

Saint Mary's University of Minnesota
Undergraduate Student Senate Bylaws
Revised: Spring 2017, Spring 2018, March 2019, April 2021

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Article 1: Membership

Section 1: Professional Conduct

- A. Senators, Executive Board members, and the Student Senate Advisor shall follow a casual dress code for Student Senate meetings.
 - a. If a Student Senate member is unable to follow this dress code for the meeting due to a given circumstance, the member must notify the Student Senate Executive Assistant prior to the meeting.
 - b. If a university employee or guest is scheduled to give a presentation at a Student Senate meeting, the Student Senate members must dress business casual.
 - i. The Student Senate President shall notify all Student Senate members of this change no less than 24 hours in advance of the Student Senate meeting when sending out the upcoming meeting's agenda.
- B. All Student Senate positions are outlined within the Student Senate Constitution.
 - a. If an Executive board member is suspected to be participating in a situation that the Student Senate does not support, the issue will be heard by the Student Senate Ethics committee. The committee shall determine whether or not the action is impeachable.
 - i. If it is an impeachable offense, impeachment processes are outlined within the Student Senate Constitution in Article 6, Section 10.
 - ii. If the offense is found to not be impeachable, the Student Senate Ethics Committee shall determine a course of action in regards to the member in question. All members of the Student Senate must maintain good academic standing, as defined as having a GPA of 2.0 or above on a 4.0 scale. If at any time a member is not in good academic standing, they shall be removed from the Student Senate or enter a probationary period at the discretion of the Student Senate advisor. The vacancy shall be filled in accordance with the Student Senate constitution.

Article 2: Meeting Decorum

Section 1: General Senate Meetings

- A. The first Student Senate meeting of the year shall be held on the third Tuesday in September.
- B. Guests of the Student Senate meetings do not have speaking rights, unless asked a direct question or recognized by the Chair.

Section 2: Agendas

- A. Each Student Senate meeting agenda shall be approved by the Executive Board members by a majority vote at the Executive Board meeting prior to each Student Senate meeting.

Section 3: Discussions

- A. Saint Mary's University of Minnesota's Student Senate follows Robert's Rules of

Order for meeting procedures and decorum.

- a. A simplified version of Robert's Rules of Order can be found at the end of the Student Senate Bylaws.
- b. The Saint Mary's University of Minnesota Student Senate recognizes a few exceptions in regards to Robert's Rules of Order, which are listed below:
 - i. "No member shall speak more than twice during the same day to the same question" (Robert's Rules of Order *Fourth Edition*, Article VII, Section 42, subsection 7).
 1. Student Senators may speak as many times as they wish throughout the course of each discussion.
 2. However, the Student Senate practices that every Student Senator with their hand raised shall be recognized by the Chair before the same Student Senator is recognized again.

Section 4: Voting

- A. Quorum, or the necessary number of Student Senators needed to be present for a vote to take place, is one-half plus one of the total number of Student Senators.
- B. Student Senators (Hall Representatives, Class Representatives, International Student Representative, IHM Representative, and At-Large Representatives) shall be the only Student Senate members to vote during a formal vote.
 - a. Student Senators can vote for a motion, against a motion, or abstain from voting on a motion.
 - i. A Student Senator must abstain from voting on a motion if they have a personal conflict of interest with the motion being voted upon.
 - ii. A Student Senator may choose to abstain from a vote at any time if they do not feel comfortable voting for any reason.
 - iii. When a Student Senator abstains from voting on a motion, the vote does not count against the motion. It is instead as though the Student Senator's vote on that motion does not count at all.
 - b. If a Student Senator decides not to vote, their presence in the meeting counts towards the quorum, and their silence during the vote counts as an abstention.
 - c. A Proxy, or someone taking the place of a Student Senator, holds the voting privileges of that Student Senator in their absence.
- C. If the result of a vote is unclear, a Student Senator may make a Motion of Division, which will result in the vote being cast again, this time by hand.
- D. Following the conclusion of a vote, the Student Senate President may veto a decision made by the Student Senate by verbally announcing the veto directly following the voting of a motion.
 - a. The Student Senate President must provide written reasoning for the veto to the Student Senate Advisor and the Student Senate within 24 hours after the veto has occurred.
 - b. The Student Senate may overturn a Presidential veto by raising a Motion to Reconsider the Vetoed Motion to the Student Senate floor at the following Student Senate meeting and by acquiring a two-thirds vote on that motion.

Section 5: Meetings Precedence

- A. If an event occurs in a meeting to which there is no precedent set by the Student Senate Bylaws, it is under the discretion of the Student Senate President to refer to Robert's Rules of Order for clarification and to receive guidance from the Student Senate Advisor, so the Student Senate President can make the appropriate decision of how to proceed in the moment.

Article 3: Elections

Section 1: Fall Elections

- A. Petitions for the positions of At-Large Representatives, Hall Representatives, International Student Representative, and Class Officers must be made available on the first day of classes and are due by the Thursday of the second week of classes of the fall semester.
 - a. Any Saint Mary's University of Minnesota undergraduate student is eligible to run for the position of Student Senate At-Large Representative.
 - i. The At-Large Representative position will be voted upon by all Saint Mary's University of Minnesota undergraduate students.
 - b. Any Saint Mary's University of Minnesota undergraduate student who lives on campus is eligible to run for the position of Student Senate Hall Representative for their respective residence hall area.
 - i. The Hall Representative positions will be voted upon only by Saint Mary's University of Minnesota undergraduate students who live in each respective Residence Hall area as defined by Residence Life.
 - ii. The Immaculate Heart of Mary (IHM) Representative election will be conducted only amongst seminarians. The results of the election will be given to the Student Senate by the Rector of the Immaculate Heart of Mary Seminary no later than the third week of classes of the fall semester.
 - c. Any Saint Mary's University of Minnesota undergraduate international student is eligible to run for the position of Student Senate International Student Representative.
 - i. The International Student Representative election will be conducted only amongst international students, and the results of the election will be given to the Student Senate by an International Center employee no later than the third week of classes of the fall semester.
 - d. Any Saint Mary's University of Minnesota undergraduate student is eligible to run for the position of Class Officer for their respective graduating class.
 - e. The Class Officer Position will be voted upon only by Saint Mary's University of Minnesota undergraduate students who fall within each respective graduating class.
- B. The fall elections for these positions will take place on the Tuesday of the third week of classes of the fall semester.

