

016S-01

2016 Spring



**The Wesleyan Council
on Student Affairs**

Simplification of the Standing Orders

A Bill to Amend the Standing Orders of the Wesleyan Council on Student Affairs

(Full Senate)

Read a first time – 4-11-2016

Read a second time –

Signed,

Administrative Policy Committee Chair Andrew Stock
Bill Sponsor



WESLEYAN COUNCIL ON STUDENT AFFAIRS

Standing and Sessional Orders

Of the Student Senate

As effective at 11 January 2014

Senate Records Division

Delaware, Ohio

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Being the standing and sessional orders adopted on 9 December 2014, to come into effect on 11 January 2015, as amended on:

Not subject to amendment.

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Part I General Provisions

Part outline

This part contains some basic orders:

- Maximum speaking times,
- Definitions used in the Senate, and
- Statements of how to apply these Orders in proceedings

Provisions for these orders

1. Maximum speaking times

The maximum time limits that apply to debates, speeches and statements are as follows.

<i>Subject</i>	<i>Time (max)</i>
Announcements Each member	1 min 30 secs
Approval of Minutes or of other chamber documents Amendment – Whole debate Mover Any other member	5 mins 3 mins 2 mins
Bills – first reading Mover or member representing	No limit
Bills – second reading Whole debate Mover – at time of presentation Mover – in continuation or conclusion Referral Committee Chair or member representing Main opposition member Any other member Amendment – Whole debate Mover Any other member	No limit 10 mins 5 mins 10 mins 10 mins 5 mins 30 mins 10 mins 5 mins
Bills – third reading Whole debate Mover – at presentation and/or conclusion Any other member Amendment – Whole debate Mover	20 mins 5 mins 5 mins 10 mins 5 mins

Any other member	3 mins
Bills – main appropriation	
Main appropriation – third reading – whole debate	1 hour
Treasurer or member representing – at presentation	15 mins
Treasurer or member representing – concluding	10 mins
Any other member – statement	10 mins
Main appropriation - Questions or inquiries from members	Subject to whole debate rule
Any other member – question	2 mins
Treasurer or member representing – response to question	3 mins
Bills – supplemental appropriation	
Supplemental appropriation – third reading – whole debate	20 mins
Treasurer or member representing – at presentation	5 mins
Treasurer or member representing – concluding	2 mins
Any other member – statement	2 mins
Supplemental appropriation - Questions or inquiries from members	Subject to whole debate rule
Any other member – question	45 secs
Treasurer or member representing – response to question	1 min
Censure of or no confidence in Officer or official	
Mover	20 mins
Officer or member representing	20 mins
Any other member	10 mins
Reports of Committees	
Presentation of reports	No limit
Committee Chair or deputy Chair	5 mins
Questions or inquiries from members	No limit
Any member – question	1 min
Any member – supplementary (unlimited periods)	30 secs
Committee member responding	2 mins
Reports of Officers	
Presentation of reports	No limit
Officer or member representing	5 mins
Questions or inquiries from members	No limit
Any member – question	1 min
Any member – supplementary (unlimited periods)	30 secs
Officer or member representing - response	2 mins
Condolence, thanks, or commendation motion	
Whole debate	No limit
Each member	No limit
Dissent motion	
Whole debate	15 mins

Mover	5 mins
Member subject to motion	5 mins
Any other member	5 mins
Elections	
Mover	5 mins
Seconder	5 mins
Member receiving nomination	
Any other member	2 mins
Extension of time	
On motion, determined without debate, a member may continue a speech interrupted under this standing order	10 mins, but extension may not 2 min exceed the original period allotted
Interventions	
Member	45 secs
Members' statements	
Member	5 mins
Non-member statements	
Each non-member	3 mins
Each Member	3 mins
Other debates – not otherwise provided for	
Mover	15 mins
Any other member	10 mins
Suspension of standing or other orders with notice	
Whole debate	15 mins
Mover	5 mins
Member next speaking	5 mins
Any other member	3 mins
Suspension of standing or other notice without notice	
Whole debate	15 mins
Mover	5 mins
Member next speaking	5 mins
Any other member	3 mins
Urgent matters	
Whole debate	20 mins
Each member	5 mins

2. Definitions

The following meanings apply throughout these Orders and related Orders of the Senate:

Absolute majority is a majority of the membership of the Senate

Amending bill means a bill whose primary purpose is to amend existing Acts

Approbation is formal and substantive approval of an action or actions

Appropriation bill or ***budget allocation resolution*** are bills which are in the possession of the Treasury, which appropriate money to fund usual expenditure

Area of members' seats means the area of seats reserved for members. It does not include the public galleries, the advisors' box, but does include the area of seats reserved for members ex-officio.

Bill is a main motion providing for the adoption, rescindment, amendment, or other action pertaining to any policy of the University, distribution of the resources of WCSA, or action of WCSA in pertinence to internal or external matters, excluding resolutions for a declaration of censure, no confidence, confidence, commendation, condolence, or thanks

Censure is a resolution expressing condemnation of a member, Officer, person, group, or organization

Certified Copy is as provided for in Chapter 45

Chair The Chair of a committee within WCSA. ***Deputy Chair*** means the member of a committee appointed to that position.

Clerk or ***Secretary*** means the official designated to perform those duties as noted in Chapter 2.

Committee includes a Senate joint, standing, select committee.

Committee, select is a non-standing committee appointed by WCSA for the purpose of investigation of or action on any issue

Count out is the suspension or adjournment of the Senate because of a lack of a quorum of members.

