

Student Government Association  
East Carolina University

Standing Rules  
of the  
Student Assembly

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## **Rule I: Agenda of the Student Assembly**

- I. The agenda of every meeting of the Student Assembly shall be as follows:
  - a. Call to Order
    - i. The Chair will bring the Student Assembly to order promptly at the designated time of the meeting.
  - b. Roll Call
    - i. The Secretary shall call the roll, determining absent Representatives and ensuring that a quorum is present.
    - ii. A quorum is defined as two-thirds (2/3) of occupied seats of the Student Assembly (i.e. if there are currently fifty four [54] Representatives, thirty six [36] Representatives must be present to constitute a quorum.
  - c. Adoption of Minutes from Previous Meeting
    - i. A copy of the minutes from the previous meeting shall be distributed to all Representatives by the Secretary. The minutes shall be corrected if necessary and approved by unanimous consent or a vote if necessary.
  - d. Special Orders
    - i. Any business that is required to occur at a particular time according to the Constitution or Bylaws shall occur at this time (Such as officer elections, etc.).
    - ii. Any Appropriations Appeals shall occur at this time.
  - e. Officer Reports
    - i. Officers of the Student Assembly, as well as the Student Body President or Vice President, will be invited to present the activities of their office since their last report.
  - f. Committee Reports
    - i. The Chair of each committee, or their designee, shall report the activities of the committee since the previous meeting of the Student Assembly.
    - ii. The Chair of the Elections Commission, or their designee, shall, when necessary, report the activities of the commission since the last report given.
  - g. Public Comments
    - i. Any comments from the student body shall be heard by the Student Assembly at this time.
  - h. Old Business
    - i. All pending legislation shall be considered at this time. However, it is within the authority of the Speaker to postpone the consideration of legislation if the Student Assembly has a significant amount of business to consider.
    - ii. The Student Assembly may vote to take legislation from the table at this time.
  - i. New Business
    - i. Any new business not previously considered by the Student Assembly may be considered at this time.

j. Announcements

- i. Any Representative, member of the Executive Cabinet, or the Student Government Association Advisor may announce to the Student Assembly any upcoming events or issues that require the attention of the Student Assembly.

k. Adjournment

- II. The agenda of the Student Assembly shall be determined and prepared by the Speaker.

## **Rule II: Legislative Procedures**

- I. The procedure for the passage of legislation in the Student Assembly shall be:
  - a. The legislation (either in the form of a Bill or a Resolution) shall be presented to the Student Assembly by the primary sponsor of the legislation.
    1. The Representative shall say: “Mr. / Madame Speaker, I have a (Bill/Resolution) for the Student Assembly to consider.”
  - b. Present one (1) copy of the legislation to Secretary.
    - i. The Secretary shall assign the legislation a number:
      1. AB-XX if a Bill
      2. AR-XX if a Resolution
  - c. The Secretary shall report the legislation to the Student Assembly, this constitutes the First Reading.
    - i. The Secretary shall read the number, title, and short title of the legislation.
  - d. Following the First Reading the primary sponsor may speak to the Student Assembly for a maximum of five (5) minutes regarding the legislation.
  - e. Directly following the speech from the primary sponsor there will be a question period for a maximum of five (5) minutes.
    - i. This time shall not be a time of debate. This is a time for Representatives to gain a better understanding of the legislation and the reasoning for it.
  - f. When the time for questions has expired or there are no further questions, the Chair shall allow the primary sponsor of the legislation to make a recommendation as to the committee that the legislation shall be referred to.<sup>1</sup>
    - i. Example:
      1. Chair: “Does the Representative have any committee referral recommendation for the Student Assembly?”
      2. Representative: “Mr. Speaker, I move this Bill be referred to the Student Welfare Committee.” or “Mr. Speaker I ask unanimous consent for this Bill to be referred to the Student Welfare Committee.”
      3. Chair: “Is there any objection to AB-04 being referred to the Student Welfare Committee?”
    - ii. If there is objection, the question shall be put to the Student Assembly for a vote requiring a simple majority to refer. If this motion fails the floor shall be open to motions from Representatives as to the referral of the legislation to a committee.
    - iii. Regardless of the committee to which the Student Assembly refers legislation, the Rules and Judiciary Committee shall review all legislation to determine the constitutionality of legislation.

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<sup>1</sup> At this time the floor is also open for a motion to suspend the rules so that the Student Assembly can allow for debate and vote on final passage immediately (Requires Second, Not Debatable, Not Amendable, 2/3 Vote).

