The Association of Student Representatives’ Parliamentary Procedure

The procedure detailed below represent the Association of Student Representatives’ Parliamentary Procedure described in Article III, Section 2, Clause A of the ASR Bylaws. These procedures work parallel with any existing Modus Operandi established by the Senate. All bolded terms or statements can be found in the Glossary can be found at the end of this document. The Glossary is considered to be a part of these procedures and therefore the ASR Bylaws. Any change to this document is considered an amendment to the ASR Bylaws and therefore follows all rules associated with Bylaw amendments.

Clause A. Voting Requirements
1. The voting requirements of the ASR Constitution and Bylaws will supplement the voting requirements of this document.
   a. These requirements include, but are not limited to, office vacancies and special assemblies.
2. During roll call, a Senator must respond with "present" or "present and voting." A Senator responding "present and voting" may not abstain on a substantive vote.
3. All votes shall be by raised hand or placard, unless an objection is raised by a senator or the President, which shall result in a roll call vote.

Clause B. Motions
1. A senator may make a motion on any topic, agenda item, funding item or other documents at any time.
2. The motions are listed by precedence except the Special Motions, which have overriding precedence.
   a. Main Motions:
      i. “I motion to…”
   b. Privileged Motions:
      i. Adjourn: “I motion to adjourn.”
      ii. Recess: “I motion to recess.”
      iii. Point of Personal Privilege: “Point of Personal Privilege.”
      iv. To Begin or Extend Q/A: “I motion to ask … 1 question or # questions” or “ I move to extend questioning of … to # question(s).”
      v. Call for Order of the Day: “I call for orders of the day.”
   c. Subsidiary Motions:
      i. Table the Motion or Item: “I motion to table the motion or item.”
      ii. Previous Question: “I motion to call for the question.”
      iii. Extend, Limit or End Debate: “I motion to extend, limit or end debate…”
      iv. Postpone Definitely: “I motion to postpone the motion … or item … to/till …”
v. **Refer to:** “I motion to refer the matter to Committee.”

vi. **Discharge a committee:** “I motion to discharge … from the purview of …committee.”

vii. **Amend:** “I move to amend the motion by…”

viii. **Postpone Indefinitely:** “I move that we postpone (the matter) indefinitely.”

d. **Non-ranking Motions:**
   i. **Take from Table:** “I motion to take from the table, the motion… or the item …”
   ii. **Suspend the Rules:** “I motion to suspend the rules.”
   iii. **Division of a Question:** “I move to divide the question so as to consider separately…”
   iv. **Count or Recount the Vote:** “I motion to recount the vote.”
   v. **Reconsider:** “I motion to reconsider the motion or item.”

e. **Special Motions:**
   i. **Recognize:** “I motion to recognize Senator … in this Senate’s proceedings with full voting rights.”

3. The President may **request a motion and then a vote of broad consensus**, unless a Senator objects.

4. The President in consultation with the Parliamentarian shall determine the nature of motions and the order of voting of competing motions.

**Clause C. Types of Debate and Process**

1. All debate must follow the Order of Precedence maintained by the Parliamentarian.

2. All senators must refer to each other by their official titles and speak through the Parliamentarian.

3. The types of debate are listed below in order of their disruptiveness.
   a. **Formal Debate** shall consist of a speaker’s list with speakers for and speakers against the topic or item at hand. The number of and length of these speeches shall be determined in the *Modus Operandi*.
      i. All formal debate requires that the speaker take the floor of the Senate, unless the Parliamentarian provides an exemption.
   b. **A Moderated Caucus** shall be a series of quick speeches without any predisposition to the topic. The number of and length of these speeches shall be determined in the *Modus Operandi*.
      i. A moderated caucus does not require the speaking party to take the floor, but they may remain in seat.
   c. **An Un-moderated Caucus** is a suspension of rules for allotted period of time. The number of and length of these speeches shall be determined in the *Modus Operandi*.

**Clause D. Time Constraints**

1. All Time Constraints must be articulated in the *Modus Operandi*. 
Glossary

**Adjourn**: The motion to adjourn closes the agenda of the Senate. It requires a 2nd, it cannot be amended, debated or reconsidered. It shall be determined by a majority vote of quorum. It may not interrupt a speaker who has the floor.

**Recess**: The motion to recess, in contrast to a motion to adjourn, temporarily recesses the Senate, but retains the agenda of meeting until reconvened. It requires a 2nd, it can be amended, but cannot be debated or reconsidered. It shall be determined by a majority vote of quorum. It may not interrupt a speaker who has the floor.