Division is a vote of the Senate as provided for in Chapter 34

Document means a paper or any record of information.

Enrolled is as provided for in Chapter 44

Evidence means the information provided by witnesses and contributors to the Senate or a committee.

Minutes is as defined in Standing Order 22 – the record of Senate proceedings

Minutes means the record of proceedings.

Leave of Absence is as defined in Standing Order 53: excusal of any member from the services of the Senate

Leave, by means that no member present objects.

Main appropriation means the main bill in a session appropriating money to fund expenditure for the ordinary annual services of the Senate and government.

Member means any member, voting or non-voting, of the Senate.

Member, non-voting means any member appointed ex-officio, excluding Executive members as outlined in Chapter 2. Such members shall not be counted for purposes of voting, determining leave, determining quorum, count out, or any other substantive administrative process.

Member, private means any member not serving as a Chair of a committee or an officer.

Member, voting means a member occupying a voting seat, including Executive members, Class representatives, Residential representatives, Fraternity representatives, Off-campus representatives, SLU representatives, and members at-large.

Members appointed ex-officio shall include delegates appointed by the Senate of Fraternity Presidents, the Panhellenic Senate, the Student Union on Black Awareness, PRIDE, Horizons, Campus Programming Board, and the Senior Class Senate.

Mover is a member moving or having moved a motion

Notice of Motion is as defined in Chapter 16 – a written notice provided to the Secretary that a motion will be placed on the Calendar for a sitting or sittings

Officer means any official named in Chapter 2.

Orders of the day is regular proceedings of business

Petition is a formal request to the Senate to take action that is within its power to take.

Physical limits of the Chamber means the area inside the Chamber walls, on the floor of the Chamber.

Promulgate is enforcement or placement into effect

Question, where not used to indicate an inquiry of a member presenting, reporting, or speaking, means the matter before the Senate for decision.

Reading of a bill means reading of the *title* of the bill.

Rostrum is the table or tables at the front of the *area of members' seats* where the Chair and other officers may be located

Service of the Senate means attendance in the Chamber.

Session means the period commencing on the first sitting day of each academic term and concluding by prorogation at the end of each academic term.

Sitting means the period commencing with the meeting of the Senate.

Substantive motion means a self-contained proposal, drafted in a form capable of expressing a decision of the Senate.

Supplemental appropriation means a bill presented by the Treasury appropriating money to fund expenditure for general services of the Senate and government.

Title of a bill means the long title, which usually begins 'A Bill for an Act...'

Visitor means a person other than a member or official of the Senate.

Voices means the oral votes of members on a question from President.

3. Standing Orders govern procedure in Senate

These Standing Orders govern the conduct of business and proceedings in the Senate and are to be read in conjunction with any Sessional Orders and practices of the Senate.

4. Governance in Committees

Committees shall have the right to determine their own Orders, Bylaws, Rules, and/or Statutes for internal governance insofar as they are consistent with the requirements of these Standing Orders as they pertain to committees.

5. Suspension of Standing and Sessional Orders

In accordance with *Standing Order 47*, the Senate may dispense with any Standing or Sessional Order or Orders by a motion carried as in the terms of the said Standing Order.

6. Conflict with statute

Where there is a conflict between these Standing or Sessional Orders and a statute containing a procedure for the Senate to observe, the procedure contained in statute is to be followed.

7. Calculations of time

Where it is necessary to calculate any period of time under these Standing Orders, the method used to calculate any period of time in the City of Delaware in the State of Ohio shall be used.

8. Application

These Standing Orders are the rules of the Senate as made under the power granted under the Constitution Act and shall be in continuing effect and application until changed by the Senate.

9. Authority of Precedent

In cases not provided for herein, or by other order of the Senate, or by Statute or the Constitution Act, procedural questions shall be decided by the Executive Committee, whose decisions shall be based on the precedents, forms, uses, and customs of the Senate.

Part II Administration of the Chamber

Part outline

This part provides for:

- The procedures for the first meeting of the Senate,
- Public record of proceedings,
- Records of committees,
- Some clerical duties, and
- Administration of area designated to be the Chamber.

Proceedings for First Meeting

10. First Meeting of Senate

When the Senate first meets for a new first session, the procedure shall be as follows:

- (a) The Secretary shall present the list of members-elect.
- (b) Members-elect will be sworn in by the Secretary.
- (c) Members shall choose their Sergeant-at-Arms.
- (d) The President shall announce any officer arrangements.
- (e) The President shall inform members of the date and time set for the State of the Student Body address.

- (f) The Senate may then take up any other business it so wishes.

The Minutes, Calendar, and Document listing

11. Secretary to be custodian of Senate records

The Secretary shall be the custodian of the Minutes and records of the Senate and of all documents presented in the Senate. Such records shall not be destroyed or disposed of.

12. Custody of committee records

The records of any committee shall remain in the custody and charge of the Secretary and shall not be destroyed or disposed of except by resolution of the Senate.

13. The Minutes

- (a) The Secretary shall keep and sign the official proceedings of the Senate, the Minutes. This record shall contain:
- 1) The names of members present at each sitting;
 - 2) All questions and amendments moved or debated;
 - 3) All questions put and the result;
 - 4) The division lists and the results of all divisions;
 - 5) All documents presented; and
 - 6) Any other matters determined by these Standing Orders, the Senate.
- (b) Each member shall be provided with a proof copy of the Minutes for each sitting day as soon as practicable but within three (3) calendar days.
- (c) Any correction put to the Minutes after its publication shall require its republication and provision to members and the public.