1. If the Rules and Judiciary Committee believes a piece of legislation to contain unconstitutional elements, the Attorney General should inform the Speaker of the Student Assembly before the next meeting of the Student Assembly, so that the Speaker can insure that the Rules and Judiciary Committee is given an opportunity to present their finding directly following the Second Reading.
- iv. Any bill, resolution, or General Motion that is presented with a committee as the primary sponsor and has been voted upon in the affirmative by said committee does not have to be referred to a committee, other than Rules and Judiciary.
- g. The committee to which the legislation was referred to shall review the legislation and report their evaluation of the legislation to the Student Assembly<sup>2</sup>:
  - i. Legislation shall be determined by the committee to be:
    1. Favorable
    2. Unfavorable
    3. Without Prejudice
  - ii. The committee may also amend the legislation; however these amendments must be approved by the Student Assembly before being attached to the legislation, unless the amendment is deemed friendly by the sponsor for the sake of correcting grammatical or structural errors.
- h. The legislation shall be placed under Old Business on the agenda; when the Student Assembly reaches the legislation on the agenda the Chair shall recognize the Primary Sponsor for the purpose of making a motion to adopt the legislation.
  - i. Example:
    1. Chair: "Representative \_\_\_\_\_ is recognized for the purpose of moving a motion."
    2. Representative #1: "Mr. Speaker, I move that AB-04 be adopted."
      - a. The Representative making a motion is allowed up to one (1) minute to speak while making his/her motion.
    3. Representative #2: "Mr. Speaker, I second the motion." Or simply "Second."
      - a. The Representative seconding the motion is allowed up to one (1) minute to speak while seconding the motion.
  - i. After the motion has been seconded, the Secretary shall proceed with the Second Reading.
    - i. At this time any Representative may make a unanimous consent request to consider the legislation as read.
      1. Example:

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<sup>2</sup> A Committee will be allowed a maximum of two (2) weeks to review legislation and must inform the Speaker of all amendments and when they will have their report prepared to be presented to the Student Assembly.

- a. Representative: “Mr. Speaker, I move that the reading of AB-04 be dispensed with.” Or “Mr. Speaker I ask unanimous consent that the reading of AB-04 be dispensed with.”
  - b. Chair: “Is there any objection?” If there is no objection the Chair shall continue with: “Without objection so ordered.”
- j. At this time the committee shall report their opinion about the legislation and present their amendments for Student Assembly approval.<sup>3</sup>
  - i. The committee will have five (5) minutes to present their report on the legislation.
  - ii. Amendments presented by a committee shall not require a second.
- k. Following the opinion and/or amendments of the committee, the floor shall be opened for debate and floor amendments.
- l. After all debate has concluded or the maximum amount of time for debate of thirty (30) minutes has expired the Chair will put the question to the Student Assembly.
  - i. Example:
    - 1. If time has not expired and no Representative is seeking recognition to speak:
      - a. Chair: “Is there any further debate?”
        - i. If more Representatives wish to debate the motion the Chair will allow debate to continue as long as there is time remaining.
      - b. Chair: “There being no further debate the Secretary shall read AB-04 a third time as amended.”
      - c. The Secretary shall read the legislation.
        - i. This reading may be dispensed with just as can the Second Reading.
      - d. Chair: “The question is that AB-04 be adopted as amended.”
    - 2. If time has expired:
      - a. Chair: “All time having expired the Secretary shall read AB-04 as amended.”
      - b. The Secretary shall read the legislation.
        - i. This reading may be dispensed with just as can the Second Reading.
      - c. Chair: “The question is that AB-04 be adopted as amended.”

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<sup>3</sup> In the event that the Rules and Judiciary Committee believes legislation contains unconstitutional elements, the Rules and Judiciary Committee shall present their findings regarding the legislation prior to the Standing Committee to which the legislation was referred before the Student Assembly; the report by the Rules and Judiciary Committee will be governed by the same rules as any other Standing Committee Report.

## **Rule III: General Motion**

- I. A General Motion is a method for the Student Assembly to carry out internal business. A general motion is not a type of legislation, but is simply a written main motion.
- II. General Motions may be used to adopt and alter Standing Rules, to administer punishment to Caucuses, to express the opinion of the Student Assembly on a matter, or to form Special Committees.
- III. A General Motion is a type of Main Motion, thus the rules of debate governing main motions shall be used. General Motions are not required to be referred to committee, however the Student Assembly may choose to refer a General Motion to a Committee.



## **Rule IV: Rules of Debate**

- I. All main motions shall have a maximum of thirty (30) minutes for debate. All legislation shall be debated in the form of a main motion.
  - a. If the legislation was referred to a committee, the committee shall be allotted a maximum of five (5) minutes to present their opinion of the legislation.
  - b. If any motion that takes precedence over a main motion (such as a subsidiary motion) is made, the time for debate on the main motion shall be paused. The time for debate on the main motion shall resume following the resolution of the intervening motion.<sup>4</sup>
  - c. A Representative shall not speak more than three (3) times on a main motion.
    - i. The short speech (one [1] minute or less) accompanying a motion to adopt or to second legislation shall not be counted towards this limit.
    - ii. A Representative speaking on behalf of the committee during the committee report shall not be counted towards this limit.
    - iii. A Representative who acquires the floor from another Representative for the purpose of a short interjection or a question shall not be counted towards this limit.
      1. The Chair shall be within his/her rights to ask, or require, a Representative to bring their question or short interjection to an end.
    - iv. There is no time limit on each speech by a Representative; however, the chair must allow a minimum of three (3) minutes for the first speech, two (2) minutes for the second speech, and one (1) minute for the third speech by each Representative. Following the expiration of the minimum time limit the Chair shall be within his/her authority to require the Representative to bring their comments to a close to allow other Representatives to speak.
- II. When debating a subsidiary motion, such as an amendment, there shall be a maximum of fifteen (15) minutes for debate.<sup>5</sup>
  - a. If any motion that takes precedence over a subsidiary motion is made, the time for debate on the subsidiary motion shall be paused. The time for debate on the subsidiary motion shall resume following the resolution of the intervening motion.<sup>6</sup>
  - b. If an amendment is made to the subsidiary motion it shall be debated for a maximum of ten (10) minutes. The time may be paused for any motion that takes precedence over a subsidiary motion. The time for debate on the amendment shall resume following the resolution of the intervening motion.
    - i. Any amendment may be amended. An amendment to an amendment is referred to as a second degree amendment. Second degree amendments may not be amended.