Section 2: Spring Elections

- A. Petitions for the position of Student Senate President must be made available on the third Monday of February and are to be due on the first Monday of March.
 - a. Any Saint Mary's University of Minnesota undergraduate student who will have served for at least one year on the Saint Mary's University of Minnesota Student Senate at the conclusion of the academic year is eligible to run for the position of Student Senate President.
- B. Vocal nominations for the role of Student Senate President will take place during the Student Senate meeting on the first Tuesday of March.
- C. Presidential campaigning may begin once the formal nomination process commences..
- D. Elections for Student Senate President are to be held on the third Tuesday of March.
- E. Petitions for all other Executive Board positions shall be available on the second Thursday of March and are due on the fourth Thursday of March.
 - a. Any Saint Mary's University of Minnesota undergraduate student is eligible to run for the Vice President or Executive Assistant positions.
- F. Elections for all other Executive Board positions are held on the first Tuesday of April

Section 3: Election Day Procedure

- A. The polling hours shall be as follows: 7:00 am - 7:00 pm using electronic ballots. Student Senate members must table in the Toner Student Center or the Plaza during Common Hour, where they must encourage students to vote.
- B. Each vote shall be counted and weighted the same.
- C. A plurality of votes is required for a candidate to win an election.
- D. In the event of a tie, a runoff election shall be held two school days after the prior election, using the same procedures listed above.
- E. Once all of the ballots are counted, the Student Senate President shall inform all candidates of the election's outcome.
- F. The Student Senate Vice President for Media and Communications shall notify the student body and all campus media outlets of the election results after all candidates have been notified.
- G. The Student Senate President shall report the results to the Student Senate at the first Student Senate meeting following the election.
- H. Election ballots or electronic forms shall be stored for two months following each election.

Article 4: Student Senate Committees

Section 1: Overview

- A. Every member of the Student Senate shall be appointed to one of the following four committees:
 - a. Public Relations Committee
 - b. Finance Committee
 - c. Student Life Committee
 - d. Facilities Committee
- B. Student Senate committees shall meet at the discretion of each chair(s).

- C. The committee chairs will be responsible for supplying the Student Senate with weekly committee reports.
- D. The Student Senate President shall oversee all committees and assist as needed.
- E. The Student Senate Executive Assistant shall be responsible for collecting/compiling weekly reports from all committees.

Section 2: Public Relations Committee

A. Membership

- a. The Public Relations Committee shall be co-chaired by the Student Senate Vice President for Public Affairs and the Student Senate Vice President of Media and Communications.

B. Purpose

- a. The purpose of this committee shall be to promote the Student Senate to design senate graphics; to organize Student Senate elections; to pass along concerns regarding university technology issues to the I.T. department; to pass along concerns regarding university branding issues to the Marketing and Communication Department; to photograph all Student Senate events; to organize the annual highway clean-up event; to assist with lobbying efforts; and to foster the relationship between the Student Senate and the larger Winona community.

Section 3: Finance Committee

A. Membership

- a. The Finance Committee shall be chaired by the Student Senate Vice President for Financial Affairs.
- b. The committee shall consist of only undergraduate students on the Winona campus and consist of an equal number of student senators and non-student senators.

B. Purpose

- a. The purpose of this committee shall be to attend to all budget, special, and academic requests, to recommend funding amounts to the full senate for each financial request, to assist other committees with financial needs, to create and monitor senate funding guidelines, to make timely reports of the senate's financial situation, and to advocate for the change of university fees when needed.

C. The Finance Committee shall consider each financial request either by:

- a. Holding a closed-door hearing.
- b. Holding a hearing where a club representative from the club requesting funds (or the individual requesting funds who will be attending the academic conference) is present or welcomed to come to the meeting.

D. If a majority of the members of the Finance Committee in attendance approve of the request as a whole, the request proceeds to a full senate hearing in a quick and timely manner following approval by the executive board.

Section 4: Student Life Committee

A. Membership

- a. The Student Life Committee shall be co-chaired by the Student Senate Vice President for Student Life and the Student Senate Vice President for Multicultural Affairs.

B. Purpose

- a. The purpose of this committee shall be to address student concerns and advocate for changes regarding Chartwells, diversity/inclusion, the International Student Center, the First Generation Initiative, study abroad, campus sustainability, R.I.S.E., the Wellness Center, Residence Life, the bookstore, and additional concerns to be determined by the co-chairs.

Section 5: Facilities Committee

A. Membership

- a. The Facilities Committee shall be co-chaired by the Student Senate Vice President for Campus Affairs and the Student Senate Vice President for Public Affairs.

B. Purpose

- a. The purpose of this committee shall be to organize and execute Capital Improvements each fall, to address concerns regarding maintenance, campus safety, parking, campus sustainability, and the renovation/addition of campus facilities.

Section 6: Class Officer Committees

A. These committees shall report to the Executive Assistant.

B. Each class officer committee shall be chaired by the respective Student Senate Class Officers.

C. The purpose of each class committee shall be to fundraise for and plan events for their respective senior weeks. The money fundraised by each class committee each year will roll-over into the coming years to be used for that class's senior week events.

D. The committee shall consist mainly of non-senate members. There is no limit to the number of students that can be in each class committee, but the members of each class committee must be undergraduate students on the Winona campus who plan to graduate with that respective class.

E. Each class committee will be held to certain requirements:

- a. The senior class committee shall be responsible for organizing and executing the annual spring musical variety show (Gaslight) and the annual Senior Dance which takes place during spring semester.

Section 7: Ethics Committee

A. Membership

- a. The Ethics Committee shall be co-chaired by the Executive Assistant and the Vice President for Public Affairs.
- b. Assemblance of the Ethics Committee shall be conducted by the co-chairs through a random lottery of five sitting student senators for a total of seven

committee members.

