

# **Standing Rules of The Undergraduate Senate**

**Amended & Passed 6.30.2021**

## **USR-100 INTRODUCTION**

### USR-100-001 Introduction

- A. The following rules shall govern and control all actions and procedures of the Undergraduate Student Senate (Senate).
- B. The Senate divides its business into annual sessions.
- C. Each session shall begin following the inauguration of the majority of a new Senate.
- D. Each session shall consist of a number of regular and special meetings.

## **USR-101 PRESENTATION OF CREDENTIALS AND QUESTIONS OF PRIVILEGE**

### USR-101-001 Senatorial Records

- A. The official Senatorial Records shall contain a chronological list of the following:
  1. Name of Senatorial senator;
  2. District Number (#);
  3. District Name;
  4. Date of Election; and,
  5. Senator's signature that affirms the senator's promise to follow the Senatorial ethics and rules requirements. These requirements shall be enforced by the Ethics Chair of the Senate.
- B. All Senators must be verified through email communications with the Board of Elections.

## **USR-102 SUSPENSION AND AMENDMENT OF THE RULES**

### USR-102-001 Alterations, Suspension or Rescission of Rules

- A. These rules may not be permanently rescinded or altered except by a Senatorial resolution passed by at least two-thirds (2/3) of the membership of the Senate.
- B. Upon a two-thirds vote of the affirmative by present and voting members, the Senate may temporarily suspend any of these rules during full meetings of the Senate, except as otherwise provided.
- C. USR-102-001 cannot be suspended.

## **USR-103 PROCEDURES OF THE FIRST MEETING OF EACH SESSION**

### USR-103-001 First Meeting

- A. The first meeting of the regular session of the Senate shall be held annually within seven days of the inauguration ceremony. The Speaker Emeritus will determine a reasonable date and time for the meeting.

### USR-103-002 Convening the New Senate Session

- A. The Speaker of the previous Senate session shall convene the Senate and preside over the body until the members elect a new Ethics Committee Chair. In the case of a vacancy, inability, or refusal to so serve, the duty shall devolve to, with the descending order:
  1. The Speaker Pro Tempore of the previous Senate;
  2. The Ethics Chair of the previous Senate.

#### USR-103-003 Agenda for the First Meeting

- A. The agenda for the first meeting of each session shall be as follows:
  - I. Call to Order
  - II. Oath of Office
  - III. Call of the Roll
  - IV. Election of the Ethics Committee Chair;
  - V. Election of the Speaker;
  - VI. Election of the Speaker Pro Tempore, the Finance Committee Chair, the Rules and Judiciary Chair, and the Oversight and Advocacy Chair, in that order;
  - VII. Election of the Joint Governance Council member at large;
  - VIII. Election of the members of the Commission on Campus Equality and Student Equity
  - IX. Determination of the membership of the Ethics Committee, the Finance Committee, Rules and Judiciary Committee, and the Oversight and Advocacy Committee;
  - X. First Reading and Referral to Committee of Bills and Resolutions
  - XI. Simple Resolutions

#### USR-103-004 Election of Officers

- A. The elected officers of the Senate shall be elected by majority vote upon nominations from the floor.
- B. If no candidate receives a majority, runoff elections shall be held, in which the candidate receiving the fewest votes on the immediately preceding ballot for that office shall be excluded, until a majority for one candidate shall be obtained.
- C. Each candidate shall have the right to speak on their own behalf for a time not to exceed five (5) minutes, with such statements taking place in reverse order of nominations upon close of nominations for that office.
- D. At the conclusion of the last speech by a candidate for that office, the candidates shall be allowed to answer queries on their own behalf for a time not to exceed five (5) minutes per query per candidate.
- E. Election shall be by ballot, with each ballot signed by a voting member of the Senate and open to public inspection.
- F. In the event of a tie the Senate shall re-vote as many times as necessary in order to reach a majority number of votes for one of the candidates.
- G. All elected officers shall serve for the duration of the session except for cases of resignation,

dismissal, or ineligibility.

USR-103-005 Election of the Joint Governance Council member at large

- A. The Joint Governance Council member at large of the Senate shall be elected by majority vote upon nominations from the floor.
- B. If no candidate receives a majority, runoff elections shall be held, in which the candidate receiving the fewest votes on the immediately preceding ballot for that office shall be excluded, until a majority for one candidate shall be obtained.
- C. Each candidate shall have the right to speak on their own behalf for a time not to exceed five (5) minutes, with such statements taking place in reverse order of nominations upon close of nominations for that office.
- D. At the conclusion of the last speech by a candidate for that office, the candidates shall be allowed to answer queries on their own behalf for a time not to exceed five (5) minutes per query per candidate.
- E. Election shall be by ballot, with each ballot signed by a voting member of the Senate and open to public inspection.
- F. In the event of a tie the Senate shall re-vote as many times as necessary in order to reach a majority number of votes for one of the candidates.
- G. All elected officers shall serve for the duration of the session except for cases of resignation, dismissal, or ineligibility.

USR-103-006 Election of Commission on Campus Equality and Student Equity Members

- A. The two individuals that will represent the Undergraduate Senate on the Commission on Campus Equality and Student Equity shall be elected by majority vote upon nominations from the floor.
- B. Members of leadership are ineligible to serve as the Senate's representation on the Commission.
  - a. Membership, as defined in Article II, Section 106 of the Undergraduate Student Code, shall consist of the Speaker, Speaker Pro Tempore, and Committee Chairs.
- C. If no candidate receives a majority, runoff elections shall be held, in which the candidate receiving the fewest votes on the immediately preceding ballot for that office shall be excluded, until a majority for one candidate shall be obtained.
- D. Each candidate shall have the right to speak on their own behalf for a time not to exceed five (5) minutes.
- E. At the conclusion of the last speech by a candidate for that office, the candidates shall be allowed to answer queries on their own behalf for a time not to exceed five (5) minutes per query per candidate.
- F. Election shall be by ballot, with each ballot signed by a voting member of the Senate and open to public inspection.
- G. In the event of a tie the Senate shall re-vote as many times as necessary in order to reach a majority number of votes for one of the candidates.
- H. All elected officers shall serve for the duration of the session except for cases of resignation, dismissal, or ineligibility.

