

Operating Procedures of the Assembly

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Central Student Government of the University of Michigan

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Volume 1: The Assembly's Documents

This volume introduces the reader to the document ahead by covering its formatting and content.

Chapter 1. Introduction

Welcome to the Operating Procedures! These Procedures govern how the Assembly creates and considers business, and how you can ultimately change the course of the many dozens of pieces of legislation you will encounter over the next year. Congratulations on your election or appointment! You'll do great, and you have already taken an important first step in trying to understand the inner workings of Assembly procedure.

Several features are built into this document for its ease of use:

- Footnotes are listed on text to provide additional context for the reader, such as a tangentially related procedure, and may be used as context when interpreting a given section¹.
- When a section of this document uses a term defined elsewhere in the document, it is colored red. For instance, we refer to this document as [these Procedures](#).
- When a section of this document links to a full procedure or motion found elsewhere in this document, or to an external document or website, it is colored blue. For instance, [this links to the CSG's website](#).
- A term or procedure used twice within the same subsection or within a subsection's parent section is linked only the first time it appears.

There are 4 volumes of this document:

1. [Volume 1](#) pertains mainly to the technical definitions of various terms. It is recommended reading only for those hoping to amend or interpret [these Procedures](#).
2. [Volume 2](#) pertains to information about how the Assembly is structured. [Chapters 1 and 2](#) are recommended for those interested in Assembly leadership, and [Chapter 4](#) is recommended for those who wish to author a resolution.
3. [Volume 3](#) pertains to how Assembly [meetings](#) are actually conducted. As a CSG official, having an awareness of what meetings are actually doing is critical. Accordingly, [this is the most important volume for most Members](#). [Chapter 4](#) outlines the procedure for the first meeting of the Assembly each year.
4. [Volume 4](#) pertains to motions inside the Assembly. Motions can drive the way Assembly [business](#) is made and shaped, and is highly recommended for [Members](#) who have already attended a few [meetings](#).

¹ This is an example of a footnote!

Chapter 2. Definitions & Citations

1. Commonly Used Terms

- 1.1. **“Operating Procedures”**, **“these Procedures”**, or the **“OP”**: this document in its entirety.
- 1.2. **“Governing Documents”**: The Constitution, the Compiled Code, these Operating Procedures, and any [Standing Rules](#).
- 1.3. **“Legislative session”** or **“session”**: the series of meetings occurring between the seatings of two Assemblies.
- 1.4. **“Representative”**: a student with full parliamentary rights.
 - 1.4.1. **“Voting Representative”**: a student elected or appointed to represent students of a degree-granting unit of the University in accordance with Article II, Section 2, Paragraph 1 of the [Constitution](#), who also has voting rights in the Assembly.
 - 1.4.2. **“Special Representative”**: a student serving as one of the Non-Voting Representatives provided by Article II, Section 2, Paragraph 2 of the [Constitution](#).
- 1.5. **“Member”**: a Representative or Ex-officio Member.
 - 1.5.1. **“Ex-officio Member”**: a student serving in an executive office with ex-officio status provided by the [Compiled Code](#), or granted ex-officio status by an act of the Assembly ([4\(3\) § 2.12](#)); these students are granted limited parliamentary rights².
- 1.6. **“Quorum”**: the number of individual members of a body necessary for that body to conduct business, typically greater than one-half of Voting Representatives or [permanent members](#)³.
- 1.7. **“Meeting”**: a single official gathering of the Assembly with quorum.
 - 1.7.1. **“Regular meeting”**: a full Assembly meeting pursuant to the [Compiled Code](#) Article II Section A(3)(a) and [3\(2\) § 1.5](#).
 - 1.7.2. **“Special meeting”**: a full Assembly meeting called by the President or by petition of one-third of the Voting Representatives of the Assembly pursuant to the [Compiled Code](#) Article II Section A(3)(c).
- 1.8. **“Chair”** (with this capitalization): the individual presiding over a given meeting.
- 1.9. **“Motion”**: a formal proposal or request for action or decision⁴.
- 1.10. **“Simple majority”**: more than half the voters, ignoring votes of “abstain”, are in favor.
- 1.11. **“Two-thirds majority”**: at least two-thirds of voters, ignoring votes of “abstain”, are in favor.

² See [4\(1\) § 2.3](#)

³ See [3\(1\) § 1](#) for information on Assembly quorum requirements, and [2\(2\)](#) for information on [committee](#) quorum requirements.

⁴ See [Volume 4](#) for information on motions.

- 1.12. “**Business**”: a standard action the Assembly considers via a Main Motion, most commonly including resolutions, and enumerated in 4(3) § 2.
- 1.13. “**Committee**”: a subsidiary body of the Assembly which considers specific kinds of Assembly business⁵.
- 1.14. “**Vote on adoption**”: the final vote on a motion, which adopts the motion if receiving a sufficient number of votes in favor, and finally disposes of the motion regardless. The Chair asks for Unanimous Consent directly before any such vote.
 - 1.14.1. A motion is “**finally disposed of**” if consideration of the motion has permanently concluded⁶. Any business under consideration as a session ends is finally disposed of.

2. Less Prevalent Terms

- 2.1. “**Standing at ease**”: a brief pause wherein present individuals must remain in their places and may converse quietly until the Chair resumes the meeting.
- 2.2. “**Delegation**”: the Voting Representatives representing each unit⁷ of the University.
- 2.3. “**Permanent member**”: a Representative assigned to a given committee who holds voting rights on that committee.
- 2.4. “**Appointment**”: an individual selected for an office by an official and not requiring a vote.
- 2.5. “**Nominate**”: an individual selected for an office by an official requiring a simple majority confirmation vote of the Assembly⁸.
- 2.6. “**Introducing individual**”: the individual(s) bringing the given matter before the Assembly, such as the Sponsor(s) in the case of a resolution, the nominator in the case of a nomination, and the mover in the case of a motion.
- 2.7. “**Precedence**”: the number of times a Member has spoken, with a Member who has spoken a fewer number of times prioritized over a Member who has spoken a greater number of times.
- 2.8. “**Recency**”: how recently a Member has spoken, with a Member who spoke less recently prioritized over a Member who has spoken more recently.

3. Citations

- 3.1. Rules in the Operating Procedures are properly cited according to their Volume followed by Chapter contained in parentheses, then the character “§”, then the numerical heading of the given section, all surrounded by parenthesis. For example, this is a correctly cited subsection (OP 1(2) § 3.1).
 - 3.1.1. Outer parentheses are omitted when the citation is required for the sentence the citation is in to maintain the sentence’s grammatical

⁵ See 2(2).

⁶ See 4(3) § 1 for information on motions that cause this.

⁷ The formal term for a college or school (e.g. LSA, Engineering, etc.).

⁸ See 3(2) § 7.

correctness. For instance, “this sentence is pursuant to OP 1(2) § 3.1.1” is a correct citation.

- 3.2. Citations to multiple consecutive portions of the OP within a chapter are written with a dash between the two section numbers denoting the beginning and ending of the list, inclusive. For example, “OP 1(2) 7.2.1-7.2.2” would be a valid citation (if those sections exist).
- 3.3. Citations to multiple nonconsecutive portions of the OP within a chapter include “and §” following the first citation and then the full path within the chapter. For example, “OP 1(2) § 7.2.1 and § 7.3” would be a valid citation (if those sections exist).
 - 3.3.1. This method may also be used to combine citations according to 3.2. For instance, “OP 1(2) § 4.7.1-4.7.2 and § 7.2.1-7.2.2” would also be a valid citation (if those sections exist).
- 3.4. Citations to multiple portions across multiple chapters or volumes of the OP should enumerate a citation for each portion. For instance, “OP 1(1) and 2(1) § 7.2.1” could be cited.
- 3.5. Citations within [these Procedures](#) to another section within the same chapter simply state the section number. For example, this section could be cited as “3.5”. Citations to a section outside of the given chapter use the same citation method as 3.1-3.4, with “OP” omitted. Citations should always be linked to the given section.
 - 3.5.1. If describing a specific named procedure or [motion](#), the title of that procedure or motion may be placed before the citation in italics. For instance, this citation about a *Point of Order* ([4\(3\) § 1.23](#)) would be valid.

Chapter 3. Assembly Documents

1. Standing Rules

- 1.1. Each [legislative session](#), the Assembly may produce, publish, and maintain a set of Standing Rules, which expire in the subsequent legislative session when any new Standing Rules are adopted or at the conclusion of the third [regular meeting](#) of that subsequent session, whichever is earlier.
- 1.2. Standing Rules may be adopted and amended via a [Main Motion](#) carrying a *Standing Rules Amendment* ([4\(3\) § 2.3](#)). Changes take effect at the beginning of the next [meeting](#) of the Assembly.
- 1.3. The Standing Rules may:
 - supersede [Volume 3 Chapter 2](#).
 - increase or decrease any time limit in [Volume 3](#).

- specify circumstances under which the **Chair** considers a **motion** or motions to have been made and adopted, except a *Motion to Suspend the Rules* ([4\(3\) § 1.14](#))⁹.
 - implement an attendance policy.
 - create other rules and procedures within the Assembly's competencies, but which are unaddressed by **these Procedures**¹⁰.
- 1.4. The Standing Rules may not establish new **motions**.
- 2. Assembly Register**
- 2.1. The Assembly Register contains, for each **meeting**, the ratified¹¹ minutes, the individual votes of each **Voting Representative** in all **roll call votes**, the individual votes of each **delegation** in all **Delegation Votes**, the vote counts of any votes which are not **hand**, and a summary of all actions taken.
- 2.2. The Secretary must ensure the Assembly Register is updated not later than two weeks after content is generated or approved to it.

⁹ For instance, the Standing Rules might allow certain resolutions to be fast-tracked, by considering a *Motion to Refer* ([4\(3\) § 1.10](#)) and a *Motion to Introduce* ([4\(3\) § 1.1](#)) made and adopted.

¹⁰ This rule should apply only to topics unaddressed by **these Procedures**. For instance, the Assembly has often established a Standing Rule requiring the reading of a land acknowledgment, which is permissible. A Standing Rule intending to establish a new **committee**, though such a rule may not inherently conflict with these Procedures, would be out of order given that the establishment of committees *in general* is a topic covered by these Procedures.

¹¹ See *Minutes Ratification* ([4\(3\) § 2.4](#)).

Volume 2: Structure of the Assembly

This volume introduces how people and processes in the Assembly are organized, and provides details on leadership, committees, voting, and the legislative process.

Chapter 1. Officers and Deputies

1. Leadership Basics

- 1.1. The Officers and Deputies of the Assembly lead the Assembly. Officers may be any **Member** of the Assembly, except those who serve in the Executive Branch unless granted such status by being **elected** as an Officer.¹² Deputies may be any student.¹³ Officers and Deputies of the Assembly are elected, **nominated**, or **appointed** by the Speaker.
- 1.2. Officers and Deputies serve for the duration of a **legislative session**, unless removed prematurely.
 - 1.2.1. An Officer or Deputy **elected** or **nominated** to their position may be removed by an *Officer Recall* (4(3) § 2.9) or *Deputy Recall* (4(3) § 2.10) respectively.
 - 1.2.2. A Deputy **appointed** by the Speaker can have their appointment revoked at any time by the Speaker.
 - 1.2.3. Any Officer or Deputy may resign their position by notifying the Speaker, or the Vice Speaker in the case of the Speaker's resignation.
- 1.3. In the event of a vacancy in the Speakership, the present Officer listed first below serves as Acting Speaker until a Speakership election can be held at the next **meeting**, and retains their original role unless they are **elected** to the Speakership or ascend to another position. Acting Officers are considered for succession irrespective of their Acting status. Chairs and vice-chairs are ordered among themselves according to their **committee's** appearance in 2(3).