- c. The President and the advisor of the Student Senate must be present at all Ethics Committee meetings.
 - d. Individuals affiliated with the ethical issue are not allowed to partake or vote in the proceedings of the Ethics Committee.
 - e. The Committee members must be in good standing with the university in order to sit on the committee.
- B. Purpose
- a. The Ethics Committee's purpose is to regulate and evaluate issues pertaining to members of the sitting senate. The purpose of the ethics committee shall be to ensure that all members of the Student Senate and members of clubs or organizations affiliated or financed by the Student Senate are acting in a manner consistent with the mission and values of the University and the Student Senate, by reviewing complaints and levying appropriate sanctions on members found to be in violation
- C. Procedures
- a. Senators, Executive board members, non-senate members of senate committees, and/or the Student Senate advisor can raise an ethical issue to the Ethics Committee.
 - b. Individuals affiliated with the ethical issue are allowed to make a statement to the Ethics Committee.
 - c. The floor shall be open to questions directed toward the individual(s) affiliated with the ethical issue.
 - d. After the statement and questions, affiliated members will be excused and the floor shall be open for discussion by the Ethics Committee behind closed doors.
 - e. The co-chairs shall bring the recommendation to the senate floor at the following Student Senate meeting for a vote on the matter.

Article 5: Student Activities Fee

Section 1: Fund's Origins

- A. All Student Activities Fee funds are derived from the undergraduate student body on a semester basis.
- B. All funds derived from the Student Activities Fee are under the jurisdiction of the Saint Mary's Student Senate.

Section 2: Integrity and Responsibility

- A. The Saint Mary's University of Minnesota Student Senate demands that all clubs adhere to the highest level of respect, integrity, honesty, and fiscal accountability when using Student Activity Fee funds.
- B. The Student Senate expects all clubs to maintain fiscally responsible financial records.
- C. Any member of the Student Senate and/or Student Senate Finance Committee reserves the right to request receipts, invoices and/or other verification documents from any club.

Section 3: Adjusting the Student Activities Fee

- A. If the Student Senate deems it necessary to adjust the fees, the following procedure must be followed:
 - a. The proposed amendment must be passed through the Student Senate Finance Committee
 - b. Upon approval from the Student Senate Finance Committee, the proposed amendment shall be brought to the Student Senate floor by the Student Senate Vice President for Financial Affairs and must be voted upon by the Student Senate by a two-thirds vote.
 - c. The President of Saint Mary's University of Minnesota and the Board of Trustees shall have final approval of any Student Activities Fee Increase.

Article 6: The Financial Process

Section 1: Procedure

- A. A club or individual shall submit their financial request to senate@smumn.edu preferably three weeks before the date that the funds are needed.
- B. The Student Senate Vice President for Financial Affairs shall accept no requests from graduate, faculty or staff members.
- C. The Student Senate Vice President for Financial Affairs shall notify the club contact or the person submitting the request of confirmation of receiving the request and, after the request has been approved by the Student Senate Finance Committee, of the date of the full Student Senate hearing date.
- D. After full Student Senate approval, the Student Senate Director of Student Activities will transfer the approved amount to the club's account in no more than three business days after the request is approved.

Article 7: Financial Requests

Section 1: Overview

- A. All Student Senate documents are available via Blackboard and on the Student Activities website. Students are encouraged to send an email to senate@smumn.edu if they are unable to access these documents.
- B. All financial documents must be submitted to the Student Senate by a Saint Mary's University of Minnesota undergraduate student who is a member of the club/group/organization requesting money.
 - a. Requests submitted by a graduate student, staff/faculty member, coach, or advisor will not be considered.
- C. It is each club and/or individual student's responsibility to know the amount they are entitled to, given the nature of their request and the Student Senate funding policies.
 - a. If the requested amount is less than the amount that the Student Senate Finance Committee would normally suggest when following funding policies, the Student Senate Finance Committee shall not suggest funding more money than was requested.

- D. The Student Senate Finance Committee will not fund any request if the club/group/organization submitting the request doesn't provide specific dates and/or any other requested details.

Section 2: Budget Requests

A. Budgeting Fund Origin

- a. The Student Activities Fee is charged by semester at half of the overall fee.
 - i. Ex: If the annual Student Activities Fee is \$170, each student will be charged \$85 per semester.
- b. A portion of the Student Activities Fee money shall be allocated during the first semester of each year to the London Abroad program. The total amount allocated shall equal the number of London Abroad students that semester multiplied by half of the annual Student Activities Fee.
 - i. Ex: If the semester Student Activities Fee is \$85 and ten students attend the London Abroad program that semester, then \$850 shall be allocated that year to the London Abroad program.
- c. Projected enrollment numbers for the upcoming academic year are released each February by the Office of Admission and the Business Office. These projected enrollment numbers will be used to create an overall spending budget for the coming year.
 - i. The total enrollment number for the second semester shall equal the number of students enrolled during the first semester multiplied by 0.93 to plan for a 7% decrease in student enrollment after the first semester.
- d. The following table breaks down the full amount per year available to the Student Senate to budget each spring.
 - i. Table 1: Budgeting Value Origin

Semester	Enrollment #	Student Activities Fee (\$170)	Fees Charged	London (10 students)	Total
1	1043	\$85	\$88,655	-\$850	-
2	970	\$85	\$82,450	-\$0	-
-	-	-	\$171,105	-\$850	\$170,255

- e. The total number available to the Student Senate to budget each spring will be cut by 5%-10% to allow the Student Senate to have a buffer in case the actual enrollment number is less than the projected enrollment number.
 - i. The exact percentage will be determined by the rollover amount in the Student Activities Fee from the previous year.
 1. If there is a large rollover, a less conservative approach may be taken, and a 5% buffer can be created.
 2. If there is a small rollover, a semi-conservative approach may be

taken, and a 6-8% buffer can be created.

3. If there is a negligible rollover, a conservative approach may be taken, and a 10% buffer can be created.

B. General Policies

- a. All club budgets shall be allocated in the spring semester for the following academic year.
- b. Clubs are required to attend the spring semester all-club budget information meeting, and if a club does not have one of its representatives attend the meeting, the respective club's budget will be reduced by 10% of the requested amount.
- c. All club budgets must be submitted to the Student Senate Vice President for Financial Affairs no later than the second Tuesday of February of each year by 5:00 p.m. via senate@smumn.edu.
 - i. If a budget request is submitted after this date, the club will only be eligible to receive up to 80% of its requested budget.
 - ii. Any request received after March 1 at 5:00 p.m. will not be heard and the club will not be allowed to special request during the next academic year.
 - iii. The 20% cut due to late submission can be added to the 10% cut from for missing the spring semester all-club budget information meeting for a total maximum reduction of 30% of the club's requested budget.
- d. The Student Senate Finance Committee is responsible for recommending a suggested amount for each club budget before bringing the proposed budget to the full Student Senate floor. The full Student Senate must then approve the club's budget with a two-thirds vote.
- e. Any Student Senate member may request at any time that an updated club constitution and/or any other relevant club materials be given to the Student Senate.
- f. The university's normal accounting system is used for all budgeted Student Activity Fee monies.
- g. Budget funding from the Student Activities Fee monies is contingent on having a nonnegative budget balance in the Student Senate budget at the end of the second semester.
- h. Clubs can only request Inventoriable Items during the budget process.
 - i. Clubs requesting Inventoriable Items in their budget must also attach a proposal for the intended method and location of storage for the Inventoriable Items.
 - i. The Student Senate Finance Committee reserves the right to cut all club budgets to keep the overall money allocated for the coming academic year stay under the budgeted amount.