## **USR-104 QUORUM - ABSENT SENATORS MAY BE SENT FOR**

### USR-104-001 Quorum

- A. A quorum consists of a majority of all the qualified members of the Senate (50% +1). Members on an approved leave of absence shall not be considered a qualified member of the Senate for the purpose of determining quorum. Members who have lost voting privileges may also not be counted as qualified members of the Senate for purposes of establishing quorum.
- B. When a lesser number than a quorum convenes, the senators present may send the Sergeant-at-Arms or any person, for any absent senators.
- C. Should the point of a quorum be raised during a meeting, the doors shall be closed and a designee of the presiding officer shall call the roll of the Senate, after which those not present shall again be called.

## **USR-105 PETITIONS**

### USR-105-001 Petitions Addressed to the Senate

- A. Petitions, memorials, and other papers addressed to the Senate shall be presented by the Speaker.
- B. Any messages from the Chancellor, the Board of Trustees of the University, the Board of Governors, members of administration, and members of faculty shall take precedence, followed by petitioning Students and reports or messages of the Student Body President, USG President, GPSF President, USG Vice President, USG Treasurer, USG Secretary, USG Executive Committee Chairs, and all others.

## **USR-106 ORDER OF BUSINESS**

### USR-106-001 Regular Meetings

- A. Regular meetings of the Senate shall take place every two-class weeks during the Fall and Spring Semesters.

### USR-106-003 Special Meeting

- A. Special meetings of the Senate shall be called when deemed necessary by the Speaker or by a majority of the Senate petitioning the Speaker in writing.
- B. The date, time, and place of such meetings shall be established by the Speaker or petitioners as is appropriate, but such meetings require electronic notification via email prior to twenty-four (24) hours before the stated time of the meeting.

### USR-106-004 Meetings during Holidays

- A. No regular or special meetings of the Senate shall be held during official University holidays, recesses, or during the week of final exams, without unanimous consent of all

members of the Senate expressed in writing or electronic communication.

#### USR-106-005 Convening and Presiding in Absence of Speaker

- A. In the absence of the Speaker, the highest officer on the following list shall convene or reconvene the Senate and preside, in descending order:
  1. Speaker Pro Tempore;
  2. Ethics Committee Chair;
  3. Finance Committee Chair;
  4. Rules and Judiciary Committee Chair; or,
  5. Oversight and Advocacy Committee Chair.
- B. A designee of the presiding officer shall then be instructed to call the roll.
- C. Should the Speaker and all of the officers listed above remain absent fifteen (15) minutes after any time fixed for the reconvening of the Senate, the meeting shall be considered cancelled. In such case, the roll shall be called and all members not present shall have their absences/exits recorded.

#### USR-106-006 Approval of Minutes

- A. After convening the Senate the presiding officer shall order the minutes of the previous meeting to be examined and then entertain a motion to accept the minutes by consent after all corrections have been made.

#### USR-106-007 Order of Business

- A. After the approval of the Minutes, the order of business shall be as follows:
  - I. Receipts of Petitions and Messages
    - 1) Messages from the Student Body President or the USG President
    - 2) Messages from the USG Vice President
    - 3) Messages from the USG Treasurer
    - 4) Messages from the USG Director of State and External Affairs
    - 5) Messages from the USG Student Attorney General
    - 6) Messages from the USG Honor Court Chairperson
  - II. Reports of the Officers of Senate
  - III. Public Comment Period
  - IV. Veto Messages from the Student Body President or USG President
  - V. Unfinished business of the preceding meeting
  - VI. Unfavorable Calendar
  - VII. Special Orders
  - VIII. Consent Calendar
  - IX. Introduction of Simple Resolutions
  - X. General Orders Calendar
  - XI. Notices and Announcements
  - XII. Adjournment

#### USR-106-008 Agenda

- A. The agenda of the Senate shall be prepared by the Speaker of the Senate at least thirty-six (36) hours prior to each meeting.
- B. The Presiding Officer of the Senate shall see that all bills are acted upon by the Senate in the order in which they stand upon the agenda, unless advanced notice is provided to the presiding officer of conflicts that would prevent the sponsor of legislation from being present. Reordering for this purpose shall be at the discretion of the presiding officer.
- C. Any item of business may be reordered by a two-thirds vote, and items of unfinished business, general orders, and items of new business may be reordered by majority vote.
- D. These motions are not debatable.
- E. The published agenda shall include all items of business reported favorably or without prejudice from committee since the previous meeting.
- F. All items reported unfavorably shall appear on a separate unfavorable calendar.

#### USR-106-009 Consent Calendar

- A. The consent calendar shall be defined as a grouping of legislation on the meeting agenda that have received a recommendation for a favorable report, favorable report as amended, or favorable as to committee substitute, and the vote in the committee was (2/3s) of the members present and voting.
- B. The legislation shall appear on the consent agenda for the next meeting after the report is made.
- C. All such matters on the consent calendar shall be approved, adopted, or accepted, as the case may be, upon a single vote of the Senate.
- D. Each matter so approved will appear in the minutes of the Senate in its proper form showing approval.
- E. Legislation to confirm a nominee shall be removed from the consent calendar if any member of the Senate makes such a request in writing to the Speaker no later than five hours before the commencement of the meeting of the Senate, and in such case the legislation shall be placed on the regular agenda for that meeting.
- F. Any other legislation shall be removed from the consent calendar if any member of the Senate makes such a request to the Speaker at any time prior to the consent calendar being approved or rejected, and in such case the legislation shall be placed on the general orders calendar for that meeting.
- G. It shall not be in order to offer any amendment to legislation on the consent calendar except committee amendments.

## **USR-107 MESSAGES**

### USR-107-001 Two Minute Speeches

- A. Every Senate member shall be allowed to Speak for a period not exceeding two minutes before the Senate convenes. Such member shall inform the presiding officer of their desire to speak before the presiding officer calls the meeting to order.

### USR-107-002 Public Comment Period

- A. All regular meetings of the Senate shall include a public comment period to allow constituents of the opportunity to address the body on agenda items.
  1. The duration of the Public Comment Period shall be a maximum of thirty (30) minutes.
    - a. The Public Comment may be extended by a (2/3s) vote of members present and voting.
  2. Each speaker will be allowed a maximum of two (2) minutes.
  3. No speaker may cede their time to another speaker.
  4. The designee of the presiding officer shall record comments made during the public comment period.
  5. Persons wishing to address the Senate are advised to sign up with the Speaker of the Senate prior to the beginning of the public comment period at the meeting in which they wish to speak.
  6. USR-107-002 cannot be suspended.