14. Committee Minutes

- (a) A committee may determine that a transcript of its proceedings be made.
- (b) A transcript of the proceedings of a committee shall be published (or not published) in accordance with the orders of the committee or the Senate.
- (c) If an error in a committee transcript is reported, Secretary shall direct the transcript to be corrected.

15. Documents ordered to be presented

The Senate may order documents to be presented to the Senate.

Precincts of the Senate

16. Seating

Non voting attendees and ex-officio members are recommended to sit together towards the back or the sides of the chamber to avoid confusion when votes are being cast.

17. Admission to the Floor

No person shall be admitted on the floor of the Senate while it is in session except members, except by order of the Senate President.

18. Administration of the Precincts

The Sergeant-at-Arms shall administer the precincts of the Senate, and ensure its continuity, order, and privilege.

Part III Procedure for new Senate and related matters

Part outline

- This part sets out procedures for:
- Action to be taken after a general election,
- The swearing in of members, and
- Procedures for the election of any member to any office.

Swearing in of members

19. Swearing in of new member otherwise

If a member is returned, not having been elected at a general election, the order of business shall include:

- (a) The Secretary shall read and present the notification of the election of the new member.
- (b) The new member shall be escorted to the floor of the Senate by the Sergeant-at-Arms.
- (c) The Secretary shall administer the oath or affirmation to the new member.

20. Oath or Affirmation

The text of the oath or affirmation shall be as follows:

I, (name of member), promise to support and defend the Student Body of Ohio Wesleyan University and shall execute the duties to the best of my ability.

Internal Elections

21. Procedure for election

In any case whereupon an election is required, the procedure is as follows:

- (a) President shall state the position being elected.
- (b) A member shall nominate some candidate, then present, to the Senate, and move that such candidate “be nominated” to the vacant office.
- (c) All nominations are to be seconded by a member.
- (d) President shall ask if the candidate nominated will accept the nomination, after which any further nominations may be made.
- (e) If there is only one nomination, the question shall not be put and the candidate nominated shall be elected by acclamation.
- (f) If there is more than one nomination, the procedure in *Standing Order 22* shall apply.

22. Contested election

- (a) In the event of there being two or more members nominated for an office, a ballot pursuant to *Standing Order 23*, shall be conducted, following a debate on that election.
- (b) A debate on the election shall then occur.

- (c) If two candidates have been nominated a ballot shall be conducted and the candidate receiving the greatest number of votes shall be declared elected.
- (d) If more than two candidates have been nominated, a ballot shall be conducted, and the member receiving a majority of the votes of members present shall be elected. If no member has received a majority of votes of members present, the candidate who had received the fewest votes shall be eliminated and his or her votes distributed according to preference indicated on the ballot, pursuant to the guidelines in *Standing Order 23*.
- (e) In the event of an equality of votes between candidates receiving the least number of votes and/or when the number of nominees is two and there is an equality of votes for each nominee, the President shall determine by lot which member shall be deemed to have obtained the greater votes.

23. Balloting process

- (a) A ballot paper shall be printed with the names of the candidates in alphabetical order and a box aligned next to each name. This paper shall be initialed by the Secretary or member acting and contain the instruction to mark candidates in order of descending preference.
- (b) The Secretary shall distribute the initialed ballots.
- (c) Members shall have two minutes to vote, at which time the ballots shall be collected.
- (d) If any ballot paper contains any mark made by the member, other than a numeral, or if the numeral is not clearly appearing in the space provided aligned with any candidate's name, the vote is informal and shall be counted as spoiled.
- (e) A member can only vote for a candidate who has been nominated, seconded, and has accepted the nomination.

24. Destruction of ballot papers

The Secretary shall destroy all ballot papers as soon as the Senate adjourns.

Part IV Business of the Senate

Part outline

This part sets out:

- Meeting and adjournment times of the Senate,
- Rules about meeting and adjournment,
- Quorum,
- Order of business,
- The taking of attendance, and
- Committee and officer reports.

Times and locations of meeting

25. Set meeting and adjournment times

- (a) The Senate shall meet each term in accordance with the program of sittings for that year agreed to by the Senate, unless otherwise ordered and subject to *Standing Order 36*.
- (b) When the Senate is sitting it shall meet and adjourn at a time and place set by the Senate, subject to *Standing Orders 26, 27, and 28*.
- (c) When the Senate has not set a time and place for itself to meet and adjourn at the Executive Cabinet shall.

26. Changes to meeting times

An officer may initiate a change to the meeting times in the following circumstances:

- (a) When the Senate is not sitting, the President may set an alternative day or hour for the next meeting, and must notify each member of the change with 48 hours notice.

27. Adjournment

- (a) An officer may move adjournment of the Senate, and no amendment may be moved to the motion.
- (b) The President may adjourn the Senate without putting a question if:
 - i) There is no quorum of members and there has been a count out, as provided in *Standing Order 33*; or
 - ii) Disorder arises, as provided for in *Standing Order 78*.

28. Request for suspension of proceedings

A member may, in order to request a suspension of proceedings, move –

That the Senate be suspended until [time].

Such a motion shall be resolved immediately without adjournment or debate. If the motion is agreed to, the President shall accordingly suspend the sitting.

Quorum

29. Quorum at start of Senate

- (a) The President shall call the meeting to order at the time appointed for a sitting of the Senate.
- (b) If a quorum of not fewer than twenty-one members are present, the President shall commence the meeting as provided by *Standing Order 37*. If a quorum is not present, *Standing Order 32* shall apply.

