

ASUAF RULES OF PROCEDURE OF THE SENATE



Adopted September 8, 2022

**THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF ALASKA FAIRBANKS
RULES OF PROCEDURE OF THE SENATE**

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1. BASICS

Rule 1.1. Quorum

A. A majority of the current membership of the Senate or committee constitutes a quorum to do business, but a smaller number may take the following actions:

1. Recess; or
2. Adjourn to a continued meeting.

B. Proxy votes submitted under Rule 7.8 do not count towards a quorum.

Rule 1.2. Basis of votes

A. All votes in the Senate require either a majority, two-thirds, or three-quarter vote:

1. A majority vote is more “yes” votes than “no” votes. (A tie vote is less than a majority, and results in the rejection of any question requiring a majority vote.)
2. A two-thirds vote is at least twice as many “yes” votes as “no” votes.
3. A three-quarter vote is at least three times as many “yes” votes as “no” votes.

B. Legislation or motions that advocate for the following require a vote of members present, or via proxy vote as determined by Rule 7.8:

1. Bills that authorize an expenditure, or call for a referendum
2. Resolutions that express the will, wish, view, opinion, or request of the Senate
3. Resolutions that solely refers to ASUAF internal business (Disciplinary action, creating an ad hoc committee, etc)
4. Confirmation of appointments
5. Approval of an event hosted in part or fully by the ASUAF Senate
6. All directives

C. Legislation or motions that advocate for the following require a vote of the body as a whole or via proxy vote as determined by Rule 7.8:

1. Bills that amend the ASUAF Bylaws
2. Resolutions that establish or amend the Rules of Procedure
3. Resolutions that express the will, wish, view, opinion, or request of the entire student body
3. Overriding a Presidential veto

D. It is the duty of the presiding officer to inform the Senate or committee what type of vote and how many votes are required in the adoption or rejection of a particular question.

Rule 1.3. Motions

A. The Senate shall consider no action, nor debate any topic, except upon motion of a Senator, except that:

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1. A student or guest may speak upon any topic, and the Senate may informally discuss issues that arise out of the concerns brought by the speaker;
2. Any topic may be discussed informally during “For the good of the Senate”; and
3. Election of essential officers of the Senate occurs automatically when the offices become vacant.

Rule 1.4. The Presiding Officer

- A. The Senate Chair is the regular presiding officer of the Senate.
- B. When the Senate Chair is absent, the chair of the Rules Committee shall assume the role, followed down through the committee chairs of the ASUAF Senate as they are listed in section 300 of the bylaws, shall act as presiding officer of the Senate. Should none of these persons be able or willing to act as presiding officer, succession shall proceed through the Senators in order of seniority. In the case of equal seniority of two or more members, the tie shall be broken alphabetically by last name.
 1. The only exception to this line of succession is during the election of the Senate and Standing Committee Chairs as outlined in Rule 2.2, Section F.
- C. The presiding officer, regular or acting, may appoint any Senator as temporary presiding officer.
- D. The presiding officer may not advocate or oppose any question, other than an appeal under Rule 8.6, Section D.
- E. The presiding officer always votes last, and only when their vote would affect the outcome of the question.

Rule 1.5. Scope of the rules; completeness

- A. Except where inconsistent with the Constitution or Bylaws, these rules cover all proceedings of the Senate.
 1. Committees may adopt their own rules of procedure for business within the committee where not inconsistent with these rules.
 2. Subsequent rules of procedures must be established or amended by two-thirds of the committee as a whole and must be publicly available.
- B. No motion is in order which is not authorized by these rules.
- C. The most recent version of the most recent revision of Robert’s Rules of Order shall be relied upon to assist in the interpretation of these rules, where they are ambiguous, in accordance with UA Board of Regents Policy Ch 03.01, section J.

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2. ORGANIZATION OF THE SENATE

Rule 2.1. First Meeting

- A. The Senate Chair shall designate a location, date and time for the first meeting of the Fall and Spring Semesters.
- B. The Senate Chair shall create an agenda for the first meeting, and it shall follow the order of Rule 6.2, Section B.
- C. The Senate Chair is responsible for informing the members of this agenda and the meeting location.
- D. The Senate Chair calls the first Senate meeting of the semester to order.
- E. If it is the first meeting of the Fall Semester, The Senate then adopts permanent rules of procedure.
 - 1. The rules are adopted by a majority vote of the Senate as a whole.
 - 2. After adoption, a Resolution supported by two-thirds vote of the Senate as a whole is required to amend the rules of procedure.
 - 3. Until permanent rules of procedure are adopted for the new academic year, the most recently adopted rules of procedure are used as temporary rules of procedure.
- F. The Senate Chair then calls for the Standing Committee Chairs to present the duties and responsibilities of each committee in the order they are listed in the Bylaws.
- G. The Senate Chair then calls a roll of members, excluding the Standing Committee Chairs
 - 1. Senators, upon being called, will voice which committees they would like to serve on for the session

Rule 2.2. Last Meeting

- A. The Senate Chair shall determine the time, date and location of the last meeting in the Fall and Spring Semester immediately following the general election.
- B. The Senate Chair shall create an agenda for the last meeting, and it shall follow the order of Rule 6.2, Section C.
- C. The Senate Chair calls the last meeting of the Senate in the Spring Semester to order.
- D. The Senate Chair then calls the roll of members.
 - 1. Outgoing members of the Senate are given up to 5 minutes for any parting remarks
 - 2. The Senate Chair will then ask the Senate-Elects present to stand and repeat the Oath of Office
 - 3.. The present Senate-Elects after reciting the Oath of Office will be officially sworn in as Senators.
- E. If it is the Last Meeting of the Spring Semester, the Vice-President shall then assume the role of presiding officer and call for the election of next year's Senate Chair.

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1. When the Senate Chair is elected, and if they are present, they assume the role of presiding officer for the rest of the meeting.
2. If the elected Senate Chair is not present, the Vice President shall remain presiding officer for the rest of the meeting.

F. If there are vacancies or it is the last meeting of the Spring Semester, the presiding officer then calls for the election of a Chair for each committee in the order they are listed in the Bylaws and the Representative to the Coalition of Student Leaders.

1. The duties for each chair of each committee will be supplied in addition to normal meeting materials prior to the nominations for the purpose of clarity and understanding.

