



## Rules of the Assembly of the College of Liberal Arts and Sciences, Brooklyn College, CUNY

The Brooklyn College, CLAS Assembly adopts these proceedings on 05/16/17 date pursuant to Article 1 §4, of the Constitution of the CLAS Student Government.

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## **PREAMBLE**

All legislative power granted in Article 1 of the Constitution of the CLAS Student Government shall be vested in the Student Assembly of the College of Liberal Arts and Sciences of Brooklyn College. The Assembly as the constitutionally established legislature of the CLAS student body shall have the power to:

1. Establish policy for the CLAS student body and its government in all matters of student affairs and in all issues and activities of interest, concern, and importance to the students of Brooklyn College and the college community.
2. Represent the CLAS Student Body in all appropriate forums,
3. Enact legislations, which it deems necessary and proper to discharge the powers vested in the Assembly by the Constitution of the CLAS Student Government.

## **ARTICLE I**

### **DEFINITIONS**

Whenever used in these Rules of the Assembly, the following capitalized terms are to have the meanings as stated below:

“CLAS” shall mean the College of Liberal Arts and Sciences, Brooklyn College and the students duly registered therein.

“CLAS Constitution” shall mean the Constitution of the CLAS Student Government.

“CLAS Student Government” shall mean the Executive, Legislative, and Judicial Branches of said Government as established by the Constitution.

“CLAS Student Assembly” or “The Assembly” shall mean the Legislative Branch of the CLAS Student Government as established by Article 1 of the Constitution of the CLAS Student Government.

“Speaker” shall mean the office of the chairperson of the Assembly as provided for in Article 1, Section 3 of the Constitution of the CLAS Student Body. The office shall hereinafter be known as “The Speaker of the Assembly of the College of Liberal Arts and Sciences, Brooklyn College”.

“President” and “President of the CLAS Student Body” shall mean the Chief Executive of the CLAS Student Government as established by Article 2, §1 of the CLAS Constitution.

“Executive Branch” shall mean the President, the Vice-President, their principal staff, the executive officers and all appointees of the President and Vice President excepting those to the Judiciary or any college, administrative, faculty, or intergovernmental committees and/or groups.

“Meeting” shall mean any regular or special meeting of the Assembly.

“Majority” shall mean more than half.

“Majority Vote of the Assembly”, “Majority of the Whole Assembly”, “The Affirmative Vote of a Majority of the Assembly”, or “Majority Vote” shall mean the affirmative vote of the majority of all certified and sworn Representatives of the Assembly.

“Majority Present and Voting”, “Majority of those Present and Voting” or “a Majority Vote of those Present and Voting” shall mean the affirmative vote of the majority of all Representatives in attendance and voting, a quorum being present,

“Regular Meeting” shall be defined as per §9.1

“Representative” or “Member” shall mean a duly elected, qualified, and sworn member of the Assembly.

“Representatives elect” shall mean individuals duly elected to the Assembly, but not yet certified and/or sworn in.

“Rules” or “Rules of Assembly” shall mean the Rules of the Assembly of the College of Liberal Arts and Sciences, Brooklyn College, as set forth in this document.

“The Steering Committee” shall consist of the Speaker, Deputy Speaker, and the Chairs of the Standing Committees.

## **ARTICLE II**

### **AN ASSEMBLY AND ITS SESSIONS**

#### **Section 2.1 Sessions of the Assembly**

Whereas the academic year shall be comprised of two semesters, the first in the fall, beginning in or around August and ending in or around December, and the second in the spring, beginning in or around January and ending in or around June:

- A. The Student Assembly for the College of Liberal Arts and Sciences shall be organized to operate on a cycle reflecting the college calendar. An Assembly shall exist for an academic year. It shall be divided into two sessions: the first for the fall semester and the second for the spring semester. Each fall session shall commence at least one week prior to the first Common Hour of the respective semester, as set forth in the Schedule of Classes.

1. The Assembly may commence their Fall session as early as the first of July, with the attendance of all representatives-elect, or with three-quarters of members with the written consent of the absent representatives-elect.