C. Budget Presentation Time Limit

- a. Budgets presentations will last a maximum of 15 minutes with the following time breakdown:

- i. Two minutes shall be allocated for the Student Senate Vice President for Financial Affairs to explain the suggestions and recommendations from the Student Senate Finance Committee.
- ii. Three minutes shall be allocated for the club to present their justifications for their budget request.
- iii. Ten minutes shall be allocated for Student Senate discussion and questions.
 - 1. Any Student Senator can motion to add five more minutes of discussion to this given timetable, if he/she believes a budget has not been fully discussed in the allocated amount of time. This shall be approved with a majority vote by the Student Senate.
- b. If one or more of the aforementioned segments of time takes less time than allocated, the overall time allocated for the budget hearing as a whole shall not be shortened.
- c. The Student Senate Advisor will manage the time for both the distinct segments of time and the overall presentation. If the Student Senate Advisor is not present, the duty will fall upon the Student Senate President.

D. Budgeting Policies

- a. Annual Budget Increases
 - i. There will be no guaranteed annual budget increases for clubs.
 - ii. Annual budget increase requests must be submitted by a club to the Student Senate with the other budget forms.
 - iii. Clubs are eligible to receive a maximum increase of up to 20% of the club's previous year's budget if the club meets the following requirements:
 - 1. The club shows a need for the additional funds.
 - 2. The club has spent 90% of its current Student Senate allocated money for that academic year.
 - 3. The club has met their annual fundraising requirement for the academic year.
 - iv. Increases will be based solely on the annual budget allocated by the Student Senate during the previous spring, and will not include Special Requests or money gathered by the club through fundraising from the previous academic year.
 - v. The club requesting an annual budget increase will be allowed to present its increased proposal to the Student Senate Finance Committee before the club's budget is to be heard on the Student Senate floor.
 - 1. Increased proposals will be considered by the Student Senate Finance Committee if there are remaining funds left to be budgeted after first discussing all club budgets and creating suggested funding amounts for each club's budget.
 - 2. No annual budget increase proposals will be heard by the Student Senate Finance Committee after March 1 at 5:00 p.m.
 - 3. The Student Senate Finance Committee will rank each annual

budget increase proposal in terms of the following, listed in no particular order:

- a. The effectiveness of the club to the university
 - b. The club's involvement in the university
 - c. The financial need of the request for the club
 - d. The general organization of the club and its budget
- vi. Exceptional Circumstances
1. A club may be given a one-time, annual budget increase of more than 20% if there is a fundamental shift in how the club operates.
 - a. Ex: If a club sport that currently operates only as a group of students that get together on campus to play a sport wants to make the shift to become competitive by traveling and having a coach.
- b. Funding Tiers
- i. A club in its first academic year of existence shall be limited to, but not entitled to, a maximum total budget of \$500. The maximum amount of money a club can receive per each academic year is capped at \$10,000.
 - ii. The start of a new club's calendar year shall be determined by when the club's constitution was first approved.
 1. Ex: If heard in September 2018 the club would only be able to request up to \$500 during the budgeting process in the spring of 2019.
- c. Instructors, Referees, Speakers, and other Professional Staff
- i. Instructors, Referees, Speakers, and other Professional Staff shall be funded at 80% of the total cost of their expenses.
- d. Coaches
- i. All payments to club sport coaches are required by law to have income taxes removed.
 - ii. All payments to club sport coaches will be recorded by the Business Office as payroll.
 - iii. Student Activities Fee money shall be allocated to club sports for coaches dependent upon the length of the competition season.
 1. The length of a club sport's competition season is determined by the club sport's competition schedule from the previous academic year.
 - a. If the club sport does not have a competition schedule from the previous academic year, the length of the club sport's competition season will be determined by the official competition schedule of the club sport's national governing body.
 2. If the competition season spans only one semester, the club sport coach shall be funded at 40% of the total cost of the coach's expenses.

3. If the competition season spans two semesters, the club sport coach shall be funded at 80% of the total cost of the coach's expenses.

Section 3: Special Requests

- A. No less than \$8,000 shall be allocated from the Student Senate's budget for the Special Request fund for the following academic year.
- B. If a Student Senate recognized club/organization/group wishes to partake in an event, the club/organization/group may submit a Special Request to the Student Senate.
- C. Student Activities Fee Funds may not be allocated to pay for events, or other outstanding bills after the date the event occurs.
- D. The Student Senate reserves the right to request a roster of those who are planning to attend the event.
- E. Special Request forms may be accepted by the Student Senate after the new Student Senate has been elected and seated at the beginning of each academic year.
- F. The following procedure will be followed regarding Special Requests:
 - a. An undergraduate student representative from the club/group/organization requesting funds should create a copy of the Special Request form, so that it can be edited through Google.
 - b. Once the Special Request form is filled out, it should be emailed to senate@smumn.edu, preferably at least three weeks before the funds are needed.
 - c. The Vice President for Financial Affairs shall notify the club/group/organization, via email, when the club/group/organization's request will be heard by the full Student Senate.
- G. No club/group/organization shall receive more than \$2,000 total through the Special Request fund during each academic year.
- H. Any club/organization/group receiving money from the Special Request fund will be required to fundraise a percent of the money used from that Special Request. The percent required to be fundraised will be based on the total amount given to the club/organization/group by the Student Senate during that year.
- I. No money shall be taken from the second semester Special Request fund for first semester requests.
 - a. A Special Request for an event in the spring semester may be submitted in the fall semester, but the request cannot be heard by the full senate until the beginning of the spring semester.
 - i. An exception to this rule will be made if, for some reason, the Student Senate is unable to hear the Special Request before the funds are needed.
 1. Ex: If a club requests funds to be used on January 3, the request may be heard during the first semester because no full senate meetings are scheduled before this date due to Winter Break.
- J. Special Requests are heard by the Student Senate on a first come, first serve basis.
 - a. If the Student Senate or the Student Senate Finance Committee return the

request to the club with questions, the club will have one week from the time that the request was returned to resubmit the request.