Rule 2.3. Jurisdiction of the Senate

A. All matters that align within a particular committee's duties and responsibilities, as outlined in the ASUAF Bylaws, shall be under the jurisdiction of that committee's Chair.

1. If jurisdiction is ambiguous, the Senate Chair will determine jurisdiction.
2. If a member of the Senate disagrees with the Chair's decision, they may move to appeal the ruling of the Chair as a point of order under Rule 8.6

B. All matters that relate to governance groups within ASUAF fall within the jurisdiction of their determined bodies and not with the ASUAF Senate unless otherwise stated

C. Senate Standing Committees will operate with the same procedures as the whole Senate.

D. An ex-officio member of a standing committee may serve as temporary chair of the committee, with the consent of the current chair, when such action is necessary for reaching quorum.

E. Standing Committee Chairs may not advocate for or oppose any question, other than an appeal under Rule 8.6, Section D without temporarily stepping down.

Rule 2.4. Session

A. The series of meetings from July 1 through December 31 or from January 1 through June 30 constitute a single session of the ASUAF Senate.

B. The body of people serving as Senators during a single session may be known collectively as an ASUAF Senate.

C. The first ASUAF Senate was convened in the Fall of 1923.

D. The ASUAF Senate, from July 1, 2000 through December 31, 2000, is the One Hundred Fifty-Fifth Senate.

E. The ASUAF Senate, from January 1, 2001 through June 30, 2001, is the One Hundred Fifty-Sixth Senate.

F. Subsequent sessions of the ASUAF Senate will take the appropriate ordinal number.

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3. CLASSES OF LEGISLATION

Rule 3.1. Senate Bill

A. A bill is written for any of the following purposes:

1. Authorization of an expenditure;
2. Authorization of an ASUAF-sponsored event;
3. Creation, amendment, or rescission of a Bylaw or Bylaws;
4. Creation of a referendum; or
5. Amendment or rescission of a previous Bill.

B. A bill which is adopted by the Senate is an “act” and is subject to Veto, with the exception of a bill creating referendum for a constitutional amendment.

Rule 3.2. Senate Resolution

A. A resolution is written for any of the following purposes:

1. Expression of the will, wish, view, opinion, sympathy, or request of the Senate;
2. Expression of the will, wish, view, opinion, sympathy, or request of the entire student body;
3. Decision of the Senate referring to matters outside the Senate, including the creation of a Policy that has an effect beyond the Senate.
4. Decision of the Senate referring solely to its own internal business, including the creation of an ad- hoc committee or the creation of a Policy that affects only Senators;
5. Creation, amendment, or rescission of a rule (or rules) of procedure;
6. Creation of a Senate Citation;
7. Impeachment of an officer of ASUAF; or
8. Amendment or rescission of a previous resolution.

B. A resolution is not an “act” of the Senate, and is not subject to Veto unless it purports to represent the opinion of the entire student body or to have effect beyond the Senate; however, Resolutions not subject to Veto are still signed by the President as a ministerial formality.

Rule 3.3. Senate Directive

A. A directive is written to charge a person subject to the authority of the Senate with a particular duty, or to amend or rescind a previous directive.

B. Persons who are subject to the authority of the Senate are

1. The ASUAF President;
2. The ASUAF Vice-President;
3. Any employee of ASUAF, through the President;
4. Any employee of the Senate Chair, through the Senate Chair;
5. Any Senator or officer of the Senate;

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- 6. Any person appointed by the President; and
 - 7. A standing or ad-hoc committee of the Senate.
- C. A directive is not an “act” of the Senate, and is not subject to Veto; however, it is still signed by the President as a ministerial formality.
- D. Failure to comply with a Senate Directive is nonfeasance and subject to discipline.
- E. Directives cannot be used to authorize a violation of Board of Regents Policy, UAF Student Code of Conduct, or any ASUAF Governing Document.

4. FORM OF LEGISLATION

Rule 4.1. Formatting

- A. The first line of the legislation is the unique bill reference number, composed of the following elements:
- 1. The letter “S”;
 - 2. The letter “B”, “R”, or “D”, depending on the type of legislation;
 - a. B stands for “bill” and denotes a Senate bill;
 - b. R stands for “resolution” and denotes a Senate resolution; and,
 - c. D stands for directive and denotes a Senate directive
 - 3. The number of the current Senate;
 - 4. The legislation’s ordinal number; and
 - 5. Its version letter (blank on the original legislation).
- B. The second line of the legislation is its title, which is a summary of the intended effect of the legislation.
- C. The third line of the legislation is the name of the sponsor or sponsors.
- D. The fourth line of the legislation is the date on which the legislation was first submitted for consideration.
- E. Each item of legislation must be submitted with an accompanying Statement of Purpose, which briefly summarizes the intended effect of adopting the legislation.
- F. Each item of legislation must be submitted with an accompanying Fiscal Impact Statement, which estimates the total effect of adopting the legislation on the finances of ASUAF.

Rule 4.2. Preamble

- A. The preamble is optional.
- B. The preamble is a statement of the Senate’s official reasons for adopting the item of legislation. The preamble is not a statement of the author’s reasons for moving the legislation.
- C. The preamble is written in the declarative mood.
- D. The first word of each clause of the preamble is “Whereas”.
- E. The second word of each clause of the preamble begins with a capital letter.
- F. Each clause of the preamble, with the exception of the last clause and the next-to-last clause, ends with a semicolon.
- G. The next-to-last clause of the preamble ends with a semicolon followed by the word “and”.

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H. The last clause of the preamble ends with a semicolon followed by the words “now, therefore be it”.

Rule 4.3. Operative Statement

A. The operative statement states the full effect of the adoption of the legislation.

B. The operative statement should stand alone as the intent of ASUAF or of the Senate, without reference to the preamble.

C. The operative statement is written in the subjunctive mood.

D. The first words of each clause of the operative statement are

1. “Enacted, That” when the legislation is a Bill;
2. “Resolved, That” when the legislation is a Resolution; or
3. “Directed, That” when the legislation is a Directive.

E. Each clause of the operative statement, with the exception of the last clause and the next-to-last clause, ends with a semicolon followed by the words “be it further”.