The title of an Assembly shall be in accordance with the following example for the 2012-2013 Academic Year.

Student Assembly of the 2012-2013 Fiscal Year

1st Session

Fall 2012

### **Section 2.2 Quorum of the Assembly**

- A. A majority of the duly certified and sworn Representatives of the CLAS Student Assembly shall constitute a quorum.
- B. If, during the first Meeting of the first session of an Assembly, any Representatives-elects (i) are not present to be sworn in, (ii) are being challenged in eligibility, or (iii) have been deemed ineligible to sit on the Assembly without having been replaced in accordance with these rules, quorum of the Assembly shall be set at fifteen (15), and shall remain such for the next two regular meetings of the Assembly.
- C. If, after three regular meetings of the Assembly, certain Representatives-elect have not been sworn in or replaced, quorum of the Assembly shall be modified to an “Adjusted Quorum”. An “Adjusted Quorum” of the Assembly shall be calculated to equal a majority of filled seats of the Assembly, (a majority of duly certified and sworn members of the Assembly). This Adjusted Quorum shall be effective at the fourth meeting of the Assembly.
- D. Quorum shall be calculated again in the event that vacant seats on the Assembly are filled prior to the end of the third assembly meeting. Such quorum shall be effective immediately.
- E. No legislative action shall take effect except by the affirmative vote of a quorum of the Assembly, except as specifically provided herein.

### **Section 2.3 Parliamentary Procedure**

Where not inconsistent with the Constitution, the Rules of Assembly or the provisions of law, the Assembly shall be governed in its procedure by parliamentary rules and usage as set forth in Robert’s Rules of Order: Revised.

### **Section 2.4 Amendments and Suspensions of the Rules**

- A. No amendment to these Rules shall be proposed except upon the Affirmative Vote of a two-thirds majority of the Whole Assembly, and upon the recommendation of the Committee of Governmental Operations.
- B. An amendment to the rules of the CLAS Student Assembly shall be ratified at or succeeding the meeting of the Assembly at which it was proposed. This shall not prevent the assembly from moving it to a vote immediately. Typed or digital copies of the proposed amendment must be given to each member of the Assembly before it is voted upon, which shall contain the exact nature and language of the proposed amendment, the name of the introducer and the meeting at which it is to be acted upon.
- C. Any provision of these Rules may be temporarily suspended or waived at any single Meeting for some special purpose only by the affirmative vote of three-fourths of the

duly certified and sworn members of the CLAS Student Assembly except as otherwise provided herein.

- D. These rules of the Assembly shall continue from one Assembly to another unless they are amended or changed as provided in this rule.

## **ARTICLE III**

### **MEMBERSHIP OF THE ASSEMBLY, QUALIFICATIONS AND TERMS OF OFFICE**

#### **Section 3.1 Composition of the Assembly**

The CLAS Student Assembly shall be composed of twenty-nine (29) Representatives to be elected for a term of one year by popular vote of the CLAS Student Body, during an election in the Spring semester.

#### **Section 3.2 Qualifications for Membership**

Each Representative shall be a Full-Time (as defined by the office of Student Development) matriculated student in good standing enrolled in the College of Liberal Arts and Sciences, Brooklyn College at the time of their election and certification.

#### **Section 3.3 Certification**

Representatives elect shall be certified by the CLAS Student Government Elections Commission (established by Rule XIV of these Rules) and, if necessary, the College-Wide Elections Review Committee (established pursuant to the Bylaws of the Board of Trustees of the City University of New York).

#### **Section 3.4 Challenges to Certification**

Any Full Time matriculated student in good standing enrolled in the College of Liberal Arts and Sciences Brooklyn College may challenge the certification of any Representative-elect at the first meeting of the first session of an assembly by presenting to the Assembly a written statement listing the item(s) and specification(s) of the challenge. All unchallenged Representatives elected shall be seated immediately with the administration of the Oath of Office as provided for herein. The Assembly shall then proceed forthwith to conduct an open public hearing on each challenge. Debate on each challenge may be limited by the Speaker, but in no instance shall the period set aside for debate exceed 30 minutes. Upon expiration of the period set aside for debate. The Assembly shall vote by roll call on the question of seating each challenged Representative elect. A challenged Representative-elect shall be seated only upon the affirmative vote of a Majority Present and Voting.