- i. All other Special Requests will be placed on hold during that week.
- ii. If a club does not submit its returned request by the end of that time, the club will be moved to the end of the waiting list to be heard by the Student Senate.

Section 4: Academic Requests

- A. The Student Senate views professional and academic conferences as being valuable, educational experiences for the undergraduate student body.
- B. Any Saint Mary's University of Minnesota undergraduate student who wishes to partake in a professional or academic conference, is eligible to submit a request to the Student Senate to use the Student Academic Request Fund.
- C. No graduate student or faculty/staff member shall benefit from the use of the money from the Academic Request Fund.
- D. The Student Senate shall allocate \$3 from every Saint Mary's University of Minnesota undergraduate student's Student Activities Fee per student per semester to the Academic Request Fund.
- E. No individual undergraduate student may receive more than \$500 total each academic year from the Academic Request Fund.
- F. Academic Request forms may be accepted by the Student Senate after the new Student Senate has been elected and seated at the beginning of each academic year.
- G. Student Activities Fee Funds may not be allocated to pay for events, or other outstanding bills after the date the event occurs.
- H. The Student Senate Finance Committee will recommend not funding requests for Academic Conferences for the following:
 - a. The Academic Conference is required for a student's major.
 - b. The attendance at the Academic Conference is limited to only a specific number of students.
- I. The Student Senate reserves the right to request a roster of those who are planning to attend the professional or academic event.
- J. No money shall be taken from the second semester Academic Request fund for first semester requests.
 - a. An Academic Request for an event in the spring semester may be submitted in the fall semester, but the request cannot be heard by the full senate until the beginning of the spring semester.
 - i. An exception to this rule will be made if, for some reason, the Student Senate is unable to hear the Academic Request before the funds are needed.
 1. Ex: If a student requests funds to be used on January 3, the request may be heard during the first semester because no full senate meetings are scheduled before this date due to Winter Break.
- K. Academic Requests are heard by the Student Senate on a first come, first serve basis.

- a. If the Student Senate or the Student Senate Finance Committee return the request to the individual with questions, the individual will have one week from the time that the request was returned to resubmit the request.
 - i. All other Academic Requests will be placed on hold during that week.
 - ii. If an individual does not submit his/her returned request by the end of that time, the individual's request will be moved to the end of the waiting list to be heard by the Student Senate.
- L. It will be recommended that the individual(s) that attend the conference present a brief presentation of only a few minutes to the Student Senate at the beginning of the Student Senate meeting the following week after the date of the requested conference.

Article 8: Allocation of Funds

Section 1: Allocation Policies

- A. Only a club/organization/group recognized by the Saint Mary's University of Minnesota Student Senate, as well as the Student Senate Class Officers, shall be entitled to request Student Activities Fee funds.
- B. No Student Activities Fee funds shall be allocated to a club/organization/group or class to be spent on graduate students and/or faculty/staff members.
- C. All uses of the Student Activities Fee funds shall comply with federal, state, local, university, and the Student Senate policies regarding copyrights, traffic, etc.
- D. No Student Activities Fee funds shall be allocated to departments within Saint Mary's University of Minnesota or shall be allocated to supplement departments through a student club/organization/group to the benefit of the department.
 - a. This does not include collaborations between department(s) and a club/organization/group for a specific event. It would be at the discretion of the Student Senate of whether or not funds may be granted in this situation.

Section 2: University Required Clubs

- A. Funding Origin
 - a. The Student Senate shall allocate a specific portion of every Saint Mary's University of Minnesota undergraduate student's Student Activities Fee to fund the clubs that are required as part of a university staff member's job description. The amounts allocated are as follows:
 - i. Student Activities Committee: \$30 per student per semester
 - ii. SOUL: \$4.50 per student per semester
 - iii. Buddies: \$0.35 per student per semester
 - iv. Big and Little Pals: \$0.50 per student per semester
 - v. Future Alumni Committee: \$1 per student per semester
 - vi. Student Athletic Advisory Committee: \$0.90 per student per semester
- B. Jurisdiction
 - a. The funds derived from the Student Activities Fee fund that have been allocated to these university required clubs shall be under the jurisdiction of each university required club's executive board.
 - b. These university required clubs are not required to submit Annual Budgets

Requests, but are required to submit Annual Reports and Financial Logs each year by the second Tuesday in February at 5:00 p.m.

- c. These university required clubs shall be ineligible to request funds from the Special Request Fund.
- d. If enrollment numbers fall below what is budgeted, these allocated amounts could vary.
 - i. These allocated dollar amounts shall be verified when the official numbers are released ten days into each semester.

Section 3: Funding Guidelines

A. Travel Reimbursement

a. Vehicle Reimbursement

- i. The mileage reimbursement rate for school and personal vehicles should be set at the same rate that the university uses.
- ii. The Student Senate Finance Committee will use Google Maps to verify exact mileage for school and personal vehicles.
- iii. The Student Senate Finance Committee will recommend funding up to a maximum of 1050 miles round trip for vehicle reimbursement, at \$0.42 per mile.
- iv. The Finance Committee will recommend mileage reimbursement for only one vehicle unless the student requesting funds provides a list with more than seven names of people attending the trip upon the request of the Student Senate Vice President for Financial Affairs.
 - 1. The Student Senate Finance Committee and the Student Senate will use their discretion when deciding upon vehicle reimbursement for large groups (8 or more people) using the \$0.42 per mile policy.
- v. The Student Senate Finance Committee will recommend funding up to a maximum of \$300 for rental vehicles for every seven people attending the trip with provided proof of rental and a list of names of people riding in the vehicle.

b. Flight Reimbursement

- i. The Student Senate Finance Committee will use Webflyer to verify exact mileage for airplane travel.
- ii. The Student Senate Finance Committee will suggest \$0.16 per mile per person flying.
- iii. The Student Senate Finance Committee will recommend mileage reimbursement for airplane travel for only one student unless the student requesting funds provides the names of additional students who will be attending the trip.
 - 1. The Student Senate Finance Committee will suggest funding up to a maximum of ten people per flight, provided there is an attached list of names of travelers with the request.
- iv. The Student Senate Finance Committee will suggest funding up to a

maximum of \$350 per person per round-trip flight.

