



# 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, and the Rules Committee 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. 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.
5. The 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. 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 on the legislation, or a designated representative, may present the legislation to the Senate.
7. Procedure for the submission of bills resolutions to the Senate:
  - a) All bills and resolutions to be proposed must be submitted to the Vice President twelve (14) calendar days before the regular Senate meeting.
  - 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 majority vote from the Senate is needed.
    - ii. The sponsor provides access to the legislation for distribution to each Senator and Executive Council officer.
10. Introduction of new legislation:
  - a) A sponsor of a bill, order, or resolution must read the document before the Senate meeting unless a senator moves to "consider it read," per Robert's Rules.
  - 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.
11. 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) The question may be called during debate and requires a second. At that time a vote to call the question must be taken. A two-thirds majority is required to call the question. If two-thirds approval is not met, then debate continues.



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- b) To end debate the Senate must either:
  - i. Vote on the question.
  - ii. Vote to postpone the debate until a specified time (or indefinitely).
  - iii. Vote to send the issue to committee for further study.
  - iv. Vote to table according to Robert's Rules of Order.
- c) If the bill, order, or resolution is passed, the sponsor has the responsibility to ensure that the action mandated by the legislation occurs.
- 12. 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 under 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 Chair 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 two-thirds majority of present Senators.
    - ii. When a motion is made to end the discussion. This motion requires a second and a two-thirds majority to pass. If two-thirds majority is not met, then debate continues.
- 13. 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.
- 14. These amendments must be communicated to the Chair 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.
- 15. Senate Forum is limited to 30 minutes unless otherwise specified in the agenda. A motion to extend Senate Forum may be approved by a majority of the Senate present.
- 16. Executive Committee reports will be limited to 40 minutes. A motion to extend may be approved by a majority of the Senate present.
- 17. Executive Council is committed to add accessible mediums to Senate meetings.