

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON**

**RULES OF THE STUDENT SENATE**

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## **Key/ Term Definitions**

*Standard Agenda*- the traditional order of how business is conducted in Senate (Approval of the Agenda, Land Acknowledgement, Speaker's Report, etc)

*Designee*- someone who is asked to complete a specific task for someone else (i.e. the person a primary sponsor asks to read their legislation to Senate for them)

*Special Rules*- rules that Steering makes for when Senate considers a piece of legislation (i.e. A committee will review a piece of legislation and before sending it to the body)

*Suspending the Rules*- When  $\frac{2}{3}$  of voting and present senators vote to ignore the normal Senate rules to do something it could not do otherwise

*Non-Debatable Motion*- A motion that cannot be debated, such as the call for a roll call vote

*Motion to Limit Debate*- a motion asking the Speaker to place a time limit on speeches during debate or to limit the number of people who can speak

*Final Passage*- when the Senate votes to pass a bill out of Senate completely and send it to the Board of Directors

*Primary Sponsor*- The writer of a piece of legislation who presents the legislation to the Senate

*Secondary Sponsor (cosponsor)*- A contributor to a piece of legislation

*Majority Report*- A summary of a committee's discussion about a piece of legislation that represents the majority of the committee's opinion

*Minority Report*- A report given by those in a committee who disagree with the majority of the committee where they share their reasons why

*First Readings*- the first time the Senate hears a piece of legislation when senators may ask questions to sponsor

*Second Readings*- the second time the Senate hears a piece of legislation when senators may ask questions, give opinions, and propose amendments

*Standing Committees-* The six permanent committees in Senate who review legislation: On-Campus, Off-Campus, Academic and Administrative Affairs, General Affairs, Oversight, and the Committee for Resolution Follow-up

*Veto-* When the ASUW Board of Directors votes against a piece of Senate legislation

*Committee on Steering-* A committee made up of the chairs of the six committee chairs who decide and vote on the Senate agenda

*Override vote-* When 3/4s of voting and present senators vote to pass a piece of legislation that was vetoed by the Board of Directors

*Roll Call Vote-* A vote where each senator votes by saying "yes" or "no" when their name is called

*Privileged Motion-* a motion that is urgent or important, so it is allowed to interrupt normal business

*Simple Majority-* 50% + 1 of present and voting senators

*Senate liaison-* A senate representative on a Committee, Board, or Task force for another entity or organization

*Senate leadership-* the Senate Speaker, Vice Speaker, Membership Coordinator, and Clerk

*Parliamentary Authority-* powers given to the Senate by the Senate Rules

*Division of the Assembly-* A method of physically counting voting senators to take a vote

*Proxy:* A designated person who will represent an absent Senator during a meeting

*OPMA-* The Open and Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW); a state law that lists requirements for the meetings of public bodies, such as the ASUW Senate, to ensure transparency

*Recommitted legislation-* Passed Senate legislation that the Board of Directors has looked at and sent back to Senate for revisions

Special Order of the Day: A time sensitive piece of legislation that skips first readings and committee meetings to go to second readings; the Senate body must take a vote to make a piece of legislation a special order

## **Rule I. The Agenda Section**

### **1. Section 1. Standard Agenda**

- a. The following items will be referred to only by their title on the Senate agenda.
- b. Land Acknowledgement, when the Senate Chair or their designee will call for or lead the land acknowledgement protocol.  
*The ASUW Student Senate acknowledges the Indigenous peoples of this land, and the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip, and Muckleshoot nations, and the Duwamish peoples, whose land our university currently occupies. It is our role and responsibility as guests to understand how our impact entangles the caretakers.*
- c. Announcements, when Senators may make general announcements of two-minutes or less each;
- d. Speaker's Report, when the Speaker or designee will update the Senate body on their work;
- e. Vice Speaker's Report, when the Vice Speaker or designee will update the Senate body on their work;
- f. Membership Coordinator's Report, when the Membership Coordinator or designee will update the Senate body on their work;
- g. Board of Directors Report, when members of the ASUW's Board of Directors or designees will update the Senate on the activities and decisions of the Board of Directors;
- h. Forums, when individuals or groups outside the Senate, who are chosen by the Vice Speaker, will address the Senate and answer questions;
- i. New Business, when legislation that has never before been read by the Senate body will be considered in the order listed on the agenda;
- j. Committee Meetings, when the Senate will break out into one or more committee meetings;
- k. Old Business, when legislation is being read for the second time to the senate body after a committee votes to send it back to the whole senate body; each item will will be considered in the order listed on the agenda;
- l. Adjournment, when the Senate will vote on whether or not to end the meeting.

