



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

IOWA STATE UNIVERSITY GRADUATE AND PROFESSIONAL STUDENT SENATE

STANDING RULES

The following rules are guidelines for the Graduate and Professional Student Senate (Senate). They may be revised, suspended, or discontinued by the approval of the appropriate motion by a simple majority of Senators voting at the meeting of the Senate.

1. These rules shall be reviewed by the Executive Council, under the direction of the Vice President, at least once each year. They shall be presented for adoption to the Senate annually.
2. The Senate shall meet on the last Monday of each August, September, October, November, January, February, March, and April at 6:30 PM, unless the meeting date conflicts with current Prep Week policy or has been otherwise arranged and announced with proper notice.
3. Roll call of all Senators will be taken at the start of the Senate session. The Senate Information Officer (SIO) records the attendance of all Senators who are present.
4. Executive Committee reports will be limited to forty (40) minutes. A motion to extend may be approved by a simple majority of the Senate present.
5. The Vice President or appointed Chair of the Senate shall strive to follow the guidelines for assigning the floor to speakers, as stated in Robert's Rules of Order, so as to provide balance and order to the debate.
6. All seated Senators, including the author of the bill, are eligible to vote on Senate bills and resolutions during the Senate session as long as they have registered their attendance with the SIO.
7. The Senate may not take final action on a bill or resolution until a sponsor presents the final version to all Senators present at the meeting. Only Senators who are named sponsors of the legislation or serve as designated representatives may present the legislation to the Senate.
8. Procedure for the submission of bill resolutions to the Senate:
 - a) All bills and resolutions to be proposed must be submitted to the Vice President fourteen (14) calendar days before the regular Senate meeting. All bills and resolutions will be circulated through the Rules Committee, and if it should be determined to regard financial matters, the Finance Committee prior to being placed on the docket.
 - b) If there is an urgent situation and these deadlines cannot be met, legislation can still be brought before the Senate provided the following:
 - i. The sponsor is able to show legitimate urgency, and the Senate votes to allow an addition to the agenda. A supermajority vote from the Senate is needed.
 - ii. The sponsor provides access to the legislation for distribution to each Senator and Executive Council officer.
9. Introduction of new legislation:
 - a) A bill, order, or resolution to be voted on must be communicated to and read by Senators prior to the Senate meeting unless a senator moves to "consider it read," per Robert's Rules of Order.
 - b) Once the document is communicated, any pertinent information about the proposed legislation to the Senate may be presented.
 - c) Once the proposed legislation has been introduced, the Senate will then be able to ask questions for the purpose of clarification for five (5) minutes. The Senate is then able to debate the proposed legislation in question.



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10. Debate following a motion will be limited to a maximum of thirty (30) minutes, with each speaker allotted a maximum of three (3) minutes time for communication.
 - a) Move to “call the question” may be called declared during debate and requires a second. At that time a vote to call the question must be taken. A supermajority vote is required to call the question. If two-thirds approval is not met, then debate continues.
 - b) To end debate the Senate must either:
 1. Vote on the question.
 2. Vote to postpone the debate until a specified time (or indefinitely).
 3. Vote to send the issue to committee for further review.
 4. Vote to table.
 - b) If the bill, order, or resolution is passed, the sponsor has the responsibility to ensure that the action mandated by the legislation occurs.
11. Three (3) types of amendments can be made to a bill, order, or resolution:
 - a) Motion to amend by adding words;
 - b) Motion to amend by striking words; or
 - c) Motion to amend by striking words (or paragraphs) and adding new words (or paragraphs) in their place.
12. These amendments must be communicated to the Vice President or designated Chair of the Senate and accurately displayed by the SIO for the Senate.
 - a) After the amendment is made, there will be a total of ten (10) minutes of debate on the amendment. The proponent of the amendment will be given two (2) minutes to explain and support the amendment. There will be eight (8) minutes for discussion of the amendment. If opposed to the amendment, an author of the bill has first right to rebuttal. These ten (10) minutes of debate count against the total thirty (30) minutes allowed for debate for the given bill/resolution.
 - b) Amendments are passed by a simple majority vote.
 - c) Amendments may be passed by unanimous consent, or roll call, as necessary.
13. General discussion of a particular subject can be held by passing a Motion to Discuss.
 - a) No action aside from debate is possible under this motion, but it is appropriate to make a motion calling for action after debate when the Motion to Discuss has ended.
 - b) Any Senator may make a Motion to Discuss during the Senate Forum or the Executive reports.
 - c) The Motion to Discuss is non-debatable, requires a second, has the rank of a main motion, and is passed by a simple majority of the Senators present at the meeting of the Senate.
 - d) Discussion will be limited to a maximum of twenty (20) minutes, with each speaker allotted a maximum of three (3) minutes for communication time.
 - e) The Vice President or appointed Chair of the Senate will remind Senators of the maximum discussion time after the Motion to Discuss has been passed.
 - f) The discussion period ends:
 - i. When twenty (20) minutes have elapsed, unless a motion is made to extend the time limit of discussion for an allotted period of time, which requires a second and a supermajority vote to pass.
 - ii. When a motion is made to end the discussion. This motion requires a second and a supermajority to pass. If a two-thirds vote is not met, then debate continues.
14. Senate Forum is limited to thirty (30) minutes unless otherwise specified in the agenda. A motion to extend Senate Forum may be approved by a simple supermajority of the Senate present.
15. Executive Council is committed to provide accessible mediums to Senate meetings.