



## SENATE

# SPECIAL RULES OF ORDER FOR THE UNDERGRADUATE STUDENT GOVERNMENT SENATE

### SECTION I: PURPOSE OF SPECIAL RULES OF ORDER

These duly-adopted rules shall supersede any and all other procedural rules enacted by the Senate of the Undergraduate Student Government.

### SECTION II: ATTENDANCE

1. As stated in the Undergraduate Student Government Senate Bylaws, Senators are expected to attend Senate meetings regularly. Each Senator is allowed two unexcused absences and two opportunities to use a signed and validated Proxy per semester.
2. A Senator wishing to receive an excused absence shall submit, in writing, his explanation for why he will be missing the Senate meeting prior to the start of the meeting he will be missing.
3. The arrival of a Senator after the Parliamentarian has called their name for attendance or the departure of a Senator prior to the adjournment of the meeting without intention of returning shall each be counted as 1/3 of an absence.

### SECTION III: MEETING CODE OF CONDUCT

1. If quorum is not met when the meeting was scheduled to begin, the Chair shall start the meeting and proceed with business not requiring quorum. If the Chair finishes this business and quorum is still not met, he shall allot a grace period of up to 30 minutes to allow for latecomers. After the grace period has ended, if quorum is still not achieved, the meeting shall be deemed cancelled.
2. If no agenda is presented, the Standard Order of Business shall be adopted, as per *Robert's Rules of Order, Newly Revised*.
3. No Senator shall speak for more than five minutes at a time. There shall be no limit as to how many times a Senator may speak on a given issue. The only limit imposed shall be an adopted motion to call the question.
4. A Senator may yield the remainder of his time to another Senator of his choice, allowing that Senator to speak for the remainder of the yielding Senator's time only.

5. Senators are expected to conduct themselves in a productive and professional manner at all times. They shall not disrupt official business with inappropriate behavior or action. Violators are subject to ejection from the meeting at the Chair's discretion. Each ejection shall count as an absence. The decision of the Chair is subject to reversal by the voting membership of the Senate.
6. The Chair shall adjourn all meetings no later than exactly two hours from the recorded start time.

SECTION IV: VOTING

1. If any Senator requests a ballot vote, and another Senator seconds the request, the Senate shall vote via paper ballot instead of roll-call, while still ensuring compliance with New York State and Federal Law.
2. While abstentions are not counted towards the total when determining a majority, if more than half the voting members present abstain, the motion shall be automatically tabled until the following meeting.
3. Immediately following a substantive vote, one motion to reconsider or one motion to recommit may be entertained on the Senate floor; such motion may be made by any voting member of the Senate. This does not apply to procedural votes, which shall be subject to *Robert's Rules of Order, Newly Revised*.

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Deborah Machalow

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Date

Executive Vice President