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<sup>4</sup> Unless the intervening motion ended debate on the previous motion.

<sup>5</sup> Not all subsidiary motions are debatable.

<sup>6</sup> Unless the intervening motion ended debate on the previous motion.

- c. Representatives may speak no more than two (2) times on a subsidiary motion or an amendment to a subsidiary motion.
- III. When there is a debatable privileged, incidental, or special motion there will be a maximum of ten (10) minutes for debate.
- a. A Representative shall not speak more than two (2) times during debate on a privileged or incidental motion.
- IV. The Chair shall have the authority to extend any debating period by five (5) minutes to allow a Representative who has not yet spoken on the pending motion to speak.
- a. If a Representative has already spoken once, if several Representatives wish to speak, or if a Representative wants to speak more than the maximum number of allowable times the rules must be suspended to allow debate to continue.
- V. Only members of the Student Assembly shall have speaking privileges at meetings.
- a. Exceptions:
    - i. Representatives of a student organization presenting an appropriations funding appeal.
    - ii. Representatives of any student organization or SGA official who are compelled to appear before the Student Assembly for any reason.
    - iii. The SGA Advisor for the purposes of informing the Student Assembly of anything he or she deems necessary regarding ECU policy or decisions of ECU administration and for fulfilling any constitutional duties. The advisor shall not engage in debate.
    - iv. Any guest who has been invited to speak to the Student Assembly.
    - v. Any East Carolina University student or community member may speak during the public comments period.
    - vi. Any non-Representative who wishes to speak on the floor of the Student Assembly for any other reason not outlined above shall use the following procedure:
      - 1. Stand (Unless physically unable).<sup>7</sup>
      - 2. Be recognized by the Chair.
      - 3. Inform the Chair that he or she wishes to speak to the Student Assembly.
      - 4. The Chair will put the question to the Student Assembly:<sup>8</sup>
        - a. Chair: “The question is that the Student Assembly suspend the rules and allow Mr./Ms. \_\_\_\_\_ to speak on the floor of the Student Assembly.”
        - b. This motion requires a two-thirds (2/3) vote.

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<sup>7</sup> If an individual is unable to stand they shall raise their hand

<sup>8</sup> The Speaker has the option to put the question to the Student Assembly in the form of a unanimous consent request.

- VI. All individuals consider to be exceptions shall still require recognition from the Chair and shall under no circumstances interject or engage in debate.
- VII. There shall be twenty (20) minutes for debate and discussion during Appropriations Funding Appeals.
  - a. Each representative shall not speak more than three times during debate and discussion.
    - i. A representative shall not speak for more than three (3) minutes each time.

## **Rule V: Rules Governing Decorum and Behavior**

- I. All debate in the Student Assembly shall be conducted in a respectful manner and shall conform to all parliamentary norms.
- II. All Representatives shall stand to seek recognition from the Chair and shall remain standing while speaking.
- III. All debate and speeches made by any Representative shall be directed to the Chair. No Representative shall directly address another Representative, or directly address any person in the chamber except the Chair.
- IV. All statements made by non-Representatives shall be directed to the Student Assembly as a whole.
- V. At no time shall a Representative use any language that could be deemed unparliamentary. Representatives should not use any rude or incendiary language, nor should they insult another Representative.
- VI. If a Representative uses unparliamentary or incendiary language, insults another Representative, or acts in a rude or disruptive manner the chair shall take the following actions:
  - a. If a Representative uses unparliamentary language or insults another Representative the Chair shall ask the Representative to withdraw the unparliamentary comment without qualification. If the Representative withdraws the comment without qualification the matter is resolved.
  - b. If a Representative displays any rude or disruptive behavior the Chair shall ask the Representative to offer an apology to the Student Assembly as a whole. If the Representative apologizes in an appropriate manner the matter is resolved.
  - c. If a Representative refuses to comply with the rulings of the Chair it will be within the authority of the Chair to name the Representative.
    - i. If a Representative is named it shall be done in the following manner:
      1. Chair: "I name the Representative for the College of \_\_\_\_\_ Mr./Ms. \_\_\_\_\_, state reasoning" . . . "The question is that the Representative for the College of \_\_\_\_\_ Mr./Ms. \_\_\_\_\_ be suspended from their duties in the Student Assembly for the remainder of today's meeting."<sup>9</sup>
      2. If a Representative is suspended and refuses to leave the chamber they shall be compelled to leave the chamber.
  - d. Any non-Representative in attendance shall not interrupt the meeting in any manner be it physical or verbal; if necessary the Chair may compel any unruly non-Representative to leave the chamber upon order of the Student Assembly.

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<sup>9</sup> The Constitution requires a two-thirds (2/3) to expel a Representative of the Student Assembly. This is not a debatable motion.

- e. Representatives shall at minimum dress in business casual attire. However, Representatives are encouraged to dress in professional attire.
- f. Any other issues regarding decorum and behavior shall be governed by the most recent edition of Roberts' Rules of Order.