- v. The Student Senate Finance Committee will suggest \$0.00 for baggage or other additional airline fees.

c. Hotel Reimbursement

- i. Hotels will be reimbursed depending on the population size of the destination following the guidelines below:
 1. If the population size of the destination is close to that of Winona, the Student Senate Finance Committee will suggest allocating \$65 per hotel room per night.
 2. If the population size of the destination is close to that of Minneapolis/St. Paul, the Student Senate Finance Committee will suggest allocating \$85 per hotel room per night.
 3. If the population size of the destination is close to that of Chicago, the Student Senate Finance Committee will suggest allocating \$105 per hotel room per night.
- ii. The Student Senate Finance Committee will always suggest one hotel room for up to four people of the same sex.
- iii. The Student Senate Finance Committee will always provide separate rooms for club members of the opposite sex.
- iv. The Student Senate Finance Committee will determine the number of nights funded for hotel rooms by calculating the number of days of the event minus one, unless the event is over 200 miles away and/or is a club sport competition beginning at or before 9:00 a.m., then the number of nights will equal the number of days of the event.

B. Club Sports

- a. The Student Senate shall pay for team dues on an annual basis. However, if the total amount of individual dues exceeds the amount of team dues, then the Student Senate may pay for the individual dues instead of the team dues upon request of the club sport.
- b. Funds requested for referees may only be funded if referees are required by the league or tournament rules.
- c. Student Activities Fee funds cannot be used to pay for non-inventoriable items, such as sporting equipment, jerseys, or team apparel that are kept by individuals after the club sport season has ended.
- d. Student Activities Fee funds shall be used to fund the minimum number of participants needed to participate in a club sport event.
 - i. The minimum number of participants needed to compete is determined by the individual league's official rules or the overall sport's standards for competition.
 - ii. If a club sport has enough members to field additional teams, the Student Senate Finance Committee may suggest funding additional teams, at the Student Senate Finance Committee's discretion.

C. Inventoriable Items

- a. The Student Senate is not responsible for the storage, security and/or maintenance of items that can be used by a club, organization, or team more than once – hereafter referred to as inventoriable items.
- b. The Student Senate will suggest \$0.00 for any inventoriable items requested through a Special Request.
 - i. There will be an exception made for new clubs, organizations, and team sports. During the first semester of existence that a club/group/organization has been approved, the club/group/organization will be allowed to request up to \$100.00 for inventoriable items.
 - 1. If a club/group/organization is approved late in fall semester and does not have an opportunity to make their initial special request, the club/group/organization will be allowed to make the request during spring semester.
 - 2. If a club/group/organization is approved after budgeting in spring semester and does not have an opportunity to make their initial special request, the club/group/organization will be allowed to make the request during fall semester the following year.
 - 3. If a club/group/organization is approved before budgeting in spring semester, the club/group/organization will not be allowed to special request inventoriable items during the fall semester of the following year because they will have the opportunity to request them in their budget for the following year.
- c. Inventoriable items may be requested through an annual Budget Request each spring and/or through other departments.
 - i. Inventoriable items will not be funded until the method and location of storage is specified by the club to the Student Senate Finance Committee.
 - 1. The location of storage may not be in a private residence.
- d. The original value of any inventoriable items that have been lost/stolen during the current academic year will be deducted from the club/group/organization that lost the items' budget the following academic year.

D. Edible Items

- a. The Saint Mary's Student Senate Finance Committee will consider funding edible items for club/group/organization events as long as they meet the requirements listed below:
 - i. The event where the edible items will be served will be open to and benefit the Saint Mary's University community, and not just the hosting club; or the edible items are to be used for a club fundraiser.
 - 1. The event must be open and available to the entirety of the Saint Mary's Winona community.
 - 2. The Finance Committee will suggest funding up to a maximum

- of 100% of the total cost of food for events that fit this category.
 - ii. The Finance Committee will recommend \$6.00 as the base price per meal for all meal requests.
 - 1. This number is based off of the lunch prices in the Toner Center, which is \$5.90.
 - iii. All edible items funded using the Student Activities Fee money must be purchased through the University's food provider, unless the University's food provider has given permission not to do so.
- E. Extraneous Expenses
- a. The Student Senate Finance Committee will suggest \$0.49 per stamp for postage costs.
 - b. The Student Senate Finance Committee will suggest \$0.20 per colored copy for printing costs.
 - c. The Saint Mary's Finance Committee will suggest funding up to a maximum of 80% for a speaker/performer's travel, lodging costs, and fees.
- F. Forbidden Items
- a. No Student Activities Fee funds shall ever be used to fund the following items:
 - i. Alcohol
 - ii. Tobacco products
 - iii. Admission honor societies
 - iv. Student wages

Article 9: Volunteering and Fundraising (subject to change with Internal Auditor and Budgeting changes)

Section 1: Volunteering Requirement

- A. Any club or organization that receives money from the Student Activities Fee fund from the Student Senate will be required to volunteer five hours plus 1% of the clubs allocated budget in volunteer hours.
 - a. Ex: A club that is allocated \$500 for an academic year is expected to volunteer the five hours plus an additional five hours (1% of \$500).
- B. Any Special Request funds allocated will be subject to the above volunteering requirements.
 - a. Ex: A club that is allocated an additional \$500 of special request funds will be expected to volunteer an additional five hours on top of their already established volunteer hours.
- C. Clubs or organizations who do not meet the required volunteer hours shall face a 20% decrease to their budget for the following academic year.
 - a. If this process is undertaken by the Student Senate Vice President of Financial Affairs, the appropriate club representative and advisor will be notified.
 - b. This penalty will be in addition to other penalties applied during the budgeting process.
- D. Volunteer hours refers to activities undertaken for the benefit of individuals and/or the community for no financial reward.

- a. A service based club or organization as distinguished by the office of R.I.S.E. will be exempt from the volunteer requirements.
 - i. If a service based club is allocated funds outside of their needs for service, these funds shall be subject to the above volunteering requirements.
- E. All volunteer hours are subject to approval by the Student Senate Finance Committee
 - a. All volunteer hours must be completed independently of other volunteer projects
 - b. Volunteering may only count towards one club or organization at a time.
- F. All volunteer hours shall be submitted to the Coordinator of R.I.S.E. by April 15th.
- G.

