



The Rules of Order

The Associated Students of Lewis & Clark

Article I: Purpose and Scope

1. The purpose and scope of these Rules of Order are to provide a cohesive, standard method of operation for formal meetings of the Senate of the Associated Students of Lewis and Clark (ASLC)

Article II: Meeting Structure

1. The Chair shall facilitate the organization and process of all meetings, set all time and places of convening for all meetings, and set and provide the agenda for all meetings
 - a. All meetings of the Senate must have an identified and agendized section for public comments
2. Quorum will be set at a majority ($>1/2$) of the body's voting members. Without a quorum, only procedural votes may occur
 - a. Procedural votes include Motion to Adjourn, Motion to Fix the Time of Adjournment, Motion to Recess, Motion to Extend Discussion, Motion to Alter Speaking Time, Motion to Table, Motion to Add an Item to the Agenda, Motion to Reorder the Agenda, and Motion to Straw Poll
3. To speak before the body, the Chair must recognize an individual
 - a. The Chair may stipulate restrictions on speaking at their discretion in the form of
 - i. Limits on the number of times individuals may speak in a single discussion or meeting
 - ii. Limits on the amount of time an individual may speak
 - iii. Limit of the total time that a discussion may take
 - b. The Chair must make any speaking restrictions known to all those present at the meeting
 - c. The body may veto any restrictions on speaking time with a one-third ($1/3$) vote
4. All voting members in attendance have the prerogative and responsibility to participate in every vote
 - a. Votes may only be cast verbally or physically in person
 - b. All votes must be recorded and made available to the general public
 - i. It is the responsibility of the Auditor to record the vote and reason for abstention of each member on every piece of legislation when a vote is designated as a roll-call
 - c. There shall be three voting option available to members in every vote
 - i. "Aye"
 1. An "Aye" vote is a vote in favor

- ii. "Nay"
 - 1. A "Nay" vote is a vote in opposition
- iii. "Oi"
 - 1. An "Oi" vote is a vote in abstention
 - a. A vote in abstention may only be placed if an individual has either a conflict of interest or a fear for a lack of information
 - b. Every vote in abstention must provide the reason for abstention
 - c. A vote in abstention shall be tallied as such, but will take the effect of an opposition

Article III: Motions

1. Points of Order serve to alert the Chief Parliamentarian that a violation of the Constitution, Bylaws, Rules of Order, or other procedures may have occurred
 - a. A point of order may be raised at any point by any member of the meeting without a second
 - b. The Chief Parliamentarian shall mediate and resolve any pointed violation of procedure
2. Points of Information serve to request more information on the topic of discussion
 - a. A point of information may be raised at any point by any member of the meeting without a second
 - b. The Chief Parliamentarian shall provide the requested information or request another individual present at the meetings do so
3. At any point in a meeting, voting members may change the procedure of the meeting by making an appropriate motion.
 - a. Any motion may be rescinded or modified by the mover before the motion is voted on
 - b. The Chair must recognize any presented motion
 - c. A Motion to Suspend the Rules serves to temporarily suspend a portion or the entirety of the Rules of Order
 - i. A Motion to Suspend the Rules may be raised by any voting member of the meeting with a second
 - ii. A Motion to Suspend the Rules requires a two-thirds (⅔) vote to pass
 - d. Motion to Reinstate the Rules serves to reinstate the rule(s) suspended by a Motion to Suspend the Rules
 - i. A Motion to Reinstate the Rules may be raised by any voting member of the meeting with a second
 - ii. A Motion to Reinstate the Rules requires a majority (>1/2) vote to pass
 - e. A Motion to Adjourn serves to end the current meeting
 - i. A Motion to Adjourn may be raised by any member of the meeting with a second
 - ii. A Motion to Adjourn requires a majority (>1/2) vote to pass
 - f. A Motion to Fix the Time of Adjournment serves to establish an end time for the current meeting

- i. A Motion to Fix the Time at Which to Adjourn may be raised by any member of the meeting with a second
 - ii. A Motion to Fix the Time at Which to Adjourn requires a majority (>1/2) vote to pass
- g. A Motion to Recess serves to temporarily halt the meeting for a prescribed amount of time
 - i. A Motion to Recess may be raised by any member of the meeting with a second
 - ii. A Motion to Recess requires a majority (>1/2) vote to pass
- h. Motion to Enter Executive Session serves to temporarily remove all members of the meeting except for voting members and the Chair, no minutes may be taken for the duration of the Executive Session
 - i. A Motion to Enter Executive Session may be raised by any voting member of the meeting with a second
 - ii. A Motion to Enter Executive Session requires a two-thirds (2/3) vote to pass
- i. A Motion to Leave the Executive Session serves to end the current Executive Session
 - i. A Motion to Leave the Executive Session may be raised by any voting member of the meeting with a second
 - ii. A Motion to Leave the Executive Session requires a majority (>1/2) vote to pass
- j. A Motion to Extend Discussion serves to lengthen the amount of time allotted for discussion beyond what was set by the chair
 - i. A Motion to Extend Discussion may be raised by any voting member of the meeting with a second
 - ii. A Motion to Extend Discussion requires a majority (>1/2) vote to pass
- k. Motion to Alter Speaking Time serves to place restrictions on the number of times individuals may take to speak in a single discussion or meeting or to place restrictions on the amount of time speak
 - i. A Motion to Alter the Speaking Time may be raised by any voting member of the meeting with a second
 - ii. A Motion to Alter the Speaking Time requires a majority (>1/2) vote to pass
- l. A Motion to Table serves to remove an item from the Agenda entirely
 - i. A Motion to Table may be raised by any voting member of the meeting with a second
 - ii. A Motion to Table requires a two-thirds (2/3) vote to pass
- m. A Motion to Add an Item to the Agenda serves to add items to a specific place in the Agenda
 - i. A Motion to Add an Item to the Agenda may be raised by any voting member of the meeting with a second
 - ii. A Motion to Add an Item to the Agenda requires a majority (>1/2) vote to pass

- n. A Motion to Reorder the Agenda serves to rearrange the items listed on the Agenda
 - i. A Motion to Reorder the Agenda may be raised by any voting member with a second
 - ii. A Motion to Reorder the Agenda requires a majority (> 1/2) vote to pass
- o. A Motion to create an Ad Hoc Committee serves to create and structure an Ad Hoc Committee
 - i. A Motion to create an Ad Hoc Committee may be raised by any voting member of the meeting with a second
 - ii. A Motion to create an Ad Hoc committee requires a two-thirds (2/3) vote to pass
- p. A Motion to Vote serves to initiate the voting process
 - i. A Motion to Vote may be raised by any voting member of the meeting with a second
 - ii. A Motion to Vote requires a two-thirds (2/3) vote to pass
 - iii. If the motion passes, the Chair shall ask for all in favor to say "Aye", all opposed to say "Nay", and all opposed to say "Oi"
 - iv. A Motion to Vote will default to vocal affirmations, but anyone present may request a Motion to Vote via Roll-Call
- q. A Motion to Vote via Roll Call serves to initiate the voting process
 - i. A Motion to Vote via Roll Call may be raised by any voting member of the meeting with a second
 - ii. A Motion to vote via Roll Call requires a two-thirds (2/3) vote to pass
 - iii. The Chair shall call on each voting member for their vote
- r. A Motion to Straw Poll serves to initiate an informal vote on a subject
 - i. A Motion to Straw Poll may be raised by any member of the meeting with a second and without a vote

Article IV: Amendments

1. The Rules of Order may be amended by a two-thirds (2/3) vote of the Senate