## **USR-108 SPECIAL ORDERS**

### USR-108-001 Special Orders

- A. Any bill or other matter in consideration before the Senate may be made a special order for a subsequent day or hour by a vote of the majority of the Representatives voting, and if action on the special order is under consideration it shall take precedence over any special order or subsequent order for the day, but such subsequent order may be taken up immediately after the previous special order has been disposed of.
- B. All elections of new officers of the Senate or new members to committee shall take place during Special Orders on the Agenda.
- C. Issues of internal affairs, such as Final Actions of the Ethics Committee and reinstatement of voting rights, shall take place during Special Orders on the Agenda.

### USR-108-002 Vacancies

- A. Vacancies among the appointees of the Senate shall be filled within the next Full Senate Cycle.
- B. Vacancies among the elected officers of the Senate shall be filled by election according the procedures of these rules at the next regular meeting of the Senate unless said election shall



be postponed by a two-thirds vote, said motion being debatable as to the merits of postponement.

- C. In the event of a vacant committee chair the Vice-Chair shall serve as Acting Chair until such an election can be held.

## **USR-109 PAPERS - WITHDRAWAL, PRINTING, READING OF, AND REFERENCE**

### USR-109-001 Definitions

- A. A resolution shall be any written motion before the Senate which seeks to:
  - 1. Approve appointments of the USG President, the Speaker, and Finance Committee Chair;
  - 2. Establish the Standing Rules of the Undergraduate Senate;
  - 3. Require reports from organizations receiving funds from Student Government;
  - 4. Propose Constitutional Amendments;
  - 5. Propose Referenda;
  - 6. Conduct business regarding internal affairs of the Senate (Final Actions of the Ethics Committee and reinstatement of voting rights); and/or,
  - 7. Bestow, honor, or appreciate any individual or organization affecting the Students of the University.
- B. A bill shall be any written motion before the Senate which seeks to accomplish any task other than those which can legitimately be accomplished by resolution.
- C. A simple resolution is a resolution, which states the opinion of the Senate on any matter, calls for action by any external agency not under the jurisdiction of the, or requires a report from an organization receiving student government funds, and which receives the consent of two-thirds (2/3) of the Senate, or three-fifths (3/5) of the Senate in the case of a proposed referenda.
- D. An act shall be a bill which has been passed by the necessary majority of the Senate.
- E. A law shall be an act which has been signed by the USG President, an act vetoed by the USG President where said veto has been overridden by the Senate, or an act which was neither signed nor vetoed within ten school days of its transmission to the USG President.
- F. Legislation shall refer to one or more resolutions, bills, acts, or laws.
- G. Legislation shall be determined as joint by the Speaker.

### USR-109-002 Legislation, General Rules

- A. Bills shall not become resolutions.
- B. Resolutions shall not become bills.
- C. Resolutions cannot amend, repeal, or modify a statute; nor do they have life beyond the term of the session during which they are adopted.
- D. No bill or resolution may be considered unless copies of the bill have been made available to the entire membership of the Senate. The Senate shall vote on the first copy of any legislative matter that was sent to membership of the Senate, unless subsequent notification

of any updates or changes is sent to membership of the Senate in the same manner as the original.

#### USR-109-003 Authorship of Legislation

- A. The principal sponsor of a piece of legislation shall be the member of the Senate, or the USG President, who introduces the bill or resolution.
- B. The principal sponsor shall be listed first in any list of sponsors.
- C. A piece of legislation may have any number of members of the Senate as cosponsors, where said sponsorship indicates strong support but entitles the sponsor to no special legislative privilege, except if the principal sponsor is absent, in which case a designated co-sponsor may act in their stead.
- D. A need that can be addressed by the Senate may be written and placed in proper form by any person familiar with the legislative process. The author of the legislation shall then find an authorized sponsor, who shall act as principal sponsor for the legislation.
- E. All legislation shall be given a title by its sponsor, which shall adequately and fairly reflect its subject matter even when the bill or resolution is amended.

#### USR-109-004 Form and Copies of Bills

- A. Bills submitted for introduction shall be in a computer-typed form submitted to the Speaker.
- B. When a bill which is introduced is not in the prescribed form, the Principal Clerk shall cause the bill to be retyped in the prescribed form, and the retyped copy shall become the official copy of the bill for all purposes.
- C. The Speaker shall assign the measure a number. Bills must be numbered chronologically as the Speaker receives them. The Speaker shall then refer the legislation to the appropriate committees for consideration.
- D. The Speaker shall certify the passage of bills by the Senate, with the date thereof, together with the fact whether passed by vote of three-fifths or two-thirds of the membership of the Senate present and voting, whenever such vote may be required by the Constitution or laws of the State.

#### USR-109-005 Reading and Referral of Bills

- A. Funding requests not submitted online prior to seventy-two (72) hours before the next scheduled Finance Committee meeting shall not be considered by the Finance Committee until the following cycle.
- B. At the discretion of the Speaker and the committee Chair, an exception may be made to allow consideration with no less than twenty-four (24) hour notice in emergency situations.
- C. After a bill has been , (1) postponed indefinitely, or (2) placed on the unfavorable calendar, the contents of that bill or the principal provisions of its subject matter shall not be considered by the Undergraduate Senate except by a two-thirds vote of the members present and voting.
- D. If the measure is removed from the table, it shall be appended to the bottom of the

General Orders calendar.

- E. If a bill remains on the unfavorable calendar at the end of the Senate meeting in which it is considered, it expires.
- F. Resolutions conducting internal affairs business of the Senate may be introduced during a Full Senate meeting.

#### USR-109-006 Legislation, Availability

- A. Twenty-four hours prior to the next regularly scheduled meeting of the Senate, the Speaker shall ensure that copies of all legislation for the meeting are made available to each member of the Senate by posting upon the listserv.

#### USR-109-007 Legislative History

- A. All bills and resolutions in the Senate shall include a legislative history Section on their first page.
- B. The history shall include:
  1. The original introduction number;
  2. The date of introduction;
  3. The principal and cosponsors;
  4. The committee to which it was referred by the Speaker;
  5. The date it reported from committee, by whom it was reported, and how it reported;
  6. The numbers of any subsidiary documents relating to the bill or resolution;
  7. Any relevant change in sponsorship that may result from passing of amendments, or otherwise;
  8. The ayes, and nays, of roll call votes; and,
  9. The final disposition of the bill.