## **Rule VI: Appropriations Appeal Procedure**

- I. Every Appropriations Appeal shall proceed as follows:
- a. At the beginning of Special Orders, the Speaker shall outline the following procedure for Assembly members and the appealing student organization.
  - b. Once the Speaker finishes outlining the Appeal process, the Treasurer shall introduce the appealing student organization.
    - i. At this time, any member of the Student Assembly who is a member of the appealing organization or is representing the appealing organization should recuse themselves and not participate in any part of the Appeal Process.
      1. The Speaker and the Attorney General can ask Assembly members that are members of the appealing student organization or are representing the appealing student organization during the appeal process to recuse themselves should they not do so voluntarily.
  - c. The appealing student organization shall then proceed to present the same appropriations request originally given to the Financial Affairs and Appropriations Committee.
    - i. If the request for appropriations has changed, the appealing student organization shall be denied funds automatically.
    - ii. The appealing student organization has up to five (5) minutes to present.
      1. The Speaker shall end the presentation should the appealing student organization exceed the time limit.
    - iii. The appealing student organization shall have no more than five (5) presenters.
  - d. The Treasurer shall proceed to give a presentation explaining the Financial Affairs and Appropriations Committee's original allocation of funds (or lack thereof).
    - i. The Treasurer has up to five (5) minutes to present.
      1. The Speaker shall end the presentation should the Treasurer exceed the time limit.
  - e. Following both presentations, the Student Assembly shall have up to ten (10) minutes to ask the appealing student organization and the Treasurer questions.
    - i. Once the time limit has expired or all questions have been exhausted, the Speaker shall ask the appealing student organization to leave.
  - f. Once the appealing student organization has left, the Assembly shall be allowed up to twenty (20) minutes for debate and discussion.
  - g. The Assembly can make up to three (3) motions to appropriate or deny funds to the appealing student organization.
    - i. These motions shall be voted on from highest dollar amount to lowest dollar amount.
    - ii. After the Student Assembly has voted, the Treasurer shall inform the appealing student organization of the Assembly's decision within 48 hours.

## **Rule VII: Public Comments**

- I. The public comment period shall be open to any student of East Carolina University.
- II. Students wishing to speak during the public comment period shall sign up for a speaking slot at the beginning of each meeting of the Student Assembly, signing their name, organization and student email address.
- III. The public comment period will be open to ten (10) individuals each meeting. The first six (6) speakers will be guaranteed speaking time. The remaining four (4) individuals shall be able to speak in order if the first six (6) have not used the full thirty (30) minutes allotted for public comments. No more than two (2) individuals may speak on behalf of the same organization in order to allow for multiple groups to be represented. Each individual shall have up to five (5) minutes to speak, but may neither reserve the balance of their time in order to speak again nor yield the remainder of their time to another individual. The public comment period may not exceed thirty (30) minutes during each meeting of the Student Assembly and may be shorter than this if individuals do not speak for their full five (5) minutes.
- IV. Individuals speaking during the public comment period should be reminded to direct their comments towards the business of the Student Assembly and to speak with deference to decorum and respect. If individuals are felt to be violating the decorum of the Student Assembly, Representatives may rise and ask that the Speaker instruct the individual to either mind their speech or to cease their comments. Representatives may compel the Speaker to take such action if he/she refuses by a majority vote.
- V. Individuals speaking during the public comment period will use appropriate and respectful speech and refrain from obscenities while addressing the Student Assembly.

## **Rule VIII: Rules of Voting**

- I. Methods of voting in the Student Assembly:
  - a. Voice Vote:
    - i. Representatives voting in the affirmative say: “AYE”
    - ii. Representatives voting in the negative say: “NO”
  - b. Roll Call Vote:
    - i. If in the opinion of the Chair the result of a Voice Vote is in doubt a roll call vote may be taken. Also, any Representative may request a Roll Call vote following the decision of the Chair; this request must be made prior to the Chair declaring that the motion is agreed to.
    - ii. A Roll Call vote must be preceded by a voice vote.
    - iii. The procedure is as follows:
      1. The Chair orders a Roll Call vote following an inconclusive Voice Vote or a Representative requests the Chair to call for a Roll Call vote. The Chair must order a Roll Call Vote upon request by a Representative.
      2. The Secretary will call the role, with Representatives responding either “AYE” “NO” or “PRESENT” when their name is called.
      3. At the conclusion of the vote the Secretary shall tally the votes and give the results to the Chair.
      4. The Chair will announce the outcome of the vote to the Student Assembly.
  - c. Secret Ballot:
    - i. Voting by Secret Ballot should only be used for matters relating to appointments, officer elections, or other personnel related matters.
    - ii. A majority vote is required to allow members to vote by Secret Ballot.
    - iii. The procedure for voting by Secret Ballot is:
      1. A motion to vote by Secret Ballot must be moved, seconded, and approved by a majority vote.
      2. The motion to be voted on by Secret Ballot must be put to the Student Assembly by the Chair.
      3. Members must write their name, constituency (college/class), vote, and signature on a piece of paper that will be provided by the Secretary.
      4. The Secretary and the Chair will tally the votes.
      5. The Chair will announce the results of the vote to the Student Assembly.
      6. The ballots will be held by the Secretary as part of the records of the Student Assembly.



