



Student Assembly

The Standing Rules of the Cornell University Student Assembly

*Adopted by the Student Assembly on
August 29th, 2024*

§ 100. Purpose and Suspension.

- A. These rules may be suspended by a vote of two-thirds vote of the voting members present at a meeting of the Student Assembly where a quorum is present; and motions to suspend shall be privileged.
- B. These rules shall be superseded by the Charter, Bylaws, Election Rules, and Code of Ethics. These rules shall supersede Robert's Rules of Order.

§ 101. Meetings and Absences.

- A. Attendance shall be required at all regularly scheduled meetings for each voting member and officer; it shall be the prerogative of the President to designate other meetings as required for members and officers.
- B. Attendance at meetings of the Assembly shall be determined by the first call of the roll at each meeting; absences may be excused by the President or Chief of Staff.
- C. Regularly scheduled meetings shall be held on Thursdays, from 4:45 p.m. until 6:30 p.m., while undergraduate colleges are in session, or when called by the President, provided notice of three (3) days is given.
- D. An informal meeting shall be held on Thursdays, from 4:00 until 4:45 p.m., on days in which the Student Assembly is meeting in person pursuant to Rule 2, Section D. This informal meeting is to provide representatives and members of the community the opportunity to discuss the business of the Assembly before the meeting. Attendance will not be taken and members are not required to be present. Food shall be provided at these meetings.
- E. For any item of business sponsored by the Chair of the Student Assembly, the Vice Chair shall hold the chair, in order to allow the presiding officer to present and debate on the item of business. In the event the Chair and Vice Chair are both sponsors, the Chair shall designate another member of the Assembly. The chair of the Student Assembly shall revert back to the presiding officer automatically upon disposition of the business.

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- F. Each voting member of the Student Assembly shall be required to be a member of at least one Student Assembly or University Assembly committee.

§ 102. Oath of Office.

- A. Each voting and non-voting member of the Student Assembly, prior to assuming office, shall recite the Student Assembly Oath of Office. Officers shall recite the Oath of Office upon being elected or temporarily assuming an office.
- B. The Cornell University Student Assembly Oath of Office shall read: *I swear (do solemnly, sincerely, and truly declare and affirm) that I will bear true faith and allegiance to Cornell University, uphold the Charter and Bylaws of the Student Assembly, and well and faithfully discharge the duties of the Office of [Office] of the Student Assembly of which I am about to enter.*

§ 103. Order of Business.

- A. The Order of Business for all regular meetings of the Assembly shall be as follows:
- (1) Call to Order
 - (2) Call of the Roll
 - (3) Reading of the Land Acknowledgment
 - (4) Approval of the Minutes
 - (5) Communications to the Student Assembly
 - (6) Consent Calendar
 - (7) Reports of Officers, Committees, and Liaisons
 - (8) Announcements
 - (9) Presentations
 - (10) Public Comment
 - (11) Public Hearings (if necessary)
 - (12) Second Reading Calendar
 - (13) Third Reading Calendar
 - (14) Appointments and Filling of Vacancies
 - (15) Adjournment
- B. The Call to Order shall be made by the President of the Assembly or their designee.
- C. The Call of the Roll shall be carried about by the Clerk of the Assembly, who shall inform the Student Assembly of the number of members present, absent



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and excused.

- D. The President shall read all communications to the President and the Student Assembly during the Communications to the Student Assembly portion of the Regular Order of Business.
- E. Unapproved minutes of previous meetings held during the same term shall be considered during the Approval of the Minutes section of the Regular Order of Business.
- F. Business may be placed on the Consent Calendar by the President, Executive Board, or by a petition containing the signatures of two-thirds (2/3) of the elected members of the Assembly filed no fewer than three days prior to the meeting at which the item is to be considered; all business on the Consent Calendar shall be non-debatable and only considered in whole.
- G. During the Reports of Committees and Liaisons section of the Regular Order of Business, all officers, committee chairs, liaisons or their designees with updates shall make a report of the activities of their committee or relevant portfolio.
- H. During the Announcements section of the regular Order of Business, members, officers, and liaisons shall make announcements relevant to the work of the Student Assembly and address inquiries related to such announcements.
- I. The Presentations section of the Regular Order of Business shall be reserved for presentations by invited presenters; business may be placed on the Presentations section by Executive Board or by a petition bearing the signatures of no fewer than ten (10) members of the Assembly filed at least three (3) days prior to the meeting at which the presentation is to be made.
- J. The Public Comment section of the Regular Order of Business shall be reserved for members of the Cornell Community who wish to express their views to the Student Assembly; no speaker during this section shall speak for more than three (3) minutes or more than once.
- K. The Public Comment section of the Regular Order of Business shall be reserved for the Student Assembly to conduct public hearings as required by the Bylaws of the Student Assembly. There shall be a separate public hearing on each legislative action requiring a public hearing. During such public hearings, undergraduate students may address the Student Assembly on the subject relevant legislative action for no more than three (3) minutes.
- L. The Second Readings Calendar shall include all business having been read once