#### USR-109-008 Clauses

- A. Whereas Clause. Bills and resolutions may have optional clauses explaining the need for the legislation which shall begin "WHEREAS," and shall contain one sentence each, terminating with a semicolon. Where there are two or more such clauses, the next to last clause shall terminate with a semicolon followed by the word "and."
- B. Enacting Clause. There shall be an enacting clause in all bills which shall follow any explanatory clauses and shall read "BE IT ENACTED BY THE UNDERGRADUATE SENATE OF THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL THAT:" If there are explanatory clauses this clause shall be preceded by the word "THEREFORE."
- C. Resolving Clause. There shall be a resolving clause in all resolutions which shall follow any explanatory clauses and shall read "BE IT RESOLVED BY THE UNDERGRADUATE SENATE OF THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL THAT:" if there are explanatory clauses this clause shall be preceded by the word "THEREFORE".

#### USR-109-009 Numbering of Legislation

- A. Bills and Resolutions: Legislation shall be assigned a bill or resolution number upon introduction to the Speaker. A number of a bill shall have the form “USB-ss-###”. A number of a resolution shall have the form “USR-ss-###” The “ss” shall be replaced by the number of the current Senatorial session and the “###” shall be replaced by a sequential number of all bills and resolutions which shall begin at one (“001”) with the beginning of each Senatorial session and shall be incremented by one for each piece of legislation introduced so that it shall represent at any time the total number of pieces of legislation introduced in that session of the Senate.
- B. Once a proposed bill or resolution has been assigned its chronological number, this number shall not be changed prior to its consideration by Full Senate.

#### USR-109-010 Certification

- A. Each copy of any bill, resolution, act, law, order, agenda, or minutes promulgated by the Speaker shall bear the name of the official paper (i.e., USB-78-124 or Agenda 01 Dec 2011) and the following statement “Certified correct and proper by Speaker” legally initialed by the Speaker (or Acting Speaker of the Senate) in the case of Senatorial documents or “certified correct and proper by the Speaker and the USGP” legally initialed by the Speaker (or Acting Speaker) and the USG President (or the Acting USG President) in the case of laws.

### **USR-110 VOTING PROCEDURE**

#### USR-110-001 Votes

- A. Unless specifically noted, all required votes in these rules are votes of senators present and voting.
- B. Unless otherwise stated, a two-thirds vote or any other required supermajority shall be two-thirds of all members present and voting, with the exception of votes as stipulated in the constitution.

#### USR-110-002 Methods of Voting

- A. The Senate shall vote via voice (aye, no, abstention) except where otherwise provided in these rules. Members abstaining from the voice vote may indicate as such to the presiding officer prior to the vote.
- B. Roll Call Vote.
  - 1. Before a question is put, any member may call for a roll call vote of the ayes and nos. If the call is sustained by one-fifth of the members present, the question shall be decided by the ayes and no’s upon a roll call vote.
  - 2. The presiding officer may call for a roll call vote if deemed necessary.
- C. Recording of Votes.

1. A designee of the presiding officer of the Senate shall record votes in the manners prescribed within the S.G.C. and the Standing Rules of the Senate.
- D. Secret Ballots. The Senate shall be forbidden the use of the secret ballot.
- E. USR-110-002 cannot be suspended.

#### USR-110-003 Dividing the Question

- A. If any question contains several distinct propositions, a member may move that the question be divided. The motion shall clearly state how the question is to be divided. The motion shall be adopted by majority vote of the members present and voting.
- B. If the question is divided and any part thereof fails, then any provisions remaining to be voted upon are still under consideration.

#### USR-110-004 Voting

- A. Any member of the Senate may vote yea, nay, or abstain. An abstention vote shall not be counted in the final vote.
- B. Upon entering voting procedure for any item requiring a roll call or voice vote, a Senator may move to accept the item by unanimous consent.
  1. If there are no objections to the motion, the item being voted on will be passed.
  2. If a Senator objects, the Presiding Officer will proceed with voting procedure as normal.
  3. This motion does not require a second.
- C. The votes of each representative for every bill and resolution put to question in Full Senate shall be recorded by a designee of the presiding officer of the Senate and published on the Senate website.
  1. When legislation is passed by unanimous consent, the vote may be recorded as such in place of recording individual votes.

#### USR-110-005 Voting by the Presiding Officer

- A. In all elections the Presiding officer may vote. In all other instances the presiding officer may vote, or may reserve this right until the vote would change the outcome; but in no instance may the presiding officer vote twice on the same question.

### **USR-111 RECONSIDERATION**

#### USR-111-001 Motion to Reconsider

- A. When a question has been decided, it is in order for any member to move for the reconsideration thereof on the same or the succeeding legislative day; provided that if the vote by which the motion was originally decided was taken by a recorded vote, only a member of the prevailing side may move for reconsideration.
- B. A first motion to reconsider shall be determined by a majority vote. A two-thirds vote shall be required for a subsequent motion to reconsider the same measure.
- C. A two-thirds vote shall also be required in order to reconsider a motion or vote when the

original motion or vote was any of the following:

1. A vote upon a motion to table;
  2. A motion to postpone indefinitely;
  3. A motion to remove a bill from the unfavorable calendar;
  4. A motion that a bill be read twice on the same day;
  5. A motion to remove from the table.
- D. A motion to reconsider the vote by which a person has been elected as Speaker or Speaker Pro Tempore shall not be in order.
- E. USR-111-001(D) cannot be suspended.

## **USR-112 AMENDMENTS AND MOTIONS**

### USR-112-001 Germaneness of Amendment

- A. All amendments and committee substitutes shall be germane to the original subject matter of the bill. The question of germaneness is in order at any time the measure is before the body prior to final action on the measure. Germaneness of any amendments or comments shall be at the discretion of the presiding officer. Any ruling by the presiding officer, in regards to germaneness, may be appealed in the prescribed manner.

### USR-112-002 Action on Amendment or Committee Substitute

- A. If any committee recommends adoption of an amendment or committee substitute of a bill or resolution, the amendment or committee substitute shall be considered adopted upon the reading of the committee report and shall be engrossed. The bill or resolution, as amended, or its adopted committee substitute shall be placed on the agenda for the next legislative meeting or re-referred if the bill or resolution was serially referred. The committee substitute's original bill or resolution shall lie on the table.

### USR-112-003 Motions, General

- A. All original main motions shall be submitted in writing in the form of a bill or resolution under the provisions of USR-109.
- B. Any motion may be withdrawn by the introducer at any time before decision or amendment.