30. Lack of quorum

If there is a lack of a quorum, the Secretary shall count the members present.

31. Count out

If a quorum is not present at the conclusion of the count, the President may:

- (a) Adjourn the Senate to the next sitting; or
- (b) If satisfied there is likely to be a quorum within a reasonable time, state the time at which he or she will resume the meeting.

32. Lack of quorum at vote

If a quorum of members has not voted, the Senate has not made a decision on the question, and *Standing Order 36* shall apply.

33. Resumption of proceedings after count out

Proceedings that are adjourned by a count out may be resumed at a later sitting, on motion moved on notice, at the point where they were interrupted.

34. Senate proceedings without quorum

In the absence of a quorum, the Senate may not proceed with formal business until a quorum exists. The Senate may not decide any question or matter of privilege. The Senate may proceed with debate only.

Order of Business

35. Call to Order

On taking the chair at the beginning of each sitting, the President shall call the meeting to order after rapping the gavel, if one is present, once in the following terms: *I call this meeting of the Wesleyan Council on Student Affairs to Order.*

36. Order of business

The Senate shall follow the following order of business:

- (a) Call to order
- (b) Approval of Minutes
- (c) Committee Reports (Alternating with weeks D)
- (d) Discussion Questions (Alternating with weeks C)
- (e) Town Hall (Last full senate of each month)
- (f) Budgets
- (g) Bills, Acts, and Resolutions
- (h) Announcements
- (i) Adjournment

Attendance

37. Roll call for purposes of taking attendance

- (a) The President shall call for the Secretary to take the roll of all members present for the purposes of counting attendance.
- (b) The Secretary shall report the presence or absence of a quorum.

38. Attendance Policy

- (a) An absence shall be considered excused when the member has informed either the Secretary, or the Committee chair in the case of committee meetings, of their absence and has provided grounds for their absence that are satisfactory to either the Secretary, or the Committee chair in the case of committee meetings.

39. Leave of absence

- (a) A member may, in writing, request that the Secretary grant the member leave of absence for up to three (3) sittings in one request. In the event that the Secretary accepts the request, the member is considered excused from the services of the Senate.
- (b) Any member can appeal the decision of the Secretary by moving, with or without notice during the time allotted for debate on the Secretary's Report, or during the time allotted for General Debate – That leave of absence (not) be granted to (title and name of member) for the sitting on (date).

This question must be resolved without amendment or adjournment but is debatable.

Committee and Government business

40. Approval of Minutes

- (a) The President shall call for the secretary to read the minutes from the previous meeting.
- (b) The secretary having read the Minutes, the President shall call for a motion from the floor to adopt the Minutes as read. The Senate will then vote, if a majority vote is in the affirmative, then the meeting shall proceed as normal.
- (c) If the Minutes not approved as read, a senator can move to amend the Minutes.

41. Messages from Other Institutions

In the event that the President is in possession of a Document from another institution, it shall be read. A member may move – *that a debate on the content of this Document be ordered*. This question shall be put without adjournment, amendment, or debate.

42. Reports from Senate Officers

- (a) Officers may present reports of their actions:
 - i) during the periods for officer reports; or
 - ii) in the Senate at any time when other business is not before the Senate.
- (b) Members may make statements or inquiries in relation to these reports:
 - i) during the periods for officer reports; or
 - ii) in the Senate at any other time, by leave.
- (c) Unless otherwise ordered, an officer's report presented in accordance with this Standing Order shall be made a Senate Document.

43. Committee Reports

- (a) Members may present reports of committees or delegations:
 - i) during the periods for committee reports; or

- ii) in the Senate at any time when other business is not before the Senate.
- (b) Members may make statements or inquiries in relation to these reports:
 - i) during the periods for committee reports; or
 - ii) in the Senate at any other time, by leave.
- (c) Unless otherwise ordered, a committee report presented in accordance with this Standing Order shall be made a Senate Document.

44. Reports from Designated Officials

- (a) Designated officials shall include: the Advisor to the Senate.
- (b) Designated officials may present reports of their actions:
 - i) during the periods for reports from designated officials; or
 - ii) in the Senate at any time when other business is not before the Senate.
- (c) Members may make statements or inquiries in relation to these reports:
 - i) during the periods for committee reports; or
 - ii) in the Senate at any other time, by leave.
- (d) Unless otherwise ordered, a committee report presented in accordance with this Standing Order shall be made a Senate Document.

Part V Motions, process, and order

Part outline

This part sets out:

- Suspension of orders,
- Censure of or no confidence in officers, officials, or members,
- Condolences and thanks,
- Matters of public importance (special matters),
- Special orders (as they relate to the order of business),
- Urgent matters,
- Notice of motions,
- Interrupting a member and interventions,
- Maintenance of order,
- Manner of speech,
- Rules of debates, and
- Questions for inquiry.

Special motions

45. Motions for suspension of orders

- (a) A member may move, with or without notice, the suspension of any standing or other order of the Senate.
- (b) If a suspension motion is moved without notice, it can be carried only by two-thirds of the voting members to which the body is entitled.
- (c) Any suspension of orders shall be limited to the particular purpose of the suspension.

46. Motion of censure

- (a) A motion on notice or taken on leave which censures a member, organization, or entity shall have priority over all other business until it is disposed of by the Senate.
- (b) If the motion is resolved in the affirmative, copies of the motion shall be presented to the subjects of the motion.

47. Motion of no confidence in Officer or official

- (a) A motion which expresses no confidence in an Officer shall have priority over all other business until it is disposed of by the Senate.
- (b) If the motion is of no confidence in an Officer of the Senate, precedent ordinarily requires that, if it is resolved in the affirmative, such Officer must consider his or her position in relation to the Senate.