F. The next-to-last clause of the operative statement ends with a semicolon followed by the word “and be it further”.

G. The last clause of the operative statement ends with a period.

Rule 4.4. Header and footer

A. The upper-left corner of each page of the legislation, excluding the first, contains the reference number.

B. The upper-right corner of each page, excluding the first, contains a five-word or shorter summary of the title.

C. The lower-right corner of each page, including the first, contains the page number and the total number of pages.

5. COURSE OF LEGISLATION

Rule 5.1. Submission

A. Any Senator, group of Senators, Standing Senate Committee, ad-hoc Senate committee or Other ASUAF committees, councils, or boards, may submit legislation.

B. The primary sponsor of the legislation is

1. The sole sponsor when there is only one sponsor;
2. The first member listed when there is more than one sponsor; or
3. The chair of the committee, council, or board when the legislation is sponsored by the body.

C. Legislation should be submitted 2 hours in advance of the meeting where it will be introduced.

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1. The Article of Indictment shall be exempt from this requirement, at the discretion of the acting Rules Committee Chair.
 2. Resolutions appointing the Rules Committee to investigate charges of misconduct by an ASUAF official shall be exempt from this requirement
 3. The Senate Chair may allow other exemptions to this requirement but must provide a statement to the Senate with rationale.
- D. No later than 48 hours in advance of the meeting where the legislation will be introduced, the Senate Chair or ASUAF Clerk shall update the legislation on the database, and provide a copy of the legislation to
1. The President;
 2. ASUAF Clerk (for recordkeeping and numbering); and
 3. All individuals named in the legislation upon request

Rule 5.2. First reading

- A. Legislation which is timely submitted is read for the first time at the meeting following its submission.
1. A two-thirds vote of members present may admit untimely submitted legislation to first reading.
- B. The first reading consists of the presiding officer recognizing the primary sponsor of the legislation, or the chair of the body sponsoring the legislation, who moves the adoption of the legislation and reads
1. The reference number;
 2. The title of the legislation;
 3. The sponsor(s) of the legislation; and
 4. The full text of the legislation.
- C. If the primary sponsor of the legislation is not present, or is unwilling to move the legislation, then the first reading may be performed by any Senator rising for that purpose.
- D. The legislation is considered formally introduced at first reading.
- E. The legislation is then referred by the presiding officer to a standing committee of the Senate; however,
1. A majority vote of members present may refer the legislation to a different committee, including an ad-hoc committee;
 2. A two-thirds vote of members present may immediately advance the legislation to second reading, at which point it is rescheduled to that part of the order of business; or
 3. A two-thirds vote of the members present may reject the legislation immediately without debate.
 4. Resolutions appointing the Rules Committee to investigate charges of misconduct by an ASUAF official shall be exempt from rule 5.2.

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Rule 5.3. Consideration by committee

A. A committee conducts research and debate on all legislation referred to it and report its recommendation to the Senate as soon as practicable.

1. Committee reports must be in writing and the report must be signed by a majority of the members of the committee.
2. Each member signing the report notes his or her recommendation of “adopt” or “reject” on the report.
3. The recommendation of the committee is
 - (a.) To adopt if a majority of the members recommend adoption;
 - (b.) To reject if a majority of the members recommend rejection;
 - (c.) No recommendation if a majority of the members make no recommendation or an equal number recommend adoption and rejection; or
 - (d.) To refer to another specific committee if a majority of the members recommend referral to said committee.

B. The committee may amend the legislation and offer its recommendation on the legislation as amended rather than the original legislation.

C. When the committee completes its report, the legislation advances to second reading.

1. If the committee reports on amended legislation, the legislation as amended is advanced to second reading in place of the original with the denotation of “(letter version”.

D. A two-thirds vote of members present may discharge a committee from further consideration of an item of legislation and advance the legislation to second reading.

Rule 5.4. Second reading

A. The presiding officer recites the reference number and title of the bill.

B. If the bill was reported on by a committee, the presiding officer recognizes the chair of the committee, who reads the report of the committee concerning the legislation.

1. If the chair of the committee is unavailable, the report may be read by any member of that committee who rises for that purpose.

C. Motions regarding the legislation must be made and seconded

D. The presiding officer then states that the legislation is open to debate and amendment.

E. The legislation may again be referred to the same or a different committee by a majority vote of members present.

1. Legislation shall keep all amendments made on the Senate floor unless a motion to revert the legislation to the previous version is passed by simple majority of the committee holding it

F. After debate and amendment, the presiding officer puts the question on the legislation to a vote.

G. The type of vote required to adopt legislation is outlined in the ASUAF Constitution, Bylaws, or Rules of Procedure

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Rule 5.5. Renewability

A. An item of legislation which was defeated after second reading may not be resubmitted in substantially the same form during the same session of the Senate.

Rule 5.6. Clerical Amendments

A. Legislation may be amended as to spelling, punctuation, or style by the ASUAF Clerk or by the presiding officer, so long as the meaning of the legislation is not changed, without the approval of the Senate.

6. WEEKLY BUSINESS

Rule 6.1 Time of convening

A. The Senate meets weekly, at a time and day that works best by a majority vote of the Senate.

Rule 6.2. Order of Business

A. Unless changed by a majority vote of members present, the order of business at each regular Senate meeting is as follows:

1. Call to Order
2. Roll Call
5. Introduction of Guests and Guest Remarks
3. Consent Agenda
 - a. Adoption of Agenda
 - b. Approval of Minutes
 - c. Reports
 - a. Senate Chair
 - b. President (bi-weekly)
 - c. Vice President (bi-weekly)
 - d. Directors (every third week)
 - e. Rules Committee
 - f. Finance Committee
 - g. Student & Academic Affairs Committee
 - h. University Relations Committee
 - i. Ad-hoc committees/other communications
7. Consideration of Appointments
8. First Reading of Legislation
9. Break (optional)

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10. Special Orders
11. Confirmation of Appointments
12. Second Reading of Legislation
13. For the Good of the Senate
14. Other Business
15. Roll Call
16. Adjournment

B. The order of business for the First Meeting of the Semester is as follows:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Introduction of Guest and Guest Remarks
5. Reports
 - a. Senate Chair
 - b. President
 - c. Vice-President
 - d. Directors
 - e. Other Communications to the Senate
 - i. Rules Committee Duties and Responsibilities
 - ii. Finance Committee Duties and Responsibilities
 - iii. Student & Academic Affairs Committee Duties and Responsibilities
 - iv. University Relations Committee Duties and Responsibilities
6. Roll Call
 - a. Upon name called, Senator will indicate which committees they would like to join
7. Other Business
 - a. Adoption of Rules of Procedure [First meeting of Fall Semester only]
8. Roll Call
9. Adjournment