- d. Unanimous Consent:
  - i. This method of voting shall be used on procedural matters including, but not limited to:
    - 1. Referring legislation to a committee.
    - 2. Considering legislation as read on the Second and Third Reading.
    - 3. Amendments to legislation that deal with factual or grammatical errors.
  - ii. The procedure for voting by Unanimous Consent is:
    - 1. A Representative will ask the Chair for a motion to be approved by unanimous consent.
    - 2. The Chair will put the question to the Student Assembly, asking if there is any objection.
    - 3. If there is no objection the motion is agreed to.
    - 4. If there is objection, the motion cannot be passed by unanimous consent.
- e. Show of Hands:
  - i. Representatives voting in the affirmative raise their hand after the Chair prompts them to do so.
  - ii. Representatives voting in the negative raise their hand after the Chair prompts them to do so.
  - iii. Show of Hands may be used at the discretion of the Chair in circumstances requiring a more clear response than a Voice Vote.
- f. Standing Response
  - i. Representatives voting in the affirmative stand after the Chair prompts them to do so.
  - ii. Representatives voting in the negative stand after the Chair prompts them to do so.
  - iii. Standing Response may be used at the discretion of the Chair in circumstances requiring a more clear response than a Voice Vote.”

## **Rule IX: Rules Governing Committees**

- I. The Standing Committees of the Student Assembly shall comply with all statutes governing either Standing Committees as a collective or any individual Standing Committee.
- II. The committee may elect a Secretary for the committee if they so choose.
- III. Rules regarding the meetings of Standing Committees:
  - a. Standing Committees shall meet in a consistent location at a consistent time.
  - b. Standing Committee meetings shall not be held in a public space such as a lobby, lounge, restaurant, or dining hall.
  - c. Standing Committee meetings will be open to Representatives who are not on the committee, and to other students. However, the Committee will have the option to enter into closed session, where only committee members (including ex-officio members) shall be present.
  - d. Committee members shall at minimum dress in business casual attire.
- IV. The meetings of each standing committee shall be governed in accordance with the Constitution and Bylaws of the Student Government Association, these Standing Rules, and Roberts' Rules of Order.
- V. Special Committees shall be formed via General Motion or by order of the Speaker. Procedures regarding Special Committees are as follows:
  - a. If the General Motion that established the committee does not establish the number of members, it shall be at the discretion of the Speaker.
  - b. The General Motion that established the committee cannot establish the members of the committee.
  - c. The Speaker shall also have the authority to appoint a Chair and Secretary of the Committee, but he/she may allow the committee to elect these positions.
  - d. When establishing the members of the Special Committee, the Representative should ensure a fair composition of the Committee. Hence, the committee members should not disproportionately come from one caucus of the Student Assembly.

## **Rule X: Rules Governing the Speaker**

- I. Rules governing the Speaker:
  - a. The Speaker shall be charged with carrying out all duties conferred upon him by the Constitution and Bylaws of the East Carolina University Student Government Association.
  - b. The Speaker shall in all of his/her duties be fair and impartial, showing no favoritism for any member or group of members.
  - c. The Speaker shall not form a Caucus and the Speaker shall not join a Caucus.
  - d. The Speaker shall set the Agenda for all meetings of the Student Assembly.
  - e. Rules governing the election of the Speaker:
    - i. The Acting Speaker shall chair the Student Assembly during the election of a Speaker at the beginning of a new session of the Student Assembly.
    - ii. The election of a Speaker shall at the first meeting of a new session of the Student Assembly, or upon vacancy of the Speakership.
    - iii. The election of a Speaker shall take place during Special Orders on the agenda.
    - iv. The Chair shall open the floor for nominations; all nominations must be seconded.
    - v. The Speaker Pro Tem shall allow sufficient time for all nominations to be made.
    - vi. After nominations are closed, the nominees for the Speakership shall be allowed to speak for up to five (5) minutes in order of their nomination.
    - vii. Following speeches of nominees, the floor will be open for debate for a maximum of thirty (30) minutes. Nominees shall not be forced to leave the meeting during this time, nor shall they be prevented from participating in debate.<sup>10</sup>
    - viii. At the conclusion of debate, the Student Assembly will proceed to a vote. Voting by closed ballot is encouraged, but not required.
    - ix. If no nominee reaches the required majority, the nominee(s) garnering the lowest vote total will be eliminated and the nominees with highest vote totals shall proceed to the next round of voting. This procedure shall be repeated until there is a winner.
    - x. In the event of a tie, the Chair shall cast the deciding vote.
- II. Rules governing the Student Body Attorney General:
  - a. The Student Body Attorney General shall be charged with carrying out all duties conferred upon them by the Constitution and Bylaws of the East Carolina University Student Government Association.

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<sup>10</sup> This debate shall be treated just as a debate on a main motion, thus each Representative is allowed to speak a maximum of three (3) times; the five (5) minute speech by the nominee is not to be counted towards this limit.