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and filed with the Office of the Assemblies and President no later than the Tuesday night at 11:59 PM immediately preceding a regular meeting.

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M. The Third Readings Calendar shall include, in the following order:

(1) Each resolution having previously been read twice and reported favorably by a committee, provided the resolution is filed with the Office of the Assemblies and the President no later than Tuesday night at 11:59 PM immediately preceding a regular meeting;

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(2) Each resolution containing an appropriations request referred by the Vice President for Finance; and

(3) Each resolution having previously been read twice, approved by committee, and not otherwise corresponding with paragraphs 1 or 2 of this subsection.

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Each resolution having previously been read twice and reported favorably by a committee, provided the resolution is filed with the Office of the Assemblies and the President no later than Tuesday night at 11:59 PM immediately preceding a regular meeting; ¶

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N. All business to be placed on the Second Readings, Third Readings or Appointments and Vacancies Calendars shall be filed with the Office of the Assemblies and the President no fewer than two (2) days prior to the meeting at which such business shall be considered, unless otherwise specified.

O. During the Appointments and Filling of Vacancies section of the Regular Order of Business, any member may move to fill a vacancy.

P. This section shall be exempt from § 100(A). This section shall only be suspended by order of the Executive Board.

§ 104. Legislative Process.

A. Readings of Resolutions.

(1) Approval of each resolution shall only occur once read three times, unless otherwise specified in these Standing Rules.

(2) The first reading of a resolution shall occur upon the filing of a resolution with the President, Executive Board, and the Office of the Assemblies through a Qualitrics link provided by the President.

(3) The second reading of a resolution shall occur once, at a regular meeting of the Assembly during consideration of business on the Second Reading Calendar, the Chair has read the title of the resolution to the



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Assembly. referred the resolution to a Committee for committee reading, and, declared the resolution read for the second time.

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(a) During the second reading, it shall be in order for each member of the Assembly question the sponsor of the resolution under consideration;

(b) The consideration of amendments shall not be in order during the consideration of business on the Second Readings Calendar.

(4) The committee reading of a resolution shall occur once, at a regular meeting of the referred Committee, the Committee approves a motion to report the resolution out of committee; approval of the motion to report the pending resolution out of committee shall place the resolution on the third reading calendar.

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(a) In the event that the referred Committee has not met within fourteen (14) days following referral by the Chair, the resolution may be re-referred by the President.

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(b) Upon a majority vote of the members present, a resolution may be moved to the third reading calendar of the next regularly scheduled Assembly meeting. This motion shall be in order during the second reading calendar section of the agenda.

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(5) The third reading of a resolution shall occur once, at a regular meeting of the Student Assembly during consideration of business on the Third Reading Calendar, the Student Assembly approves a motion to read the pending resolution for a third time; approval of the motion to read the pending resolution for a third time shall constitute approval of the resolution.

(a) Immediately upon the consideration of a resolution to be read for the third time, the Chair shall recognize the sponsor of the pending resolution to move an amendment in the nature of a substitute, if requested by the sponsor. This motion shall be non-debatable.

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B. Consent Calendar.

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During the consideration of a resolution to be read for the third time, the Chair shall recognize a motion to refer the pending resolution to committee. This motion shall be debatable. Resolutions returned by the referred committee with approval shall be placed back on the Third Reading Calendar.¶

(1) A resolution may be designated for consideration on the Consent Calendar by the President; upon this designation, a resolution shall be



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considered read for the second time. This designation shall waive the requirement of committee approval.

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(2) Approval of the Consent Calendar shall constitute the third reading of each resolution placed on the Consent Calendar.

C. This section shall be exempt from § 100(A). This section shall only be suspended by order of the Executive Board.

§ 105. Committees.

A. Committee referrals for resolutions will be determined by the President. The sponsor of a resolution may appeal this decision to the Executive Board.