C. The order of business for the Last Meeting of the Semester is as follows:

1. Call to Order
2. Roll Call
 - a. Outgoing Senators, when named, will be given up to 5 minutes for parting speeches
3. Oath of Office
4. Introduction of Guest and Guest Remarks
5. Consideration of Appointments [Last meeting of Spring Sem. only]
 - a. Senate Chair
6. Confirmation of Appointments [Last meeting of Spring Sem. only]
 - a. Senate Chair
7. Consideration of Appointments [If there are vacancies or last meeting of Spring Sem.]
 - a. Standing Committee Chairs
 - b. Coalition of Student Leaders Representative

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8. Confirmation of Appointments [If there are vacancies or last meeting of Spring Sem.]
 - c. Standing Committee Chairs
 - d. Coalition of Student Leaders Representative
9. Roll Call
10. Adjournment

Rule 6.3. Minutes

- A. The minutes report only the essential items of Senate business: roll call votes, major motions, communications from the Board of Regents or other UA governance groups, brief or summary committee reports, and amendments.
- B. The minutes for each meeting are divided into sections corresponding to each main item in the order of business.
 1. Sections under which no business was conducted are omitted from the minutes
- C. The reports of committees, under committee reports, list the time and place of the committee meetings, attendance of the meetings, and the time and place for the next meeting.
- D. The reports of committees regarding referred legislation are summarized in the appropriate place under second reading.
- E. In general, the first time an item of legislation is mentioned in a paragraph, it is mentioned by reference number and title. Further mentions within the same paragraph are by reference number only.
- F. The comments and opinions offered in debate are not listed in the minutes, but a brief summary of the comments and opinions offered during officers' reports, guests' and students' remarks are included.
- G. All points of order and the ruling of the presiding officer thereupon are noted in the minutes. Appeals and their resolution are also noted in the minutes.
- H. The Senate by majority vote of members present may order any other matter to be added to the minutes.
- I. The minutes are prepared by the Clerk and corrected and approved by a simple majority of members present.

Rule 6.4 For the Good of the Senate

- A. No motion may be adopted while in For the Good of the Senate, other than the motion to close discussion.

Rule 6.5 Reports

- A. All reports must be submitted to the presiding officer no later than 2 hours before a Senate meeting.
- B. Reports may be omitted from the agenda for the following reasons:
 1. Time considerations as outlined in the ASUAF Bylaws (biweekly, or every third meeting, etc.)

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2. A Committee, council, or board did not meet either due to cancellation or inability to make quorum
- C. During the Reports section of the agenda, a motion will be made to accept the reports as submitted
 1. Senators may then ask questions to any of the reporting bodies regarding the details of the submitted reports and propose amendments as necessary
 2. Any amendments to reports must be approved by the appropriate authority before it can be accepted

Rule 6.6 Orders and Other Business

- A. Special Orders are any motions or legislation that have been tabled for further consideration at a previous meeting
 1. Any legislation or motion in Special Orders can only be tabled up to 3 meetings before it is dismissed automatically
- B. Any item under Other Business must be detailed upon release of the agenda
 1. No motion or legislation is in order under Other Business unless it has been approved by the Senate Chair no later than 2 hours in advance of the meeting or adopted into the agenda by two-thirds vote of members present

Rule 6.7 End of session

- A. At the end of the Fall session, legislation which has not been finally disposed of carries over into the Spring session in the same reading or status they were in at the end of the Fall session.
- B. At the end of the Spring session, legislation which has not been finally disposed of, is defeated.

7. DEBATE

Rule 7.1. Who may speak

- A. Any Senator, the President, the Vice-President, or any person conferred with full privilege of debate may speak in debate.
- B. Any other person, with the permission of the Senate, may address the Senate during debate.
- C. Only the presiding officer is authorized to recognize the current speaker.
 1. The presiding officer will call out the name of the speaker being recognized before they begin speaking

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Rule 7.2. Preference in recognition

- A. A Senator has priority to speak before anyone else.
- B. Subject to A., the President has priority to speak before anyone else.
- C. Subject to A. and B., the Vice-President has priority to speak before anyone else
- D. Subject to C., anyone who has not yet spoken has priority to speak before anyone who has.
- E. Subject to D., the Senator who moved the question under consideration has priority to speak before anyone else.

Rule 7.3. Number and length of speeches

- A. No person may debate more than three times on the same question.
- B. No person may debate for more than five minutes at a time.

Rule 7.4. Yielding the floor

- A. Speaker yields to questions.
 - 1. The speaker retains the floor and states his or her willingness to answer questions, either on his or her own initiative or in response to a point of information.
 - 2. The presiding officer recognizes people for the limited purpose of asking a question.
 - 3. When the speaker is done answering questions, they continue to have the floor, and may use it for any legitimate purpose.
- B. Speaker asks questions.
 - 1. The speaker asks a question.
 - 2. The chair recognizes the person to whom the question is directed, or the person most qualified to answer, for the limited purpose of answering the question.
 - 3. The speaker who asked the question retains the floor, and may use it for any legitimate purpose.
- C. Speaker desires to “yield the floor” to a specific person.
 - 1. The original speaker no longer has the floor.
 - 2. The presiding officer recognizes the person to whom the speaker yielded, unless
 - (a.) There is an objection and
 - (b.) The objector would have priority to speak under section 7.2 of these rules.

Rule 7.5. Decorum

- A. Debate is restricted to the merits of the currently pending question.
- B. Debate is addressed to the Senate through the presiding officer.
- C. The presiding officer is addressed as “Honorable Chair” or as “the chair”.
- D. Senators are addressed as “Senator (last name)”
- E. Ex-Officio Representatives are addressed as “Representative (last name)”
- F. The President is addressed as “President (last name)”

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G. The Vice-President is addressed as "Vice-President (last name)"

H. Directors are addressed as "Director (last name)"

E. The motives and character of an elected, appointed, or hired ASUAF official cannot be questioned, unless the question under debate relates to discipline of that official, or the Senate has moved into Executive Session under Rule 8.9.

1. Officials may be exempt from this rule if they have waived their right to confidentiality

F. The speaker that has the floor will not be interrupted unless by Point of Order, of which the floor will be resumed by the recognized speaker.