48. Motion of condolence or thanks

As a courtesy, the Senate will ordinarily grant precedence to a motion moved without notice for condolence or thanks of the Senate.

49. Motion to discuss special matter

- (a) At any time when other business is not before the Senate, a member may state to the Senate a proposal to discuss a matter of special interest in preference to moving a specific motion.
- (b) The member may first move a motion specifying the time to be allotted to the debate. The member must then move—

That [stating subject matter] be considered by the Senate.

- (c) At the end of the time allotted to the debate, a member may withdraw the motion, without leave.

50. Special Orders

- (a) A member may move, without notice, that a motion “be made a special order.”
- (b) If the Senate has declared any special orders to be called upon, they shall be called upon in the period set for Special Orders.

Notice of motions

51. Notice required

Unless otherwise provided by these Standing Orders, if a member wishes to make a motion, they will submit any necessary forms before bringing the motion to the floor. If a member cannot be present for a presentation of a motion to the floor, they will inform the secretary who will bring the motion to the floor on their behalf.

52. Notice not required on secondary motions

Secondary motions such as floor amendments do not require motions and can be brought up for debate. Procedural motions such as approval of Minutes do not require notice of motions.

53. Seconder required

A seconder is required for all motions.

54. Notice of motion

- (a) A notice of motion may be given for the following three (3) sitting days.
- (b) Notice of motions can be tendered to the Secretary up to 72 hours prior to the sitting on which it will be called.
- (c) Notice of a motion may be altered up to 72 hours prior to the sitting on which it will be called.
- (d) Notice may be given by a member or a member designated in writing by an absent or occupied member.
- (e) A motion not on notice shall not be considered unless leave is granted or two-thirds of the voting members to which the body is entitled agree to taking up the item.

The President keeps order

55. Order kept by the President

The President (or highest ranking officer) shall keep order in the Senate and be impartial in the transaction of all business.

56.Members to recognize authority of the President

If the President calls the Senate to order, the senate will fall quiet for the orderly conduct of business.

Leave

57.Leave

The Senate may grant leave to a member to act in a manner not expressly provided for in, or contrary to, orders of the Senate. Leave is granted if no member objects.

Manner of speech

58.No member referred to by name

In the Senate, a member shall not be referred to by name, but by one of the following forms as appropriate:

- (a) The member's office (e.g. President, Vice President, Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms)
- (b) The member's electoral title (e.g. Senator Johnson, Delegate Robertson)

59.Members wishing to speak

A member wishing to speak shall raise his or her hand.

60.Members to rise and address the President while speaking

A member shall rise if he or she is able to when speaking on the floor. He or she shall address Mr./Mme. President.

61. Members to respect right to be heard in silence

When a member is speaking, no member may converse aloud or make any disturbance to interrupt the member.

62.Allocation of call when two or more members rise

If two or more members request to speak, the President shall call on the member the President believes rose first.

63.When interruption of member allowed

A member may only interrupt another member to:

- (a) call attention to a point of order;
- (b) call attention to a matter of privilege suddenly arising;
- (c) call attention to the lack of a quorum;
- (d) call attention to the unwanted presence of visitors;
- (e) move— That the Member be no longer heard;
- (f) move— That the question be now put; or
- (g) make an intervention as provided in the Standing Orders.

64.Interventions

During any member's speech, a member may rise and briefly request of the President or of the member speaking if the member is willing to give way. The member may either:

- (a) Refuse and continue speaking; or
- (b) Acceptance and allow the other member to ask a short question or make a brief response immediately relevant to the member's speech, for a period not exceeding 30 seconds—

Provided that, if, in the opinion of the President, it is an abuse of the forms of the Senate, the intervention may be denied or curtailed.

65. Question is stated

At any time, except when another member is addressing the Senate, a member may request the President to state the question or matter under discussion.

66. Personal explanation

A member may explain how he or she has been misrepresented or explain another matter of a personal nature whether or not there is a question before the President. The following conditions shall apply:

- (a) the member must rise and seek permission from the President;
- (b) the member must not interrupt another member addressing the Senate; and
- (c) the matter must not be debated.

If a member has given a personal explanation to correct a misrepresentation and another member subsequently repeats the matter complained of, the President may intervene.

References to other matters

67. References to other debates or proceedings

Unless the reference is relevant to the discussion, a member must not refer to debates or proceedings of the current session of the Senate.

68. Reflections on votes of Senate

A member must not reflect adversely on a vote of the Senate, except on a motion that it be rescinded.

69. Irrelevance or tedious repetition

The President, after having called attention to the conduct of a member who has persisted in irrelevance or tedious repetition, either of his or her own arguments or of the arguments used by other member in debate, may direct the member to discontinue his or her speech.

Matters not open to debate

70. Matters not open to debate

The following questions and motions are not open to debate, must be moved without comment and must be put immediately and resolved without amendment:

- (a) motion that a Member's time be extended (*Standing Order 1*);
- (b) motion that a Member be now heard (*Standing Order 63*);
- (c) motion that a Member be further heard (*Standing Order 1*);
- (d) motion that debate be adjourned (*Standing Order 73*);
- (e) motion that a Member be no longer heard (*Standing Order 74*);
- (f) motion that the question be now put (*Standing Order 75*);

Adjournment of debate

71. Adjournment of debate

A member may move that debate on a question be adjourned. The time for the resumption of the debate may be included in the adjournment question. The question must be put immediately and resolved without amendment or debate.

