

# CHAPTER 1

## Orders of Business and Regulations for the Meetings of the Student Senate

### Section 1.

The Executive Vice President shall be responsible for gathering together all items necessary for the conduct of a Senate meeting and dispersing all items to the Senate no later than forty-eight (48) hours in advance through email including, but not limited to:

- (a) An agenda;
- (b) Minutes of the previous meeting;
- (c) The written reports of the committees to be approved by the Senate;
- (d) The written reports of the officers;
- (e) All legislation from the Legislative Review Committee to be approved by the Senate.

### Section 2.

The order of business on the agenda for each Senate meeting shall appear as follows-

- (a) The order of business on the agenda for each Senate meeting shall appear as follows:
  - (i) Call to Order;
  - (ii) Indigenous acknowledgement reading: “In the spirit of Rupert and Jeanette Costo’s founding relationship to our campus, we would like to respectfully acknowledge and recognize our responsibility to the original caretakers of this land, water and air: the Cahuilla (Kah-wee-YA), Tongva (Tong-vaa), Luiseno (Loo-senyo), and Serrano (Serr-anyo) peoples and all of their ancestors and descendants, past, present and future. Today this meeting place is home to many Indigenous peoples from all over the world, including UCR faculty, students and staff, and we are grateful to have the opportunity to live and work on these homelands” To be read verbatim by the EVP only to be changed under the purview of the Indigenous Student’s Task Force.
  - (ii) Roll Call;
  - (iii) Approval of the Agenda;
  - (iv) Approval of Senate Minutes or State of the Association Minutes;
  - (v) Ex-Officio Reports

1. A representative from each of the Student Program offices;
  2. A representative from each of the campus media;
  3. A representative from the Residence Halls Association;
  4. A representative from the Student Services Fee Advisory Committee;
  5. The Chair of the Associated Students Program Board;
  6. The Executive Cabinet of ASUCR;
  7. Other persons as the Constitution, the ASUCR Bylaws or the Senate, may provide.
- (vi) Public Forum;
- (vii) Committee Reports;
- Committee Reports include, but are not limited to,
1. Finance Committee
  2. Green Campus Action Plan
  3. Legislative Review Committee
  4. Outreach Committee
- (viii) Reports from Officers and or Senators;
- (ix) New Business;
- (x) Public Comment;
- (xi) Roundtable and Announcements;
- (xii) Adjournment.

### Section 3.

Call to Order shall be done by the Executive Vice President, President Pro Tempore, or designated officer at the declared time. Quorum shall constitute of a simple majority of the elected Senators, rounded up to the nearest Senator. If quorum is not reached at any point in the meeting, the presiding officer shall continue with all items of business except for minute's approval, agenda approval, policy items, and action items until quorum is met. When quorum is met, a motion to approve all agenda items previously covered shall be in order.

### Section 4.

Roll Call shall be read by the presiding officer or by the secretary.

### Section 5.

Approval of the previous minutes shall be amendable and debatable. A majority vote shall be necessary for approval.

### Section 6.

The agenda shall contain time limits for each section, which are up to the discretion of the Executive Vice President. Such limits may be changed when approving the agenda, or by a two-thirds vote in favor when the time has expired. To change the order of the agenda during a meeting shall require a two-thirds vote.

#### Section 7.

Public forum and public comment in the order of business shall be a time during the meeting where members of the Associated Students or University community are able to address the Senate.

(a) These items on the agenda shall not exceed thirty (30) minutes each, excluding the question and answer period, unless the Senate agrees on a time extension by two-thirds (2/3) vote of the elected Senators.

(b) Each speaker is allowed three (3) minutes to address the Senate, unless the Senate agrees on a time extension by a two-thirds (2/3) vote of the elected Senators.

#### Section 8.

Reports-All written reports are to be submitted to the Executive Vice President at least forty-eight (48) hours previous to the meeting for the distribution to the members. The Executive Vice President shall have the authority to grant exceptions. All requests for oral reports shall be submitted to the Executive Vice President at least forty-eight (48) hours previous to the meeting. Any report shall be considered only if properly submitted to the Executive Vice President.

(a) Each report shall be limited to three (3) minutes;

(b) Any policy item or action item arising from the reports will be taken up at the end of the report;

(c) Questions arising from any reports will not be subtracted from the reporter's time.

#### Section 9.

Legislation- Policy in regards to introducing a bill or resolution shall be introduced and described in Chapter XIX, The Legislative Process and Regulations.

#### Section 10.

New Business- All items that require approval by the Senate must be placed on the agenda and distributed to members of the Senate at least 48 hours in advance for review.

- (a) This includes all bills and resolutions reviewed and deemed appropriate by the Legislative Review Committee, and items introduced by the Executive Cabinet and Directors.

#### Section 11.

Record- The Executive Vice President shall maintain and record all bills and resolutions approved by the Senate, and submit with minutes each week to the ASUCR Financial Operations Manager via the ASUCR Team Drive. The minutes shall have the vote counts of each item, including the vote for the approval of the previous weeks' minutes. It shall be the responsibility of the Executive Director of ASUCR to update and post any bylaw or constitutional changes to the website.

#### Section 12.

All meetings of the Senate, and of all ASUCR committees, shall be governed in their proceedings by such methods as allowed by Article IV Section 7 of the Constitution.

#### Section 13.

The Executive Vice President has discretion to make any vote a secret ballot vote. If this decision is objected to by any voting member of the Senate then there will be a closed ballot vote by the voting members present to decide whether or not to have a secret ballot vote.

*Updated Winter 2017*

*Updated Fall 2017*

*Updated Spring 2018*

*Updated Fall 2018*

*Updated Spring 2019*

*Updated Fall 2020*

*Updated Winter 2023 (Interim Exec. Director O'Brien)*