ASSOCIATED STUDENTS SENATE STANDING RULES
2012-2013

I. MEETING AND AGENDA

A. Senate meetings shall be conducted at 2:00 p.m. each Tuesday 9:00 a.m. each Friday of the week during the regular semester.

B. REGULAR MEETING AGENDAS:

i. The agenda for all Senate meetings, resolutions and financial matters, shall be ready and available to all Senators at 2:00 pm 9:00 a.m. at least three (3) business days before Senate meetings.

ii. All action/information items shall be submitted to the A.S. Government Secretary by 8:00 a.m. on the Thursday Monday prior to the Senate meeting at which they will be considered. Items on the agenda shall be designated as action or information items.

iii. The Senate shall have the opportunity to add items to the agenda for the following week at its regularly scheduled meetings.

iv. The Associated Students Government Secretary shall prepare the agenda for each Senate meeting, and provide notice of its meetings to any person who requests such notice in writing. Notice shall be given at least three business days in advance of and shall include the agenda for said meeting.

v. The A.S. President shall approve the agenda by 2 pm on Thursdays 9:00 a.m. on Tuesday in order to allow for the timely posting and distribution of the agenda according to these Rules.

C. SPECIAL MEETING AGENDAS:

i. Special meetings may be held with at least 24 hours notice according to the provisions of the Gloria Romero Act and the A.S. Constitution.

ii. Agendas will be ready twenty-four (24) hours prior to any Special Meeting of the Senate.

iii. Agendas of Special Meetings shall include the items of business to be transacted and all witnesses/invited guests to be in attendance. No action item shall be added to the agenda once the agenda is set.

D. All regular meetings of the Associated Students Senate shall be open and public, and all persons shall be permitted to attend any meetings of the
Associated Students, and may speak if recognized by the Chair in special circumstances, except during Closed Sessions.

E. All documents which are to be discussed or considered at a public meeting of the Associated Students Senate shall be made available to the public by the Associated Students Senate prior to the commencement of such meetings. The Associated Students Senate may charge a reasonable fee not to exceed the actual cost of reproduction for documents furnished.

F. There shall be a permanent agenda item called Open Forum:
   i. During Open Forum, any member of the campus community may address the Senate on matters of their concern.
   ii. Each speaker may have the floor no longer than three minutes unless the time period is extended by the Chair or their designee.
   iii. Open Forum shall last no longer than one hour unless it is extended by a two-thirds (2/3) vote of those Senators present.

G. There shall be a permanent agenda item under New Business called Legislative Referral.
   i. At this time, any voting member of the Senate may introduce legislation to be considered by the Senate. Written notice of all proposed legislation shall be provided to the Senate within 24 hours of its introduction. At this time the sponsor of the legislation (bill) shall state the date of the Senate meeting they wish the bill to be considered.
   ii. Upon introduction, the Chair of the Senate shall number and refer the bill to the appropriate committee of the Senate.
   iii. Bills shall be titled and referred as follows:
      1. Senate Bills: including proposed Codes, amendments to existing Codes, Senate Resolutions, appointments and removal of any director or commissioner, proposed special elections or referenda, appointment or removal of any Senate or Student representative to any Board of the Senate or University, the removal of any Senator from office, and any other legislation not referred to in the following sections.
      2. Senate Constitutional Amendment: Any proposed Constitutional Amendment introduced by any voting member of the Senate shall be known as a Senate Constitutional Amendment.
      3. Finance Bill: including Senate-proposed amendments to the A.S. budget language, the addition or deletion of any language affecting the AS budget or budget processes or any financial-related item not referred to in this section.
4. The Committee to which any bill or constitutional amendment is referred shall have one of the following recommendations to the Senate:
   
a) Pass  
b) Pass with Amendments  
c) Postpone  
d) Postpone indefinitely  
e) Table  
f) Defeat  
g) Refer  
h) Recommendation that no action be taken  
i) Refer to the next session’s agenda (if the desire is to keep the issue active at the end of a legislative term).

5. In the case a bill is defeated in Committee, it will take a two thirds (2/3) vote of those present to bring that bill to the floor for discussion.

6. All legislation referred to committee must be addressed by the committee and come to the Senate floor with a recommendation by the last meeting of each Senate Session. Any legislation left unaddressed at the end of a session is considered to have “died” in committee, and must be reintroduced and accepted in the next session in order to be taken up by the Senate.

H. The adopted definition of the total voting membership of the A.S. Senate shall be the total number of A.S. Senatorial seats filled, and the Presidential and Vice Presidential Seats.

I. The quorum of the A.S. Senate shall consist of a majority of the total voting membership of the A.S. Senate
   i. In the event that the number of votes needed in any action amounts to a fraction of a vote, the vote required is the higher whole number.