### **2. The standard agenda items, in the order that they are**

listed in this Section, will make up the Senate standard agenda.

## Section 2. Drafting of the Agenda

- A. The Speaker will present a draft agenda for each Senate meeting, based on the standard agenda in Section 1 of this Rule, to the Committee on Steering.
- B. The Committee on Steering will approve the Speaker's draft agenda, or will approve the draft agenda with amendments.
- C. The Committee on Steering can attach to the agenda Special Rules for the consideration of any legislation or agenda item. These Special Rules may suspend any provision of these Rules or the Parliamentary Authority of the Senate to the extent possible by a normal motion to suspend the rules. Special Rules having the same effect can also be passed by the Senate in the form of Organic Acts, but will not be attached to the agenda.

## Section 3. Approval of the Agenda

The agenda approved by the Committee on Steering, or the Standard Agenda if the Committee on Steering did not approve the agenda, will be presented to the Senate immediately after each new Senate meeting is called to order, and the Senate will have the opportunity to make changes to it. Once a senator has motioned to approve the agenda, the Senate will vote on the agenda. The agenda presented to the Senate may be approved, approved with amendments, or rejected by the Senate. Special Rules attached to the agenda by the Committee on Steering cannot be amended or voted on.

## Section 4. Amending the Agenda

Once an agenda has been approved by the Senate, it may only be departed from or amended by a motion to suspend the rules.

## Section 5. Other Rules Pertaining to the Senate Agenda

- A. For the purpose of the priority of motions only, items on the agenda will be considered to have the priority of main motions, unless the context clearly requires otherwise.
- B. The agenda may specify a time limit on the consideration of any item or a time when a consideration of an item will begin or end, but the Senate does not have to vote upon the item when that time runs out; they must simply end discussion. For this section only, a motion to suspend the rules and change the time limits requires a simple majority

vote to pass.

C. When a senator asks to adjourn or the Senate has reached an adjournment time-stamp on the agenda, the Senate will vote on whether to adjourn; and if the vote fails, the Senate will continue the meeting and follow the agenda. If there is an objection, the Speaker will ask for the senator who wants to adjourn to speak to why they made that motion; the Speaker will then ask for the senator who objected to speak to why they made the objection.

## **Rule II. Debate**

A. Debate will be open to Senators, UW students, and any other individual who the Speaker allows to speak. Senators will be allowed to speak first during a debate.

B. No individual will be allowed to speak more than twice on any question or for longer than ten minutes per item of debate.

C. Senators may give their speaking time to any other individual in the meeting, who may only give that time back to the original speaker.

D. Any debatable motion may, with an objection, be debated for thirty seconds by the person who made the motion and thirty seconds by the person who objected. This clause will not apply to the motion for a division of the assembly.

E. The Senate may ask the Speaker to make a list that lays out the order of those who would like to speak for any particular agenda item that follows these guidelines:

1. Senators and UW students may be allowed to speak first.
2. The Speaker may decline to allow the first member to seek recognition after they give their speaking time to someone else .
3. Rules regarding recognition of multiple members simultaneously seeking to speak will be implemented by the Speaker through placement of members on a written queue.
4. A Senator may make a motion for the Speaker to stop calling on people; this will be considered as a Motion to Limit Debate.

#### F. Presentation Access

1. No more than five (5) people will be allowed to present on a single piece of legislation to the Senate body.
2. Additional individuals who have worked on the item of legislation will be allowed to sit in the front row.
3. Those presenting legislation to the Senate body will be allowed to give their time to any other supporter of the legislation at the meeting.

#### **Rule III. Introduction of Legislation**

A. All legislation must be submitted online using the Senate website unless the Speaker decides that the available technology prevents this.

B. At any time before the final approval of a piece of legislation, the Speaker or Vice Speaker may make style, formatting, grammatical, and technical changes to the legislation; provided that any senator will have the right to argue any changes to the full Steering Committee or to the Senate.

C. Legislation will be added to the Senate agenda twenty-four hours after it is submitted.

D. The submission of legislation will be considered adequate prior notice for the purposes of any rule of the Senate's parliamentary authority requiring prior notice.

E. Legislation may be amended or withdrawn at the discretion of its sponsor prior to the beginning of the legislation's First Reading consideration during the Senate meeting. The Senate will not review the legislation until at least twenty-four hours after the amended text is made available on the Senate website.

