

The Rules of Order

The Associated Students of Lewis & Clark

Amended: April 9th, 2015

1. The purpose and scope of these Rules of Order are to provide a cohesive, standard method of operation for formal meetings of all bodies of the Associated Students of Lewis and Clark (ASLC)
2. The Chair shall facilitate the organization and process of all meetings, set all time and places of convening for all meetings, and set and provide the agenda for all meetings
 - a. All meetings of the Senate must have an identified and agenzized section for public comments.
 - i. It is the responsibility of any member of the public to provide the Chair with notice of their intent to comment and speak before the commencement of the meeting.
3. Quorum will be set at a simple majority (>1/2) of the body's voting members
Without a quorum, only procedural votes may occur
4. To speak before the body, the Chair must recognize an individual
 - a. By default, speaking limits in open discussion shall be two (2) one (1) minute opportunities per Agenda Item or Motion
 - b. The speaker may use or yield their time at their own discretion
 - c. The Chair may stipulate additional restrictions on speaking at their discretion in the form of
 - d. Limits on the number of times individuals may speak in a single discussion or meeting
 - e. Limits on the amount of time an individual may speak
 - f. Limit of the total time that a discussion may take
 - g. The Chair must make any speaking restrictions known to all those present at the meeting
 - h. The body may veto any restrictions on speaking time with a one-third (1/3) vote
5. All voting members in attendance have the prerogative and responsibility to participate in every vote
 - a. Votes may only be cast verbally or physically in person
 - b. All votes must be recorded and made available to the general public
 - i. It is the responsibility of the Chief of Staff to record the vote and reason for abstention of each member on every piece of legislation when a vote is designated as a role-call
 - ii. The Chief of Staff must make public each member's vote within forty-eight (48) hours of the vote
 - c. There shall be three voting option available to members in every vote
 - i. "Aye"
 1. An "Aye" vote is a vote in the proposition
 - ii. "Nay"
 1. A "Nay" vote is a vote in the opposition
 - iii. "Oi"
 1. An "Oi" vote is a vote in abstention
 - a. A vote in abstention may only be placed if an individual has either a conflict of interest or a fear for a lack of information
 - b. Every vote in abstention must provide the reason for abstention
 - c. A vote in abstention shall be tallied as such, but will take the effect of an opposition
 - d. Before any legislation is allowed to proceed to a vote, the Chair must request and acknowledge all members of the public who wish to comment
 - e. After the session of public comments on a piece of legislation is closed, it is the responsibility of the Chair to request a Motion to Debate
 - i. Only at the failure of a Motion to Debate or closure of Debate may a procedural vote be called to advance voting on a piece of legislation

6. At any point in a meeting, voting members may change the procedure of the meeting by making an appropriate motion
 - a. Any debatable motion may be rescinded or modified by the mover before the motion is voted on
 - b. The Chair must recognize any presented motion
 - c. The Precedence of Motions shall be as follows
 - i. Fix the time of adjournment
 - ii. Adjourn
 - iii. Recess
 - iv. Table
 - v. Straw Poll
 - vi. Vote
 - vii. Enter Executive Session
 - viii. Alter Speaking Time
 - ix. Extend Discussion
 - x. To create an Ad Hoc Committee
 - d. Points of Order serve to alert the Chief Parliamentarian that a violation of Constitution, Bylaws, Rules of Order, or other procedures may have occurred
 - i. A point of order may be raised at any point by any member or spectator of the meeting, without a second or debate
 - ii. The Chief Parliamentarian shall mediate and resolve any pointed violation of procedure
 - e. Point of Information serve to request more information on the topic of discussion
 - i. A Point of Information may be raised at any point by any member or spectator without a second or debate
 - ii. The Chief Parliamentarian shall provide the requested information or request another individual present at the meetings do so
 - f. A Motion to Suspend the Rules serves to temporarily suspend a portion or the entirety of the Rules of Order
 - i. A Motion to Suspend the Rules may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Suspend the Rules requires a two-thirds ($2/3$) majority to pass
 - g. A Motion to Reinstate the Rules serves to reinstate the rule(s) suspended by a Motion to Suspend the Rules
 - i. A Motion to Reinstate the Rules may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Reinstate the Rules requires a simple majority ($>1/2$) to pass
 - h. A Motion to Adjourn serves to end the current meeting
 - i. A Motion to Adjourn may be raised by any member of the meeting with a second and without debate
 - i. A Motion to Adjourn requires a simple majority ($>1/2$) to pass
 - i. A Motion to Fix the Time at Which to Adjourn serves to establish an end time for the current meeting and reconvene at a later, predetermined time
 - j. A Motion to Fix the Time at Which to Adjourn may be raised by any member of the meeting with a second and without debate
 - i. A Motion to Fix the Time at Which to Adjourn requires a simple majority ($>1/2$) to pass
 - k. A Motion to Recess serves to temporarily halt the meeting for a prescribed amount of time
 - i. A Motion to Recess may be raised by any member of the meeting with a second and without debate
 - ii. A Motion to Recess requires a simple majority ($>1/2$) to pass