### USR-112-004 Motion to Adjourn

- A. A motion to adjourn shall:
1. Be seconded before the motion is put to the vote of the Senate.
  2. Shall be decided without debate and shall always be in order, except when the Senate is voting or some member is speaking; but a motion to adjourn shall not follow a motion to adjourn until debate or some other business of the Senate has intervened.
  3. Shall require a roll call vote or unanimous consent.
- B. If the end of the agenda is reached, the presiding officer may ask "Is there any further business?" If there is no response, the presiding officer may declare the meeting adjourned.

#### USR-112-005 Motion to Table

- A. A motion to table shall be seconded before the motion is put to the vote of the Senate and is in order except when a motion to adjourn is before the Senate.
- B. A motion to table shall be decided without debate.
- C. A motion to table shall not be paired with a motion to reconsider.
- D. A motion to table a bill shall constitute a motion to table the bill and all amendments thereto.
- E. When the question before the Senate is the adoption of an amendment to a bill or resolution, a motion to table the bill is not in order; and a motion to table an amendment applies to the amendment only, and the motion may not expressly or by implication or construction be expanded to include a motion to table the bill also.
- F. When a question has been tabled, it shall not thereafter be considered except on motion to reconsider under USR-111-001 to remove from the table approved by a majority vote.

#### USR-112-006 Motion to Postpone Indefinitely

- A. A motion to postpone indefinitely is in order except when a motion to adjourn or to lay on the table or for the previous question is before the Senate.
- B. However, after one motion to postpone indefinitely has been decided, another motion to postpone indefinitely shall not be allowed at the same stage of the bill or proposition.
- C. When a question has been postponed indefinitely, it shall not thereafter be considered except on motion to reconsider under USR-117-001 or to place on the favorable calendar approved by a two-thirds vote.

#### USR-112-007 Previous Question

- A. The previous question may be called by any member of the Senate.
- B. The previous question, once seconded, shall be as follows: "Call for the previous question having been made, is there a second?" When the call for the previous question has been decided in the affirmative by unanimous consent or a vote of two-thirds of the members of the Senate present, the question is on the passage of the bill, resolution, or other, matter under consideration.
- C. If the previous question is decided in the negative, the question remains under debate.

#### USR-112-008 Friendly Amendments

- A. When a representative proposes an amendment, all sponsors and cosponsors may deem it friendly or unfriendly. The body shall then enter debate regarding the amendment.
  - 1. Amendments to the amendment are in order and shall follow the same process.
  - 2. Any rules adopted during general debate shall carry over to the amendment debate.
  - 3. Amendments deemed friendly by the principal sponsor of the main motion may be adopted through unanimous consent.

4. Should an amendment be adopted by the Senate, any sponsors who deemed it unfriendly may elect to no longer be listed as sponsors. The representative who proposed the amendment shall henceforth be listed as a cosponsor of the bill.

## **USR-113 REFERENCE TO COMMITTEES; MOTIONS TO DISCHARGE; REPORTS OF COMMITTEES; AND HEARINGS AVAILABLE**

### USR-113-001 Referral to Committees

- A. Legislation shall be considered by committees in accordance with the provisions of Title II.
- B. All bills filed for introduction in the office of the Speaker not later than seventy-two hours (72) prior to the regularly scheduled committee meetings shall be referred to the appropriate standing committee.
- C. University holidays shall not be counted as working days for the Speaker for the purposes of referring a bill or resolution to committee.
- D. The time and place of these meetings must be announced at least seventy-two (72) hours in advance.
- E. The Speaker of the Senate shall produce a list of all bills presented and the committees to which they are referred.
- F. Bills may be referred to more than one committee serially.

### USR-113-002 Committee of the Whole

- A. A motion to enter Committee of the Whole may be made by the Speaker of the Senate or any other Senator at any point to entertain immediate consideration of any business that would normally be referred to a standing committee after first reading, including but not limited to:
  - a. Bills;
  - b. Resolutions; and,
  - c. Appointments.
- B. Such a motion will be sustained by (2/3s) of the present senators.
- C. Thereafter, the Speaker shall appoint a member of the Senate, excluding the Speaker, Speaker Pro Tempore, and the chairs of the standing committees, to take the chair and control the chamber.
- D. The Committee of the Whole shall entertain all normal procedures for consideration of a bill, including debate, proposal of amendments, and relevant motions to table, postpone indefinitely, or otherwise.
- E. All votes in Committee of the Whole shall be conducted by voice vote unless a recorded vote is called for by one-tenth of the present senators.
- F. Legislation proposed and/or amended during Committee of the Whole shall be appended to the General Orders upon final passage by the Committee.
- G. Upon conclusion of the business a motion to exit Committee of the Whole may be entertained by the appointed chair to be sustained by one-fourth of the present senators.



## USR-113-003 Reports of Committees

- A. All Senate bills and resolutions shall be reported from the standing committee or select committee to which referred with recommendations the standing committee or select committee may desire to make. If the principal introducer requests in writing to the Chair of the standing committee or select committee that the bill not be considered, it will not be considered. This report shall be submitted to the Speaker no later than the sooner of forty-eight hours after the committee meeting or twenty-four hours before the next meeting of the Senate. Every representative presenting a report of a committee shall endorse the report with the name of the committee unless it is a minority report. The report of the committee shall show that a quorum of the committee was present and a majority of those present voted in favor of the report. Every report of the committee upon a bill or resolution shall stand upon the general orders with the bill or resolution. The forms of report are as follows:
1. Favorable Report. When a standing committee or select committee reports a bill or resolution with the recommendation that it be passed, the bill or resolution shall be placed on the consent calendar for the next meeting as designated by the Speaker.
  2. Report without Prejudice. When a standing committee or select committee reports a bill or resolution without prejudice, the bill or resolution shall be placed on the general orders calendar.
  3. Postponed Indefinitely. No motion to postpone indefinitely or any other terminal motion shall be allowed in committee.
  4. Unfavorable Report. When a standing committee or select committee reports a bill or resolution with the recommendation that it be not passed and no minority report accompanies it, the bill or resolution shall be placed on the unfavorable calendar.
  5. Minority Report. When a bill or resolution is reported by a standing committee with a recommendation that it be not passed, but it is accompanied by a minority report signed by at least two of the members of the standing committee who were present and voting when the bill or resolution was considered in standing committee, the question before the Senate in special orders for the next legislative meeting shall be: "The adoption of the minority report." If the minority report is adopted by majority vote, the bill or resolution shall be placed on that meeting's general orders calendar for consideration. If the minority report fails of adoption by a majority vote, the bill or resolution shall be placed on the unfavorable calendar.
  6. Removing Bill from Unfavorable Calendar. A bill or resolution may be removed from the unfavorable calendar upon motion during special orders carried by a two-thirds (2/3) vote. A motion to remove a bill or resolution from the unfavorable calendar is debatable.
  7. Any Bill or Resolution removed from the Unfavorable Calendar is automatically appended to the bottom of General Orders and subject to normal procedures from that point on.