Section 2: Fundraising Procedure

- A. Fundraised money is any non-Student Activity Fee money that enters a club's university account.
- B. All fundraised money must be given to the Coordinator of R.I.S.E. no later than April 15th of each year.
- C. All appropriate records of fundraisers must be submitted to the Student Senate Vice President of Financial Affairs by April 15th of each year.
- D. All fundraised dollars shall be deposited into the appropriate university account for each club or organization.

Section 3: Use of Funds

- A. All funds gained through self-generated fundraisers or club dues shall be under the jurisdiction of that club or organization's leadership.
- B. The use of these funds must still comply with federal, state, local, university, and the Student Senate Bylaws.

Article 10: Overdraft Spending

Section 1: Overview

- A. A club or organization may not use any Student Activities Fee funds or charge any expenses to its university budgetary account without permission from the Student Senate, and/or if a negative balance exists in the club or organization's account.
 - a. In order for holds on a university account to be removed, all outstanding funds must be reimbursed by the club or organization's advisor and/or club members.
 - b. If necessary, sanctions may be placed on the club or organization.

Article 11: Abuse of Funds and Sanctions

Section 1: The Abuse of Funds

- A. The abuse of funds is an offense that is taken seriously by the Student Senate.
- B. Abuse of funds include but are not limited to:
 - a. The use of any funds that break federal, state, local, university, or Student Senate bylaws or policies, including the purchase of prohibited items.
 - b. The use of funds for purposes other than what was submitted on the Special Request or Budget Request.

- c. Not using funds that were requested for the current year's budget.
- d. Spending money not allocated by the Student Senate through Budget Requests or Special Requests.
- e. Loss of inventoriable items bought with the Student Activities Fee funds.

Section 2: Financial Audits Subcommittee

- A. If an abuse of funds is suspected, the Student Senate Vice President for Financial Affairs and the Coordinator of R.I.S.E. shall meet with the President and Treasurer of the club/group/organization.
 - a. If necessary, other university faculty/staff/administration may sit in on the meeting.
 - b. Any immediate actions needed may be taken.

Section 3: Sanctions Procedure

- A. All sanctions will be brought forward by the Student Senate.
- B. If anyone on the Student Senate finds the sanctions unnecessary, he/she may express their concerns via the Ethics subcommittee or the Student Senate Executive Board subcommittee.
 - a. Sanctions will be mostly determined by professional staff members. This shall provide the Student Senate with a means to discuss the fairness of the punishment, so the Student Senate Executive Board can decide whether or not to move forward with the proposed sanction.

Section 4: Types of Sanctions

- A. The Financial Audits Subcommittee may recommend, but are not limited to the following sanctions:
 - a. The club/group/organization may lose Student Activities Fee funds or Student Activities Fee Funded inventoriable items for a period of time to be determined by the Financial Audits Subcommittee.
 - b. The club/group/organization may be required to reimburse the Student Senate for the misused funds.
 - c. The club/group/organization may be placed on probation for a period of time to be determined by the Financial Audits Subcommittee.
 - d. The club/group/organization may cease operation as a Student Senate sponsored club/group/organization.

Article 12: Interpretation of Robert's Rule of Order

Section 1: Purpose

- A. Attached to the Student Senate Bylaws is a summary of how the Saint Mary's University of Minnesota understands, interprets, and uses Robert's Rules of Order. The summary is not a complete interpretation of Robert's Rules of Order, but it is the most common understanding of the document among the Student Senate.



Robert's Rules of Order Explained

For 1st Senate meeting of each academic year

What are Robert's Rules of Order?

U.S. Army Major Henry Martyn Robert published the first edition of the book in February 1876. Its procedures were loosely modeled after those used in the United States House of Representatives. Robert wrote *Robert's Rules of Order* after presiding over a church meeting and discovering that delegates from different areas of the country did not agree about proper procedure.

Robert's Rules of Order provides applicable rules governing key matters of meeting and general procedures, including:

- Establishing a **Constitution and Bylaws** for your student organization.
- Structure the meeting **Agenda** and debate.
- Motions; including making, seconding, debating, modifying, and amending motions.
- Sufficient majority and simple majority and which decisions are appropriate to them.
- Establishment of a **quorum**.
- Definition of a **membership**.
- **Voting** rights of presiding officer and voting procedures.

An Outline of Basic Parliamentary Procedure

1. Rules Governing an Organization

- a. Saint Mary's University of Minnesota Policy/Mission
- b. Club Constitution: Defines the organization's basic structure and fundamental rules. Normally requires a $\frac{2}{3}$ vote and prior notice for amendment and are not subject to suspension.
- c. By-Laws: Operating procedures consistent with all of the above. Normally can be amended by a majority vote at any business meeting and can be suspended by a $\frac{2}{3}$ vote.
- d. Precedent and Custom: Apply when there are no written rules governing a situation.

2. Purposes of Parliamentary Procedure

- a. Ensure majority rule.
- b. Protect the rights of the minority and individual members.
- c. Provide order, fairness, and decorum.
- d. Facilitate the transaction of business and expedite meetings.

3. Basic Principles of Parliamentary Procedure

- a. All Senators have equal rights, privileges, and obligations.
- b. A quorum must be present for the group to act. If the bylaws of the organization do

not establish a quorum, the general rule is that a majority of the entire membership must be present in order to transact business.

- c. Full and free discussion of every motion is a basic right.
- d. Only one question at a time may be considered, and only one person may have the floor at one time.
- e. Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
- f. No one person can speak until recognized by the chair.
- g. Personal remarks are always out of order (Direct comments toward the President).
- h. A majority decides a question except when basic rights of members are involved.
- i. A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g. cutting off debate).
- j. Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- k. The Chair and other Executive Board members should always remain impartial.

4. Typical order of business

- a. Call to order.
- b. Opening exercises, if applicable, prayer.
- c. Roll call/ determination of Quorum.
- d. Old business.
- e. New business.
- f. E-board Reports.
- g. Class Officer Reports.
- h. Senator Concerns.
- i. Adjournment.

5. Roll of the Presiding President

- a. Remain impartial during debate: the presiding officer must relinquish the chair in order to debate the merits of a motion.
- b. Vote only to break a tie (or $\frac{2}{3}$ for matters requiring a $\frac{2}{3}$ vote).
- c. Determine that a quorum is present before transacting business (Quorum is $\frac{1}{2} + 1$).
- d. Introduce business in proper order.
- e. Recognize speakers.
- f. Keep discussion connected to the pending motion.
- g. Determine if a motion is in order.
- h. Maintain order.
- i. Put motions to a vote and announce results.