2. Officers

- 2.1. **Speaker**: the presiding officer of the Assembly who serves as **Chair** of any **meeting** of the Assembly. They are **elected**. The Speaker:
 - Drafts meeting agendas.
 - Accepts **Main Motion** submissions and refers **resolutions** to the appropriate **committee(s)**.
 - Maintains accurate final copies of all legislation passed by the Assembly and ensures their delivery to the President.
 - Provides **committee** assignments to each **Representative**.
 - Informs new **Members** on the structure and processes of the Assembly.

¹² For instance, the Speaker is considered a member of the Executive Committee. The Speaker should not be considered immediately ineligible to be Speaker after being elected because of this.

¹³ Clerks may not be **Members**.

- Receives resignations from Members of the Assembly.
 - Conducts an orientation for the Representatives-elect of the subsequent legislative session.
 - Manages the Chief of Staff of the Assembly, the Secretary of the Assembly, and any clerks in the Office of the Speaker
- 2.2. **Vice Speaker:** assists the Speaker in fulfilling their duties and performs those duties in their absence. They are elected. The Vice Speaker:
- Performs all roll calls in the Assembly, including those for quorum (3(1) § 1.2.1) and roll call votes.
 - Provides for the general organization of the Assembly.
 - Posts the contact information for Representatives on the CSG website.
 - Organizes any required trainings for Members pursuant to the other Governing Documents.
- 2.3. **Parliamentarian:** assists the Chair and the Assembly in using parliamentary procedure, and rules on any *Point of Order* (4(3) § 1.23). They are nominated by the Speaker. If the position is vacant, the chair of the Rules Committee serves as Acting Parliamentarian.
- 2.4. **Deputy Parliamentarian:** assists the Parliamentarian in their duties and serves as Acting Parliamentarian in their absence. They are nominated by the Speaker. If the position is vacant, the chair of the Rules Committee serves as Acting Deputy Parliamentarian. If the chair of the Rules Committee already serves as Parliamentarian, Acting or not, the Vice-Chair of the Rules Committee serves as Acting Deputy Parliamentarian.
- 2.5. **DEI Coordinator:** assists the Speaker in developing identity-based trainings and producing the Demographics Report pursuant to the Compiled Code, and works to create and deepen collaborations between the Legislative and Executive branches on DEI-related projects. The DEI Coordinator is elected.
- 2.6. **Committee chair:** ensures the completion of the business of their respective committee and delivers reports to the Assembly. They are elected.
- 2.7. **Committee vice-chair:** assists their chair in fulfilling their duties and performs those duties in their absence. They are elected. In the event of a vacancy in their committee's chairship, the committee vice-chair serves as Acting chair until an election for that committee's chair is held at the next meeting. They retain their original role unless they are elected to the chairship or ascend to another position.
3. **Deputies**
- 3.1. **Secretary:** sits with the Assembly and prepares and corrects unofficial versions of the minutes. They are appointed by the Speaker. The Secretary is compensated for their work for the Assembly as determined by the Governing Documents or, failing that, by the CSG Program Manager. The Chair may appoint a Secretary

pro tempore in their absence, who is not eligible for compensation for their work unless already on the CSG payroll.

- 3.2. **Inspector General:** assists the Ethics Committee in conducting fair, just, and impartial investigations of ethics matters, including derelictions of duty such as fraud, delinquency, corruption, or any other violations of CSG's *Code of Conduct* (3(3) § 2) by attending and participating in public and closed-door committee meetings. The Inspector General is nominated by the Speaker. The Inspector General may file their own minority report on any report of the Ethics Committee delivered by the Assembly. The Inspector General may appoint up to two individuals as Assistants to support them in the discharge of their duties. The Inspector General and their Assistants may deliver reports on matters and answer questions related to general ethics procedures and standards of CSG, and their specific work (3(2) § 6.2).
- 3.3. **Sergeant-at-Arms:** preserves order during meetings, keeps the door of the Assembly chambers, and manages Zoom access for meetings with a virtual option. The Sergeant-at-Arms is appointed by the Speaker. The Sergeant-at-Arms may appoint up to two individuals as Assistants to support them in the discharge of their duties.
- 3.4. **Chief of Staff of the Assembly:** supports the Speaker and Vice Speaker by handling such duties as are delegated to them, such as managing attendance, organizing Assembly projects, regulating the physical Assembly meeting space, and managing other members of the Speaker's team (such as clerks and interns). The Chief of Staff of the Assembly is nominated by the Speaker.
- 3.5. **Clerk.** The Speaker may appoint one or more Clerks to facilitate the work of their office. Clerks may be assigned duties related to managing attendance, serving as tellers, handling Assembly logistics, or attending to physical meeting spaces of the Assembly. Members may not be Clerks.

Chapter 2. Committees

1. Committee Basics

- 1.1. Committees are either Regular Committees or Special Committees. Regular Committees meet weekly to consider resolutions; Special Committees meet only upon referral of business to them.
- 1.2. Regular and Special Committees have a quorum of greater than half of their permanent members in attendance, which must include the chair or vice-chair.
- 1.3. Each committee must create a report, as specified in 4.4 for Regular Committees and for each Special Committee specifically, for actions taken during that meeting to be considered valid.

- 1.3.1. If a regular or Special Committee fails to meet quorum at any point in the meeting, the Chair may elect to continue the meeting and consider the relevant business without quorum. If the Chair does so, the corresponding committee report must be signed by enough absent permanent members of the committee who, when counted, constitute a quorum together with the present permanent members. The Chair may amend their report to incorporate the comments of absent permanent members, but cannot make any formal motions or amendments on business considered during its meeting on behalf of those absent members.
 - 1.3.2. A report created in this manner is submitted to the Speaker in the same manner as any other report made by that committee.
 - 1.4. Each committee is led by a chair and a vice-chair. The chair, or the vice-chair in their absence, is the Chair of their committee's meetings.
 - 1.5. All Assembly Members must be notified at least 24 hours before a meeting of that meeting's time, location, and business to consider, unless the meeting is designated as "closed door" or confidential, in which case only permanent members should be notified.
 - 1.5.1. If there is a change to the meeting's time, location, and business to consider after the committee notifies all Assembly, committee leadership should notify Assembly members of this change as soon as possible.
 - 1.6. Committee meetings must be open to the public. Regular Committee meetings must occur at a fixed time and place. Information regarding all committee meeting times and locations must be made publicly available. A committee may hold a closed-door meeting, by a two-thirds majority vote, when considering sensitive business. In such instances, the meeting is held in private and without disclosing a meeting time or location, and may only consider said sensitive business. These meetings are open only to permanent members, as well as the Inspector General and their Assistants in the case of an Ethics Committee closed-door meeting.
 - 1.7. A credentialed person may only record Committee meetings upon receiving an official press pass issued by the Program Manager and Speaker. The press pass shall specify, allowing either (1) audio recording of the meeting, or (2) video recording of the meeting, including but not limited to commentary on CSG's official recording, livestreams, or phone recordings in a publicly accessible space. Applications for a press pass shall be submitted in advance and reviewed jointly by the Program Manager and the Speaker. A written decision regarding the request shall be communicated to the applicant prior to the meeting and the Assembly prior to the meeting.

- 1.7.1. If any credentialed person or non-credentialed member of CSG records the meeting, all members (including committee members, as well as the Assembly as a whole) must be notified before the start of the meeting
- 1.7.2. Passes cannot be denied on the basis of protected classes in the Constitution, matters of political opinion, membership to any student organization, or other University-affiliation.
- 1.7.3. Approved passes last per one committee meeting (i.e. an individual would need to get a pass for both a Rules Committee meeting and a Finance Committee meeting, even if they occur on the same day, further, the individual would not be able to use the same Rules Committee pass for any other meetings other than the date they are approved for unless they reapply for a pass) unless otherwise specified with explicit reasoning for their extension.
- 1.8. Any Assembly member may appeal a denial or approval of a press pass or recording authorization. Upon appeal, the decision shall be placed under reconsideration by the Assembly at its next regular meeting. Such appeal may be submitted by email to the Speaker, requesting that the decision be placed under reconsideration.
 - 1.8.1.1. If an individual attempts to record a meeting without an approved credential or without the committee being notified in advance of the meeting, the Chair, or Vice Chair in their absence, shall remove that recording individual from the meeting. The recording of meetings also includes AI chatbots that may try to join the meeting to take notes. These AI chatbots shall not be permitted to enter the meeting unless approved by a credential or disability accommodation.
 - 1.8.1.1.1. If the individual recording the meeting is an Assembly member, then they should first receive a warning, and if they continue to record or if they are caught recording in another instance, they will be placed up for recall at the next Assembly meeting.

2. Regular Committee Membership

- 2.1. Following the fourth regular Assembly meeting of a legislative session, the Speaker circulates a form to gauge Representatives' interest in each Regular Committee.
- 2.2. The Speaker then assigns Representatives as permanent members of the Regular Committees, equalizing to the extent possible the number of permanent members assigned to each Regular Committee.

- 2.2.1. Representatives shall be added as permanent members to committees by the fifth regular Assembly meeting. The Speaker should take into consideration the Representatives' preferences.
 - 2.3. The Speaker assigns any Representatives seated after the beginning of a legislative session to a Regular Committee four weeks after the Representative is seated and the Representatives must be seated by the fifth week, equalizing to the extent possible the number of permanent members assigned to each Regular Committee. The Speaker shall circulate the same form (2(2) §2.1) to gauge these Representatives' interests, and the Speaker should take into consideration the Representatives' preferences.
 - 2.4. A Representative who wishes to alter their permanent committee assignment during the legislative session may make such a request to the Speaker. The Speaker makes such a change only if the number of permanent members assigned to each Regular Committee would remain equalized to the greatest extent possible, and considers requests in the order of their submission. The Speaker is not permitted to reassign permanent members without a request.
 - 2.5. The Speaker is not assigned as a permanent member of a Regular Committee. Chairs and vice-chairs of Regular Committee are not assigned as permanent members of other Regular Committees. Any Representative elected to a chair or vice-chair position of a Regular Committee or to the Speakership loses any prior permanent member status, and while their name is to be read during Quorum Call (3(1) §1.2.1), they shall not affect the number of representatives necessary to reach quorum until being seated in a committee.
 - 2.6. A Voting Representative who has not yet been assigned as a permanent member of a Regular Committee is temporarily considered a permanent member of any Regular Committee while attending a meeting of that committee.
- 3. Special membership**
- 3.1. The permanent members of a Special Committee are the chair, the vice-chair, and exactly 3 other Representatives, or between 3 and 5 others in the case of the Executive Nominations Committee.
 - 3.2. Within one week of their election or upon any vacancy in their committee's membership, the chair of a Special Committee, with the assistance of the vice-chair of the committee, distributes an application for permanent membership to all Representatives.
 - 3.3. After reviewing the applications, the chair, with the assistance of the vice-chair if the position is filled, nominates members from among the applicants for Assembly confirmation.
- 4. Regular Committee Meetings**
- 4.1. Regular Committees must meet at least once before each regularly scheduled Assembly meeting.