G. Senators are to provide their undivided attention to the recognized speaker.

H. Violations of Rule 7.5, Section E, F, and G, will be recognized through Point of Order and those members will be subject to penalties administered by the presiding officer such as:

1. The member is warned that their actions are in violation of decorum

2. The member is asked to revoke any comments made in violation of Section E

3. The member will be docked one speaking time

4. The member will not be recognized for further debate on the motion

5. The member will be asked to leave the meeting

Rule 7.6. Modifying limits of debate

A. A two-thirds vote of members present may modify the limits of debate by

1. Reducing or increasing the number of speeches;

2. Reducing or extending length of speeches;

3. Limiting the total time for debate;

4. Preventing persons not authorized under Rule 7.1. from speaking; and/or

5. Setting aside all limits of debate (consider informally).

B. The motion to modify limits of debate may apply to only the currently pending question or to all pending questions, as stated by the mover.

C. Debate held in Executive Session is exempt from this rule. However, it is limited in accordance with Rule 8.9, Section H.

Rule 7.7. Closing debate

A. A two-thirds vote of members present is required to close debate.

B. The motion to close debate may apply to only the currently pending question and is not debatable.

C. If the debate is closed, the vote is immediately taken on the motions to which the order to close debate applied.

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Rule 7.8. Proxy Voting

A. Any Senator who is absent but excused may, at his or her discretion, grant a proxy to any other Senator (with the exception of the Senate Chair), with relation to a particular motion or particular motions expected to come before the Senate.

B. The Senator to whom the proxy is granted is empowered to vote in the name of the absent Senator in all votes taken while the motion is pending.

C. A notification of proxy (by way of email sent from the senator's UA address) must be given by the absent senator to the ASUAF Advisor, Senate Chair and two other Senators no shorter than 24 hours in advance of the meeting, and such proxies shall be announced by the Senate Chair when each designated motion comes before the Senate.

8. OTHER PROCEDURES

Rule 8.1. Amendment

A. A majority vote of members present may amend a motion or underlying, included, or attached matter by

1. Striking out a word or group of consecutive words;
2. Inserting a word or group of consecutive words;
3. Striking out a word or group of consecutive words and inserting the same words in a different place;
4. Striking out a word or group of consecutive words and inserting different words in the same place;
5. Striking out several identical words or groups of words and inserting different words in each place where the original words appear;
6. Substituting an entirely new motion, item of legislation, or attachment to the original; or
7. Striking out a word or group of consecutive words and creating a blank to be filled by the procedure for filling in blanks.

B. An item of legislation that has already been adopted may only be amended by a new item of legislation of the same class, under Rule 8.3.

C. A motion or proposition on a subject may not be admitted under color of amendment if the subject matter is different from that under consideration.

D. Any word or words that have been amended may be re-amended, so long as a substantially new question is raised by the new amendment.

E. No amendment is in order that would change a motion from one type to another, or change legislation from one class to another.

F. No amendment is in order that would change the sponsor of the legislation, unless the current sponsor gives consent in writing or in person to the Senate Chair.

G. No amendment is in order that would change the statement of purpose of the legislation.

H. Amendments of the third degree are not allowed.

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Rule 8.2. Reconsideration

- A. Any main motion which has been adopted or rejected may be reconsidered during the same meeting at which final action has been taken.
- B. Any Senator may move to reconsider, provided that the Senators making and seconding the motion voted for the outcome of the previous final action.
- C. The motion to reconsider requires a majority vote of members present to be adopted.
- D. Debate on the motion to reconsider is limited only to the reasons for reconsidering it.
- E. The motion to reconsider cannot be postponed or referred, and is lost if the Senate adjourns while it is pending.
- F. When a motion to reconsider is adopted, the previous vote on the original main motion is canceled, and it returns before the Senate in the same condition it was when the final vote was adopted; however, for the purposes of debate, the main motion is considered new again.

Rule 8.3. Rescission; amendment of adopted legislation

- A. Legislation which has been adopted may be rescinded or amended by the adoption of new legislation in the same class as the legislation being rescinded.
 - B. The new legislation must be adopted by the same vote that was originally required to adopt the original legislation.
- Rescission and amendment are prospective only; actions that were taken as a result of the original legislation are not undone.

Rule 8.4. Postpone

- A. The Senate may postpone a main motion as
 - 1. A general order by majority vote; or
 - 2. A special order by two-thirds vote.
- B. The time to which the question is postponed may be
 - 1. A certain hour at the same or future meeting;
 - 2. A certain future meeting with no specified hour; or
 - 3. A certain specific event during the same meeting, such as “until after SB 155-66 is adopted or rejected.”
- C. A question may not be postponed
 - 1. To a time when its adoption would have no effect (for example, a bill to decorate the ASUAF offices for a holiday may not be postponed beyond that day); or
 - 2. To a meeting that has not yet been scheduled.
- D. When the time arrives to which a question has been postponed,
 - 1. If the question was made a general order, any pending business is finished first, then the question is taken up in “Other Business; or

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2. If the question was made a special order, any pending business is interrupted, and the question is taken up immediately after the second roll call.

Rule 8.5. Suspension of the rules

- A. A two-thirds vote of members present may suspend the rules of procedure in order to accomplish a specific purpose.
- B. When the purpose for which the suspension was adopted is achieved, the rules immediately become effective.
- C. A bylaw or constitutional provision may not be suspended.
- D. A rule whose purpose is to protect the rights of individual Senators or students may not be suspended.
- E. Suspension of the rules of procedure does not suspend Rule 8.1, section G.
- F. The rules cannot be suspended to alter the type of vote or number of votes necessary to adopt or reject a motion.

Rule 8.6. Parliamentary inquiry; point of information; point of order; appeal

- A. Parliamentary inquiry (question of order)
 - 1. A Senator has the inherent right to ask questions about procedures directly connected with a pending motion or a motion they may wish to make.
 - 2. A parliamentary inquiry may interrupt the speaker if it requires an immediate answer, but should wait until the speaker has finished if it can reasonably wait.
 - 3. The presiding officer's response to a parliamentary inquiry is only an opinion and not a ruling, and cannot be appealed.
- B. Point of information
 - 1. A Senator may ask the speaker to yield to a question by raising a point of information.
 - 2. A Senator does not have the inherent right to interrupt the speaker for a question; this is a privilege afforded at the will of the speaker.
- C. Point of order
 - 1. Although the presiding officer is primarily responsible for enforcing the rules of procedure, each Senator is individually responsible for ensuring that the rules are followed.
 - 2. A Senator calls attention to a mistake, omission, or error in procedure by raising a point of order.
 - 3. A point of order must be raised immediately after the mistake, omission, or error. It cannot be raised later, unless the mistake involves a violation of the bylaws, constitution, or the law.
 - 4. A point of order may interrupt the speaker.
 - 5. The presiding officer immediately rules that
 - (a.) the point of order is well-taken;
 - (b.) the point of order is not well-taken; or

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(c.) the chair is in doubt, in which case the point of order is resolved by review of the governing documents

6. All points of order, and the presiding officer's ruling, are noted in the minutes in a separate paragraph in its proper chronological order.

