The Association of Student Representatives’
Modus Operandi 2013

The *Modus Operandi* is a formal document with
the goal of facilitating and governing the operation of the
Association of Student Representatives. This document
should be interpreted as a formal agreement between the
ASR Senate and ASR President over the operation of the
Senate meetings. All items in italics are related to
procedures of the opening session of the ASR and non-
italics represent matters of reoccurring Senate meetings.
All office holders and internal coordinators stated in this
document refer to the actual individuals in these positions
or their temporary replacements.

1. *This Modus Operandi must be presented by the President during the Opening Session of the Association of Student Representatives.*
2. *After sufficient discussion, the President will call for a vote. The Modus Operandi must be approved by a two-thirds vote.*
3. *The Parliamentarian may create, in consultation with the President an Order of Precedence.* However, the Senate must approve of this Order of Precedence by a majority vote. The Order of Precedence must be updated by majority vote of the Senate when new
senators join the Senate.
4. The Modus Operandi may only be permanently amended during Senate meetings by a
two-thirds vote. A temporary amendment may be made for the purposes of a single
meeting by two-thirds quorum vote.
5. It shall be assumed that the Modus Operandi is under effect on all Senate meeting unless
an objection on concerning the Modus Operandi is raised by a Senator. If the objection is
seconded, a vote shall occur.
6. The President shall call to order the Senate meeting and attendance shall be taken by the
Internal Communications Director (ICD).
7. The President may give introductory remarks at the beginning of each meeting, according
to the daily Agenda. The President has fifteen (15) minutes for his/her remarks. The
President may yield any of his/her time to the Vice-President or any of the Internal
Coordinators.
8. The President presents the Agenda to the Senate for approval. The Order of Business is
approved by a majority of Senate quorum and executed by the President.
9. The Parliamentarian calls for the presentation of the General Statements of each of the
Senators. The Parliamentarian recognizes each delegation by calling its name, following
the order of precedence and each senator has two (2) minute for their General Statements.
A senator may yield any of their time to a fellow senator.
10. *The President shall establish the four (4) Standing Committees (in accordance with the
procedures and philosophy established in Article IV of the ASR Bylaws). The President
shall nominate the Chairs, who shall be confirmed by a majority vote of the Senate. The
President shall nominate the members of the Committees, who shall be confirmed by a
majority vote of the Senate.*
11. The President will announce each individual funding request or proposal. If requested by the President or a senator, the Vice-President shall read through the request or proposal and its relevant documents. The petitioning party may make a presentation for their request up to fifteen (15) minutes. Afterwards, officeholders may informally question the petitioning party up to ten (10) minutes.

12. The President will announce all funding related agenda items. If requested by the President or a senator, the Parliamentarian shall read through the relevant documents. The petitioning party may make a presentation for their request up to fifteen minutes. Afterwards, officeholders may informally question the petitioning party up to ten minutes.

13. The time constraints for debate are as follows, for formal debate, there shall be minimum of 2 speakers for and 2 speakers against and a maximum of 5 speakers for and 5 speakers against with 2 minute speaking times; for a moderated caucus, the duration of time shall be five minutes, with 30 second speaking times; for an un-moderated caucus, the duration of time shall be five minutes.

14. The Parliamentarian shall enforce the rules of debate. However, in all forms of debate, all Senators must be allowed an opportunity to speak before another Senator may debate again. Senators may yield any of their time to their fellow senators.

15. After the end of any debate, the President may speak for 5 minutes or yield the time to the Vice-President or Internal Coordinators.

16. After the completion of the agenda items, the President will open the floor for informal discussion by Senators concerning any topics.

Approved by the:

Senate ( #For & #Against) on February 12th, 2013 &

President: Joseph William Moore