- 4.2. Committees must consider all resolutions referred to them at each Regular Committee meeting following referral until the resolution is no longer before them¹⁴. If a resolution is sent to multiple committees, committee members should limit their consideration of a resolution to topics within the scope of the powers and responsibilities of their committee.
- 4.3. A committee may amend, by a simple majority vote, resolutions referred to it. Such amendments should be made not to change its underlying purpose, but rather to improve its clarity and efficacy. A committee, by a simple majority vote, may release and return resolutions it receives; permanent members should release and return resolutions even that it disagrees with if such resolutions are clear, effective, and in order.
- 4.4. When a resolution is considered in a committee, the committee prepares a report on it. Each committee's chair or vice-chair delivers that committee's reports electronically to the Speaker. Such a report must be approved by a simple majority vote to be considered official, and must include:
- The majority and any minority views of the committee on the benefits or other anticipated results of adopting the referred resolution and any adhering motions.
 - A description of any amendments made to a resolution.
 - A statement of one or two sentences on the kind of background research being conducted, both on the premises as well as the requests made by the piece of legislation. This includes, but it is not limited to: whether quotes were reviewed, what kind of fact-finding process was conducted, and whether there were any meetings with administrators or stakeholders.
 - A list of any motions that the committee recommends the Assembly adopt, and rationale for such recommendations.
 - The lists of present permanent members approving the report, present permanent members against the report, and, if required, absent permanent members approving the report (1.2.1).
- 4.5. If a committee is unable to reach a majority opinion, it may instead submit a plurality report, which follows all requirements and processes of the official report, but must note that it is a plurality report¹⁵.

¹⁴ Regular Committees are referred resolutions according to 2(4).

¹⁵ The distinction between official and plurality reports does not alter quorum requirements.

- 4.6. Any permanent member(s) of a committee may submit a minority report in addition to any committee report, which is presented in a meeting prior to the report of the committee.
- 5. Rules Committee**
- 5.1. The Rules Committee is a Regular Committee which maintains the Governing Documents and recommends changes to them. This Committee discusses Procedural Resolutions.
- 5.2. After a resolution has been adopted by the Assembly, the Rules Committee's chair may edit it for non-substantial clerical, grammar, and spelling issues. These edits must be reported to the Sponsor(s), any of whom may introduce a *Clerical Edits Review* (4(3) § 2.11) Main Motion at the next meeting.
- 5.3. Any permanent member of the Rules Committee may propose clerical edits to the Governing Documents except the Constitution. These edits may be considered and adopted by the Rules Committee alone and require unanimous approval.
- 6. Finance Committee**
- 6.1. The Finance Committee is a Regular Committee which oversees the finances of the Central Student Government, assists the Treasurer in preparing the CSG Budget, consults on allocations of funds, and receives financial communications for the Assembly. This Committee considers Appropriations Resolutions, and aids in the implementation of such resolutions once adopted.
- 6.2. The Finance Committee may select one of its permanent members to serve as the Assembly's designated member of the Student Organization Funding Committee's leadership by simple majority vote. If this Committee does not select a member, the Finance Chair serves as the designated member of SOFC leadership by default.
- 7. Resolutions Committee**
- 7.1. The Resolutions Committee is a Regular Committee which drafts and reviews resolutions. This Committee assists students in drafting resolutions, and ensures that all actions specified in a resolution are completed, aiding in implementation when necessary. This Committee considers Directive Resolutions.
- 8. Communications Committee**
- 8.1. The Communications Committee is a Regular Committee which communicates Assembly business to the student body and serves as a resource for Members and executive officials in advertising their efforts. This Committee considers Declarative Resolutions.
- 8.2. The Communications Committee Chair, or their designee, shall send Resolutions to the intended list of recipients within 10 days of the President signing it, or the Assembly overriding a veto. The sponsors of the Resolution shall be cc'ed to the email sent out.

- 8.3. The committee may, by simple majority vote, voice the Assembly's opinions on Executive Branch decisions regarding the content and strategy of CSG's social media presence, including by requiring the presence of any Executive Branch communications official at a committee meeting or Assembly meeting.
- 8.4. The Communications Committee shall be responsible for designing and administering two annual surveys: (1) a campus-wide student feedback survey assessing perceptions of CSG initiatives, student concerns, and institutional needs, and (2) an internal climate survey of CSG members evaluating inclusion, collaboration, workload, and organizational transparency.
- 8.5. The CSG President and Speaker shall work with the Communications Committee to ensure that survey results are shared with the Assembly, Executive, and, where appropriate, made public, excluding any personally identifiable or sensitive data.

9. Executive Nominations Committee

- 9.1. The Executive Nominations Committee is a Special Committee which evaluates presidential nominees, other than those to fill seats of Representatives, whom the Assembly confirms, and provides reports on such nominees.
- 9.2. The Executive Nominations Committee may, by a majority vote, permit a nominee to serve in their position temporarily for a duration specified by the committee of up to thirty days. No individual may serve more than thirty days in a temporary capacity, nor serve in more than one position in a temporary capacity during a single legislative session.
- 9.3. This Committee shall create and maintain a nomination form which must be completed by the President for each nominee requiring the Assembly's advice and consent. This form shall forward submissions to the Speaker. Following the Speaker's validation of the nomination, the business is placed before the Committee.
- 9.4. This Committee must formulate a written report on any nomination it considers. Such a report must include:
 - the date of the Committee's meeting
 - the Committee members present
 - the recommendation of this Committee.
- 9.5. This Committee may require the presence of a nominee with notice of at least 48 hours. If a nominee given due notice is absent, the Committee may deliver a report (which may be negative on the basis of the absence).
- 9.6. This Committee may waive the Executive Nominations hearing with Unanimous Consent for a nominee and render a verdict.
- 9.7. The Committee may, following a hearing, delay consideration of any nomination by a simple majority vote. Any nomination which is referred to the Executive Nominations Committee is automatically discharged to the Assembly, if not delayed by such a vote, after two weeks.

- 9.8. The President may rescind a nomination, nullifying it and the motions it initiated, any time before the nominee is confirmed.

10. Ethics Committee

- 10.1. The Ethics Committee is a Special Committee which investigates the conduct of officials or entities of CSG when called upon. Such an investigation has the sole purpose of determining delinquency, corruption, violations of the Governing Documents, or other derelictions.
- 10.2. Meetings of this Committee held to investigate are open only to permanent members, the Inspector General and their Assistants, and those invited to testify or required to attend.
- 10.3. Permanent members of this Committee must not participate in consideration of a question when they are a target of that question and must recuse themselves from such matters. If the chair and the vice-chair are both targets in a question, then the other members of this Committee choose a temporary chair for the proceedings on that question by a simple majority vote.
- 10.4. If more than two members of this Committee are the target of a question, the Speaker randomly selects, from among the Representatives not targeted by the question, additional individual(s) to serve as temporary permanent members for the given investigation.
- 10.5. The Ethics Committee may require the presence of any individual in CSG related to the ethics complaint at the next meeting of the Ethics Committee with 24 hours notice by a simple majority vote. The Ethics Committee may request the same of any individual not in CSG, who may decline such a request.
- 10.6. Anyone who appears at a Committee meeting may decline to answer any questions asked and to forfeit any documentation requested by the Committee.
- 10.7. When investigating alleged misconduct, this Committee presumes that it did not occur. Any finding of misconduct must be proven by clear and convincing evidence.¹⁶
- 10.8. At the conclusion of the investigation, the Committee drafts a report, made available only to Representatives and the defendant(s) unless an *Ethics Report Release (4(3) § 2.5) Main Motion* is adopted. Any defendant(s) of an investigation may attach a response to this report.
- date of the complaint's referral from CSJ.
 - name(s) and position(s) of the non-anonymous complainant(s).
 - name(s) and position(s) of the defendant(s).
 - names of the people the Committee interviewed or wished to interview.
 - dates, times, questions, and answers of each interview.
 - minutes of the Committee's deliberations.

¹⁶ [This source provides information on this standard.](#)

- the majority or plurality opinion of the Committee, with named signatories.
 - the minority opinion(s) of the Committee, with named signatories.
- 10.9. Any investigation must be concluded within 30 days of its referral from CSJ, excluding university-recognized holidays or scheduled breaks from classes.

11. Select Committees and Task Forces

- 11.1. The Assembly may establish a Select Committee or Task Force by a resolution describing its planned responsibilities, to which it is limited. All Select Committees are considered Special Committees by default.
- 11.2. A Select Committee has the same composition and leadership as if it were a standing Special Committee, and the election of its chair and vice-chair take place upon its formation. The composition of a Task Force and the selection of its chair are established by its authorizing resolution.
- 11.3. A Select Committee or Task Force expires upon any of the following:
- an end date specified by the authorizing resolution.
 - the end of a [legislative session](#).
 - a *Select Committee Dissolution* ([4\(3\) § 2.11](#)) or *Task Force Dissolution* ([4\(3\) § 2.12](#)) [Main Motion](#)
 - failure to acquire at least 3 members, including the chair and vice chair, within 30 days (not counting the spring/summer term) of the passage of its authorizing resolution.
 - failure to hold any form of a meeting of at least three of its members within the preceding 90 days, not counting the spring/summer term.
 - the completion of its task(s)
- 11.4. A Select Committee or Task Force delivers reports as specified by its authorizing resolution.

12. Caucuses

- 12.1. Caucuses are not formal committees but internal organizing groups of at least three CSG members, who are currently serving in any of the three branches. Caucuses concluded at the end of each Assembly session.
- 12.2. For a caucus to form or to continue to be recognized in the next Assembly session, the Chair must submit or resubmit the caucus name, updated membership, and chair information to the Speaker, President, and Program Manager, with a unanimous approval from all three. If this is not submitted, the caucus will no longer be considered active. The Speaker, President, and Program Manager, must approve all caucuses that do not violate University of CSG governing documents.
- 12.3. Once recognized, caucuses shall be listed publicly on the website. Caucuses may not create their own social media accounts nor release their own public statements.

- 12.4. Caucuses may request presentation agenda time during Assembly meetings and Executive meetings.
- 12.5. If the Speaker, President, and Program Manager collectively deny a caucus based on a violation of CSG's governing documents and not University policy, one of the three active CSG members in that caucus may appeal the denial, via email to the Speaker, which may entail that the member wishes to place the decision under reconsideration on the agenda for a vote. Members have 1 week from when the decision is issued to file an appeal, otherwise the denial stands. If the Assembly approves the caucus by a two-thirds majority vote, then the Speaker, President, and Program Manager's ruling is overturned.

Chapter 3. Voting

1. Voting Basics

- 1.1. Voting is categorized into five methods: hand, roll call, Delegation Vote, secret, and ranked.
- 1.1.1. A vote on adoption is determined by the type of motion under consideration, as described by 4(1) § 1.2.
- 1.1.2. A secret vote is taken if a valid *Motion to Use a Secret Vote* (4(3) § 1.18) is made and adopted. A *Motion to Use a Secret Vote* is itself always voted on by secret vote.
- 1.1.3. A roll call vote is taken if a valid *Motion to Request a Roll Call Vote* (4(3) § 3.5) is made and adopted.
- 1.1.4. Elections are conducted by ranked vote.
- 1.2. A Voting Representative may, in any method, "abstain" from the vote. In such a case, that Voting Representative is counted towards quorum for the vote, but is not counted when calculating the majority needed to adopt the motion.
- 1.3. The Chair may request the Program Manager manage any vote requiring tellers in such tellers' place.

