



## **STANDING RULES**

# **UNIVERSITY OF COLORADO STUDENT UNION LEGISLATIVE COUNCIL**

**EFFECTIVE  
January 31, 2002**

**ARTICLE I – Origin and Purpose**

- A. UCSU Legislative Council Standing Rules are a supplementary and secondary document to the UCSU Constitution, Chancellor's Autonomy Agreement, UCSU Bylaws and Student Fee Regulations.
- B. They serve to clarify common Council practice.
- C. Any provisions of the UCSU Legislative Council Standing Rules take direct precedence over the currently applicable version of Robert's Rules of Order.
- D. Changes and amendments require a majority vote of the entire Council Membership. Changes and amendments are applicable beginning at the next immediate meeting after which they have been approved.

**ARTICLE II – Meetings**

- A. Legislative Council meetings will begin at 7:00 P.M. each Thursday during the academic year. During the summer session, Council will meet every other Thursday at 7:00 P.M. beginning the first week of summer classes.
- B. The Legislative Council President may also call Special Meetings of Council, provided they follow all provisions of Colorado State Sunshine Law.
- C. Special Meetings may be called for purposes the Legislative Council President deems extenuating and pressing. They may not convene at an hour before 8:00 A.M. or past 9:00 P.M.
- D. Members must attend all meetings of Council, identify and send a proxy member in their place or submit their votes on all questions proposed on the agenda by the Legislative Council President before the meeting in question.

**ARTICLE III – Internal Council Elections**

- A. Council elects a variety of members to positions of responsibility. Those officers, including the Legislative Council President, Vice President(s) and Treasurer, will be elected by secret ballot.
- B. Ordinarily, the Legislative Council President, Vice President(s) and Treasurer will be elected at the first meeting of a new session of Council.
- C. At the first meeting of a new session of Council, the previous Legislative Council President (if not running for re-election; in the event he or she is, the ranking member shall preside as Acting Legislative Council President), then called the Acting Legislative Council President, will open the floor to nominations for the office of Legislative Council President. Upon a carried motion to close nominations, the Acting Legislative Council President will allow those nominated to offer remarks about their qualifications for the job. Members may ask questions and debate each candidate's qualifications. After adequate time for discussion and debate, the Acting Legislative Council President will call for a vote.
- D. The Legislative Council Recording Secretary will distribute ballots to all voting members of Council, taking care to see that each member receives only one ballot. These are then collected and counted by the Parliamentarian, First Legislative Council President and Acting Legislative Council President.
- E. The newly elected Legislative Council President will run the elections for Vice President(s) and Treasurer by the same process, except ballots will be counted by the Legislative Council President instead of the Acting Legislative Council President.

**ARTICLE IV – The Chair**

- A. The Chair is the member with highest rank in the chamber at the time, provided they have not yielded the chair.
- B. The order of rank of Legislative Council officers:
  - 1. Legislative Council President
  - 2. First Legislative Council Vice President
  - 3. Second Legislative Council Vice President

4. Speaker of the Council of Colleges and Schools
  5. Speaker of Representative Council
  6. Vice-Speaker of Council of Colleges and Schools
  7. Vice-Speaker of Representative Council
  8. Senior tenured Representative from Representative Council
  9. Senior tenured Senator from Council of Colleges and Schools
- C. The gavel is the symbol of the authority, power and responsibility of the Chair
- D. The gavel must be physically passed in order for the Chair to be transferred from one individual to another.
- E. The current Chair must yield the gavel if they are the sponsor of a pending piece of legislation, wish to make or speak to a particular motion or question before Council.
- F. Any senior ranking member may retake the Chair from any junior ranking member at any time, provided the senior ranking member does not have a pending motion before Council.

#### **ARTICLE V – Appointed Officers and Council Employees**

- A. The Legislative Council President will appoint a Parliamentarian, Grammarian and Sergeant at Arms.
- B. These appointments must be ratified by a majority of Council, present and voting.
- C. The Legislative Council President will hire all Legislative Council employees under sole and direct authority of Council, including the Legislative Council Recording Secretary.
- D. The Legislative Council President will be in charge of verifying all Legislative Council employees' hours in conjunction with the UCSU Office Manager.