6. General Procedure for Handling a Motion

- a. A member normally must obtain the floor by being recognized by the chair.
- b. Member makes a motion.
- c. A motion must normally be seconded by another member before it can be considered.
- d. Friendly amendment: before the main motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the

- wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).
- e. If the motion is in order the chair will restate the motion and open debate (if the motion is debatable).
 - f. The maker of a motion has the right to speak first in debate.
 - g. Debate is closed when:
 - i. Discussion has ended, or
 - ii. A $\frac{2}{3}$ vote closes debate (“Previous Question”).
 - h. The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
 - i. The chair calls for a vote.
 - j. The chair announces the result.
 - k. Any member may challenge the chair’s count of a vocal vote by demanding a “Division of the Assembly.”

7. General Rules of Debate

- a. No members may speak until recognized by the chair.
- b. All discussion must be relevant to the immediately pending question.
- c. No member may speak a second time until all other members who want to speak have had the chance to do so.
- d. All remarks must be addressed to the chair—no cross debate is permitted.
- e. It is not permissible to speak against one’s own motion but one can vote against one’s own motion.
- f. Debate must address issues not personalities—no one is permitted to make personal attacks or question the motives of other speakers.
- g. The presiding officer must relinquish the chair in order to participate in debate and cannot reassure the chair until the pending main question is disposed of.
- h. Members may not disrupt the assembly.
- i. Rules of debate can be changed by a $\frac{2}{3}$ vote.

8. Motions in ascending order of precedence – only one main motion may be on the floor at a time, but more than one secondary motion may be on the floor. When any of the motions on the following list are the immediately pending motion (i.e. the last motion made), any motion listed below it on the list can be made at that time. Pending motions must be disposed of in descending order of precedence.

- a. **Main Motion**- introduces business to the assembly for its consideration. A main motion can only be made with no other motion is pending. A main motion yields to privileged, subsidiary and incidental motions.
- b. **Subsidiary Motions**- change or affect how the main motion is handled (voted on before the main motion).
 - i. **Postpone Indefinitely**- made when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences. Unlike other subsidiary motions, debate on the motion to postpone indefinitely can go into the merits of the main motion.

- ii. **Amend**- changes the wording of the main motion before it is voted upon. An amendment must be germane to the motion thereby amended; that motion remains pending in its modified form. Rejection of an amendment leaves the pending motion worded as it was before the amendment was offered. An amendment can: delete words, phrases, sentences or paragraphs; strike out words, phrases or sentences, and insert new ones; add words, phrases, sentences or paragraphs; or substitute entire paragraph(s) or the entire text of the motion and insert another.
 - iii. **Refer (to Committee)**- sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take actions and may specify the composition of the committee.
 - iv. **Postpone definitely (postpone to a certain time)**- delays action until a certain time specified in the motion (not beyond the next regular business meeting).
 - v. **Limit or extend debate**- is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a $\frac{2}{3}$ vote.
 - vi. **Previous question (“Call for the Question”)**- immediately closes debate if passed. Requires a second and a $\frac{2}{3}$ vote.
 - vii. **Lay on the table**- enables the assembly to lay the pending question aside *temporarily when something else of immediate urgency has arisen*. It is not debatable. *A motion to lay on the table is out of order if the evident intent is to avoid further consideration of the motion*. Frequently when one indicates a desire “to table” a motion, the correct motion is either to Postpone Indefinitely or Postpone Definitely.
- c. **Privileged Motions**- *do not relate to the pending business but have to deal with urgent matters, without debate, must be considered immediately.*
- i. **Recess**- used to request an intermission which does not close the meeting.
 - ii. **Adjourn**- used to close the meeting immediately, not debatable.
 - iii. **Fix the time to which to adjourn**- sets the time, and sometimes the place, for another meeting (“adjourned meeting”) before the next regular business meeting to continue business of the session.
9. **Incidental Motions**- *(Questions if procedure that arise out of other motions and must be considered before the other motion).*
- a. **Point of Order**- used when a member believes that the rules of the assembly are being violated thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.
 - b. **Appeal**- used to challenge the chair’s ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair.
 - c. **Suspend the rules**- used to make a parliamentary rule or special rule of an organization temporarily inoperative. The motion cannot be applied to the constitution and bylaws unless those documents include specific provisions for suspension. Normally requires a $\frac{2}{3}$ vote.

- d. **Withdraw**- permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is an unanimous consent, the motion is debated and voted upon.
- e. **Point of Information**- requests the chair, or through the chair to another e-board member to provide information relevant to business at hand. A point of information must be in form of a question. A request for information regarding parliamentary procedure or the organization's rules bearing on a business at hand is referred to as **Parliamentary Inquiry**.
- f. **Objection to the Consideration of a Question**- suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a $\frac{2}{3}$ vote opposed to consideration in order to pass.
- g. **Division of a Question**- divides a motion containing two or more provisions that can stand-alone so that each provision can be considered and voted upon separately.
- h. **Division of the assembly**- used to demand a rising vote to verify the vote count. The motion can be made without obtaining the floor, does not require a second, is not debatable, and does not require a vote.

10. Main Motions That Bring a Question Back Before the Assembly

- a. **Take it from the Table**- resumes consideration of a motion laid on the table earlier in the same session or in the previous session. Not debatable.
- b. **Reconsider**- reopens a motion to debate that has already been voted on the prevailing side. It suspends action on the motion to which it is applied until it has been decided. It cannot be postponed beyond the next regular business session.
- c. **Rescind (Annul or Repeal) or Amend Something Previously Adopted**- repeals or amends a motion for which it is too late to reconsider. Normally requires a $\frac{2}{3}$ vote of those present or a majority vote of the entire membership; however, if previous notice has been given then only a majority vote of those present is required. A motion to rescind cannot be applied to action that cannot be reversed.

11. Voting

- a. **Majority Vote**- defined as more than half of the votes cast by those present and voting.
- b. **2/3 vote**- defined as at least $\frac{2}{3}$ of those present and voting.
- c. **Voting by the Chair**- except when there is a ballot vote, the chair only votes when his/her vote would affect the result.
- d. **Methods of Voting**-
 - i. Voice vote.
 - ii. Show of hands or rising vote.
 - iii. Ballot.
 - iv. Roll call vote.