#### USR-113-004 Recall of Bill from Committee and Discharge Petition

- A. Notwithstanding anything to the contrary, only the Speaker or the chair of a committee to which a bill or other matter is assigned may, with the consent of a majority of the membership of the Senate present and voting, recall the measure to be referred to another committee or the floor.
- B. A motion to discharge a committee from consideration of a bill or resolution may be filed with the Speaker if accompanied by a petition signed by majority of the members of the Senate. No petition may be circulated for signatures until 5 business days after the bill has been referred to the committee. No petition may be circulated for signature until notice has been in the Senate offices and on the listserv that the petition is to be circulated. If such a motion accompanied by a valid petition is filed, the Speaker shall place that motion on the agenda for the next meeting of as a special order of business. If the motion is adopted by a majority of the Senate, then the committee to which the bill or resolution has been referred is discharged from further consideration of the bill or resolution, and that bill or resolution is placed on the agenda for the next legislative day as a special order of business. If the committee had, prior to discharge, adopted any amendment or committee substitute for the bill, it shall be in order to offer that amendment or substitute on the floor as if it were a committee amendment or substitute. The Speaker shall provide a form for discharge petitions.
- C. USR-113-003 cannot be suspended.

#### USR-113-005 Public Hearings

- A. Legislative Hearings. Any Senator may request in writing or electronic communication a formal public hearing on any bill or resolution. Requests may be granted at the discretion of the chair, by a majority vote of the committee present, or by the petition of five Senators. Notice shall be given not less than five agenda days prior to public hearings. Such notices shall be issued as information for the press and the information shall be posted in the places designated by the Committee Chair. Any person may speak at the public hearing on any subject germane to the legislation under consideration.
- B. Investigative Hearings. At the discretion of the chair, by majority vote of the committee, or by the petition of five Senators, committees of the Senate shall open investigative hearings whose purpose shall be to gather information, including facts and opinions, on issues and subjects relevant to the work of the Senate or of interest to the Student Body.
- C. Rules. Prior to the start of any hearing the committee must adopt a set of rules governing the hearing. The following shall be standing rules for all public hearings:
  - 1. Hearings may be held by any committee or subcommittee of the Senate.
  - 2. A committee may not take action on legislation during a public hearing.
  - 3. Majority (50% +1) of the members of a committee shall constitute quorum for the purpose of conducting a public hearing.

#### USR-113-006 Hearings; Examination of Witnesses

- A. Committees of the Senate may hold hearings, and thereat call witnesses, and compel testimony relevant to any bill, resolution, or other matter properly before the committee.
- B. Witnesses may be examined under oath.
- C. Objections to the propriety of a question are directed to the committee as a whole. The committee must determine whether the objection is sustained or overruled by majority vote of the committee.
- D. Witnesses may be accompanied by any student acting as their counsel for the purpose of advising them concerning their rights.
- E. No student shall be subpoenaed, or otherwise compelled to testify, except by a majority vote of the committee for legitimate legislative or investigative purposes, provided the student is notified at least five business days prior to the time ordered to appear.

## **USR-114 BUSINESS CONTINUED FROM SESSION TO SESSION**

### USR-114-001 Measures at the End of the Session

- A. All measures which remain in committee at the conclusion of a Senatorial session shall be considered failed.
- B. All measures tabled or otherwise not considered by the end of the session shall be considered failed.
- C. Any act unsigned by the USG President at the beginning of the next session shall be considered law.

## **USR-115 DEBATE**

### USR-115-001 Conduct of Debate

- A. The Presiding Officer shall have general direction of the Hall of the Senate and shall be authorized to take such action as is necessary to maintain order, and in case of any disturbance or disorderly conduct in the galleries or lobbies, he or she shall have the power to order those areas cleared.

### USR-115-002 Substitution for Presiding Officer

- A. The Presiding Officer, while during, shall have the right to call on any member to perform the duties of the Chair. The Speaker may reclaim the chair from any other member at any time.

### USR-115-003 Question and Answer Period

- A. Prior to debate a period of Question and Answer will automatically be opened to allow for Senators and others with speaking privileges to question the sponsor(s) of a bill or resolution on any matter germane to the business that remains within the bounds of general decorum.
- B. No individual may ask more than one sequentially, allowing for each questioning individual to make their own query.

- C. Upon conclusion of the Question and Answer period, a motion may be entertained to proceed to debate, subject to approval by two-thirds (2/3) of the members present.

#### USR-115-004 Limitations on Individual Debate

- A. There shall be no limitations on the amount of time that a member may speak on any business of the Senate or limiting the time for consideration of said business, unless a motion to limit debate has been approved by two-thirds (2/3) of the members of Senate present and voting prior to consideration of the business.
- B. A call for quorum is not in order when another member has the floor.
- C. Cloture may be invoked by delivering a written petition signed by 3/5 of all the members of the Senate to the presiding officer. After Cloture is certified by the presiding officer debate will be limited to two (2) hours and a vote will be taken on all pending motions.
- D. There shall be no limitations on the number of times a representative may speak on the main motion, or on any other motion.
- E. By permission of the presiding officer, any member of the Senate may address the Senate from the well of the Senate.
- F. Any debate by a member must be germane to the motion under consideration.
- G. There shall be no other limitations on the content of the debate of any member unless said content is ruled out of order.

#### USR-115-005 General Decorum

- A. The presiding Officer shall be responsible for preserving order and decorum.
- B. Representatives may be referred to by name, but no derogatory remark reflecting personally upon any Representative shall be in order upon the floor of the Senate unless preceded by a motion or resolution of censure.
- C. When the Presiding Officer is putting a question, no representative shall walk out of or across the Chamber, nor when a representative is speaking, pass between him/her and the Presiding Officer.
- D. When a motion to adjourn or for recess is affirmatively determined, no member or officer shall leave their place until adjournment or recess is declared by the presiding officer.
- E. No remark soliciting the donation of funds for the support of any person or organization shall be in order upon the floor of the Senate, unless the remark has some relevance to a bill or resolution before the body. No article of any kind soliciting business or donations may be placed by any person anywhere in the Senate Chamber or in any Senate office.