F. At any time before a piece of legislation begins First Readings, the Senate may decide, by a two-thirds majority vote, that the item of legislation will go straight to Second Readings. Legislation considered as a Special Order of the Day must be read in full during the senate meeting.

#### **Rule IV. Legislation in Committee**

A. Each standing committee will have its own calendar for consideration of legislation. All other committees, having

legislation referred to them, must consider it immediately.

B. Committees may report legislation to the Senate with either a favorable, an unfavorable, or a neutral recommendation. Committees may also report legislation without a recommendation with a two-thirds vote.

C. Committees, if they choose to give a report on legislation to the Senate body, may select members of the committee to give the majority and minority report. Members may only report for the side on which they voted.

D. Any amendments that the committee recommends will be considered approved once the report is read by the committee chair or a designee, unless any Senator objects to accepting any of the recommended changes. In this case, the Senate may consider the amendments one by one or by separating certain amendments out so that they may be debated individually. This may be requested by any senator through a motion to divide the question.

#### **Rule V. Legislation in First Reading Consideration**

A. When the Senate first takes up a piece of legislation on the Senate agenda for First Readings, the Speaker will direct the sponsor, or a cosponsor in the absence of the sponsor, to read the exact text of the legislation. If no sponsor or cosponsor is present, the legislation will be postponed until the next Senate meeting.

B. After reading the legislation, the sponsor or cosponsor will be allowed to speak for at most ten minutes on the legislation, and during this time, clause B of Rule II will not apply during the consideration of the legislation.

C. After the sponsor or cosponsor finishes speaking on the legislation, the Speaker will allow individuals to ask questions to the sponsor or cosponsor. These questions will only be for the sake of explanation or understanding of the content and intent of the legislation, not for the sake of debate.

D. At any point during First Readings, any senator may motion to send the legislation to a committee. If the motion passes, that piece of legislation will be sent to the chosen committee immediately.

E. First Readings of the legislation will end when there are no more Senators wishing to ask questions or make motions or when a vote is taken to end debate.

#### **Rule VI. Legislation in Second Reading Consideration**

A. Legislation in Second Readings on the Agenda will be listed



in the following order:

1. Legislation that has been vetoed by the ASUW Board of Directors when the Committee on Steering or the Senate has requested an override of the veto or for further consideration. If there are multiple pieces of legislation that fall into this category, they will be listed in the order that the Committee on Steering or the Senate request.
  2. Legislation sent back to the Senate by the ASUW Board of Directors in the order that the Board of Directors sent it back.
  3. Legislation that the Senate has voted to send straight to Second Readings according to Rule III.
  4. Legislation that has completed First Reading consideration and has been sent back to the full Senate body by the committee it was sent to, if any, in the order that it was submitted.
- B. When the Senate first begins consideration of a piece of legislation in Second Readings, the Speaker will direct the sponsor or a cosponsor to read the legislation text. If the text of the legislation has been distributed to Senators in advance, the legislation does not need to be read in full, rather only the 'That' clauses can be read. If no sponsor or cosponsor is present, the legislation will be postponed until the next meeting of the Senate.
- C. After the legislation is read, the Speaker will call for the majority and minority committee reports. If either the majority or minority report does not exist, the Vice Speaker will provide an objective review of the legislation
- D. After the committee reports are given, the sponsor or cosponsor will be allowed to speak for ten minutes to present the legislation and give arguments in favor of its passage, and during this time clause B of Rule II will not apply.
- E. After the sponsor or cosponsor finishes presenting the legislation, the Speaker will allow individuals to speak in general debate and allow for them to make motions.

F. Legislation that has been vetoed or sent back by the ASUW Board of Directors will be considered as though it's on its first Second Reading, except that the committee report will be replaced by a report from the Vice Speaker.

## **Rule VII. Voting Procedures**

A. Votes for questions on which a division of the assembly is requested will be counted and recorded by electronic voting device. The votes of each Senator on each question may be displayed on the projector.

B. If the electronic voting devices are not functioning, the Speaker may instead ask that the division of the assembly be decided by counting hands.

C. The Senate body may call for a roll call vote with ten (10) percent of the present and voting Senators, except when asking for a roll call vote. A motion to order a roll call vote will be privileged and non-debatable.