2. Hand Vote

- 2.1. The Chair asks all Voting Representatives in favor of adopting the motion to raise their hands or placards, does the same for all those opposed, the same for those abstaining, and determines the outcome by evaluating the approximate count.

3. Roll Call Vote

- 3.1. The Vice Speaker or the Chair's designee reads the list of Voting Representatives aloud, and each voter may answer to their name "Yes", "No", "Abstain", or "Pass"; then the names of each voter not answering or who answered "Pass" are called again, and they may answer "Yes", "No", or "Abstain"; then, the Chair determines the outcome by evaluating and verbally reporting the count.

4. Delegation Vote

- 4.1. The Chair declares that the meeting stands at ease for at least 5 minutes but no more than 10 minutes, during which delegations gather to determine their vote and select a spokesperson to announce it, by a simple majority vote within each delegation. Upon the call to order, the Chair may declare the meeting at ease for additional time of up to 10 minutes to allow further deliberation; then, Chair calls the name of each degree-granting unit represented in the Assembly, and the spokesperson for each delegation answers “Yes” or “No”. Then, the Chair determines the outcome by evaluating and verbally reporting the count.
- 4.2. A delegation’s vote is determined by a majority of its Voting Representatives. Any member of a delegation who believes their spokesperson has announced an incorrect vote may raise a *Point of Order* ([4\(3\) § 1.23](#)) to require a count of their delegation, in which the Chair conducts a roll call vote of that delegation’s Voting Representatives to determine the delegation’s vote.
- 4.3. A delegation that is equally divided does not register a vote.

5. Secret Vote

- 5.1. The Chair appoints two tellers, who must not be Members. The tellers distribute one ballot to each Voting Representative, who may indicate “Yes”, “No”, or “Abstain”. The tellers collect the ballots, tally the votes, and deliver the count of the vote to the Chair. Then, the Chair determines the outcome by evaluating and verbally reporting the count.
- 5.2. Tellers must include a ballot in the tally if its selection can be interpreted to identify a single valid selection, including misspellings, so long as the tellers concur. If a ballot’s selection cannot be discerned or agreed upon, the ballot is discarded, but counted towards quorum.

6. Ranked Vote

- 6.1. The Chair appoints two tellers, who must not be Members. The tellers distribute one ballot to each Voting Representative, who may rank each option on the ballot.
 - 6.1.1. Each Voting Representative indicates “abstain”, or ranks each option at most once, starting at rank “1” and continuing to consecutively rank as many options as the Voting Representative wishes¹⁷, with higher preferences indicated by a lower number.
- 6.2. The tellers collect the ballots, tally the votes, and verbally deliver the final count of the vote. In each round:
 - tellers assign each non-exhausted ballot to its highest-ranked valid option, exhausting the ballot if no valid options remain on it.

¹⁷ A ballot could not rank one option #1, another option #3, but no option #2. A ballot could also not begin ranking options from #2 onwards, leaving no option ranked #1. Such ballots are invalid, and discarded accordingly.

- if any valid option has been assigned a simple majority, it is declared the winner, and the result of the round is the result of the tally, and this process stops.
 - the lowest vote-getting valid option(s) is/are eliminated in the tally, unless all valid options have been assigned the same number of non-exhausted ballots, in which case:
 - if some number of remaining options have fewer ballots ranking it first than another valid option, those options are eliminated; this process is repeated for each increasing rank until the tie is broken; if this process completes and a tie remains, the vote is rerun.
- 6.3. If a ranked vote must produce multiple winning choices, the tally is performed as many times as there are necessary outcomes, considering any options already selected eliminated in later tallies, except that if a tie occurs between all valid options at any time:
- if the remaining number of options to be selected is equal to or greater than the number of options tied, all such options are considered selected.
- 6.4. Tellers must include a ballot in the tally if its selection can be interpreted to identify at least a single valid selection, including misspellings, so long as the tellers concur. If a ballot's selection cannot be discerned or agreed upon, the ballot is discarded, but counted towards quorum.

7. **Electronic Voting**

- 7.1. Roll call, secret, and ranked votes may be conducted electronically, maintaining all procedures with their electronic analogues¹⁸. Roll call votes must record the vote of each Voting Representative; secret and ranked votes must not record the vote of each Voting Representative.
- 7.2. Voting by proxy or otherwise by an individual not in attendance is not permitted.
- 7.3. Simply Voting Access and Ballot Administration.
- 7.3.1. Simply Voting shall serve as the designated platform for administering secure electronic votes within CSG.
- 7.3.2. Access to create or manage Simply Voting ballots for internal Assembly votes shall require unanimous joint approval from the Speaker of the Assembly, the CSG President, and the CSG Program Manager.
- 7.3.2.1. ***Temporary Exception Clause***: During student leadership transitions, a voting member may be granted temporary, one-time access to create a ballot for Assembly votes. This access must be unanimously approved by the Speaker (or Acting Speaker) of the Assembly, the CSG President, and the CSG Program Manager,

¹⁸ In other words, electronic voting must have a ballot and tabulation system that is functionally identical to the specified non-electronic equivalents.

documented in writing, and revoked immediately after the meeting in which it is used.

- 7.3.3. Ballot creation must be performed by a non-voting member of the Assembly concerning internal Assembly votes whenever possible, including but not limited to: the Chief of Staff, Treasurer, or Student General Counsel.
- 7.3.4. The ballot creator and teller must not be the same individual. Tellers shall be designated by the Speaker and may include clerks or non-voting staff.
- 7.3.5. For Assembly votes administered through Simply Voting, the Chief of Staff of the Assembly shall oversee ballot distribution. If that role is vacant or absent, this responsibility shall fall to the Student General Counsel.
- 7.3.6. The voting website is hosted at vote.umich.edu, unless determined to be impracticable by the Speaker.
- 7.3.7. The CSG Program Manager shall be responsible for ensuring the removal of Simply Voting access when an authorized individual's role or term concludes.

Chapter 4. The Legislative Process

1. Resolution Basics

- 1.1. The Assembly considers many types of business, of which resolutions are most common. Resolutions make changes to the Governing Documents, establish funding, direct CSG officials to complete an action, declare the opinions of CSG, and more.
- 1.2. Each resolution must be Sponsored at all times by at least one Member, who takes responsibility for the legislation throughout its lifetime.
 - 1.2.1. A resolution which has no Sponsors is considered withdrawn.
 - 1.2.2. The Sponsor(s) is or are considered the introducing individual(s) if the resolution is debated by the Assembly.
- 1.3. Other individuals or entities wishing to express support for a resolution's adoption may be listed as Endorsers.
- 1.4. Each resolution may additionally have External Authors, who are not Members but contributed significantly to the writing of a resolution.
- 1.5. A Member may add themselves as a Sponsor, and any individual may add themselves as an Endorser or External Author at any time until finally disposed of with the permission of every Sponsor, and may remove themselves from the same at any time until finally disposed of without such permission.
 - 1.5.1. Sponsors or Endorsers may not add an individual's name to a resolution without the individual's permission. If a Sponsor or Endorser does so and the individual notifies the Speaker and/or Vice Speaker, the individual

who committed forgery against someone else will receive a warning. Following the second warning from the Speaker and/or Vice Speaker, the member may be referred to the Ethics Committee by the Speaker or acting Chair. The same process applies if the forger is adding a student organization's name to resolutions without their permission.

- 1.6. Any **resolution** must additionally contain:
- a "Short Title" denoting how the act should be referred to verbally.
 - a "Long Title" denoting each of the resolution's headline actions, and leaving space to denote the resolution's type¹⁹.
 - an "Author Summary" summarizing the resolution.
 - some number of actions to be taken upon adoption, each beginning with the word "Resolved".
 - optionally, a set of "Frequently Asked Questions" to answer questions anticipated to be frequently asked by readers.
 - optionally, a preamble explaining the arguments or justifications for the resolution.

2. Timeline for Main Motions In General

2.1. **Resolutions** pass through the following stages:

1. [Pre-Referral](#)
2. [Release](#)
3. [Introduction](#)
4. [Return](#)
5. [Consideration](#)
6. [Reconsideration](#) (if applicable)

2.2. Other **Main Motions** pass through only the first and final two phases:

1. [Pre-Referral](#)
2. [Consideration](#)
3. [Reconsideration](#) (if applicable)
4. [Delivery](#) (if applicable)

2.3. If every Sponsor agrees, a proposed resolution may be withdrawn at any point before *Consideration* (7). Other **Main Motions** may be withdrawn by the mover before *Consideration*.

3. Pre-Referral

- 3.1. The Speaker creates an electronic means of submitting proposed **business** for the Assembly's consideration.
- 3.2. Proposed **business** is Out of Order if it:
 - contains untrue or unverifiable statements of fact.
 - would bring one Governing Document into conflict with another.

¹⁹ The type of a resolution is decided by the Speaker upon submission and is either Procedural, Appropriations, Directive, or Declarative according to [Compiled Code](#) Article II Section A(4)(c)(ii).

- is, under a Governing Document, unable to be considered by the Assembly²⁰.
 - lacks a Sponsor or does not meet a requirement in [1](#).
- 3.2.1. If the Speaker rules the proposed [resolution](#) Out of Order, they notify the Sponsor(s). If the Speaker rules a different type of [Main Motion](#) Out of Order, they notify the mover(s).
- 3.2.2. If an amendment at any time seeks to make or has made a [Main Motion](#) Out of Order, the amendment is discarded and reversed.

4. Release

- 4.1. If the [resolution](#) is not *Out of Order* ([3.2](#)), within 3 days the Speaker makes a *Motion to Refer* ([4\(3\) § 1.10](#)) the resolution to the relevant [committee\(s\)](#) in accordance with [2\(2\)](#) and [Compiled Code](#) Article II Section A(4)(c)(ii). Resolutions are considered classified to the resolution type(s) of the [committee\(s\)](#) to which the resolution has been assigned.
- 4.2. The [resolution](#) is considered for release pursuant to [2\(2\) § 4](#).

5. Introduction

- 5.1. A [resolution](#) which has not yet been seen by the full Assembly is placed under the *Introductions* ([3\(2\) § 8](#)) section of the agenda if it is released by all the [committees](#) to which the resolution has been referred.

6. Return

- 6.1. Following its introduction, a *Motion to Refer* ([4\(3\) § 1.10](#)) back to the [committees](#) from which the [resolution](#) was released is considered made and adopted.
- 6.2. The [resolution](#) is considered for return pursuant to [2\(2\) § 4](#).

7. Consideration

- 7.1. A [resolution](#) which has been seen by the full Assembly is placed under the *Business* ([3\(2\) § 9](#)) section of the agenda if it is released by all the [committees](#) to which the resolution has been (re-)referred.
- 7.2. *Officer Recall* ([4\(3\) § 2.9](#)) or *Deputy Recall* ([4\(3\) § 2.10](#)) or *Member Recall* ([4\(3\) § 2.11](#)) motions are placed under the *Recalls* ([3\(2\) § 3](#)) section of the agenda.
- 7.3. Other [Main Motions](#) are placed under the *Business* ([3\(2\) § 9](#)) section of the agenda.