#### USR-115-006 Speaking Privileges

- A. Upon un-debatable seconded motion adopted by majority vote the Senate may extend speaking privileges to any person once not to exceed five minutes. This time may be lengthened by a (3/4s) vote upon a seconded motion to do so.

- B. The presiding officer may evaluate additional speaking requests at their discretion. Any decision may be appealed in the manner prescribed.
- C. The Presiding Officer is required to recognize guests for the purpose of defending their bill for time not to exceed five (5) minutes. He/she must recognize guests to speak to any properly seconded amendment upon their bill for a time not to exceed two (2) minutes.
- D. A resolution inviting the Chancellor to deliver a State of the University Address will be introduced during each session.
- E. The Undergraduate Senate Faculty Advisor shall be extended speaking privileges without objection. Upon objection, the motion to extend speaking privileges to the Undergraduate Senate Faculty Advisor shall be considered under debate and passed only by a two-thirds majority of members present.
- F. The following Student Government Officers shall be extended speaking privileges without objection. Upon objection, the motion to extend speaking privileges shall be considered under debate and passed only by a two-thirds majority of the members present:
  1. The Student Body President
    2. The USG President
    3. The GPSF Vice President
    4. Undergraduate EBO Level Officers (including the Undergraduate Vice President, Chief of Staff, Treasurer, Director of State and External Affairs, and Secretary)

#### USR-115-007 Contested Issues

- A. The presiding officer may certify any business of the Senate as a contested issue.
- B. Upon certification, the debate shall move back and forth between pro-speakers and con-speakers with the bill's sponsor designed a Principal proponent and another represented, designed by the presiding officer, as the Principal opponent.
- C. The Speaker may remove this designation at any time, subject to an un-debatable appeal to the majority of the Senate.

#### USR-115-008 Freedom of Speech

- A. The members shall have freedom of speech and debate in the Senate, and shall not be liable to impeachment or question, in the Student Judicial Systems for words therein spoken.

#### USR-115-009 Right of Reply

- A. Should a representative reference another representative during their time, the offended party may request the right of reply.
- B. The offended party must be referenced by name, position, or other clearly identifiable language.
- C. "A previous delegate" or similar statements shall be deemed sufficiently vague for right of replies not to be in order.
- D. A Right of Reply may only be used to address the comments regarding the offended party.

Any other use of the Right of Reply shall be deemed out of order.

#### USR-115-010 Yielding the Floor

- A. When a speaking limit has been adopted, yielding shall be in order to any person. A person may not yield the time that has been yielded to them.

### **USR-116 QUESTIONS OF ORDER**

#### USR-116-001 Questions of Order

- A. The presiding officer shall decide all questions of order, subject to an appeal to the Senate by any member.
- B. A majority of the membership of the Senate present and voting is necessary to sustain any appeal from the ruling of the Presiding Officer.
- C. In the event the Standing Rules, Student Government Code, and Student Constitution do not provide for, or cover any point of order raised by any representative, the current edition of Robert's Rules of Order shall govern.
- D. When a representative is called to order he/she shall take their seat until the presiding officer determines whether he/she was in order or not; if decided to be out of order, he/she shall not proceed without the permission of the Senate.
- E. If a representative is called to order for words spoken, the words to which an exception is made shall be immediately written in the minutes by the clerk.

### **USR-117 PRECEDENCE OF MOTIONS**

#### USR-117-001 Motions, Order of Precedence

- A. When a main motion is before the Senate no motion shall be received except those herein specified, with the following order of precedence:
  1. To adjourn;
  2. To lay on the table;
  3. To previous question;
  4. To postpone indefinitely;
  5. To reconsider;
  6. To postpone to a day certain;
  7. To re-refer;
  8. To amend an amendment;
  9. To amend;
  10. To pass the bill.

### **USR-118 PRIVILEGE OF THE FLOOR**

#### USR-118-001 Questions of Privilege

- A. Upon recognition by the presiding officer for that purpose, any member may speak to a question of privilege for a time not to exceed three minutes.
- B. Questions of privilege shall be those affecting:
  - 1. The rights of the Senate collectively, its safety, dignity, and the integrity of its proceedings; and/or,
  - 2. The rights, reputation, and conduct of members, individually, in their representative capacity only.
- C. Questions of privilege shall have precedence over all other questions, except motions to adjourn.
- D. Privilege may not be used to explain a vote or debate a bill.
- E. The presiding officer shall determine if the question is one of privilege and shall, without the point of order being raised, enforce this rule.

#### USR-118-002 Obtaining Recognition

- A. When any Representative wishes to speak in debate or deliver any matter to the Senate, he/she shall raise their hand to obtain the attention of the presiding officer who may choose to keep a list of Representatives wishing to speak. This list shall not prevent the presiding officer from first recognizing members who have spoken little or none on a matter.
- B. No member shall speak until recognized by the presiding officer. Only the presiding officer may award the floor to any representative.
- C. A representative who has the floor may yield the floor to another representative only for the purpose of allowing another representative to state a question or comment.
- D. A representative who has obtained the floor may be interrupted only for the following reasons:
  - 1. A request that the member speaking yield for a question;
  - 2. A point of order; and/or
  - 3. A parliamentary inquiry.

#### USR-118-003 Appearance before Committee

- A. Every student desiring to appear in person to introduce testimony, or to offer argument for or against the passage of any bill or resolution, before any committee of the Senate, may offer said arguments or testimony at the discretion of the Committee Chair. If the chair considers the information likely to be important, or the interest of the applicant to be great, they shall hear the testimony at the next committee meeting. If the chair denies the request, the student may appeal to the Full committee.

#### USR-118-004 Appeal from Denial of Right to be Heard

- A. If any committee shall refuse to grant the request of any student to be heard before it in a matter touching of their interests, the student may appeal to the Ethics Committee; if he/she shows good reason for their request the Ethics Committee shall order it to be granted.

### **USR-119 ASSIGNMENT OF COMMITTEES**

#### USR-119-001 Election of Committees

- A. Committee composition shall be established by election except where general consent can be obtained.
- B. Members shall nominate themselves. In the event that general consent is not obtained, the Senate shall vote to select committee membership.
- C. Each member of the Senate shall vote for a slate of candidates and the required number of members will be selected from the top vote getters.
- D. Runoffs shall be used only to break ties that would affect the membership of a committee.
- E. Each candidate shall have the right to speak on their own behalf for a time not to exceed two (2) minutes, with such statements taking place in reverse order of nomination upon close of nominations for that committee.
- F. At the conclusion of the last speech by a candidate for that committee, the candidates shall be allowed to answer queries on their own behalf for a time not to exceed two (2) minutes per query per candidate.
- G. Members elected in special elections to fill vacant seats shall also follow this rule.