D. The voting records of individual Senators will, be maintained by the Senate Clerk and made public on the Senate website as required by the Open Public Meetings Act

E. The Senate may vote to keep the voting records private for a particular motion by a simple majority vote. If no senators object to the motion to keep records private, the Speaker may take that as a yes vote. This motion will be non-debatable

## **Rule VIII. The Legislative and University Agenda**

### **Section 1. In General**

A. The provisions of this Rule will apply only to resolutions that approve or change the Legislative Agenda, and Rules V and VI will not apply to them.

B. Before both First Readings and Second Reading consideration, the Vice Speaker will summarize the provisions of this Rule to the Senate and answer any questions arising therefrom.

C. The agenda will be considered one agenda point at a time during First Readings.

### **Section 2. First Reading Consideration**

A. Legislation regarding the Legislative Agenda that comes

from the Legislative Steering Committee will be presented by the Senate liaison to the Legislative Steering Committee and a representative from the ASUW Office of Government Relations.

B. Legislation submitted by Senators will be presented by the sponsor.

C. The presentation will include reasons for the legislation, any relevant history, and how the Legislative Agenda could be used such as and possible legislative situations where the item may be applied. Presenters may answer questions from the Senate body in order to clarify or explain their legislation.

### Section 3. Second Reading Consideration

A. Presenters during Second Reading consideration will be the same as under First Readings. If the passing of the legislation would create a completely new Legislative Agenda or University Agenda a roll call vote will be conducted.

B. After the legislation is passed, the Vice Speaker will present a final copy to the Board of Directors.

C. After the Senate approves changes to the Legislative and University Agendas or passes the Agendas, the Legislative and University Agendas will then follow the approval process laid out in the ASUW Bylaws.

## **Rule IX. The ASUW Student Senate and GPSS Joint Resolution Process.**

### Section 1. In General

A. The provisions of this Rule will apply only to joint resolutions as defined in the ASUW Student Senate Bylaws, and will apply to joint resolutions in spite of Rules V and VI.

B. Any senator who wishes to submit a joint resolution must notify the ASUW Student Senate Vice Speaker before the piece of legislation is considered by the Senate body.

C. After notifying the ASUW Student Senate Vice Speaker, and the submission of legislation to the Senate database; the ASUW Student Senate Vice Speaker will forward the legislation to the ASUW Director of Internal Policy to have them submit it to the GPSS Secretary.

D. Before First Reading consideration, the ASUW Student Senate

Vice Speaker and the ASUW Director of Internal Policy must confirm that the legislation is submitted to both ASUW Student Senate and GPSS or else the legislation cannot be classified as a joint resolution.

## **Section 2. First Reading Consideration**

- A. Joint Resolutions originating from GPSS will be presented by a GPSS Senator who is sponsoring the legislation or the ASUW Director of Internal Policy.
- B. Joint Resolutions submitted by ASUW Senators will be presented by the sponsor.
- C. The presentation will include a rationale for the legislation, any relevant history, and possible legislative situations where the item may be applied. Explanatory questions from the floor will be answered by the sponsor or presenters.

## **Section 3. Second Reading Consideration**

- A. Presenters during Second Reading consideration will be the same as under First Reading consideration. If adoption of the legislation would create legislation different from what was submitted, the reconciliation process is triggered.
- B. Following approval of the legislation, the Vice Speaker will present a final copy to the ASUW Board of Directors and notify the GPSS Secretary and ASUW Director of Internal Policy.
- C. In case that the ASUW Board of Directors veto or sends back a joint resolution that has already been approved by ASUW Student Senate & GPSS, the ASUW Student Senate body may override the veto or recommittal by 3/4s, as stated in the ASUW Constitution Article IX Section 4 Subsection C Clause 3.

## **Section 4. Reconciliation After Adoption by ASUW Student Senate and GPSS**

- A. In all cases, except for when resolution versions are identical or differences are only grammatical, the adopted resolution versions are reviewed by the ASUW Student Senate Oversight Committee and the GPSS Executive Committee to determine if the versions are functionally equivalent. The ASUW Student Senate Oversight Committee and the GPSS

Executive Committee must both vote in favor of the versions being equivalent and report in order for it to pass as a joint resolution.