- l. A Motion to Enter Executive Session serves to temporarily remove all members of the meeting except for voting members and the Chair, no minutes may be taken for the duration of the Executive Session
 - i. A Motion to Enter Executive Session may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Enter Executive Session requires a two-thirds (2/3) majority to pass
- m. A Motion to Leave the Executive Session serves to end the current Executive Session
 - i. A Motion to Leave the Executive Session may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Leave the Executive Session requires a simple majority (>1/2) to pass
- n. A Motion to Extend Discussion serves to lengthen the amount of time allotted for discussion beyond what was set by the chair
 - i. A Motion to Extend Discussion may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Extend Discussion requires a simple majority (>1/2) to pass
- o. A Motion to Alter Speaking Time serves to place restrictions on the number of times individuals may take to speak in a single discussion or meeting or to place restrictions on the amount of time speak
 - i. A Motion to Alter the Speaking Time may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Alter the Speaking Time requires a simple majority (>1/2) to pass
- p. A Motion to Table serves to remove an item from the Agenda entirely
 - i. A Motion to Table may be raised by any voting member of the meeting with a second and debate
 - ii. A Motion to Table requires a two-thirds majority (2/3) to pass
- q. A Motion to Add an Item to the Agenda serves to add items to a specific place in the Agenda
 - i. A Motion to Add an Item to the Agenda may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Add an Item to the Agenda requires a simple majority (>1/2)
- r. A Motion to Reorder the Agenda serves to rearrange the items listed on the Agenda
 - i. A Motion to Reorder the Agenda may be raised by any voting member with a second and without debate
 - ii. A Motion to Reorder the Agenda requires a simple-majority (>1/2) to pass
- s. A Motion to create an Ad Hoc Committee serves to create and structure an Ad Hoc Committee
 - i. A Motion to create an Ad Hoc Committee may be raised by any voting member of the meeting with a second and debate
 - ii. A Motion to create an Ad Hoc committee requires a two-thirds majority (2/3) to pass
- t. A Motion to Refer to a Committee serves to refer an issue to a specific committee
 - i. A Motion to Refer to a Committee may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Refer to a Committee requires a simple majority (>1/2) to pass
- u. A Motion to Vote serves to initiate the voting process
 - i. A Motion to Vote may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Vote requires a two-thirds majority (2/3) to pass
 - iii. A Motion to Vote will default to vocal affirmations, if anyone present in the chamber requests, votes may be recorded by a show of hands or through a Roll-Call
- v. A Motion to Straw Poll serves to initiate an informal vote on a subject

- i. A Motion to Straw Poll may be raised by any member of the meeting with a second and without debate
 - w. A Motion to Open Debate serves to initiate a debate on the motion at hand
 - i. A Motion to Open Debate may be raised by any member of the meeting with a second and without debate
 - ii. A Motion to Open Debate proceeds without a vote
 - iii. Debate shall last until a Motion to Close Debate is heard
 - x. A Motion to Close Debate serves to end a debate on the motion at hand
 - i. A Motion to Close Debate may be raised by any voting member of the meeting with a second and without debate
 - ii. A Motion to Close Debate requires a two thirds (2/3) majority to pass
 - iii. Upon failure to Close Debate, all present persons shall be allotted opportunity for one additional speech
- 7. Amendment
 - a. These Procedures may be amended by a two-thirds majority (2/3) vote of the Senate

Last amended on Thursday, April 9th, 2015.