Closure of debate

72. Closure of a Member speaking

If a member is speaking, other than when giving a notice of motion or moving the terms of a motion, another member may move—

Move to end further speaking.

The question must be put immediately and resolved without amendment or debate.

73. Closure of question

After a question has been proposed from the President, a member may move without notice, and whether or not any other member is speaking—

Move to close debate and vote.

The question must be put immediately and resolved without amendment or debate.

Debate of urgent matters

74. Urgent bill or motion

- (a) An Senator or someone on the executive committee may declare a bill or motion to be urgent at any time.
- (b) When a bill or motion is declared urgent, the question—

That the bill/motion be considered urgent—

must be put immediately and resolved without amendment or debate.

- (c) If the question is agreed to, an Officer may move at any time, except when a member is speaking, a motion specifying times for any stage of the bill.
- (d) The order for the consideration in detail stage may allocate times to particular clauses or parts of the bill.

75. Proceedings on urgent matter

- (a) Urgent matters will take precedent during meetings.

Points of order and rulings of the President

76. Point of Order

- (a) A member may raise a point of order with the President at any time. After the question of order has been stated to the President by the member rising to the question of order, consideration and decision of every other question shall be suspended until the matter is disposed of by the President giving a ruling thereon.
- (b) A member interrupted by a point of order must resume his or her seat.
- (c) During a division, member may speak while seated to a point of order arising out of or during the division.

Disorder

77. Disrespectful or inappropriate references

A member must not—

- (a) Question motives of Senators;

- (b) Speak disrespectfully toward or regarding;
- (c) Use offensive words against;
- (d) Or otherwise violate the dignity of –

Any other member, person, or entity. Such personal reflections shall be considered disorderly.

78. Disorderly conduct

A member's conduct will be considered disorderly if the member has:

- (a) Persistently and willfully obstructed business;
- (b) used objectionable words which are refused to be withdrawn;
- (c) persistently and willfully refused to conform to a Standing Order;
- (d) willfully disobeyed an order of the Senate;
- (e) disregarded the authority of the President; or
- (f) Otherwise been considered to have behaved in a disorderly manner.

79. Intervention by President

The President can intervene to:

- (a) Prevent any quarrel between members;
- (b) Force a cease to disorderly conduct; and
- (c) Determine if a member's conduct is disorderly or offensive.

Sanctions against disorderly conduct

80. Calls to order and directions to leave

- (a) If a member's conduct requires the President to intervene, the President shall call the member to order.
- (b) If a member's conduct requires the President to call the member to order three times in any one sitting, the President may direct the Sergeant-at-Arms to remove the member.
- (c) A member removed under section (b) of this Standing Order shall not be permitted to re-enter the chamber, except to vote on a pending question, until readmitted by the President or adjournment.

General debate

81. General Debate

The President shall, at the time allotted for General Debate, call on statements by members to relate to matters of importance for the student body.

82. Announcements

The President shall, at the time allotted for Announcements, call on Announcements by members for events or occurrences in the campus community at large.

Questions

83. Questions for oral answer

- (a) A member may orally ask a question of an Officer or member representing a committee following his or her report.
- (b) A member may orally ask a question of any member in relation to any motion before the Senate by way of an intervention or speech.

- (c) A member may orally ask a question of any other person in relation to business or statements they have brought before the Senate by way of an intervention or speech.

84. Lodging questions in writing

A member may ask a question of any member by addressing that member in writing and presenting the record of that question to the Secretary during a sitting. Such a question must be responded to within seven (7) days unless leave is granted to extend the time period allowed for questions.

85. Limitations on questions

- (a) Those who question may not ask members for legal opinions;
- (b) Questions must not be debated unless it is germane to that question;
- (c) Questions shall not reflect on or be critical of the character of any member;
- (d) Questions must not include insults or ironical expressions; and
- (e) The duration of each question is outlined in *Standing Order 1*.

86. Answers to questions

- (a) Questions must be answered in the time provided in *Standing Order 1*;
- (b) Answers must be directly relevant to the question;
- (c) A point of order regarding relevance may be taken only twice in respect of each answer; and
- (d) Such answers shall not contain:
 - i) Legal opinions;
 - ii) Debate unless germane;
 - iii) Reflections on the character of any member; or
 - iv) Insults or ironical expressions.

Proceeding with motions

87. When a motion may be moved

A member must not move a motion unless:

- (a) He or she has given notice of a motion by a first meeting prior to the vote; or
- (b) He or she suspends standing orders to allow for the consideration of the motion.

88. Order of motions

The order in which motions are called on is the order in which they appear in the Minutes. A member who gave notice of a motion may move its postponement without notice.

89. Motion not moved when called on

A motion not moved when called on shall be removed from the Minutes unless if the member who gave notice or his or her designee sets a future time for moving the motion by the conclusion of the following sitting.

90. Motions not called on

If any motions on the Minutes have not been called on before the adjournment of the Senate, they shall be set down on the Minutes for the next sitting, preceding the motions of which notice was given for that day.

Part VI Questions and Voting

Part outline

This part addresses questions on motions, amendments, putting the question, and the three types of voting which may occur in the chamber.

Questions on motions

91. Question proposed and put by the President

- (a) After a motion has been moved (and seconded, if necessary), the President shall propose the question to the Senate.
- (b) After the question has been proposed, the motion is in the possession of the Senate and cannot be left unanswered before moving on.
- (c) At the conclusion of debate, the President shall put the question for decision.