D. Appeal

1. Any Senator may appeal a ruling of the presiding officer on a point of order.
2. An appeal may only be raised immediately after the ruling which is being appealed.
3. The presiding officer states his or her reasons for the ruling.
4. The appellant states his or her reasons for believing the presiding officer's ruling was incorrect.
5. The question is put on "sustaining the decision of the chair."
6. A tie vote or majority vote sustains the decision of the presiding officer; a lesser vote reverses the decision of the presiding officer.
7. All appeals, and the resulting decision, are noted in the minutes in the same paragraph as the point of order from which the appeal arose.
8. An appeal from the ruling of the presiding officer regarding the presence of a quorum is settled by calling the roll.

Rule 8.7. Demand for roll call vote; ballot votes

- A. Any Senator may demand a roll call vote on any vote about to be taken, being taken, or just completed.
- B. No vote is taken on whether to take a vote by roll call; rather, the roll call is ordered whenever there is desire to have a vote taken by roll call.
- C. No vote in the Senate may be taken by secret ballot or by any other method that conceals the vote of a particular Senator.
- D. Senator voting records, regardless of whether it was roll call, are made publicly available to the student body.

Rule 8.8. Consent; acclamation

- A. A routine or uncontroversial motion may be adopted by consent.
 1. If the presiding officer senses that a motion has minimal or no opposition, consent is obtained by asking if there is any objection to the pending question.
 2. If no objection is raised, the motion is adopted as if the vote were unanimous.
 3. Adoption by consent does not imply unanimity; instead, it implies that anyone who may have been opposed felt that opposition would have been unproductive.
 4. If the question adopted by consent is entered in the minutes, the fact that it was adopted by consent is also entered.
- B. A popular question may be adopted by acclamation.
 1. If a question is adopted by consent or by unanimous vote, a Senator may request that the question receive a vote of acclamation.

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2. Applause from the Senate is construed as a request for a vote of acclamation.
3. The presiding officer asks for objection, and if none is raised, the question is adopted by acclamation.
4. Adoption of a question by acclamation implies unanimity in the Senate, and that all Senators were very strongly in favor of the question.
5. The fact that a question was adopted by acclamation shall be noted in the minutes.

Rule 8.9. Executive session

A. All meetings of the Senate or of an ASUAF committee, board, or council are open to all Senators, the President, and the Vice-President, whether or not they are members of the particular committee that is meeting, and to the general public except as provided in paragraph B. of this Rule.

B. The Senate or a Senate committee may call an executive session at which members of the general public may be excluded for the following reasons:

1. Discussion of matters, the immediate knowledge of which would adversely affect the finances of ASUAF;
2. Discussion of subjects which tend to prejudice the character and reputation of a person, provided that the affected person is present and has not explicitly waived their right to confidentiality;
3. Discussion of matters which, by law, are required to be kept confidential; or
4. Discussion of matters that affect the internal affairs of the ASUAF Senate.

C. When the Senate or a Senate committee desires to hold an executive session,

1. the body shall first convene as an open session,
2. a motion is made to enter executive session stating the reason under Rule 8.9, paragraph B and
3. a two-thirds vote of members present is required to enter executive session.

D. The provisions of this rule may not be construed as permitting the exclusion of the following:

1. In a regular meeting of the Senate any Senator, the President, or the Vice-President from an executive session.
2. In a regular meeting of a Standing Committee any Senator belonging to the committee, the Senate Chair, the President, and/or the Vice President from an executive session. Whether or not such a person is a member of the body that is meeting.

E. No main motion may be adopted while in executive session, except to end discussion or to invite other individuals into executive session.

F. Motions to invite other individuals into executive session must be accompanied by valid reasoning of that individual's presence and majority vote of members present

G. Senators and invited individuals are required to maintain the confidentiality of any subject discussed while in executive session.

H. Discussion in executive session is limited only to the reasoning stated in public session, any deviation is considered to be out of order.

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I. Rules 7.1 - 7.5 are adhered to during executive session with the exception that individuals invited into executive session are given full rights of debate

J. The executive session is ended by a majority vote of members present to re-enter open session.

Rule 8.10. Elections; filling blanks; incomplete motions

A. Each Senator may nominate as many candidates as there are equivalent positions to be filled.

B. The following process is repeated until all the positions are filled:

1. Each Senator may vote for as many candidates as there are remaining equivalent positions to be filled.
2. Each candidate receiving a majority of the votes cast is elected.
3. Each candidate receiving zero votes is dropped.
4. If no candidate receives a majority of votes, the candidate with the fewest votes is dropped.

C. When legislation comes up in second reading containing blanks, the blanks are considered in the order they appear in the legislation, before the legislation as a whole is discussed.

D. Blanks are filled by the same process as for elections.

E. When a motion to refer which does not describe the particulars of the committee is adopted, the following questions must be settled, in order, by the process of filling in blanks:

1. Which committee the legislation is being referred to, or that the legislation is being referred to a new ad-hoc committee.
2. When a new ad-hoc committee is created,
 - (a.) Of how many members the committee consists.
 - (b.) How the members of the committee are selected.
 - (i.) If the committee is filled by the Senate, what persons shall serve on the committee.
 - (c.) How the chair of the committee is selected.
 - (i.) If the chair is elected by the Senate, who shall serve as chair.
 - (ii.) If the chair of the committee is not a member of that committee, the chair of the committee presides at the committee's meetings but does not vote.

Rule 8.11. Consideration by parts

A. Legislation may be considered by section or by paragraph at the demand of a majority vote.

B. When legislation is considered by parts,

1. Each part, and only that part, is open for amendment; and
2. The active text is considered first, beginning at the beginning and proceeding to the end, and then the preamble is considered.