#### **Section 3.5 Oath of Office**

- A. Upon certification, each Representative-elect shall take Oath of Office before entering

upon their duties.

- B. The oath of office shall be recited as follows:

*“I (insert name), do hereby swear to uphold the CLAS Constitution, the CLAS Rules of Assembly, and Roberts Rules of Order: Newly Revised, and to fulfill my duties and responsibilities as an elected official faithfully and to the best of my abilities.”*

### **Section 3.6 Term of Office**

- A. The term of office for each Representative shall be one year.
- B. Each Representative elected for a term of one year in the spring semester elections shall take office the first Meeting of the Assembly and serve until the thirtieth of June following their second session.
- C. Each Representative appointed to fill a vacancy in the membership of the Assembly shall serve as a Representative only for the remainder of the term of office during which such vacancy occurred.
- D. No individual may serve on the Assembly for more than four full sessions.
- E. No individual having served 3 (three) or more full sessions on the Assembly may seek office via regular election.
- F. For the purposes of §3.6, a representative shall be deemed to have served a “Full” session when he shall have been entitled to office (by means of election or replacement) at or by the end of the first meeting of a session and shall retain said office through the last meeting of the same session.

### **Section 3.7 Forfeiture of Office**

A Representative shall immediately forfeit their office when they shall graduate, resign, become ineligible to serve on Assembly, become incapable of serving on Assembly [§4.1 (b).], be expelled from the Assembly or cease to be a full-time matriculated Student in good standing enrolled in the College of Liberal Arts and Sciences of Brooklyn College. The representative must submit a formally written letter of resignation to the Speaker, two meetings or two weeks, whichever is a longer period of time, prior to their resignation.

### **Section 3.8 Vacancy in the Office of a Representative**

- A. When a vacancy exists in the office of a Representative, it can be filled by the following procedure: If the Assembly Member left office without disciplinary action either by the Assembly or College Administration, they maintain the right to indicate (in their letter of resignation) the name of their successor. This successor must stand before the Assembly and be confirmed by a majority vote. If a successor is not named in the letter of resignation, it is assumed that they forfeit the right to name a successor.

- 1. The successor’s service would be subject to the approval of a majority of the

Assembly's Steering Committee (Article I).

- B. In the event that no successor is named, the representative-elect is deemed no longer eligible to serve, or was removed from office, the following will occur:
  - 1. The next highest ranked candidate that ran for Assembly in the immediate past election shall be the successor.
  - 2. The successor's service would be subject to the approval of a majority of the Assembly's Steering Committee (Article I).
- C. Should the list of those who ran for office in the immediate past election be exhausted, or if these candidates for Assembly decline to serve, the following will occur:
  - 1. Any current Assembly member may ask the speaker to place a non-serving CLAS student on the Agenda for confirmation (herein called "nomination"), or;
  - 2. Students at-large may apply to join the CLAS Assembly by meeting with and receiving the approval of the Steering Committee to stand before the Assembly.
  - 3. Both nominated and non-nominated students will address the Assembly for a maximum of 30 seconds.
  - 4. This individual will be elected to serve as a CLAS representative should they be confirmed by a roll call vote of two-thirds of current Assembly members. Two-thirds of the Assembly members must be present to elect a new member.
- D. After the conclusion of the CLAS approval process, new representative must be approved by BC Administration and comply with all requirements for service.
  - 1. The Student appointed to be the interim successor shall take office only upon the determination that he is duly qualified to be a Representative in the CLAS Student Assembly
  - 2. The interim successor shall serve for the duration of the academic year in which he was appointed (§3.6).
  - 3. Each new representative is also subject to a 3 meeting "probationary period." Should a member be absent for the first three meetings after being elected or fail to join a committee, this member may be subject to expulsion.
- E. Should the existing representative name no successor, be removed from office, there remain no candidates for office in the most recent election, no candidates were nominated by current Assembly members, and no one has expressed interest from the Student body at large, the CLAS Assembly shall continue to operate with previously modified quorum.

