

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### 2009-2010 Standing Rules for GPSS

The following rules are guidelines for the 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 and shall be presented for adoption, with any revisions made, to the Senate no later than the first meeting following the seating of new senators.
- 2) The Senate shall meet on the last Monday of each month, unless otherwise arranged.
- 3) 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.
- 4) The Chair shall recognize the first request from the floor. The right to the Senate floor is open to all persons attending the Senate session. Each speaker's right to the floor shall not exceed five (5) minutes for each issue at the meeting, except for committee reports.
- 5) The Senate may not take final action on a bill or resolution until a sponsor presents the final version clearly to all Senators present at the meeting.
- 6) Procedure for the submission of bills and resolutions to the Senate:
  - a) All bills and resolutions to be proposed must be submitted to the Vice President ten (10) calendar days before the regular Senate meeting.
  - b) The Vice President and the Rules Committee will review the proposed bills and resolutions and provide feedback to the sponsors.
    - i. The chairperson of the rules committee can state the opinion of the rules committee during their committee report. The opinion from the committee on any legislation will be reported back to senate as being favorable, unfavorable, or no bias. This decision by the rules committee must be supported by the current constitution and/or by-laws.
    - ii. If the proposed legislation is of a financial nature the rules committee shall forward the bill to the finance committee. The finance committee's opinion will be reported to the senate by its chair person. The opinion of the finance committee will be reported as favorable, unfavorable, or no-bias. This decision by the finance committee must be based on the current financial statement.
  - c) 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 is able to submit a form of the bill that can be viewed by all of senate (electronic or overhead).
  - d) The sponsor of a resolution or a bill shall read the resolution or bill aloud at the senate meeting and present any pertinent information about the bill or resolution to the Senate.

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- e) If the bill or resolution is passed, the sponsor has the responsibility to see that action mandated by the legislation occurs.
- 7) 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 under the Motion to Discuss has ended.
  - b) Any Senator may make a Motion to Discuss during the Senate Forum or the committee 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 forty-five (45) minutes, with each speaker allotted a maximum of five (5) minutes speaking time.
  - e) The Chair will remind Senators of the maximum speaking and discussion time after the Motion to Discuss has been passed.
  - f) The discussion period ends:
    - i. When forty-five (45) minutes have elapsed, unless a motion is made to extend the time limit of debate 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 debate. This motion requires a second and a two-thirds majority to pass. If two-thirds majority is not met, then debate continues.
- 8) Debate following a motion will be limited to a maximum of forty-five (45) minutes, with each speaker allotted a maximum of five minutes speaking time.
- 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 majority is not met, then debate continues.
  - b) To end debate the Senate must either:
    - i. Vote on the issue.
    - ii. Vote to postpone the debate until a specified time (or indefinitely).
    - iii. Vote to send the issue to committee for further study.
- 9) Two (2) types of amendments can be made to a bill or resolution:
- a) Friendly Amendments (minor changes which do not change the original intent of the bill or resolution): spelling errors, punctuation, word usage, and short clarification. The Chair will call for anyone opposed to the amendment. If no one is opposed, it passes by silent consent.
  - b) Other Amendments (major changes which might change the original intent of the bill or resolution): striking portions of the bill/resolution, large additions, or long clarification.
- 10) These amendments must be written down and passed to the Chair.
- i. 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 five (5) minutes to explain and support the amendment. There will be five (5) minutes for rebuttal of the amendment. These ten (10) minutes of debate counts against the total forty-five (45) minutes allowed for debate for the given bill/resolution.
  - ii. Major amendments are passed by a simple majority vote.