#### **ARTICLE VI – Legislation**

- A. Five types of legislation may be presented for consideration before Council:
1. Reports (reference Bylaws, III. A. 3.)
  2. Resolutions (reference Bylaws, III. A. 6.)
  3. Statements of Thanks, Congratulations or Commendation
  4. Bills authorizing tangible action, financial transfers from UCSU accounts, expenditures or amendments to previous legislation or UCSU policy. All amendments to previous legislation or UCSU policy must be offered in the form of a bill.
  5. Contracts (reference Bylaws, III. A. 7)
- B. Current and voting members of Council may sponsor legislation. The sponsor's name, correct title and signature must appear on the legislation when submitted.
- C. The sponsor of legislation is responsible for determining which category of legislation best suits the legislation's content as delineated in VI. A. of the Standing Rules.
- D. If Council determines the legislation is best suited under a different category, it may make such changes through amendment.
- E. All legislation must be presented to the Office of the Legislative Council President on computer disk and in hard copy by no later than 12:00 P.M. on the Wednesday preceding the meeting during which the member wishes to offer the legislation.
- F. The recording secretary will report amendments to legislation and the legislative vote record to the UCSU office the day following the legislations adoption

#### **ARTICLE VII – Motions**

- A. Only members of Council may make motions.
- B. The Chair, with the advice of the Parliamentarian, is responsible for determining the proper order for several pending motions.
- C. The Chair must rule on all motions according to the current edition of Robert's Rules of Order.
- D. Motions are either "Carried" if they pass the required vote or they are "Lost" if they fail the required vote.

- E. When guests or experts are prepared to offer testimony on legislation, the “Motion to Approve” the legislation should be delayed until after the guests or experts have finished. Also, members should ask all questions of those guests or experts before the motion is made.
- F. Following the “Motion to Approve,” Council should focus on discussing the merits of the legislation, and avoid asking further questions.
- G. Only members of Council may speak following the “Motion to Approve” unless a member offers one of their two yields.

#### **ARTICLE VIII – Voting**

- A. Each college or school represented on the Council of Colleges and Schools will have one vote, regardless of the number of Senators present from that college or school.
- B. Each Representative on Representative Council will have one vote.
- C. The Chair will begin the voting process after the question to vote has been called and the Chair has had an opportunity to speak for two minutes.
- D. The Chair will first restate the question before Council. Then the Chair will ask for all the “Yes” votes, all “No” votes and all “Abstention” votes. These three options are the only three ways with which members may vote.
- E. The standard method of voting is by raising hands.
- F. Other methods are permissible, including the motion of “Division” which brings the question to a roll call vote. Any member may move for division. Also permissible is a vote by “Acclimation,” which carries if there is no objection and means no formal count of votes is registered.

#### **ARTICLE IX – Forms of Address**

- A. Members of Representative Council will be addressed as “Representative + their last name.”
- B. Members of the Council of Colleges and Schools will be addressed as “Senator + their last name.”
- C. UCSU Commissioners will be addressed as “Commissioner + their last name.”
- D. All other guests to Council will be called by their appropriate titles or by other appropriate courtesy title.

#### **ARTICLE X – Amendments**

- A. On the first reading of Legislation, “Friendly,” or amendments that require no formal Council vote if they have the consent of the prime sponsor, may be offered.
- B. On the second reading of Legislation, all amendments must be offered in the form of a motion and subsequent vote.
- C. Only one amendment may be offered per piece of legislation to adjust punctuation, grammar, spelling and syntax, and that amendment is the responsibility of the Council Grammarian. It will generally be the last amendment made on first and second readings.

#### **ARTICLE XI – Agenda**

- A. The Legislative Council President will control the preparation of Council’s meeting agendas.
- B. Agendas will include the following sections: Call to Order, Early Roll Call, Approval of the Agenda, Approval of the Minutes, Announcements, Public Open Hearing, New Business, Special Orders, Old Business, Reports, Late Roll Call and Adjournment.
- C. The Legislative Council President may add additional sections.
- D. Members may make amendments to the agenda following the provisions of Robert’s Rules of Order.

#### **ARTICLE XII – Call to Order**

- A. The Chair will call the meeting to order at the designated time. The Chair will state the session number, meeting number, and time of the call to order.

