devices to all Senators or Associates at their own discretion. This will allow for ease of understanding and participating in legislative discussion, debate, and amendments.

D. During questioning, discussion, or debate on any Senate matter, speakers must use the microphones provided in the chamber so that all members of the gallery can hear and understand speaking points. If a gallery member would like to offer discussion, they will be invited into the body to use one of the provided microphones.

E. Any presenter (internal or external to ASCSU) that will showcase slides during their Senate presentation will need to send their slides in advance (preferably at least 24 hours in advance of the Senate meeting) to the Speaker of the Senate. Those slides will then be sent to Senate members for their review before the presentation is displayed at the weekly Legislative Session.

D. Accommodation requests from Senators or Associate Senators will be accepted throughout the year with a submission to the Speaker of the Senate and a faculty advisor.

Section XIV. *Public Input and Guest Presentations*

A. There will be time in each meeting within the agenda specifically for public input not to exceed thirty [30] minutes with no more than five [5] minutes for speakers.

B. Guest Presentations will be given a maximum of thirty [30] minutes with no more than fifteen [15] for questioning.

C. The times in subsection A, B of this section may be amended by two-thirds [2/3] vote of the Senate for that session, though neither may exceed sixty [60] minutes total.

D. During Public Input or a Guest Presentation any electronic device not being used for official Senate business must be closed or put away.

Section XV. *Amendments and Suspension*

A. These bylaws may be amended by a two-thirds vote of the Senate in attendance excluding abstentions on a resolution brought to the floor for that purpose.

B. These bylaws or portion thereof may be suspended for the current session by a two-thirds [2/3] vote of the Senate in attendance excluding abstentions.

Section XVI. *Entrance of New Contractual Obligations on Behalf of ASCSU*

A. Pursuant to the ASCSU Constitution the President acts as the signatory on ASCSU contractual obligations on behalf of the students.

B. Additionally the President utilizing this authority is also expected to make a sincere effort to inform the Senate of any proposed changes to current or proposed contracts.

C. The Senate has the responsibility to uphold this trust and to do so in an ethical manner consistent with the objectives of ASCSU.

D. In breach of this trust the Senate may take various punitive fiscal actions against the executive budget pursuant to their fiscal responsibilities as outlined in the Constitution.

Section XVII. *Committee of the Whole*

A. The Senate may move to dissolve itself into a Committee of the Whole with a two-thirds [2/3] vote of the present body, for the purpose of discussing bills and/or resolutions.

B. The Committee of the Whole shall be chaired through the same line of succession as the ASCSU Senate.

C. The Committee of the Whole can move back into the Senate agenda with a two-thirds [2/3] vote of the present body to rise from committee and report the committee's findings (a motion to "rise and report"). Any changes to bills and/or resolutions heard in the Committee of the Whole must be presented to the Senate body in the form of a committee report and adopted by the body. The committee report shall encompass changes made to all bills and/or resolutions as a single motion made by the Committee of the Whole chairperson.

D. The Committee of the Whole may be utilized on the second reading of a bill or resolution, or during the first reading of a bill or resolution that has been expedited or only requires one reading.

E. Quorum of Committee of the Whole shall be the same as quorum for the senate body.

F. The Committee of the Whole shall be granted the permission to utilize the services of the Parliamentarian and the Clerk of the Senate in order to execute business.

Forty-Seventh Senate's Rules of Order

Rule 1: Amendments & Suspension

- A. Specified portions of these rules may be amended by a two-thirds [2/3] vote of the Senate for a specific session.
- B. Specified Portions of these rules may be suspended by a two-thirds [2/3] vote of the Senate for a specific session.

Rule 2: Voting

- A. All votes shall be recorded by the Clerk of the Senate.
- B. A roll-call vote may be ordered by any two (2) Senators.
- C. All final votes on Legislation shall be roll call votes except for matters on the Consent Agenda.
- D. All votes for ratifications or elections shall be done via secret ballot unless it is the approval of a slate.
- E. Voting records shall be made publicly available upon request through a records request.

Rule 3: Debate

- A. The motion for previous question shall not be in order until the author of a motion has yielded the floor and substantive discussion has already occurred.
- B. A speaker shall be limited to speaking twice on any motion, bill, or resolution unless yielded to by another member of the Gallery or Body.
- C. A speaker shall be limited to two (2) yields to another individual in the Gallery or the Body during a discussion or questioning period for each agenda item.
- D. A speaker may not reserve his/her speaking time or yields.
- E. Debate that directly attacks a person (ad-hominem) is not allowed. The offender may be called to order for such statements. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting at the discretion of the Chair.
- F. Side conversations during debate are not allowed. Any offenders may be called order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting at the discretion of the Chair.
- G. Members of the body need to receive acknowledgment from the Chair before leaving the floor. Any offenders may be called to order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.
- H. Using the microphones available in the Senate Chambers shall be the default means of communicating to body. Senators should be aware that the microphones increase the accessibility of the room and that they allow for audio minutes.

Rule 4: Associate Senators

- A. Associate Senators have the right of debate and motioning, and shall have limited voting rights when any Senator from their respective College, Office, or Council is not present.
- B. An Associate Senator may only vote in the absence of a filled Senate seat. To take the place of an absent Senator, the Associate Senator must be of the same college. Should that Senator return, the Associate Senator must cede this right to the Senator upon request of the Senator.

Rule 5: Ex Officio Members

- A. Ex-Officio members shall be granted rights of debate and motioning, but shall hold no voting rights.
- B. All members of the Executive and Judicial branches shall have ex-officio status.
- C. ASCSU Administrative Assistants and ASCSU Advisors shall have ex-officio status.
- D. The Presidents of the College Councils, the Multi-Faith and Belief Council, the Inclusive Excellence Council, and any student organization granted a seat in the Senate shall have ex-officio status.
- E. The chairs of the Fee Advisory Boards shall have ex-officio status.
- F. The Directors of the Student Diversity Programs and Services offices, the Adult Learners and Veterans Office, and the Office of International Programs shall have ex-officio status.
- G. The Senate may give or remove Ex Officio Status for a session by a two thirds [2/3] vote of the body.