8. Reconsideration

- 8.1. A [Main Motion](#) which has been the subject of a successful *Motion to Reconsider* ([4\(3\) § 1.2](#)), or a [resolution](#) which has been vetoed by the President is placed under the *Reconsiderations* ([3\(2\) § 10](#)) section of the agenda.

9. Delivery

- 9.1. If applicable, a [Resolution](#) shall be sent by the Chair of the Communications Committee or their designee, unless otherwise stated, to the intended list of

²⁰ For example, the Compiled Code prohibits the Elections Code from changing within 50 days of an election.

recipients within 10 days of the President signing it, or the Assembly overriding a veto. The sponsors of a Resolution shall be cc'ed to each email sent out.

10. Reassertion

- 10.1. If a resolution is withdrawn and it is sponsored again, a Sponsor may continue its consideration in the legislative process at the beginning of the most recent stage in which the resolution was before a committee.
- 10.2. If a resolution is reasserted, all Endorsers and other Sponsors are removed from the legislation unless readded under the standard procedure ([1.2-1.3](#)).

11. Special Resolutions

- 11.1. Resolutions appearing before the Assembly by action of the University Council or a ballot initiative or referendum follow all other rules relating to resolutions except:
 - its source must be identified while before the Assembly.
 - it does not require a Sponsor.
 - it may not be amended.
- 11.2. A resolution submitted by the University Council that is *Out of Order* ([2.1.1](#)), or is finally disposed of but not adopted is returned to the University Council.
- 11.3. A ballot initiative or referendum that is not adopted is delivered by the Speaker to the Student General Counsel for placement on the ballot.
- 11.4. A resolution seeking to amend the budget requires a two-thirds majority vote for adoption²¹.
- 11.5. A resolution seeking to amend the Constitution requires a two-thirds majority roll call vote and simple majority Delegation Vote for adoption.
 - 11.5.1. If such a resolution passes with Unanimous Consent, each vote is individually considered to have passed with Unanimous Consent.
 - 11.5.2. A proposed amendment which is adopted is delivered by the Speaker to the Student General Counsel for placement on the ballot.

²¹ See Compiled Code [Article V C\(2\)](#)

Volume 3: Meetings of the Assembly

This volume introduces how each meeting is structured, and procedures that are used during meetings.

Chapter 1. Common Procedures

1. Quorum

- 1.1. The Assembly requires a quorum of a simple majority of Voting Representatives to consider business.
- 1.2. Quorum is established explicitly by a roll call to that effect, and implicitly anytime a vote is taken by any method other than a hand vote or Delegation Vote.
 - 1.2.1. A roll call for quorum is conducted during *Call to Order & Convening Matters* (3(2) § 2), *Closing & Adjournment* (3(2) § 12), and following a *Motion for a Quorum Call* (4(3) § 3.4). The Vice Speaker or the Chair's designee reads the name of each Member aloud. If a sufficient number of Voting Representatives indicate their presence in response, quorum is met.
 - 1.2.2. Quorum is implicitly taken anytime a vote is taken by any method other than a hand vote or Delegation Vote. If at least one-half of Voting Representatives vote, including abstentions, quorum is met.
- 1.3. If quorum is taken but not met, the Chair declares that the meeting stands at ease. The Chair, within 10 minutes, must return the meeting to order and initiate a *Motion for a Quorum Call* (4(3) § 3.4). If quorum is established, the meeting continues; if not, the meeting is adjourned.
- 1.4. If a meeting is adjourned in this manner, any action in the meeting taken after the last time quorum was met is suspended. A two-thirds majority roll call vote to ratify all such actions is taken during the *Call to Order & Convening Matters* (3(2) § 2) of the next meeting. If the actions are ratified, all such actions are considered to have been taken in the meeting where they were ratified; if not, the actions are discarded.
 - 1.4.1. The agenda of the next meeting is prepared assuming that actions taken without quorum will not be ratified. If they are, the agenda is amended accordingly without a vote.

Debate

- 1.5. The introducing individual is offered a 3 minute time block first, which does not count against precedence or recency. If there are multiple introducing individuals, they share this time. Members who wish to speak are then allocated 3 minute time blocks in order of precedence, recency, and randomness. Members may speak more than once, and may indicate their desire to speak at any time during the debate. During their time block(s), Members are entitled to use their time freely and at their own discretion.

- 1.5.1. Members may yield any portion of their time to any individual, and may reclaim their time by interrupting the individual and verbally indicating so. An individual who has been yielded time may not further yield time to another.
- 1.5.2. For instance, Members may speak, yield to questions from a specified Member or Members, ask questions of another individual, display a visual aide, or any combination of these actions or any action that does not otherwise violate these Procedures within their allotted time.
- 1.6. Debate continues until a *Motion to the Previous Question* ([\(4\(3\) § 1.13\)](#)) or a motion which finally disposes of the original motion is adopted, or when a subsequent debatable motion is considered. In the latter case, once this subsequent debatable motion has been finally disposed of, debate on the original motion resumes.
- 1.7. All actions during debate must be pertinent to the specific motion under consideration.
- 1.8. If no Member wishes to debate, a *Motion to the Previous Question* ([\(4\(3\) § 1.13\)](#)) is considered implicitly made and adopted by the Chair.

2. Miscellaneous

- 2.1. Members may not yield time to non-Members, except when in debate ([2](#)) and when otherwise specified in [Chapter 2](#).
 - 2.1.1. Whenever time is yielded by a Member to a non-Member, except an Endorser or External Author of the resolution under debate, a *Motion to Grant Speaking Rights* ([\(4\(3\) § 3.1\)](#)) for the duration of that yield is considered implicitly made, and adopted unless objected to at the time of the yield.
- 2.2. Precedence and recency reset at the beginning of each meeting.
- 2.3. The Chair is, by default, the Speaker once elected.
 - 2.3.1. The Chair votes only when:
 - they are a Voting Representative; and
 - the vote is taken by a secret vote, ranked vote, or Delegation Vote; or the vote is taken by roll call vote and their vote could alter the result
- 2.4. Action taken on motions during a meeting should be considered final at the adjournment of that meeting, unless a lack of quorum suspends such action ([1.4](#)). Main Motions may be the subject of a *Motion to Reconsider* ([\(4\(3\) § 1.2\)](#)) until such actions are finalized.

Chapter 2. Flow of a Meeting

1. Agenda Basics

- 1.1. Each **meeting**, the Assembly considers **business** according to its agenda. The agenda is a living document, and may change throughout the course of a meeting. The agenda always contains the following sections in the listed order:
1. [Call to Order & Convening Matters](#)
 2. [Recalls](#)
 3. [Elections](#)
 4. [Community Concerns](#)
 5. [Reports](#)
 6. [Nominations](#)
 7. [Introductions](#)
 8. [Business](#)
 9. [Reconsiderations](#)
 10. [Matters Arising & Announcements](#)
 11. [Shoutouts](#)
 12. [Closing & Adjournment](#)
- 1.2. The agenda includes, implicitly or explicitly (as specified), items within each section as specified in [2-11](#). The **Chair** may decline to verbalize proceeding through implicit items and any section which contains only implicit or no items.
- 1.3. Any **Main Motion** placed on the agenda by the Speaker is automatically considered the subject of a successful *Motion to Introduce* ([4\(3\) § 1.1](#)). The agenda additionally includes the time and location of the **meeting**.
- 1.4. The Speaker establishes the location of each **meeting**, which must be on North Campus at least once each during the Fall and Winter semesters.
- 1.5. The Speaker shall submit a **meeting's** agenda to **Members** at least 36 hours in advance of a meeting. If the Speaker does not, a **simple majority** of seated **Voting Representatives** must signify their receipt of the agenda at least 4 hours in advance of any meeting. Otherwise, the meeting is canceled or rescheduled.

2. Call to Order & Convening Matters

- 2.1. The **Chair** opens the **meeting** by signaling for quiet in the room, and then announcing, at a minimum, the present time and date (to the minute), ordinal meeting number in the **legislative session** if a **regular meeting** or that it is a **special meeting**, and that “the Assembly is called to order”.
- 2.2. The **Chair** conducts a roll call to establish quorum ([3\(1\) § 1.2.1](#)).
- 2.3. New **Members** are sworn in, if necessary. The President and Vice President are sworn in separately before any other Member is sworn in.

- 2.4. Any elections to resolve ties are conducted using the procedure outlined in [4.3-4.6](#), where the candidates are those who received the most votes in their respective election(s), are willing to serve, and should not otherwise be disqualified.

3. Recalls

- 3.1. Members are permitted to have up to four unexcused absences and eight excused absences before a Member can be recommended for recall by the Speaker. The Speaker shall notify every member, both voting and ex officio, of this policy as soon as the member assumes office.

- **Regular Assembly Meetings**

- One absence is assessed for each missed attendance roll call at a regular meeting.

- **Engagement**

- One absence is assessed each week in which a regular meeting is held for failure to attend at least one of the following:

- A committee meeting;
- A select committee;

- **Representative Orientation**

- One absences is assessed to a Representative elected to their current seat in a March CSG election who fails to attend the Orientation for Representatives-Elect (Compiled Code Article II Section A(5)) associated with that election.

- 3.1.1. A Member may be excused from one commitment with no questions asked by indicating this to the Speaker and/or Vice Speaker via a Google Form. Thereafter, absences shall be excused for the following reasons:

- Health Issues (physical or mental)
- Medical Appointment / Procedure (including recovery)
- Death of a Family Member / Friend / Pet
- Physical / Technical / Financial Inaccessibility of Meeting
- Academic Obligation
- Professional Obligation
- Legal or Disciplinary Obligation (sovereign or on-campus)
- Religious Observance
- Other extenuating circumstances, in the reasonable judgment of the Speaker and Vice Speaker.

- 3.1.1.1. “Commitment” refers to an engagement point, orientation, training, or opening and/or closing roll of an Assembly meeting.

- 3.1.1.2. The above reasons to excuse absences are not mutually exclusive

- 3.1.2. Absences may be excused through the excused absence form provided to all representatives in the weekly Speaker Reports, or through other means at the Speaker's discretion, provided that such means are consistently made available to all members. Any means of excusing an absence must allow a member to specify which reason(s) for excusal apply or that they are using their "free" absence.
 - 3.1.2.1. All absence excusal requests must be communicated to the Speaker or Vice Speaker no later than one week following the end of the Assembly meeting in question, or one week following the authorization of this rule, whichever is longer.
 - 3.1.2.2. An absence for weekly engagement may not be excused if the Member does not sign their Regular Committee's report for that week, or register their objection(s) to the report with that committee's chair. Exceptions to this rule can be made by the Speaker or Vice Speaker in the event of a genuine emergency.
 - 3.1.2.3. Excused absences related to the death of a representative's family member(s) or friend(s) shall not count towards this limit for up to 9 missed attendance points per semester.
 - 3.1.2.4. The Speaker and/or Vice Speaker shall grant all excused absence requests properly registered unless they have probable cause to believe that a member has been untruthful in such a request. In the latter case, the Speaker and/or Vice Speaker shall interview the member in person or on Zoom about their specific circumstances. If this interview does not resolve the matter, then the Speaker and/or Vice Speaker shall request that a Justice of CSJ receive statements under oath from both the member and Assembly leadership on the circumstances surrounding the member's absence and Assembly leadership's probable cause to suspect dishonesty, respectively. If there is confidential information, such as medical records related to the member's absence, then the member can simply specify that the evidence is confidential. Any instance of lying under oath shall be under the jurisdiction of the Ethics Committee.
- 3.2. The Speaker notifies a Member that they will recommend that Member's recall at the next regular meeting at least 72 hours in advance of that meeting. All such recommended recalls are placed on this agenda section, unless the Member requests the vote be delayed to the next regular meeting at least 24 hours in

advance of the original meeting.²² Such a request may only be made once by a Member in a given session.