**ARTICLE XIII – Early and Late Roll Calls**

- A. The names of each individual member of Representative Council, the names of the individual Colleges and the Residence Hall Representative Council Delegate will be called and the Legislative Council Recording Secretary will record attendance.

**ARTICLE XIV – Approval of the Minutes and of the Agenda**

- A. Action may be taken on the Official minutes from previous meetings or on the agenda.

**ARTICLE XV – Announcements**

- A. Matters of interest to Council members may be presented, although lengthy discussion of one item is not permitted.
- B. Motions upon statements of Thanks, Congratulations or Commendation are the only types of action that may be taken during Announcements.

**ARTICLE XVI – Public Open Hearing**

- A. Any person may address Council on a particular matter during Public Open Hearing.
- B. The Legislative Council President will include a Public Open Hearing section on all weekly agendas.
- C. The time limit for each speaker during Public Open Hearing is 10 minutes.
- D. The time limit may be extended by the Legislative Council President, for a particular speaker, for one additional ten-minute period following the suggestion of three members of Council.
- E. No legislation may be considered during Public Open Hearing, or during any other time designated for only public input.

**ARTICLE XVII – New Business**

- A. All motions on new ratification, bills, resolutions, contracts and reports must be taken up during New Business. A motion to take up one of these new matters at any other time is out of order and the Chair will act appropriately.
- B. Discussion and debate during New Business will focus around motions made by members of Council.

**ARTICLE XVIII – Special Orders**

- A. Legislation of pressing importance may be attached to the agenda under Special Orders by the Legislative Council President.
- B. Council may also move a bill under Special Orders from New Business by a 2/3 vote of the entire Council membership.
- C. Legislation under Special Orders only requires one reading.

**ARTICLE XIX – Old Business**

- A. Matters that have moved past first reading will be reattached to the agenda for second reading for the next immediately scheduled meeting.
- B. If the original sponsor wishes to withdraw sponsorship, another sponsor will be sought from among members.
- C. If no sponsor can be found, the Council Parliamentarian will become the sponsor.

**ARTICLE XX – Reports**

- A. Reports will be prepared and offered according to UCSU Bylaws III. A. 3.

**ARTICLE XXI – Adjournment**

- A. At the designated time, or upon the completion of the items on the agenda, the Chair will call the meeting to Adjournment.

B. The Chair will state the time of Adjournment for the record.

### **ARTICLE XXII – Yielding**

- A. Each Council member will have two yields on each motion being discussed.
- B. The member may grant their yields to a member of the audience or to another member of Council.
- C. The member who grants the yield maintains their floor and may retake their floor at any time by saying: “Retaking My Floor.” At that time, the yield expires.

### **ARTICLE XXIII – Smoking, Tobacco and Alcohol**

- A. All uses of forms of smokeable substances, tobacco, and alcohol are prohibited in all Legislative Council meetings.
- B. The Legislative Council President is empowered to remove all violating substances from Council meetings.

### **ARTICLE XXIV – Disposable Cups**

- A. Per provisions of 49LCB#15, disposable cups are prohibited in all Legislative Council meetings.
- B. The Legislative Council President is empowered to remove violating cups from Council meetings.

### **ARTICLE XXV – Proxy**

- A. Each Council member has the right to engage one other member of UCSU as a replacement (proxy) for themselves at Council meetings.
- B. The name of the proxy must be submitted to the Legislative Council President, the Speaker of the Council of Colleges and Schools or the Speaker of Representative Council by the proxying member.
- C. Council members may at any time before or during the Legislative Council meeting, submit their written votes on pending legislation to the Legislative Council President. These votes will be counted in the regular manner. Any amendments, aside from wholly grammatical changes, will result in the written vote being counted as an abstention.
- D. Council members with votes given to the Legislative Council President and not present, may not be counted towards quorum (per ruling of UCSU Appellate Court, 50<sup>th</sup> Session, *President v. UCSU Legislative Council*).

### **ARTICLE XXVI – Recognition**

- A. The Chair will recognize the Executive as one voice.
- B. The Legislative Council President will recognize Senators from an individual college or school as one voice.
- C. The Chair must recognize all members of Council who wish to speak to a particular motion.