92. Question put following amendments

- (a) If amendments have been made to a question, the main question shall be put as amended.
- (b) When amendments have been moved but not made, the question shall be put as proposed originally.

93. Complicated question divided

A member may move of a complicated question –

That the question be divided.

94. Resolution or vote rescinded

A resolution or other vote of the Senate may be rescinded during the same session. If the purpose of the rescission is to correct irregularities or mistakes, the corrections may be made at once by leave of the Senate.

95. Divisions to be deferred

If a division shall be called for after 12:55 PM on any day, the division shall be deferred until the next sitting.

Amendments

96. Form of amendments

- (a) Once the President has proposed a question on a motion to the Senate, the question may be amended by:
 - i) Omitting certain words; and/or
 - ii) Inserting words.
- (b) An amendment must be in writing and signed by the mover (and a seconder if necessary).
- (c) Amendments moved during the consideration in detail of a bill do not require seconds.
- (d) An amendment must be relevant to the question it proposes to amend.
- (e) A proposed amendment may be withdrawn by leave.

97. Questions put on amendments proposed

The President shall put the question, at the conclusion of debate on any amendment –

That the amendment be agreed to.

98. Amendments to proposed amendments

Amendments may be moved to a proposed amendment as if the proposed amendment were an original question.

Putting the question

99. Question determined by majority of voices

The President shall put the question by stating its terms to the Senate and asking those in favor of its adoption to say “aye” and those opposed “no”. The question shall be resolved by the majority calling either “aye” or “no”. The Chair shall then state whether the “ayes” or “noes” have it.

100. Requirement of vote

- (a) If the opinion of the President is challenged by more than one member, the question shall be decided by division.
- (b) A division shall also be required if the President determines that the number of members calling for either side is close or within contention.
- (c) If only one member calls for either side of the question, that member’s name shall be recorded for his or her respective side but the question shall be reported as resolved for the “ayes” or “noes” without a division being necessary.

Vote

101. Members calling for a vote not to leave

Members calling for a vote must not leave the area of members’ seats.

102. Procedures for a vote

- (a) If the Senate is to vote, the President shall note the requirement of a vote.
- (b) No member may move from his or her place from the commencement of the count until the result of that vote is announced.

103. Procedures for counting and reporting vote

- (a) In a normal vote:
 - i) The President shall state the question to the Senate;
 - ii) The President shall order the Secretary to call the roll of voting members;
 - iii) The Secretary shall count the number of members voting and the results of the count; and present their records to the President, who shall announce the result of the vote

104. New vote in case of confusion, error, or misadventure

- (a) If confusion, or error concerning numbers reported by the tellers, occurs and cannot be corrected, the vote shall vote again.
- (b) If a vote has been miscarried through misadventure caused by a member being absent accidentally or some similar incident, any member may move without notice –

That standing orders be suspended to enable the Senate to vote again.

105. Deferred division due to lack of quorum

A vote deferred under *Standing Order 33* shall take place immediately upon the resumption of proceedings with a quorum.

106. Member with pecuniary interest not to vote

A member may not vote in a division on a question about a matter, other than public policy, in which he or she has a direct pecuniary interest.

Part VII Legislative process

Part outline

This part describes the legislative process, including readings of bills and budget appropriations.

Budget Resolutions

107. First and second reading not required for certain bills

A bill or resolution of budgetary appropriation shall be considered on third reading following its introduction, provided that notice has been given and the restrictions on initiations of these resolutions as provided in *Standing Order 118* shall apply.

108. Initiation of resolutions

The Treasurer or Assistant Treasurer may present, on notice, an Appropriation bill or resolution.

Introduction Reading of Bills

109. Initiation of bills

A bill may be initiated by taking up a notice of intention to present a bill.

110. Notice of intention to present bill

- (a) A member giving notice of intention to present a bill must deliver the notice in writing to the Secretary at the table.
- (b) The notice must:
 - i) specify the title of the bill and day for presentation, if not immediate; and
 - ii) be signed by the member.
- (c) A notice of intention to present a bill shall be treated as if it were a notice of motion.

111. Signed copy of bill presented

A member presenting a bill shall sign a legible copy of the bill and give it to the Secretary.

112. Introduction and explanatory memorandum

- (a) A member may introduce a bill during any time allocated for the first reading of bills or general debate.
- (b) The member shall introduce it by moving –
That the bill be agreed to.
- (c) The member shall present, if he or she wishes, an explanatory memorandum which explains the purpose and content of the bill.

Approval of Bills

113. Report of committee on bill to be read

If a committee has reviewed a bill the committee may publish and read, a recommendation pertaining to the bill, including, but not limited to, passage as-is, passage with amendments, re-referral to committee at a later time, postponement until a certain time, or rejection.

114. Disposal of bill

An amendment may be moved to the question “that the bill now be agreed to” by omitting “now” in order to insert “not”, which, if resolved in the affirmative, shall dispose of the bill.

Consideration in detail

115. Consideration in detail

- (a) During consideration of the bill, a member may move –

That the bill be considered in detail.

This question must be put immediately and resolved without adjournment or amendment.

- (b) If the motion is agreed to, the Senate shall then proceed to review the bill in the order prescribed in the following standing order.

116. Order in considering bill

- (a) A bill shall be considered in the following order:
- i) Clauses and proposed clauses, in numerical order;
 - ii) Schedules and proposed schedules, in numerical order;
 - iii) Postponed clauses which have not been postponed to a specific point;
 - iv) Preamble, and
 - v) Title.
- (b) The President shall propose a question on each item for consideration –

That the [clause or schedule or preamble or title] be agreed to.