- b. The Student Body Attorney General shall in all of their duties be fair and impartial, showing no favoritism for any member or group of members.
- c. The Student Body Attorney General shall not form or join a Caucus.
- d. The Student Body Attorney General shall chair meetings of the Student Assembly in the absence or vacancy of the Speaker of the Student Assembly.
- e. Rules governing the election of the Student Body Attorney General:
  - i. The Acting Speaker shall chair the Student Assembly during the election of a Student Body Attorney General at the beginning of a new session of the Student Assembly.
  - ii. The election of a Student Body Attorney General shall occur at the first meeting of a new session of the Student Assembly, or upon vacancy of the office of the Student Body Attorney General.
  - iii. The election of a Student Body Attorney General shall take place during Special Orders on the agenda, immediately after the election of the Speaker of the Student Assembly.
  - iv. The Chair shall open the floor for nominations; all nominations must be seconded.
  - v. The Chair shall allow sufficient time for all nominations to be made.
  - vi. After nominations are closed, the nominees for the office of Student Body Attorney General shall be allowed to speak for up to five (5) minutes in order of their nomination.
  - vii. Following speeches of nominees, the floor will be open for debate for a maximum of thirty (30) minutes. Nominees shall not be forced to leave the meeting during this time, nor shall they be prevented from participating in debate.
  - viii. At the conclusion of debate, the Student Assembly will proceed to a vote. Voting by closed ballot is encouraged, but not required. Voting by closed ballot must follow all relevant and proper rules, regulations, and laws.
  - ix. If no nominee reaches the required majority, the nominee(s) garnering the lowest vote total will be eliminated and the nominees with highest vote totals shall proceed to the next round of voting. This procedure shall be repeated until there is a winner.
  - x. In the event of a tie, the Chair shall cast the deciding vote.

III. Rules governing the Student Body Secretary:

- a. The Student Body Secretary shall be charged with carrying out all duties conferred upon them by the Constitution and Bylaws of the East Carolina University Student Government Association.
- b. The Student Body Secretary shall in all of their duties be fair and impartial, showing no favoritism for any member or group of members.
- c. The Student Body Secretary shall not form or join a Caucus.

- d. In the absence of the Student Body Secretary, the Speaker of the Student Assembly shall appoint an Acting Secretary to fulfill the necessary duties of the Student Body Secretary during meetings of the Student Assembly.
- e. Rules governing the appointment of the Student Body Secretary:
  - i. The Acting Speaker shall chair the Student Assembly during the appointment of the Student Body Secretary at the beginning of a new session of the Student Assembly.
  - ii. The appointment of a Student Body Secretary shall occur at the first meeting of a new session of the Student Assembly, or upon vacancy of the office of the Student Body Secretary.
  - iii. The appointment of a Student Body Secretary shall take place during Special Orders on the agenda, immediately after the election of the Student Body Attorney General.
  - iv. The Speaker of the Student Assembly shall present their selection for the office of Student Body Secretary.
  - v. The appointee for the office of Student Body Secretary shall be allowed to speak for up to five (5) minutes.
  - vi. Following the speech, the floor will be open for debate for a maximum of thirty (30) minutes. The appointee shall not be forced to leave the meeting during this time, nor shall they be prevented from participating in debate.
  - vii. At the conclusion of debate, the Student Assembly will proceed to a vote.
  - viii. A majority affirmative vote is needed to approve the appointment of the Student Body Secretary.
  - ix. In the event of a tie, the Chair shall cast the deciding vote.
  - x. If the appointment fails to achieve a majority affirmative vote, a new appointee may be presented.”

## **Rule XI: Rules Governing Caucuses**

- I. The formation of caucuses in the Student Assembly shall be allowed.
- II. The definition of a caucus in the Student Assembly Shall be:
  - a. A group of Representatives that pursue a common cause or causes in the Student Assembly. A caucus shall be composed of at least three (3) members.
- III. Representatives shall be free to create and join, or refrain from joining, a caucus.
- IV. Representatives shall be a member of no more than one caucus; if a Representative joins a caucus while simultaneously being a member of another caucus, he/she will be considered to have resigned from their previous caucus.
- V. A caucus shall determine a leader and a deputy leader, but may have more officers if the caucus so chooses.
  - a. The caucus leader and all other caucus officers shall be elected by a majority vote of the caucus.
    - i. Any member may challenge any officer for their position at any time.
    - ii. Any member may make a motion of no confidence in any officer of their caucus at any time.
    - iii. Leadership elections and no confidence motions shall be governed by the most recent edition of Roberts' Rules of Order.
- VI. A caucus is free to determine its own rules and procedures so long as they comply with the Constitution and Bylaws of the Student Government Association, as well as these Standing Rules.
- VII. The Speaker shall maintain a record of every Student Assembly caucus, with the aid of the Secretary.
  - a. These records shall include:
    - i. The name of the caucus.
    - ii. The officers of the caucus.
    - iii. The members of the caucus.
    - iv. The goals and directives of the caucus.
- VIII. Formation of a Caucus shall be facilitated by the Speaker, with the aid of the Secretary.
  - a. The process for forming a caucus is as follows:
    - i. A Representative shall inform the Speaker that he/she is forming a caucus.
    - ii. The same Representative shall be considered the leader of the caucus until the caucus determines a different leader.
      1. It is not necessary for an election to be held for the positions of leader to be held when the caucus is formed. However, the position of deputy leader and any other officer of the caucus shall be elected following formation of the caucus.

- iii. The leader of the caucus shall, after organizing the caucus, inform the Speaker of the name of the caucus, the names of the members of the caucus, and the officers of the caucus.
- iv. The Speaker shall contact every member of the caucus to confirm their membership.
- v. If the caucus is not composed of at least three (3) members it cannot be an official caucus of the Student Assembly (This does not preclude members from working in consort, it only prevents them from having a recognized caucus).

IX. Any member is free to join a caucus of the Student Assembly.

a. To join a caucus a Representative must:

- i. Contact the leader of the caucus informing him/her that you wish to become a member.
- ii. The caucus shall meet to determine if they wish to allow the Representative seeking membership. If by majority vote they determine they do not wish the Representative to become a member it is the responsibility of the caucus leader to contact the Representative informing them of the caucus' decision and reasoning.
- iii. The caucus leader shall contact the Speaker informing them of the Representative wishing to join the caucus only after the caucus consents to adding the new member.
- iv. The Speaker shall contact the Representative wishing to join the caucus to confirm their membership.

