STANDING RULES

UNIVERSITY OF COLORADO
STUDENT GOVERNMENT
LEGISLATIVE COUNCIL

EFFECTIVE
January 31, 2002
REVISED
October 21, 2010

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ARTICLE I – Origin and Purpose
A. CUSG Legislative Council Standing Rules are a supplementary and secondary document to the CUSG Constitution, Chancellor’s Autonomy Agreement, CUSG Bylaws and Student Fee Regulations.
B. They serve to clarify common Council practice.
C. Any provisions of the CUSG 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 and Treasurer, will be elected by secret ballot.
B. Ordinarily, the Legislative Council President, Vice President 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 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. Speaker of Representative Council
   4. Chair of Council of Colleges and Schools
   5. Vice Chair of Council of Colleges and Schools
   6. Vice Speaker of Representative Council
   7. Senior tenured Representative from Representative Council
   8. 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 or wish to make a particular motion.
   1. This change preserves the Chair’s neutrality by requiring a yield of the gavel prior to the making of a motion, yet allows the Chair to maintain the gavel when providing points of information to the Council during the consideration of a particular motion, or when asking questions of the Council during the consideration of a particular motion.

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 CUSG 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 CUSG accounts, expenditures or amendments to previous legislation or CUSG policy. All amendments to previous legislation or CUSG 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 and correct title must appear on the legislation when submitted.

C. Current and voting members, etc. must appear as a sponsor or author for legislation of any kind to be heard by Legislative Council.
D. The sponsor of legislation is responsible for determining which category of legislation is best suits the legislation’s content as delineated in VI.A. of the Standing Rules.

E. If Council determines the legislation is best suited under a different category, it may make such changes through amendment.

F. All legislation must be presented to the Office of the Legislative Council President via email or hardcopy no later than 12:00 p.m. on the Wednesday preceding the meeting during which the member wishes to offer the legislation. This deadline may be extended by the discretion of the Legislative Council.

G. The recording secretary or Legislative Council Vice President will report amendments to legislation and the legislative vote record to the CUSG office the day following the legislation's 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. The Chair may suggest motions that would be entertained, which is an action that does not limit or change motions that are in order.
E. Motions are either “Carried” if they pass the required vote or they are “Lost” if they fail the required vote.
F. 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.
G. Sponsor(s) and/or author(s) of legislation will be granted the floor by the Legislative Council President to introduce the legislation prior to a motion to approve.
H. Following the introduction of the legislation by the sponsor(s) and/or author(s) yet preceding a motion to approve, the Legislative Council will have the opportunity to ask questions of the legislation’s sponsor(s) and/or author(s). Legislative Council Members’ opinions and leanings should be withheld until after a motion to approve.
I. Following the “Motion to Approve,” Council should focus on discussing the merits of the legislation, and refrain from asking further questions of the legislation’s sponsor(s) and/or author(s). If additional information is needed, a Council Member may yield to the legislation’s sponsor(s) and/or author(s) to answer a direct question.
J. Only members of Council or the Executives may speak following the “Motion to Approve” unless a member offers one of their two yields.
K. The Chair’s yields, which are to be used at his or her discretion, are respected within the order of discussion, and are not limited, may be used to grant the floor to a member of the Public currently present and prepared or qualified to offer expert information, testimony, or opinion.

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 or Vice President 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 roll call vote.
F. A call of “Acclamation” is permissible and available to any member, which, if not objected to by a Council Member, allows a motion to pass without a formal vote count occurring or being recorded.

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. CUSG Commissioners will be addressed as “Commissioner + their last name.”
D. Executives will be addressed as either “President + last name” or “Executive + last name.”
E. The Legislative Council President will be addressed as either “President + last name,” “Chairperson + last name,” or “The Chair.”
F. 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 it is the responsibility of the Council Grammarian to review the amendment.

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, Old Business, Reports, Late Roll Call and Adjournment. The Legislative Council President may add additional sections.
C. 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, and the names of the individual Colleges will be called and the Legislative Council Recording Secretary or Legislative Council Vice President will record attendance.
B. A Council Member holding proxy for an absent Council Member will announce the holding
upon the calling of the absent member’s name from the roll.
C. An individual attending the Legislative Council meeting as a proxy for an absent Council Member will announce the proxy upon the calling of the absent member’s name from the roll.

**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.
D. Legislation seeking approval via special order by the sponsor(s) does not need to be attached to the agenda under a heading of “Special Order” to be considered for such passage.

**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 – Tabled Business
A. Any legislation may be moved to the Table following procedure established by the most
B. The agenda of the meeting immediately after a meeting during which legislation was tabled
will contain a heading of, “Tabled Business.”

ARTICLE XXI – Reports
A. Reports will be prepared and offered according to CUSG Bylaws III. A. 3.

ARTICLE XXII – 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 XXIII – 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 XXIV – 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 XXV – 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 XXVI – Proxy
A. Each Council Member has the right to, upon an absence from a Legislative Council
Meeting, maintain their vote on any business coming before the Council by establishing a
seated Council Member as a proxy, or sending a full time CUSG fee paying student with the
proxy.
B. When a Council member creates a proxy with a seated Council Member, the absent member
will not count towards the establishment of quorum.
C. When a Council member sends an individual to the meeting with his or her proxy, that
individual will count towards the establishment of quorum.
D. The name of the proxy must be submitted to the Legislative Council President via email,
written note, or text message before the absent member’s name is called on the role.
E. Senators must also submit the name of the proxy to the Chair of the Council of Colleges and Schools.
F. Representatives must also submit the name of the proxy to the Speaker of Representative Council.
G. 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.
H. Council members with votes given to the Legislative Council President or a Council Member and not present, may not be counted towards quorum (per ruling of CUSG Appellate Court, 50th Session, President v. UCSU Legislative Council).

ARTICLE XXVII – 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.
D. The Chair will make every effort to hear the voice of Council Members who have not yet opined before granting the floor to a Council Member who has already been heard.