- 3.2.1. A Representative who accumulates four absences between the first meeting of the Legislative Session and the subsequent September 1st, or between that September 1st and the subsequent January 1st, or after that January 1st is placed under recall from their position as Representative upon the assessment of the fourth such absence.
- 3.2.2. An Officer who accumulates three absences within a span of two weeks in which regular meetings are held is placed under recall from their position as an Officer upon assessment of the third such absence.
- 3.3. The Chair requests Unanimous Consent to recall the Member. If objected to, the Member subject to recall is granted 3 minutes to speak. The Assembly then enters debate on the recall pursuant to 3(1) § 2, where the Speaker or mover is the introducing individual.
- 3.4. Votes for recalls are always taken by a secret vote. This rule is not suspendable.
- 3.5. Recalling an Officer, Deputy, or Member requires a two-thirds majority vote. This rule is not suspendable.
- 3.6. For every four additional unexcused absences a member accumulates subsequent to their initial recall attempt, the Speaker is required to place the individual's recall again before the Assembly.

4. Elections

- 4.1. Any elections for Officers are held in order of succession (2(1) § 2), where the candidates are all those who verbally or by previous written notice indicate to the Chair their intent to run and are eligible to run.²³
- 4.2. Any Assembly election described by a Governing Document other than these Procedures are held in an order determined by the Chair, where the candidates are all those who verbally or by previous written notice indicate to the Chair their intent to run and are eligible to run.
- 4.3. If only one candidate contests an election, they are declared the winner and the election is concluded.
- 4.4. Each candidate is given 3 minutes to speak to the Assembly, or to have a written statement read by the Chair in their absence.
- 4.5. Non-candidate Representatives are given 4 minutes plus 3 minutes per candidate to ask questions of the candidates.
 - 4.5.1. Questioners are selected by precedence, recency, and randomness, in that order.

²² Members may also be removed by an *Impeachment* (4(3) § 2.7), which may be introduced by any Member and falls under the *Business* (3(2) § 9) section of the agenda.

²³ See 2(1).

- 4.5.2. Questions may be asked to a specific candidate or candidates, or to all candidates. Candidates answer in the reverse order in which they answered the previous question, or in random order if answering the first question.
- 4.6. The **Chair** asks if any **Representative** wishes to make a *Motion to Enter Debate* (4(3) § 3.2).
- 4.7. The election is conducted using a **ranked vote**.

5. Community Concerns

- 5.1. Any individual who wishes to speak to the Assembly may submit their name to the **Chair** prior to the **meeting**, or once this section of the agenda is reached. The Chair lists all such individuals on the agenda. Individuals may not be added once the first Community Concerns speaker has begun speaking.
- 5.2. Individuals speak and are listed on the agenda in the following order: current students, other currently University-affiliated individuals, alumni, and all others. Individuals within the same category will speak in the order their name was submitted. **Members** may not speak in their capacity as Members nor about any item of Assembly business during this time.
- 5.3. Individuals representing the same group affiliation on the same subject may pool their time such that they all speak to the Assembly in a single block. The group is ordered on the agenda according to their lowest priority individual pursuant to [5.2](#).
- 5.4. 45 minutes are allocated to Community Concerns. Time is divided evenly amongst all speakers; however, the time allocated per speaker must be at least 1 minute and at most 5 minutes.²⁴
- 5.5. When a speaker has concluded their speaking, if at least 30 seconds remain, the time may be used for **Members** to ask questions of the speaker or to make comments. If time elapses, or no **Member** wishes to ask a question or make a comment, the Speaker moves to the individual listed next.
- 5.6. The content of this subsection must be posted or publicly available in the gallery seating area.

6. Reports

- 6.1. The Speaker may allocate up to 45 minutes for reports by and questions to individuals they have invited to speak on a specified topic. The Speaker subdivides this time at their discretion, and chooses **Members** for questions according to **precedence**, **recency**, and then randomness in that order.

²⁴ For example, if there are 10 speakers, each speaker would receive 4.5 minutes. If there are greater than 45 speakers, then each speaker would receive 1 minute, and Community Concerns would last 1 minute times the number of speakers in total.

- 6.2. Each Member, the SOC Director or SOC Deputy Director, and the Inspector General is permitted up to 3 minutes to deliver a report on a topic or topics of their choice, or may deliver a minority report (2(2) § 4.6) if they were the author of one. Other Members may ask questions of this reporter for up to 3 minutes, and are selected according to precedence, recency, and then randomness.
- 6.3. Each committee chair, or vice-chair in their absence, or another permanent member in the absence of both, is permitted up to 5 minutes to deliver the plurality or majority report drafted by their respective committee (2(2)), however this report will only be provided orally if a Member or Ex-officio Members motions to *hear a report orally* (4(3) §1.6). These reports are always to be included in the Assembly minutes. Members may ask questions of the chair, or vice-chair in their absence, for up to 5 minutes, and are selected according to precedence, recency, and then randomness. This subsection shall not apply if a given committee did not consider any business since the last meeting of the Assembly.
- 6.3.1. Reports given by invited guests outside of CSG are to be delivered first, followed by reports from task forces, followed by reports from within the Executive and the Assembly, then followed by oral committee reports in the event of a motion to *hear a report orally* (4(3) §1.6).
- 6.3.2. A Member or Ex-officio Member can motion to hear a report orally, to which the Speaker requests unanimous consent to approve the motion, and if objected to, Members vote on the motion, requiring a simple majority through a hand vote (unless otherwise requested) to pass.
- 6.4. The President or their designee is permitted up to 5 minutes to report on the actions of the Executive Branch. Members may ask questions of the President or their designee for up to 5 minutes, and are selected according to precedence, recency, and then randomness in that order.
- 6.5. All reports must be submitted to the Speaker at least 1 hour before a meeting.

7. Nominations

- 7.1. A nomination is considered made and referred following an email by the nominator to the Speaker, Chair, and Vice Chair of the Executive Nominations Committee. Nominations to fill seats for vacant Representatives are, by default, not referred to the Executive Nominations Committee and are instead placed on the Elections section of the agenda directly.
- 7.2. After the nomination has been discharged by the Executive Nominations Committee, the Assembly considers the confirmation of any individual nominated
- 7.3. The Executive Nominations Committee (2(2) § 9) must issue a report for any nominee that has received a hearing. Alternatively, the committee must issue a report if they decide to waive a hearing.

- 7.4. The **Chair** optionally states the name of the nominator, and then states the name of the nominee and the position to which they have been **nominated**.
- 7.5. The **Chair** requests **Unanimous Consent** to confirm the individual. If objected to, the Assembly enters debate on the nominee pursuant to **3(1) § 2**, where the nominator is the **introducing individual**.

8. Introductions

- 8.1. The **Chair** announces any **resolutions** which have been ruled *Out of Order* (**2(4) § 3.2**)²⁵ before referral.
- 8.2. The Sponsor(s) of the **resolution** are granted 5 minutes to introduce the resolution. If External Authors or Endorsers (**2(4) § 1.3-1.4**) are listed on the resolution, the Sponsor(s) may yield any portion of their time to the External Authors or Endorsers without a motion.
- 8.3. The **Chair** verbally notifies the Assembly to which **committees** the resolution will be re-referred, in accordance with **2(4) § 6**.

9. Business

- 9.1. An implicit **Main Motion** for a *Minutes Ratification* (**4(3) § 2.4**) is made by the Chair to ratify the unofficial minutes for the immediately preceding **meeting**.
- 9.2. The **Chair** announces any amendments which have been ruled *Out of Order* (**2(4) § 3.2**) made to a resolution after referral, and any other **Main Motions** ruled *Out of Order*²⁶.
- 9.3. The **Chair** requests **Unanimous Consent** to adopt each item of **business**. If objected to, the Assembly enters debate on the business pursuant to **3(1) § 2**.

10. Reconsiderations

- 10.1. An item of **business** which has been the subject of a successful *Motion to Reconsider* (**4(3) § 1.2**), or a resolution which has been vetoed by the President is placed under this section of the agenda.
- 10.2. The **Chair** requests **Unanimous Consent** to adopt the **business**. If objected to, the Assembly enters debate on the business pursuant to **3(1) § 2**, where the **introducing individual** is the mover of the *Motion to Reconsider* (**4(3) § 1.2**) if such a **motion** has been moved, or is the President if a resolution has been vetoed.
- 10.3. **Business** under reconsideration may not be amended. This rule is not suspendable for **resolutions** which have been vetoed.

11. Matters Arising & Announcements

- 11.1. Any **Member** may make comments on any issue related or unrelated to Assembly **business**.
- 11.2. Each **Member** may speak once for up to two minutes.
- 11.3. **Members** are selected to speak by **precedence**, **recency**, and then randomness.

²⁵ This ruling is subject to a *Motion to Appeal the Decision of the Chair* (**4(3) § 1.24**).

²⁶ This ruling is subject to a *Motion to Appeal the Decision of the Chair* (**4(3) § 1.24**).

12. Shoutouts

- 12.1. The Speaker may allocate up to five minutes for Members and Ex-officio Members to anonymously acknowledge the good deeds of fellow peers.
 - 12.1.1. The vehicle through which Members and Ex-officio Members make these acknowledgements, known as “shoutouts,” is to be determined by the Speaker.
 - 12.1.2. Within this five minute period, Members are to fill out the form, *and* the speaker is to read aloud, or choose someone to read aloud, these shoutouts.

13. Closing & Adjournment

- 13.1. The Chair conducts a roll call to establish quorum (3(1) § 1.2.1).
- 13.2. The Chair makes a *Motion to Adjourn* (4(3) § 1.4), which is considered adopted.

Chapter 3. Code of Conduct

1. Knowledge & Consent

- 1.1. The content of this Chapter must be visibly posted in the Assembly’s gallery seating area.
- 1.2. Attendance at an Assembly or Committee meeting constitutes consent to abide by these rules, including the enforcement of penalties.

2. Purpose

- 2.1. This Code of Conduct governs the conduct of all Assemblymembers (whether voting or ex-officio) with respect to any meetings, communications, or activities associated with CSG, as well as contact with one another. Activities and communications of CSG include, but are not limited to, means of CSG communication.

3. Inappropriate Behaviors

- 3.1. Inappropriate behaviors for members include:
 - 3.1.1. Intentionally obstructing fellow members from full participation in any meeting in any way, unless the respective member has been removed for rule violations
 - 3.1.2. Otherwise intentionally obstructing or disrupting official proceedings in a manner not authorized by the Constitution, Compiled Code, Operating Procedures, and/or Standing Rules
 - 3.1.3. Disrupting the outlined process of a meeting as according to the governing documents, including intentionally accepting amendments outside of the prescribed process, besides clerical edits that are made and accepted by the Parliamentarian or another member authorized to make clerical edits by the Speaker or Parliamentarian.