**Point of Personal Privilege**: This motion is a way for a senator to get the attention of the chair. It is used when some question requires immediate consideration, such as making a parliamentary inquiry, calling attention to disorderly conduct or words, or raising the question of no quorum. It is a request of immediate action and the President in consultation with the Parliamentarian shall decide. It may interrupt a speaker who has the floor.

**Recognize**: This motion recognizes and admits a senator into the Senate quorum for voting, if the senator missed roll call. It may not interrupt a speaker who has the floor.

**To Begin or Extend Q/A**: This motion grants a senator a right to question or ask multiple questions to any pertinent individual, including ASR officeholders and internal coordinators. This does not require a 2nd or a vote, unless another senator objects and it shall be determined by a majority vote of quorum. The person being questioned must consent to the questioning and the question(s) must concern matters of substance. It may not interrupt a speaker who has the floor.

**Main Motions**: The main motions are the initial and major motions introduced to Senate and may funding documents, topics of interest, resolutions or other items. These motions require a 2nd, can be debated, amended, or reconsidered. The vote requires a majority vote of quorum. It may not interrupt a speaker who has the floor.

**Table the Motion or Item**: This motion requires a 2nd, cannot be debated, amended or reconsidered. It shall be determined by a majority vote. It cannot have a subsidiary motion applied to it and it shall be determined by a majority vote of quorum. It may not interrupt a speaker who has the floor.

**Previous Question**: The motion for the previous question brings the pending proposition or question to an immediate, final vote. The motion cannot interrupt a speaker on the floor and must be 2nd. It is not debatable or amendable, except as to whether it applies to the immediately pending motion or to an entire series of pending motions, such as pending amendments to a pending main motion. It requires a two-thirds vote of quorum. It can be reconsidered if adopted, but only if no part of the adopted order for the previous question has been executed.

**Open Debate**: It requires a 2nd, it can be amended, but not reconsidered or debated. It shall be determined by a majority vote of quorum. It may not interrupt a speaker who has the floor.
Extend, Limit or End Debate: It requires a 2nd, can be amended, reconsidered, but not debated. It shall be determined by a two-thirds vote of quorum. It may interrupt a speaker on the floor.

Refer to: This motion refers the maintain motion or item under discussion to an ASR committee or an outside body. It requires a 2nd, it can be debated, amended and reconsidered. It shall be determined by a majority vote of quorum. It may not interrupt a speaker who has the floor.

Discharge a committee: This motion refers to the authority of the Senate to prevent a committee from investigating, discussing or voting on a certain topic or agenda item. It may not interrupt a speaker who has the floor. It requires a 2nd, it can be debated, amended and reconsidered by negative vote only. It shall be determined by a majority vote of the senate.

Amend: It requires a 2nd, can be amended, reconsidered and debated. It shall be determined by a majority vote of quorum.

Postpone Definitely: This allows for debate to begin at another designated time or after a designated topic is discussed. It may be amended and debated. However, debate must be confined to the merits of the postponement, not the question being postponed. It cannot be laid on the table alone, but when it is pending the main question may be laid on the table which carries with it the motion to postpone. It cannot be committed or postponed indefinitely. It may be reconsidered and it shall be determined by it a majority vote of quorum. It may not be postponed beyond 4 meetings. It may not interrupt a speaker who has the floor.

Postpone Indefinitely: It may not interrupt a speaker who has the floor. The motion to Postpone Indefinitely takes precedence of nothing except the main motion to which it is applied, and yields to all privileged, incidental, and other subsidiary motions. It cannot be amended or have any other subsidiary motion applied to it except the previous question and motions limiting or extending the limits of debate. It is debatable and opens the main question to debate. An affirmative vote on it may be reconsidered, but not a negative vote. If lost it cannot be renewed. It is simply a motion to reject the main question. It requires a 2nd and it shall be determined by a majority vote of quorum. It may not interrupt a speaker who has the floor.

Division of a Question: This motion requires a 2nd, cannot be debated or reconsidered, but can be amended. The vote requires a majority of quorum. It may not interrupt a speaker on the floor.

Suspend the Rules: This motion requires a 2nd, cannot be debated, amended, or reconsidered. The vote requires two-third quorum. It may not interrupt a speaker who has the floor.

Count or Recount the Vote: This motion is an appeal to the Chair to recount the vote or conduct a roll call vote. It does not require a vote or 2nd. The Senate is limited to one recount per motion. It may interrupt a speaker who has the floor.

Reconsider: This motion requires a 2nd, it can be debated, but cannot be amended or reconsidered. The vote requires a majority of quorum.

Presidential Request for a motion and then a vote of broad consensus: In this situation, in the hopes of expediting the proceeding of the Senate, the President may request any particular motion and then a vote of broad consensus. The vote of broad consensus assumes support for the motion unless a senator objects.