II. STANDING COMMITTEES

A. All Senate Standing Committees shall meet weekly during the regular semester. Standing Committee appointments shall be made at the beginning of each Senate session. A meeting day and time schedule shall be determined by the Senate committee members.
B. Senators are required to serve on one (1) A.S. Committee, including a Standing Committee (as Chair or a member), or as the Senate representative to one of the following:
   a. A.S. Finance Committee
   b. A.S. Children’s Center Advisory Board
   c. A.S. Judicial Court
   d. A.S. SPACE Executive Board

C. The A.S. President will assign newly appointed Senators to a Committee within two (2) calendar weeks of their date of appointment to the Senate.

D. The A.S. Attorney General is responsible for keeping track of Senate attendance at required Committee meetings in accordance with the provisions of the A.S. Standing Rules.

III. SPECIAL RULES – ASSOCIATED STUDENTS SENATE

A. Any Senator may request roll call votes, in accordance with Roberts Rules of Order, Newly Revised.

B. During Closed Sessions, the Associated Students President, Vice President, Attorney General, Senators, A.S. General Manager, and A.S. Government Secretary may remain in the Senate Chambers. Any other witnesses/invited guests must be named on the agenda of the meeting in order to attend (A.S. Standing Rules 2012, Section I.H.)

C. The Student Code of Conduct, as stipulated by the Office of Student Affairs, must be adhered to at all times by all Senators, Directors, and members, whether elected or appointed.

D. In the event that the Student Code of Conduct is breached, a formal complaint may be filed by the aggrieved person to the A.S. Student Leadership Office. The aggrieved person must complete a complaint form and file it within seven (7) working days of the incident in question. Any such complaints filed will be reviewed by the A.S. Student Leadership Coordinator and A.S. President. A recommendation for resolution of the complaint through the Senate will be drafted by the A.S. President, and may include recommendation for actions including:

1. the adoption of a formal motion of censure.
2. A formal letter of reprimand
3. A resolution of “no confidence”
4. A motion to remove said member.
In addition, violations of the Student Code of Conduct may require that the AS Coordinator of Student Leadership involve the Office of the Vice President for Student Affairs, and formal university disciplinary procedures.

E. Any Senator enrolled in classes or regularly scheduled at a place of employment which takes place between the hours of 2:00 p.m. and 5:00 p.m. on Tuesdays will be considered as having vacated their seat.

F. Senators are required to attend the full duration of all Senate and committee meetings.

G. Senators who have three unexcused absences or five absences total from Senate and/or committee assignments in one session will be considered as having vacated their seat. Concurrent with the A.S. Constitution: Article V, Section 2, item D, sub-items 1 and 6; exceptions can be made by the A.S. President and committee Chair. Unexcused absences will be recorded in the minutes.
   a. Failure to attend the entire Senate meeting (which is to be understood as from start to finish) will be considered an absence. Exceptions will be made for brief personal privileges, or if arriving late or leaving early is approved by the A.S. President.
   b. Failure to attend a Senate-assigned committee meeting will be considered an absence.

The above Section III, E-G of the Senate Standing Rules may be suspended by a two-thirds (2/3) vote of the total voting membership of the Senate.

H. Senators are required to attend a training event at the start of each new Presidential administration.
   a. The training event will be held before the first week of the Fall semester.
   b. The event will be designed by the Coordinator of Student Leadership and Student Leadership staff, in consultation with the A.S. President and Vice President.
      III. Members of the Senate and Executive Cabinet will be expected to attend.
      IV. Additional student members may be included
   c. Failure to attend the retreat will result in the accrual of one absence for each day of retreat training missed.
   d. Absence from any required training may only be excused by the A.S. President.
IV. CONFLICT OF INTEREST

A. No Associated Students Senator may be employed in any area of the Associated Students. This Standing Rule requires two-thirds (2/3) vote of the total voting membership to amend or suspend.

B. Within thirty (30) calendar days of taking office, all members of the Board of Directors should acknowledge receipt of an agreement to abide by the laws of the State of California and by the policies of the Associated Students, California State University, Northridge, Inc., and the California State University, to include but not be limited to laws and policies related to conflict of interest, open meetings, public documents, directors liability, use of non-public information, and use of funds for political activities.

V. SENATE STIPENDS

A. Senators are given stipends according to the guidelines set forth in the most current Code on Senate Stipends.

B. Standing Committee Chairs receive an additional stipend according to the guidelines set forth in the most current Code on Senate Stipends.

C. The stipend amount is recommended by the A.S. President, but approved by the AS Personnel Board at the beginning of each academic year.

II. AMENDMENTS AND RENEWAL

A. These Standing Rules may only be amended by a majority vote of the total voting membership of the Senate.

B. These Standing Rules must be renewed by the Senate at the first meeting of Session I of the Senate each year.

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