- 3.1.4. Speaking out of turn, unless the member is bringing attention to a procedural error that must be corrected immediately, or an emergent point of personal privilege.
- 3.1.5. Grossly vulgar language or behavior
- 3.1.6. Physically violent behavior
- 3.1.7. Real or implied threat of physical harm
- 3.1.8. Real or implied threat of professional or financial damage or harm
- 3.1.9. Disclosure of personal information about someone else (“doxxing”) with the intent of subjecting that person to any type of harm or harassment, or real or implied threats thereof
- 3.1.10. Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant, including but not limited to, CSG members, attendees, and volunteers/organizers, at all CSG events
- 3.1.11. Harmful or prejudicial verbal or written comments or visual images related to gender, gender expression, gender identity, marital status, sexual orientation, age, race, religion, political orientation, socioeconomic status, occupation, disability or ability status, or other personal characteristics, including those protected by any applicable state or federal law
- 3.1.12. Unsolicited use of nudity and/or sexual images (including but not limited to presentation slides, posters, or any other means of CSG communication.
- 3.1.13. Deliberate intimidation or stalking
- 3.1.14. Continuous unwanted and/or unsolicited communications to CSG members about non-CSG matters, after the accused is clearly told to cease contact.
- 3.1.15. Continuous unwanted and/or unsolicited direct communications to CSG members about CSG matters outside the working day hours (between 8 AM and 8PM Monday through Friday, not including holidays or academic breaks, or CSG related meetings), or on non-CSG modes of direct communication, once the accused has been clearly told to cease contact. Members may indicate alternative preferred communication channels at their own discretion, but all members engaging in ancillary forms of communication must be in agreement about which method is being used.
- 3.1.16. Retaliation in any form against an individual who reports a violation of this code of conduct, even if the reporter is mistaken, or against anyone who assists in the investigation of a reported violation, is itself a violation of this code of conduct.

4. Taking action or making a report

- 4.1. Any member may formally indicate at any time during a meeting to report violations to the Speaker or Chair, if action is not taken in a timely manner.

- 4.2. Any member, task force member, or intern may report a Code of Conduct violation and/or file a complaint by emailing the Central Student Judiciary's Chief Justice.

5. Compliance with the Code

- 5.1. It is expected that all members of the Assembly do their best to uphold this Code of Conduct, and it is mandatory that assembly members conduct themselves in accordance with this Code of Conduct. If it is noticed by a member of the Central Student Government that a fellow member or multiple members of the Central Student Government violate this code, it is expected that they report it to the chair.

6. Violations of CSG's Code of Conduct may result in:

- 6.1. Removal from a meeting or any means of CSG communication after one warning from the Speaker or their designee at general assembly meetings or on any means of CSG communication, or one warning from the Speaker or Chair during committee meetings or on any committee's mode of communication. Warnings must be made publicly at the meeting.
 - 6.1.1. The accused will be ejected immediately, with no warning given, if the violation involves physical violence or real threats thereof. If the accused does not leave voluntarily, DPSS officers may be called.
 - 6.1.2. Any member may place a motion on the floor to authorize the issuance of a warning to the Chair of the meeting. If such a motion is adopted by a simple majority of the Assembly, enforcement authority shall transfer to the Parliamentarian, who shall issue the warning on behalf of the Assembly.
 - 6.1.3. Following a second warning issued to the Speaker, any member may place a motion on the floor to vacate the Speaker's chair. Such a motion shall require a $\frac{2}{3}$ majority vote to pass.
 - 6.1.4. The removal of an individual from a meeting or any means of CSG communication may be overridden by a simple majority vote of the Assembly.
 - 6.1.5. The removal of an individual from a committee meeting or any committee's mode of communication may be overridden by a simple majority vote of the committee members.
- 6.2. Members of the Assembly with more than two (2) combined removals from Assembly and Committee meetings shall be warned in both writing and verbally by the Speaker or their designee. The matter shall be referred to the Ethics Committee for review. The Ethics Committee shall review the matter and issue a recommendation to the Assembly.
- 6.3. Members of the Assembly with more than two (2) violations outside of official meetings, shall be referred to the Ethics Committee for review. The Ethics Committee shall review the matter and issue a recommendation to the Assembly.

Chapter 4. The First Meeting

1. Chair

1.1. The Chair of the first meeting of a legislative session is the Chief Justice of the Central Student Judiciary.

2. Agenda

2.1. The agenda of the first meeting of a legislative session is modified, with only the following sections appearing:

1. Call to Order & Convening Matters
2. Elections (Speakership only)
3. Reports
4. Elections (all others)
5. Matters Arising & Announcements
6. Closing & Adjournment

2.2. The contents of each section remain the same except as described by this subsection.

- 2.2.1. The Chief Justice establishes the location of the first meeting, which must be on Central Campus.
- 2.2.2. The Chief Justice shall submit a meeting's agenda to Members at least 36 hours in advance of a meeting. If the Chief Justice does not, a simple majority of Voting Representatives-elect must signify their receipt of the agenda at least 4 hours in advance of any meeting. Otherwise, the meeting is rescheduled.
- 2.2.3. All reports must be submitted to the Chief Justice at least 1 hour before a meeting. These reports are forwarded to the new Speaker upon their election.

Volume 4: Motions

This volume provides information on all motions, including a motions chart that the reader may find particularly helpful.

Chapter 1. Basics

1. Process & Characteristics

- 1.1. **Motions** are the mechanism by which the Assembly takes action. A **motion** goes through 5 stages:
 - 1.1.1. **Proposal:** Most motions can be made at any time (specified below), by any **Representative** by interrupting verbally and saying “motion”.
 - 1.1.2. **Second:** If required ([1.3.1](#)), a **Voting Representative** other than the mover must indicate their support for the motion by verbally interjecting. The motion dies here if there is no second when it is required.
 - 1.1.3. **Objection:** If a motion is considered with **Unanimous Consent**, a **Voting Representative** may indicate their opposition for the motion by verbally interjecting. The motion is adopted if there is no objection when considered with Unanimous Consent.
 - 1.1.4. **Debate:** If a motion is **debatable**, the Assembly debates the motion pursuant to [3\(1\) § 2](#) with the mover as the **introducing individual**.
 - 1.1.5. **Vote on adoption**
- 1.2. **Motions** are divided into four categories in order of increasing priority: Agenda, Main, Incidental, and Privileged.
 - 1.2.1. **Agenda Motion:** A motion which places **business** on the agenda. Agenda Motions may only be made during the *Call to Order & Convening Matters* ([3\(2\) § 2](#)), and in-between consideration of *Main Motions* ([1.4.2](#)) during *Business* ([3\(2\) § 9](#)) and at the conclusion of *Business*. Agenda Motions use **hand votes** by default.
 - 1.2.2. **Main Motion:** A motion which brings substantive **business** before the Assembly. Main Motions are not made spontaneously, and rather must be added to the agenda via an **Agenda Motion** and presented in written form. Main Motions use **roll call votes** by default.
 - 1.2.3. **Incidental Motion:** A motion which seeks to take action incidental to the **meeting** at hand. Incidental Motions use **hand votes** by default. Incidental Motions, other than a *Motion to Adjourn* ([4\(3\) § 1.4](#)), a *Motion to Recess* ([4\(3\) § 1.15](#)), or a Miscellaneous Incidental Motion ([4\(3\) § 3](#)), may not be made during *Introductions* ([3\(2\) § 8](#)).
 - 1.2.4. **Privileged Motion:** A motion which seeks to use the privileges provided by **these Procedures**. Privileged Motions use **hand votes** by default.

- 1.3. **Motions** have four defining characteristics: the necessity of a second, debatability, amendability, and the required vote threshold. These characteristics are denoted on the motions chart (4(2)).
- 1.3.1. **Necessity of a second:** A motion may require a **Voting Representative**, other than the mover, to indicate their support for a motion for it to be considered (1.1.2). On the chart, the necessity of a second is described by the “Second?” column. Motions which require a second contain a “Y” in the “Second?” column; motions which do not are empty in the “Second?” column.
- 1.3.2. **Debatability:** A motion proceeds to debate pursuant to 1.1.4 if debatable. On the chart, a motion’s debatability is described by the “Debatable?” column. Motions which are debatable contain a “Y” in the “Debatable?” column; motions which are not are empty in the “Debatable?” column.
- 1.3.3. **Amendability:** A motion may be the subject of a *Motion to Amend* (4(3) § 1.11), or a *Motion to Amend an Amendment* (4(3) § 1.12) in the case that the underlying motion is a *Motion to Amend*, if amendable. On the chart, a motion’s debatability is described by the “Amendable?” column. Motions which are debatable contain a “Y” in the “Amendable?” column; motions which are not are empty in the “Amendable?” column.
- 1.3.4. **Vote threshold:** A motion requires either a **simple majority**, a **two-thirds majority**, or the assent of the **Chair** to be adopted (or are adopted automatically, as specified in Chapter 3). On the chart, a motion’s vote threshold is described by the “Not SM?” column. Motions which require a simple majority are blank in the “Not SM?” column; motions which require a two-thirds majority contain a “ $\frac{2}{3}$ ” in the “Not SM?” column; motions which are adopted at the discretion of the chair contain a “DC” in the “Not SM?” column. “*” indicates a rare exception to the specified vote threshold.
- 1.4. All **motions** that are not decided by the decision of the chair or adopted automatically, unless specified otherwise by the mover, are made with **Unanimous Consent**, where the motion is assumed to have the unanimous support of the **Voting Representatives** present unless one verbally interjects with an objection.
- 1.4.1. A **Delegation Vote** which passes with Unanimous Consent is considered to register “yes” votes for all **delegations** from which a **Voting Representative** is present.

2. Making a Motion

- 2.1. When one **motion** is considered, only a motion of higher priority may be made and considered while that original motion is still pending²⁷. If two individuals make different motions simultaneously, the one with higher priority is considered

²⁷ See 4(2) § 1.2 for information on how priority is displayed on the chart.

first, and the one with lower priority is considered next, if necessary²⁸. Only Privileged Motions may be made while a Member has been allocated time by the Chair to speak or ask questions, except the Member allocated time themselves.

- 2.2. Representatives can make any motion.
 - 2.3. Ex-officio Members may make the following motions: *Motion to Appeal the Decision of the Chair* ([4\(3\) § 1.24](#)), *Point of Order* ([4\(3\) § 1.23](#)), *Point of Information* ([4\(3\) § 1.22](#)), *Point of Inquiry* ([4\(3\) § 1.21](#)), *Point of Privilege* ([4\(3\) § 1.20](#)), *Motion to Recess* ([4\(3\) § 1.15](#)), *Motion to Amend* ([4\(3\) § 1.11](#)), *Motion to Amend an Amendment* ([4\(3\) § 1.12](#)), and any Agenda Motion or Main Motion.
 - 2.4. A mover may verbally alter or withdraw a Privileged Motion until the vote on adoption without a vote, and an Incidental Motion or Agenda Motion until it is seconded²⁹.
 - 2.5. Multiple motions may be made by a single mover simultaneously, or may be implicitly considered made and adopted as a part of adopting business.
- 3. Out of Order**
- 3.1. A motion is out of order, and is rejected by the Chair if the Parliamentarian determines it:
 - conflicts with a Governing Document, including this one, except to amend them.
 - conflicts with federal, state, or local law.
 - proposes action outside the scope of the Assembly's power.
 - is dilatory³⁰.
 - allocates funds but does not specify all of the following:
 - the account(s) to be debited.
 - the recipient(s) of the funds.
 - the purpose(s) of the funds.
 - the amount to be spent or transferred.
 - 3.2. A *Motion to Appeal the Decision of the Chair* ([4\(3\) § 1.24](#)) is never out of order.
 - 3.3. A *Motion to Reconsider* ([4\(3\) § 1.2](#)) is never dilatory.