117. Amendments to bills during consideration in detail

- (a) An amendment may be moved to any part of a bill, if the amendment conforms to the standing orders and is relevant to the subject matter to the bill.

Debate shall be relevant to the clause or amendment before the Senate.

(b)

Part VIII Special cases

Part outline

This part addresses unusual circumstances, including amendments to these Orders, the absence of any member to take the President, proceedings for witnesses, the disciplinary process, policies towards guests in the Senate, and attendance penalties.

Disciplinary proceedings against member

118. Initiation of proceedings

Pursuant to the Chapter 7 of the Constitution, Articles of Impeachment may be presented against any member of WCSA.

119. Requirement of certain documents

Such a special session shall require the original petition and all documents collected for that purpose.

120. Scheduling of special session

Upon the completion of the investigation, the member investigating shall call for a special session of the membership of the Senate, at a time to be proposed by the Senate. The time of this session must allow both the investigating and defending members to attend.

121. Order of business of special session

The Special Session shall utilize the following order of business:

- (a) Call to order
- (b) Reading of the charges by the Secretary or acting Secretary
- (c) Opening statements from both sides
- (d) Testimony of witnesses and production of documents
- (e) Rebuttals to arguments
- (f) Closing arguments
- (g) Questions from members
- (h) Debate on recall
- (i) Ballot on recall
- (j) Announcement of ballot
- (k) Service of writs
- (l) Adjournment

122. Conduct of recall special session

- (a) The Secretary or member acting thereof shall read the charges presented against a member.
- (b) Each side shall then present an opening statement of up to 10 minutes in length.
- (c) Each side may present signed written testimony or call oral testimony from witnesses.
- (d) Each side may then present rebuttals to their opponents' arguments.

- (e) Each side shall then present a closing statement of up to 5 minutes in length.
- (f) Members may deliver questions in writing to the chair, who shall then inquire of the side indicated the question, provided it is within the bounds acceptable for questions.
- (g) The President shall then direct the Sergeant-at-Arms to remove both sides and members with a pecuniary interest in the trial.
- (h) Members shall then be able to engage in limited debate for up to ten minutes on the question.
- (i) The President shall then put the question –

That the member be found guilty and ordered recalled.

- (j) A secret ballot shall then be taken on the question using printed forms and deposited in a ballot box.
- (k) The count shall be presented to the President, who shall then order each side returned to the Chamber by the Sergeant-at-Arms.
- (l) The President shall read the ballot and order the service of writs for election and vacancy, if necessary.
- (m) The President shall then declare the special session adjourned.

Witnesses and visitors

123. Witnesses to appear at rostrum

The Chair may, at any time, call a witness to appear at the rostrum, escorted by the Sergeant-at-Arms.

124. Rights of witnesses to speak

Witnesses shall have a right to speak as dictated by these standing orders, or a suspension thereof.

125. Rights of visitors to witness proceedings

Visitors shall have a right to witness proceedings of the Senate as long as they do not commit any act which interrupts proceedings or cause apprehension within the body of the Senate.

i) A senator may present a motion to the Secretary by presenting the secretary with a note naming the person to be removed for causing apprehension, as well as the reason for the apprehension. This note can be presented as far as one week in advance, or at a moment's notice during the meeting. This is to prevent a senator's discomfort from preventing them from speaking their mind in debates.

i) The motion is to be put immediately to a vote, and will pass with a simple majority vote.

126. Duties of the Sergeant-at-Arms in relation to witnesses and visitors

The Sergeant-at-Arms may be ordered to remove visitors or witnesses by and at the discretion of the President. Senators may object to removal of a guest which shall cause the question to be put to a vote.

Amendment, adoption, or rescindment of these Orders

127. Amendment of orders

The amendment of these orders shall only occur if a read a first time.

Chapter 39 Senate Closed Session

128. Reasoning

Because the student senators of the Wesleyan Council on Student Affairs may find themselves in opposition to Administration of Faculty positions on issues, and may further find themselves in a position where the open exchange of ideas has been diminished by the presence of non-student actors in senate meetings, the senate may deem it necessary to call a closed session evicting guests and advisors of the senate.

129: Process for calling of closed session:

- i) A student senator or officer of the senate may, at their discretion, present a note to the secretary requesting that the senate immediately move to the question of closing the senate proceedings to outsiders. The note need not include specific reasoning, but must be signed by the senator making the presentation.
- ii) The Secretary will in turn inform the president, who will immediately cease proceedings and move to the question of closed proceedings as an urgent matter. Senators in support of the motion may choose to stand and justify their claims, but is not necessary. If the senator making the motion chooses not to speak and does not select a surrogate to make their claim, the question will be immediately put to vote without delay.
- iii) Closed proceedings will be declared by a $\frac{2}{3}$ vote of present senators voting by secret ballot, counted and certified by both the secretary and the president.
- iv) If the motion passes, the president will announce the passage, and the Sergeant at Arms will escort all attendees who are not senators or student Ex-Officio Members of the Wesleyan Council on Student Affairs, or the President, the Vice President, the Treasurer, or the Secretary of the Senate.

130: Confidences of Senators are to be kept in Closed Proceedings

- i) Proceedings and discussions following a motion of closed proceedings are to be held in confidences of the senate and not shared with any non-senate personnel. The vote counts and any pre-approved senate business appearing in reports shall remain in those public reports and will be a part of the public record.

Certified and Signed,

Jessica R. Choate and Sam A. Schurer

President and Vice President, Wesleyan Council on Student Affairs 2016