#### USR-119-002 Assignment of Members

- A. The Senate shall attempt to evenly apportion members among the standing committees with any remainder assigned to the Finance Committee first, the Oversight and Advocacy Committee second, the Rules & Judiciary Committee third.
- B. Neither the Speaker nor the Speaker Pro Tempore shall be considered a member of any committee for the purpose of apportionment.

### **USR-120 STANDING COMMITTEES**

#### USR-120-001 Standing Committees

- A. The standing committees of the Senate shall be:
  - 1. The Finance Committee;
  - 2. Rules & Judiciary Committee; and,
  - 3. The Oversight and Advocacy Committee.

#### USR-120-002 Establishing Additional Committees

- A. The Senate may establish at any time and for any purpose, by resolution or law, such other standing or select committees as it deems necessary.

#### USR-120-003 Membership

- A. No member of the Senate shall serve on more than one of the committees enumerated in USR-120-001.

### **USR-121 COMMITTEE PROCEDURE**



## USR-121-001 Meetings

- A. Regular Committee meetings shall be called by the committee chairperson, and notification given in a regular meeting of the Senate. The following rules shall apply to all committee meetings:
1. Room assignments and times for all committees must be approved by the Speaker to avoid scheduling conflicts;
  2. The chair of the committee shall notify or cause to be notified the sponsor of each bill which is set for hearing or consideration before the committee as to the date, time, and place of that meeting;
  3. The published agenda shall reflect those committee notices received in the Office of the Speaker prior to 5:00 p.m. the day before the legislative meeting;
  4. The Chair or other presiding officer shall have general direction of the meeting place of the standing committee or select committee and, in case of any disturbance or disorderly conduct therein, or if the peace, good order, and proper conduct of the legislative business is hindered by any person or persons, the Chair or presiding officer shall have power to exclude from the session any individual or individuals so hindering the legislative business;
  5. Subject to the provisions of USR 121-001(4), standing committees and select committees shall permit other members of the General Assembly, the press, and the general public to attend all sessions of said standing committees or select committees;
  6. Procedure in the standing committees and select committees shall be governed by the rules of the Senate, so far as the same may be applicable to such procedure. If before a question is put, any member may call for the ayes and no's, the question shall be decided by the ayes and no's upon a roll call vote. All roll call votes shall be taken alphabetically;
  7. No standing committee or select committee shall meet during any meeting of the Senate. Standing committees and select committees shall meet at their regularly scheduled hour. Standing committees and select committees may meet at other times as authorized by the Speaker in order to assure the availability of the meeting room and that no conflicts will exist with the meetings of other bodies. All standing committee and select committee meetings shall adjourn no later than 10 minutes preceding a regular session of the Senate;
  8. During standing committee and select committee meetings, the Chair may exercise the right to vote, or may reserve this right until there is a tie, in which event the Chair may vote, but in no instance may the Chair vote twice on the same question; and
  9. Previous question shall not be in order in any committee and seconds shall not be required.

#### USR-121-002 Reporting of Legislation

- A. The respective committees shall report any and all legislation as favorable, unfavorable, or without prejudice unless otherwise acted upon through motions consistent with the Senate's parliamentary authority. Committees shall be forbidden the use of terminal motions such as motions for adoption, motions of indefinite postponement, and other motions whose effect is to prevent a measure from reporting during a Senate session. Each committee shall report following each of its meetings the number and title of all legislation referred to it and not yet reported.

#### USR-121-003 Select Committees

- A. The Senate shall have the power to create select committees. The following special rules apply to select committees:
  1. Select Committees shall be created by resolution upon a majority vote of members present.
  2. Membership in any standing committee does not preclude membership in a select committee. The select committees shall be presided over by one or more representative(s) elected by the Senate, who shall serve as chair(s); the committee's membership shall be elected from within the Senate at a regular session.
  3. The select committees shall hold hearings in strategic locations throughout the campus to gauge public sentiment on issues within their sphere of authority.
  4. The select committees shall have the power to subpoena students to testify by majority vote when such witnesses are necessary for the committee to accomplish its business.
  5. The select committees shall write or consider legislation within their sphere of authority, reporting it to the Senate under the provisions of these rules.

#### USR-121-004 Subcommittees

- A. By consent and approval of any committee, the chair may designate a subcommittee of not less than three representatives to conduct hearings, call witnesses and inquire into any matter properly before the committee. A duly constituted subcommittee shall have all the powers of the Full committee, except the reporting of bills to the Senate, but any subcommittee shall cease its activities upon a majority vote of the Full committee.

#### USR-121-005 Committee Minutes to Legislative Library

- A. The chair of a committee shall ensure that written minutes are compiled for each of the committee's meetings.
- B. The minutes shall indicate the number of members present and the actions taken by the committee at the meeting.
- C. No later than 3 days after the adjournment of each meeting of the committee, the chair shall deliver the minutes to the Legislative Library.
- D. The Speaker of the Senate may grant a reasonable extension of time for filing said minutes

upon application of the committee chair.

## **USR-122 ZOOM PROCEDURE**

### USR-122-001 Roll Call Voting

- A. When a meeting is conducted remotely, specifically using Zoom, and a roll call vote is required on a matter, the vote may be taken by using the “yes”, “no”, and “coffee break” features offered in the “participants” section of Zoom. The “yes” shall correspond to a vote in favor, the “no” shall correspond to a vote against, and the “coffee break” shall correspond to an abstention. The Chair shall tally these votes and record them as they usually would in an in person meeting.

### USR-122-002 Voice Votes

- A. When a remote meeting requires a voice vote, the vote may be conducted by the same method as above, with the result announced by the chair, but the votes of each Senator need not be recorded, except to note an abstention in the minutes.

### USR-122-003 Minutes

- A. If a meeting is conducted remotely, minutes may be taken by recording the meeting from the time the meeting is called to order to the time it has adjourned. This recording shall be made available to the public like all other minutes.

### USR-122-004 Ballots

- A. In the case an election occurs during a remote meeting, in lieu of a written signed ballot, each Senator shall direct message the chair via Zoom chat with their vote.
  1. These direct messages shall be saved automatically while the meeting is being recorded if the chair is the one recording the call.
  2. In the case the chair is not the individual recording the call, the chair may save the chat itself by either using the “Save chat” option or copying all their messages into a document saved along with the minutes.