Chapter 2. Chart

1. Maintenance

- 1.1. The Parliamentarian shall manage and provide a motions chart, which shall be incorporated into these Procedures as an image ([2](#)) and made available separately

²⁸ An instance where considering the second motion might be unnecessary is if a *Motion to the Previous Question* ([4\(3\) § 1.13](#)) and *Motion to Postpone Indefinitely* ([4\(3\) § 1.9](#)) are both made, the former passes and a vote on adoption is conducted. One cannot postpone considering business that has already finished being considered.

²⁹ See [2\(4\) § 2.3](#) for withdrawing a Main Motion

³⁰ Dilatory: seeks to obstruct or thwart the will of the Assembly (frivolous or absurd), such as making a motion substantively identical to a motion just made.

as a [.pdf](#) and [.docx](#) file. Should the chart conflict with the stated text of this Volume, the conflict is resolved in favor of this Volume.

- 1.2. Motions are listed in order of priority, with higher priority motions being numbered and geographically listed lower.

2. Chart Image



CSG Assembly Motions Chart

Type	Motion	Purpose	Second?	Debatable?	Amendable?	Not SM?
Agenda	Introduce	To place a <i>Main Motion</i> on the agenda	Y			
	Reconsider	To consider a <i>Main Motion</i> previously defeated or laid on the table	Y			
	22. Main	To adopt an item of business		Y	Y	•
Incidental	21. Adjourn	To end the current meeting	Y			
	20. Fix time for reassembling	To suspend the current meeting until a specified time and date at a specified location	Y		Y	
	19. Limit or extend debate	To change the time parameters of debate	Y		Y	
	18. Lay on the table	To defer consideration of a <i>Main Motion</i> until taken from the table	Y			
	17. Postpone to a certain time	To defer consideration of a <i>Main Motion</i> for a specified period of time	Y		Y	
	16. Postpone indefinitely	To suppress action on a <i>Main Motion</i>	Y			
	15. Refer to a committee	To refer business for further consideration by the specified committee	Y		Y	
	14. Amend	To modify a motion	Y	Y	Y	
	13. Amend an amendment	To modify a <i>Motion to Amend</i>	Y	Y		
	12. Previous question	To end debate and take a vote on the current motion	Y			
	11. Suspend the rules	To suspend the rules of the Assembly for a specified purpose	Y			$\frac{2}{3}$ *
	10. Recess	To pause a meeting for a specified time	Y		Y	
	9. Misc. <i>Incidental Motions</i>	Various	Y			•
Privileged	8. Divide the question	To divide a motion into multiple motions	Y		Y	
	7. Use a Secret Vote	To use secret voting for a motion	Y			
	6. Object to the consideration of a question	To suppress action on a <i>Main Motion</i> which was introduced via the agenda	Y			
	5. Point of Privilege	To make a request of the Chair				DC
	4. Point of Inquiry	To raise a question of parliamentary procedure or logistics				DC
	3. Point of Information	To share information relating to logistics				DC
	2. Point of Order	To allege a breach of the Assembly rules or governing documents				DC
	1. Appeal	To appeal the decision of the Chair	Y			

SM = Simple Majority DC = Decision of the Chair • = Varies * = Unanimous Consent rarely

Chapter 3. Details

1. Description of Motions

- 1.1. **Introduce:** Places a Main Motion as the final item on the *Business* ([3\(2\) § 9](#)) section of the agenda, discharging it from any committees the business has been referred to but not returned or released, unless it is a resolution that has not been re-referred by the Assembly, in which case it is placed as the final item on the *Introductions* ([3\(2\) § 8](#)) section of the agenda. This motion must be adopted by a two-thirds majority if required by [Compiled Code](#) Article II § 4.3.2.2.
- 1.2. **Reconsider:** Places a Main Motion which was finally disposed of but not adopted in the current meeting as the final item on the *Reconsiderations* ([3\(2\) § 10](#)) section of the agenda.
- 1.3. **Main:** A placeholder motion which refers to the consideration and potential adoption of business.
- 1.4. **Adjourn:** Ends the current meeting, placing any motions currently under consideration or to be considered on next meeting's agenda.
- 1.5. **Fix Time for Reassembling:** Pauses the current meeting, suspending any motions currently under consideration or to be considered until the Assembly reassembles, and not finalizing action under [3\(1\) § 3.4](#).
- 1.6. **Limit or Extend Debate:** Alters any time limit (or the lack thereof) in [3\(2\) § 4-12](#) by no more than one hour.
- 1.7. **Lay on the Table:** Delays consideration of a Main Motion for an unspecified period of time, until the Main Motion is the subject of a *Motion to Introduce*.
- 1.8. **Postpone to a Certain Time:** Delays consideration of a Main Motion for a specified period of time.
- 1.9. **Postpone Indefinitely:** Finally disposes of but does not adopt a motion.
- 1.10. **Refer:** Sends business to the relevant committee(s) in accordance with [2\(2\)](#), unless a specific committee or committees are noted.
- 1.11. **Amend:** Modifies an amendable motion in a specified way.
- 1.12. **Amend an Amendment:** Modifies a *Motion to Amend* ([4\(3\) § 1.11](#)) in a specified way.
- 1.13. **Previous Question:** Ends debate ([3\(1\) § 2](#)) on a debatable motion and begins a vote on adoption. If adopted, only motions with higher priority than this motion are in order until the vote on adoption is concluded.
- 1.14. **Suspend the Rules:** Suppresses any rule in [Volume 3 Chapter 2](#) or the Standing Rules, except [3\(2\) § 1.4-1.6](#), any portion of any rule that is specifically designated as not suspendable, and any rule required by the other Governing Documents.
 - 1.14.1. Any rule of these Procedures, other than those required by other Governing Documents, may be suspended by Unanimous Consent once quorum is established.

- 1.15. **Recess:** Pauses a meeting for a time not greater than 3 hours, upon which the meeting is continued from where it left off.
 - 1.16. **Miscellaneous Incidental Motions:** All motions found under 3, organized from low to high priority, with vote thresholds specified for each.
 - 1.17. **Divide the question:** Splits a motion as specified into multiple motions. If a division creates multiple Main Motions, the order of consideration must be specified by the mover.
 - 1.18. **Use a Secret Vote:** Requires that a hand or roll call vote be replaced by a secret vote. This motion is itself always voted upon for adoption by a secret vote.
 - 1.19. **Object to the Consideration of a Question:** Finally disposes of but does not adopt a motion that was not the subject of an explicit *Motion to Introduce* in the current meeting. A successful target of this motion may not be reconsidered.
 - 1.20. **Point of Privilege:** Makes a specific request to the Chair.
 - 1.21. **Point of Inquiry:** Raises a question of parliamentary procedure or of non-argumentative fact-finding to the Chair or speaker. The Chair may direct another Member to respond to a Point of Inquiry.
 - 1.22. **Point of Information:** Provides a non-argumentative fact to the Chair or speaker. The Chair may direct another Member to respond to a Point of Information.
 - 1.23. **Point of Order:** Alleges a breach of parliamentary procedure to the Chair. The Chair may direct another Member to respond to a Point of Order.
 - 1.24. **Appeal:** Appeals the ruling or decision of the Chair on an interpretation of the Governing Documents.
- 2. Types of Business**
- 2.1. **Resolution (simple majority):** Standard business, the adoption of which is governed by 2(4).
 - 2.2. **Legislative Discretionary Account (LDA) (simple majority):** Appropriates not more than \$5,000 from the Legislative Discretionary Account to a specified destination account, or appropriates any amount from a specified source account to the Legislative Discretionary Account.
 - 2.3. **Standing Rules Amendment (simple majority):** Amends the Standing Rules.
 - 2.4. **Minutes Ratification (simple majority):** Ratifies the unofficial minutes for the immediately preceding meeting³¹.
 - 2.5. **Ethics Report Release (two-thirds majority):** Releases an official report of the Ethics Committee to the public created pursuant to 2(2) § 10.8.
 - 2.6. **Censure (two-thirds majority):** Imposes a specified penalty within the authority of CSG against a CSG official responsible for an unauthorized action.

³¹ See 3(2) § 9.1.

- 2.7. **Impeachment** (two-thirds majority): Passes articles of impeachment pursuant to the Constitution.
 - 2.8. **Subpoena** (simple majority): Issues a subpoena, on behalf of the Assembly as a whole or one of its committees, pursuant to the Constitution.
 - 2.9. **Officer Recall** (two-thirds majority): Removes an Officer from their position.
 - 2.10. **Deputy Recall** (two-thirds majority): Removes a Deputy from their position.
 - 2.11. **Member Recalls** (two-thirds majority): Removes a Sitting Member of the Assembly from their position.
 - 2.12. **Select Committee Dissolution** (two-thirds majority): Dissolves a Select Committee pursuant to 2(2) § 11.3.
 - 2.13. **Task Force Dissolution** (two-thirds majority): Dissolves a Task Force pursuant to 2(2) § 11.3.
 - 2.14. **Clerical Edits Review** (simple majority): Challenges clerical edits made to an adopted resolution pursuant to 2(2) § 5.2.
 - 2.15. **Ex-officio Membership** (simple majority): Grants an individual status as an Ex-officio Member.
 - 2.16. **Authorized Signer Status** (simple majority): Grants an individual status as an authorized signer.
 - 2.17. Any other vote permitted by the Governing Documents other than those described in these Procedures.
- 3. Miscellaneous Incidental Motion**
- 3.1. **Grant Speaking Rights** (simple majority): Allows time to be yielded to a non-Member during debate (3(1) § 2).
 - 3.2. **Enter Debate** (simple majority): Enters debate (3(1) § 2) on an election. There is no introducing individual in such a debate.
 - 3.3. **Enter Closed Session** (simple majority): Puts the Assembly in closed session pursuant to the Constitution, in which only Representatives may participate. The Assembly may not take any “votes of substance” while in session. This motion is itself always voted upon for adoption by a secret vote.
 - 3.3.1. **Exit Closed Session** (simple majority): Takes the Assembly out of closed session. This motion is itself always voted upon for adoption by a secret vote.
 - 3.3.2. **Grant Access to a Closed Session** (simple majority): allows a specified individual to attend a closed session.

- 3.4. **Quorum Call** (automatically adopted): A roll call for **quorum** is conducted ([3\(1\) § 1](#)).
- 3.5. **Request a Roll Call Vote** (automatically adopted with a sufficient second): Requires that a hand **vote** be replaced by a **roll call vote**. If there is no second, the motion dies.
- 3.6. **Hear a Report Orally** ([simple majority](#)): Requires that the Speaker have a report or reports that are the subject of the motion be presented orally by the Committee Chair, or Vice-Chair in their absence, or Committee member in their absence. If no committee Permanent Member is present, the Speaker, or Vice-Speaker in their absence, shall read the report orally ([3\(2\) §6.3.2](#)).