X. There shall be two (2) ways to terminate membership of a caucus. These are as follows:

a. Resignation:

- i. A member shall contact the caucus leader and the Speaker informing them of their intent to end their membership of a caucus.
- ii. A Representative is not required to provide any reason for their resignation from a caucus; however they are free to inform any and all Representatives of their reasons for leaving the caucus.

b. Expulsion<sup>11</sup>:

- i. A caucus may, at its discretion, expel any member from the caucus.
- ii. Expulsion cannot be done without justification.
- iii. Expelling a member shall be done by a majority vote of the caucus.
- iv. The member facing expulsion must be informed formally by the caucus leader at least forty eight (48) hours in advance of the vote to expel them from the caucus.<sup>12</sup>

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<sup>11</sup> Representatives facing expulsion are free to resign from the caucus at any point in the expulsion process.

<sup>12</sup> Formal notification is: the official student email of the member, a face to face meeting, or a letter that is postmarked at least five (5) calendar days before the Expulsion vote.

- v. The member facing expulsion shall be allowed, if they so choose, to present their case before the caucus before the vote.
- vi. The expulsion proceedings shall be governed by the most recent edition Roberts' Rules of Order.
- vii. The member facing expulsion shall be allowed to vote on the motion to remove them from the caucus, as they are still considered a full member of the caucus until the caucus votes to expel the member.
- viii. If the caucus votes to expel the member, he/she shall be considered to be suspended until the Speaker certifies the vote. This means that he/she shall refrain from any activity within that caucus.
- ix. The Speaker shall be informed of any expulsion proceedings regardless of the outcome. The Speaker shall be informed of the justification, as well as the outcome of the expulsion vote.
- x. If in the opinion of the Speaker the justification is sufficient, he/she shall formally contact the caucus leader and suspended member to inform them that the results have been certified and the member has been officially expelled from the caucus (see note on formal notification).
- xi. If in the opinion of the Speaker the justification is insufficient, he/she shall meet with the suspended member and the caucus leader to mediate any issues, in attempt to insure that the member was given due process and was not treated unfairly.
  1. The Speaker cannot force a caucus to reinstate a suspended member; however the Speaker should attempt to alleviate any hostility between a suspended member and the caucus.
  2. Following the meeting:
    - a. If the mediation is successful, the Speaker can refer the matter back to the caucus and the caucus can vote to reinstate the member.<sup>13</sup>
    - b. If the Speaker feels the suspended member was treated unfairly the case will be referred to the Rules and Judiciary Committee. The committee cannot force the caucus to reinstate the member, but they can compel the caucus to make a public apology to the Student Assembly at the next scheduled meeting, or in extreme cases refer any member(s) of the caucus to the Judicial Branch for investigation.
    - c. If the Speaker feels the expulsion was justified, or at minimum that the suspended member was treated fairly and granted due process, he/she shall formally contact the caucus leader and suspended member to inform them that the results have been

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<sup>13</sup> If this vote fails, then the Speaker shall certify the expulsion.



certified and the member has been officially expelled from the caucus.

- XI. If a caucus' membership falls below three (3) members, the Speaker shall inform the caucus leader that the caucus has been suspended.
  - a. All members of a caucus are free to join another caucus, as a suspended caucus has no rights as a caucus.
  - b. If the caucus regains three (3) members the caucus leader shall inform the Speaker and the Speaker shall confirm membership just as he/she would with a new caucus.
- XII. A caucus shall not force its members to vote a certain way on any issue that comes before the Student Assembly. The caucus may support or oppose legislation if it has support of the majority of the caucus; however they cannot force members who do not agree with the caucus to vote with the majority of the caucus.
- XIII. A caucus shall not exclude or expel a member on the basis of race, gender, sex, religion, sexuality, or nation of origin.

## **Rule XII: Parliamentary Motions**

- I. Types of Motions
  - a. There are four (4) classifications of motions; there are: main motions, subsidiary motions, incidental motions, and privileged motions.
  - b. Order of precedence:
    - i. Privileged Motions
    - ii. Incidental Motions
    - iii. Subsidiary Motions
    - iv. Main Motions
  - c. No motions may be made while another Representative has the floor unless otherwise stated.
- II. Main Motions
  - a. Used to introduce legislation as well as any major business of the Student Assembly.
  - b. All other motions take precedence over a main motion. Main motions bring business before the Student Assembly.
  - c. Main motions require a second, are debatable, are amendable, and require a majority vote.
  - d. The following are also types of main motions:
    - i. Take From the Table
      1. Used to bring an item that has been previously tabled.
      2. Requires a second, not debatable, not amendable, and requires a majority vote.
      3. May not be reconsidered.
    - ii. Reconsider
      1. Used to bring a motion that has been dealt with previously back to the floor for debate and vote.
      2. The Representative who makes this motion must have voted with the prevailing side of the previous vote.
      3. Debatable, not amendable, requires a majority vote.
      4. May not be reconsidered.
      5. A motion to reconsider must be made at the same meeting, or the next succeeding meeting, as the vote to be reconsidered was taken.
    - iii. Rescind
      1. Used to repeal a motion that has previously been passed.
      2. Not debatable, not amendable.
      3. Requires a majority vote is prior notice is given, requires two-thirds (2/3) vote if no notice is given.
- III. Subsidiary Motions
  - a. Subsidiary motions are used to alter another motion, primarily main motions.