C. After all parts have been considered, the entire legislation becomes open for amendment.

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Rule 8.12. Disciplinary Actions

A. A member of ASUAF may present charges and corresponding evidence against an elected or appointed official of ASUAF by submitting them in writing to any Senator.

B. The Senator or Senators to whom the charges were submitted must offer the following resolution within 6 days

1. "Whereas, allegations have been made against an elected or appointed official of ASUAF; now therefore be it

2. "Resolved, That the Senate appoint the Rules Committee to investigate these allegations and report any findings by the next Senate meeting."

C. Should any member of the Rules Committee, including the committee chair, be the official charged with misconduct, a temporary replacement member or chair shall be immediately chosen by the Senate.

D. The committee shall find that the accusation, if true, meets the standing definition of malfeasance, misfeasance or nonfeasance of ASUAF.

E. If the committee finds that there is reasonable substance to the charges, and that the alleged misconduct would warrant disciplinary action, the committee will prepare two Resolutions and shall appoint an Inquisitor to present the evidence against the accused and inquire any further information during the hearing.

1. The first Resolution, known as the Article of Indictment, outlines the charges against the accused and designates the date, time, and location for the hearing. It must be formatted as follows:

- (a.) "Whereas, Allegations have been raised that, if true, would warrant disciplinary action against (name of accused); now, therefore be it"

- (b.) "Resolved, That the Senate hold a special meeting at (time) on (date) in (location) to review the charges against (name of accused); further be it"

- (c.) "Resolved, That (any person) preside at the hearing; and further be it"

- (d.) "Resolved, That (any Senator) act as Inquisitor and present the evidence against the accused at the hearing."

2. The second Resolution, known as the Article of Judgment, determines the disciplinary action against the accused if the charges are held. It must be formatted in this way:

- (a.) "Whereas, (name of accused) has violated (rule being violated) by (specific action);" (repeated for further charges if necessary);

- (b.) "Resolved, (committee's suggestion for disciplinary action)."; and

- (c.) The appropriate connecting words and phrases.

3. The Rules Committee submits the Article of Impeachment the normal way legislation is submitted.

4. The Article of Judgment is sealed and held by the committee until the Article of Impeachment is adopted.

- (a.) When the Article of Impeachment is adopted, a copy of the Article of Judgment is given to the temporary presiding officer for the hearing, a copy is

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given to the accused, and enough copies to distribute to the Senate are given to the Inquisitor appointed by the Rules Committee.

(b.) If the Article of Indictment is not adopted, the Article of Judgment is destroyed.

D. The Article of Impeachment and Article of Judgment are treated in the Senate like any other Resolution, except that:

1. discussion on it must be held in executive session unless the accused desires otherwise and
2. both are automatically moved to Second Reading.

E. The accused may appoint any person to be their representative or they may represent themselves.

F. The format of the hearing is:

1. The Inquisitor moves to adopt the Article of Judgment; seconded by the Rules Chair
2. Executive session begins;
3. Each side makes an opening statement of up to ten minutes, starting with the Inquisitor;
4. Each side presents physical evidence, starting with the Inquisitor;
5. The Inquisitor presents witnesses, with the opportunity for cross-examination by the accused or appointed representative;
6. The accused or appointed representative presents witnesses, with the opportunity for cross-examination by the Inquisitor;
7. Each side makes a closing statement of up to ten minutes;
8. Accused and/or their representatives and the Inquisitor are asked to leave
9. The Senate deliberates;
10. Discussion is closed;
11. Open session begins;
12. The Senate votes on an article of judgment.

G. Disciplinary Actions that may be levied against an elected or appointed ASUAF official if the Article of Judgment is adopted by $\frac{2}{3}$ majority may include; but are not limited to:

1. Reparations to those affected by the official's actions
2. Loss of access to ASUAF Office for a period of time as determined by the Rules Committee.
3. Limitation or loss of speaking rights in debate.
4. Inability to run for elected office for a period of time determined by the Rules Committee.
5. Impeachment and removal from elected or appointed office.
6. Referral to the UAF Center for Student Rights and Responsibilities

H. A disciplinary action decision by the ASUAF Senate can be appealed by the accused to a special body comprised of the following:

1. ASUAF President
2. ASUAF Student Advocacy Director
3. Representative from the Center for Student Rights and Responsibilities
4. Vice-Chancellor of Student Affairs or designee

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5. UAF Chancellor or designee

9. SUMMARY OF MOTIONS; PRECEDENCE; SAMPLE WORDING

Rule 9.1 In general

A. This section of the rules is intended for clarification and summary, and whenever a rule found in another section conflicts with a rule in this section, the rule found in this section is void.

Rule 9.2. Main motions

A. The following are considered main motions, and are the only permitted main motions:

1. Motion to adopt legislation -- Rules 5.2(B), 5.4F. ‘
 - (a.) SAMPLE: “I move to adopt the following legislation:”
 - (b.) The vote required for adoption varies depending on the specific legislation.
2. Motion to reconsider -- Rule 8.2
 - (a.) SAMPLE: “I move to reconsider the vote on (main motion previously decided).”
 - (b.) A majority vote of members present is required for adoption.
3. Motion to confirm appointment -- Const. Art. II Sec. 3
 - (a.) SAMPLE: “I move to confirm the appointment of (appointee) to (body).”
 - (b.) A two-thirds vote of members present is required for adoption.
4. Motion to override Veto -- Const. Art IV Sec. 3
 - (a.) SAMPLE: “I move to override the Veto of (legislation).”
 - (b.) A two-thirds vote of the Senate as a whole is required for adoption.
5. Motion to adopt the minutes -- Rule 6.2A.
 - (a.) SAMPLE: “I move to adopt the minutes.”
 - (b.) A majority vote of members present is required for adoption.
6. Motion to adopt rules of procedure -- Rule 2.1G.
 - (a.) SAMPLE: “I move to adopt these permanent rules of procedure for this year.”
 - (b.) A majority vote of the Senate as a whole is required for adoption.
7. Motion to discharge a committee -- Rule 5.3D.
 - (a.) SAMPLE: “I move to discharge the Rules Committee from further consideration of SB 155-33.”
 - (b.) A two-thirds vote of members present is required for adoption.
8. Motion to waive timeliness requirement for legislation -- Rule 5.2A.1.
 - (a.) SAMPLE: “I move to include SB 155-55 in Agenda 155B.”
 - (b.) A two-thirds vote of members present is required for adoption.