- B. In cases where the ASUW Student Senate Oversight Committee or the GPSS Executive Committee determine the bills have substantive differences, the ASUW Student Senate and GPSS representatives will meet to determine appropriate language to reconcile the bills. Once this amended language passes with a majority in both the ASUW Student Senate Oversight Committee and the GPSS Executive Committee, the amendment will be submitted back to the at-large Senate bodies for a vote. At this point, no further amendments can be proposed.
- C. With all joint resolutions submitted, the ASUW Student Senate Vice Speaker, the ASUW Director of Internal Policy, the ASUW Student Senate Oversight Committee Chair, and the sponsor of the legislation will act as ASUW Student Senate representatives for the reconciliation process.
- D. Following final approval of the legislation, the ASUW Student Senate Vice Speaker will present the final version to the ASUW Board of Directors and notify the GPSS Secretary and the ASUW Director of Internal Policy.
- E. In case the that the ASUW Board of Directors veto or sends back a joint resolution that has already been approved by ASUW Student Senate & GPSS, the Senate body may override the veto or recommital by a 3/4s majority, as stated in the ASUW Constitution Article IX Section 4 Subsection C Clause 3.

#### **Rule X. Constitutional Amendment Proposals.**

A. This Rule will apply to all legislation that, upon passage, would have the effect of exercising the Senate's power to directly submit a constitutional amendment to change the ASUW Constitution. This constitutional amendment would be voted on by all voting members of the ASUW for their approval or disapproval as a ballot measure in the ASUW elections.

B. The Vice Speaker will inform the ASUW Board of Directors when this type of legislation is passed in the Senate. If the Board of Directors does not send the legislation back to the Senate within two weeks of when the legislation was passed, or if the Senate passes the legislation for the third time, the Vice Speaker will certify the legislation in its final form and submit the legislation to the Student Activities Office for the proposed constitutional amendment to be placed on the

ballot.

#### **Rule XI. Special Committees**

- A. The creation of a Special Committee will be implemented through the approval of an organic act that explains its structure, duration, duties, and goals.
- B. The Chair and Vice Chair of the Committee will be selected in the same way a standing committee chair is selected.
- C. The chairs of special committees will not be considered ASUW employees by virtue of their position as a special committee chair

#### **Rule XII. Senate Awards**

A. Annual awards will be given out during the last Senate meeting of Spring Quarter. Annual awards will consist of the following:

- 1. One Speaker's Award decided by the Speaker.
- 2. Up to two Steering Committee Awards decided by the Committee on Steering.
- 3. Any additional awards that the Speaker and Committee on Steering will agree in awarding.

B. The Committee on Steering can give out awards, too. Some examples of these awards are Senator of the Bi-Week, Liaison of the Month, and Senator of the Quarter awards.

#### **Rule XIII. Bylaws and Rules Amendments**

A. This Rule will apply to all changes or amendments proposed to the Senate Bylaws or Rules.

B. All changes or amendments will be submitted in writing and in the form of an Organic Act and will be added to the Committee on Steering agenda twenty-four (24) hours after they were submitted.

C. Consideration by the Committee on Steering

- 1. All Organic Acts will be sent to the Committee on Steering immediately after they are submitted.
- 2. The Committee on Steering will first consider an Organic Act at the meeting immediately after it is submitted, except legislation that is submitted or changed less than twenty-four (24) hours before the start of a Committee on Steering meeting may be postponed until the next Committee on Steering meeting.
- 3. The Committee on Steering will not vote to send an Organic Act to the full Senate until twenty-four (24)

hours from when the legislation was first considered; this requirement may be waived if two-thirds of the voting and present members of the committee agree to it.

4. The Committee on Steering may amend Organic Acts directly, and the Senate will not consider any Organic Act given back to the Senate without a recommendation from the Committee on Steering.

5. Once the Committee on Steering gives their recommendation, the Vice Speaker, with the contribution from committee chairs, will write a statement that goes over the positive and negative consequences of the Organic Act. A recommendation from the Committee on Steering can be considered as either favorable, unfavorable, or neutral. This requirement will apply even if the legislation was reported unanimously. The Vice Speaker will give the statement that outlines the consequences of the Organic Act to the Senate before any the Senate takes a final vote on the Organic Act.

6. Once the Committee on Steering gives their recommendation, the Organic Act will be added to Second Readings on the Senate Agenda.

D. The Vice Speaker will inform the ASUW Board of Directors when any Organic Act is passed by the Senate.

E. Unless otherwise explicitly provided by an Organic Act, the Senate officer charged with updating governing documents will have authority to make grammatical edits such as add, remove, or update cross-references and numbering as if amendments were added to the legislation.

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**Last modified:**

2022/4/12 by Sarah May

2020/11/23 by Mustapha Samateh & Sarah May

2020/5/27 by Bryn Sinclair

2014/05/16 by Kevin Shotwell