B. Meetings of Student Assembly committees shall be open to members of the Cornell Community, except when in executive session.

C. The chair of each committee shall transmit the minutes of meetings of their committee's meeting to the Executive Board within seven (7) days of a meeting.

§ 106. General Meeting Procedures.

A. Speakers will be recognized at the discretion of the Chair and placed on a speaker's list maintained by the Chair. Each speaker shall have a maximum of two minutes to speak, with the option to yield the balance of his, her, or their time to another single individual at the meeting, including the Chair. It is at the Chair's discretion to place additional limitations on speaking time.

B. The Chair may call the question at his or her discretion.

C. Actions of the Executive Board may be overruled by the adoption of a motion to *Appeal*.

D. Motions may be withdrawn by the mover after being seconded, but prior to the vote on approval of the motion.

§ 107. Proxies.

A. Voting members of the Assembly may designate any member of the Cornell Community to serve as their proxy; such proxies shall, for the duration of the meeting in which they are designated, possess the same privileges as the voting member whose proxy they hold.

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B. The proxies of voting members not present who have not otherwise designated a proxy shall be issued to non-voting members in order of their role.

C. Proxies, both designated and automatic, shall be certified by the President or their designee, and noted in the minutes.

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§ 108. Voting.

A. Business that contains the signatures of $\frac{2}{3}$ of members, or as authorized by the Executive Board, may be voted on by electronic means outside of a regularly scheduled meeting; such business shall only be considered approved if a quorum of the Assembly casts votes.

§ 109. Meeting Minutes.

A. Minutes of meetings of the Assembly shall be published following their approval, except for portions relating to business conducted in Executive Session.

B. The Clerk of the Assembly shall be responsible for drafting minutes of meetings of the Assembly.

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§ 110. Executive Board Procedures.

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A. Official actions taken by the Executive Board regarding appointments or resolutions shall be made public to the Assembly through certification and publication by the Chief of Staff.

B. The President or Chief of Staff shall have the authority to make appointments on behalf of the Executive Board, provided such appointments are not contested.

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C. The Executive Board shall be authorized to take votes via email, provided votes are published.

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§ 111. Spending Guidelines.

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A. Category Spending.

(1) In order for a disbursement of budgeted funds to be made, either the President, Chief of Staff, or the Vice President for Finance must approve



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321 it. The Vice President for Finance is responsible for classifying the
322 expenditure into a budget category.

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324 (2) The Assembly's budget must be reviewed and approved by the
325 Assembly by the conclusion of the second meeting of the academic year.

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327 (3) Any reallocation of funds between categories of the budget or spending
328 of the budget surplus must be confirmed by a majority vote of the
329 Appropriations Committee followed by a majority vote of the Student
330 Assembly.

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332 (4) The Vice President for Finance will maintain a record of all expenses of
333 each committee. At the end of each semester, he or she will make public
334 the amount left in the committee's account.

335 B. Special Projects Funding.

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338 (1) The Student Assembly may choose to fund any project, program or
339 service through the Assembly Special Projects that it deems to improve
340 the quality of undergraduate student life. Special Projects funding is a
341 type of category spending.

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343 (2) Special Projects funding may be requested by any of the following, but
344 not limited to:

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346 (a) Any Cornell registered student organization; or

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348 (b) Assembly committee chairs that seek funding for expenditures
349 that exceed their committee's budgeted allocation

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351 (3) The President and Vice President for Finance together may approve any
352 special projects funding request up to \$500 without consultation with
353 the Executive Board. Amounts up to \$500 may also be funded by a
354 majority vote of the Executive Board. Request must be made public at
355 a Student Assembly meeting in the form of an "Announcement/Report"
356 before being approved. Any voting member can motion for the request
357 to be sent to the Executive Board if they feel necessary.

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359 (4) The Executive Board shall decide upon special projects requests over
360 \$500 and under \$2,500 by a majority vote. The Assembly, at large, may
361 reverse an Executive Board decision to fund amounts over \$500 by a
362 two-thirds vote. The request should be presented to the Student
363 Assembly in the form of a resolution.



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- (5) Requests \$2,500 and over shall be decided upon by a majority vote of the Executive Board and confirmed by a majority vote of the Student Assembly, at large. The Assembly, at large, is only required to confirm requests of \$2,500 or greater. The request should be presented to the Student Assembly in the form of a resolution.
 - (6) The Vice President for Finance shall present a written or oral report to the Assembly at-large, each time a special project disbursement is made.
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