B. Main motions take precedence of nothing, and are only in order when no other business is pending.

C. Main motions are debatable.

D. Main motions are amendable.

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Rule 9.3. Amend -- Rule 8.1

A. SAMPLE FORMS

1. "I move to strike (words)."
2. "I move to insert (words) after (word)."
3. "I move to strike (words) and insert them after (word)."
4. "I move to strike (words) and insert (new words) in their place."
5. "I move to strike (words) wherever they appear and insert (new words) in their place."
6. "I move to substitute SB 155-58 for the B version."
7. "I move to create a blank by striking (words)."

B. A majority vote of members present is required for adoption.

C. The motion to amend takes precedence of the motion to which it applies, and otherwise has the same rank as the underlying motion.

D. The motion to amend is debatable when the underlying motion is debatable.

E. The motion to amend is only allowed up to the second degree.

Rule 9.4. Dismiss -- Rule 5.2E.3.

A. SAMPLE: "I move to dismiss SB 155-58."

B. A two-thirds vote of members present is required for adoption.

C. The motion to dismiss takes precedence of the legislation but of no other motion.

D. The motion is not debatable.

E. The motion is not amendable.

Rule 9.5. Refer -- Rules 5.2E., 5.2E.1., 5.4D.

A. SAMPLE: "I move to refer SD 155-03 to the Finance Committee."

B. A majority vote of members present is required for adoption.

C. The motion to refer takes precedence of the main motion.

D. The motion to refer is debatable.

E. The motion to refer is amendable.

Rule 9.6. Postpone -- Rule 8.4

A. Postpone as a general order

1. SAMPLE: "I move to postpone SR 155-23 to the next meeting."

2. A majority vote of members present is required for adoption.

B. Postpone as a special order

1. SAMPLE: "I move to postpone SB 155-33 to the next meeting at 6:30pm, and make it a special order."

2. A two-thirds vote of members present is required for adoption.

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- C. The motion to postpone takes precedence of the main motion and a motion to refer.
- D. The motion to postpone is debatable.
- E. The motion to postpone is amendable.

Rule 9.7. Expedite -- Rule 5.2E.2.

- A. SAMPLE: "I move to advance this legislation to second reading," or "I move to expedite this legislation."
- B. A two-thirds vote of members present is required for adoption.
- C. The motion to expedite takes precedence of the main motion and a motion to refer.
- D. The motion to expedite is debatable.
- E. The motion to expedite is not amendable.

Rule 9.8. Modify limits on debate -- Rule 7.6

- A. SAMPLE: "I move to limit debate to 30 minutes."
- B. A two-thirds vote of members present is required for adoption.
- C. The motion to modify limits on debate takes precedence of all debatable motions.
- D. The motion is not debatable.
- E. The motion is amendable.

Rule 9.9. Close debate -- Rule 7.7

- A. SAMPLE: "I move to close debate," or "I move the previous question."
- B. A two-thirds vote of members present is required for adoption.
- C. One may not debate and then immediately move to close debate.
- D. One may not move to vote to close debate immediately following a failed motion to close debate.
- E. The motion to close debate takes precedence of all debatable motions.
- F. The motion is not debatable.
- G. The motion is not amendable.

Rule 9.10. Close Discussion -- Rule 6.4

- A. SAMPLE: "I move to close discussion."
- B. A two-thirds vote of members present is required for adoption.
- C. This motion is privileged and takes precedence over all non-privileged motions.
- D. The motion is not debatable.
- E. The motion is not amendable.

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Rule 9.11. Enter on the minutes -- Rule 6.3H.

- A. SAMPLE: "I move that the minutes note. . . ."
- B. A majority vote of members present is required for adoption.
- C. This motion is privileged and takes precedence over all non-privileged motions.
- D. The motion is not debatable.
- E. The motion is amendable.

Rule 9.12. Resolve into executive/open session -- Rule 8.9

- A. SAMPLE: "I move to enter executive session," or "I move to enter open session."
- B. A two-thirds vote of members present is required to enter executive session, but a majority vote of members present is required to enter open session.
- C. This motion is privileged and takes precedence over all non-privileged motions.
- D. The motion is not debatable.
- E. The motion is not amendable.

Rule 9.13. Recess

- A. SAMPLE: "I move to recess for (duration)," or "I move to recess until the call of the chair."
- B. A majority vote of members present is required for adoption.
- C. This motion is privileged and takes precedence over all non-privileged motions.
- D. The motion is not debatable.
- E. The motion is not amendable.

Rule 9.14. Adjourn

- A. SAMPLE: "I move to adjourn," or "I move to adjourn until. . . ," or "I move to adjourn to. . . ."
- B. A majority vote of members present is required for adoption.
- C. When unqualified, and when business is pending,
 - 1. This motion is privileged and takes precedence of all non-privileged motions.
 - 2. The motion is not debatable.
 - 3. The motion is not amendable.
- D. When qualified, or when no business is pending,
 - 1. This motion is a main motion, and takes precedence of nothing.
 - 2. The motion is debatable.
 - 3. The motion is amendable.

**THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF ALASKA FAIRBANKS
RULES OF PROCEDURE OF THE SENATE**

Rule 9.15. Inquiries -- Rules 7.4B., 8.6A., 8.6B.

- A. SAMPLE: "Point of information!" or "Question of order!"
- B. These motions are incidental and have no order of precedence; they are in order whenever they are appropriate.
- C. These motions require no vote; they are handled by the chair.
- D. A Point of Information cannot interrupt a current speaker

Rule 9.16. Point of order -- Rule 8.6C.

- A. SAMPLE: "Point of order!"
- B. This motion is incidental and must be handled immediately; it is in order whenever it is appropriate.
- C. This motion requires no vote; it is handled by the chair.

Rule 9.17. Appeal -- Rule 8.6D.

- A. SAMPLE: "I appeal the decision of the chair."
- B. This motion is incidental and has no order of precedence; it is in order whenever a ruling has been made on a point of order.
- C. This motion is debatable in a limited form.
- D. This motion is not amendable.

Rule 9.18. Demand for roll call -- Rule 8.7

- A. SAMPLE: "I demand a roll call!" or "Roll call!"
- B. This motion is in order whenever a vote is being taken, about to be taken, or just completed.
- C. This motion requires no vote.