- b. The following are subsidiary motions listed in order of precedence:
  - i. Lay on the Table
    - 1. This motion is used to postpone an item of business in order to deal with a more important issue that has arisen.
    - 2. Requires a second, not debatable, not amendable, and requires a majority vote.
    - 3. May not be reconsidered.
  - ii. Previous Question
    - 1. A motion used to end debate and move immediately to a vote.
    - 2. Requires a second, not debatable, not amendable, and requires a two-thirds (2/3) vote.
    - 3. Cannot be reconsidered.
  - iii. Limit or Extend Debate
    - 1. A motion used to limit or extend the number of times a Representative may speak or the length of time allowed for debate.
    - 2. Requires a second, not debatable, not amendable, and requires a two-thirds (2/3) vote.
  - iv. Postpone to a Definite Time
    - 1. A motion used to postpone further debate to a set meeting and/or time.
    - 2. Requires a second, are debatable, are amendable, and requires a majority vote.
  - v. Amend
    - 1. Used to modify a main motion, or any other amendable motion, by adding, striking, substituting, or inserting language into the motion or the legislation being addressed by the motion.
    - 2. Requires a second, are debatable, are amendable<sup>14</sup>, and requires a majority vote.
    - 3. May not be reconsidered following passage of the main motion.
  - vi. Postpone Indefinitely
    - 1. Used to end debate on a motion without bringing it to a vote.
    - 2. Requires a second, are debatable, are not amendable, and requires a majority vote.
    - 3. May not be reconsidered.

#### IV. Incidental Motions

- a. Incidental Motions generally deal with procedures, rules, and other issues of order.
- b. The following are incidental motions:
  - i. Point of Order
    - 1. Used to inform the Speaker that a Representative believes that a breach of rules has occurred.

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<sup>14</sup> Amendments may only be themselves amended once.

2. Following the Point of Order the Chair will rule on the Point of Order.
  3. Not debatable, Not amendable, and no vote is required.
  4. May interrupt the Representative who has the floor.
- ii. Appeal a Decision of the Chair
1. Used to appeal any decision of the Chair directly following the decision.
  2. Requires a second, are debatable, are not amendable, and requires a majority vote.
- iii. Point of Information
1. Used to allow Representatives to ask a question about a topic being discussed.
  2. If the Chair believes this to be relevant he/she will answer the question.
  3. Not debatable, not amendable, and no vote is required.
  4. May interrupt the Representative who has the floor.
- iv. Parliamentary Inquiry
1. Used to allow Representatives to question the Chair about what parliamentary rules are applicable to a situation.
  2. If the Chair believes the question is relevant he/she will answer the question.
  3. Not debatable, not amendable, and no vote is required.
  4. May interrupt the Representative who has the floor.
- v. Object the Consideration of a Question
1. Used to prevent discussion on a particular topic. The motion must be made before debate has begun on the main motion.
  2. The Chair may rule on the objection is the main motion is clearly out of order.
  3. Not debatable, not amendable, and requires a two-thirds (2/3) vote.
- vi. Request a Roll Call Vote
1. Used when the outcome of any voice vote is in doubt.
  2. The Chair may order Roll Call Vote or shall order a Roll Call Vote upon request by any member.
  3. Not debatable, not amendable, no vote required.
- vii. To Suspend the Rules
1. Used to suspend a definite rule or rules for a specific reason or period of time.
  2. Not debatable, not amendable, and requires a two-thirds (2/3) vote.
- viii. Withdraw or Modify a Motion
1. Used by the Representative who moved a motion to withdraw or alter the motion.

2. Not debatable, not amendable, majority vote required.
- ix. Division of a Question
  1. Used to separate a motion that has several parts that themselves could stand alone as individual motions.
  2. Not Debatable, are amendable, and requires a majority vote.

V. Privileged Motions

a. The following are privileged motions listed in order of precedence:

- i. Adjourn
  1. Used to bring a meeting to a close.
  2. Requires a second, Not debatable, not amendable, and requires a majority vote.
  3. May not be reconsidered.
- ii. Recess
  1. Used to insert a break in the meeting.
  2. Requires a second, not debatable, are amendable, majority vote required.
  3. May not be reconsidered.
- iii. Question of Privilege
  1. Used to deal with the rights and privileges of Representatives, such as the ability to hear another Representative or a disturbance in the room.
  2. Not debatable, not amendable, no vote required.
  3. May interrupt the Representative who has the floor.
- iv. Orders of the Day
  1. Used to bring the Student Assembly back to the agenda if the meeting has strayed from the agenda.
  2. Not debatable, Not amendable, and no vote is required.

## **Rule XIII: Order of Precedence**

- I. The Student Assembly shall be governed by, in order of precedence, the East Carolina University Student Government Association Constitution, the East Carolina University Student Government Association Bylaws, these Standing Rules, and the most recent edition of Roberts' Rules of Order.

## **Rule XIV: Amendments**

- I. Any amendments to these Standing Rules shall be made by a majority vote of the East Carolina Student Government Association Student Assembly in the form of a General Motion.
- II. Amendment shall be referred to the Student Assembly Rules and Judiciary Committee.