### **Section 3.9 Other Student Government Services**

- A. A Representative serving on Assembly shall not serve in any official capacity as a member of the Executive or Judicial branch of their Student government as defined in the Constitution, The purpose and intent of this section is to avoid placing representatives in

a position that would cause a conflict of interest to be created. The provisions of §3.7 (Forfeiture of Office) of these Rules shall apply for any violations hereof.

- B. Nothing contained in this section or these rules, shall be construed or understood to prevent a Representative in the CLAS Student Assembly from serving on any University, College, Faculty, Student, Student Government, or other official Committee, Council, Group, Board, Task Force or similar organization, except as provided for in §4.1 (1), or in such case as would result in a conflict of interest as per §3.9 (A).

## **ARTICLE IV**

### **EXPULSION FROM THE ASSEMBLY**

#### **Section 4.1 Grounds for Expulsion**

- A. The following shall, constitute good and sufficient cause and grounds for expulsion from the CLAS Student Assembly:
1. Malfeasance, misfeasance or nonfeasance in office; including but not limited to: failure to complete assigned tasks, failure to complete office hours, or the inability to communicate updates to the student body.
  2. Contempt of the Assembly, including repeated violations of these rules
  3. Violation of any qualification for certification not subject to the provisions of §3.7.
  4. Absence without prior valid excuse from three (3) regular meetings of the Assembly or three (3) meetings of the committee(s) to which a Representative has been duly appointed in a semester (hereinafter in this section referred to collectively as “Meetings”). The Ethics Committee maintains the right to overrule expulsion.
- B. Whereas, in past years the Assembly has frequently failed to meet quorum at meetings, let it be known that:
1. Any Representative who has a prior recurring schedule requirement, whether academic or otherwise, which impedes upon their ability to attend Regular Assembly Meetings shall not be deemed qualified to sit on Assembly. The nature of this rule is to prevent assembly Representatives from holding office without intent or ability to regularly attend meetings.
  2. Regularly occurring arrangements or meetings, including but not limited to scheduled classes and recurring, scheduled academic course requirements, shall not constitute a valid excuse for absence from Assembly Meetings, and three (3) such absences shall constitute grounds for expulsion, whether or not notice was given.
  3. Any representative absent without prior valid excuse from four (4) Meetings, shall



be deemed “In Contempt of the Assembly”, and must be tried for expulsion. A Resolution of Expulsion (as per §4.2) shall be considered written herein.

4. A Representative “In Contempt of the Assembly” who has not been expelled by the Assembly shall be considered suspended from the Assembly upon the fourth (4th) such absence as the case may be, and shall not be entitled to a vote at Meetings. No vote or formal action shall be required to suspend a Representative “In Contempt of the Assembly”. The attendance of a Representative “In Contempt of the Assembly” shall not be used toward constituting quorum at any meeting of the Assembly or meetings of committees of the Assembly, however the calculated quorum of the Assembly shall not be changed due solely to a Representative’s suspension.
5. A formal expulsion as described below (§4.2) shall be necessary to expel a suspended Representative. Suspension shall constitute good and sufficient grounds for the expulsion of a Representative.
6. Except for as provided herein, it shall be to the sole discretion of the Speaker whether an excuse given shall be considered valid.
7. It shall be to the sole discretion of the Speaker whether to recognize as present Representatives arriving after roll has been called.
8. Absences recorded during the first session of the 56th Assembly prior to the ratification of these rules shall be subject to the rules under which they occurred. However, those absences will count towards a representative’s total absences.
9. No Representative under investigation by the assembly for expulsion shall be denied the privilege to resign prior to their expulsion. A suspended Representative shall be afforded the opportunity to resign prior to expulsion.

#### **Section 4.2 Procedure for Expulsion from the Assembly**

- A. Any matriculated student enrolled in the College of Liberal Arts and Sciences, Brooklyn College, may call for the expulsion of any Representative by submitting to a member of the Ethics Committee on Policy, Rules and Arbitration (§5.7) (hereinafter known as the “Ethics Committee”), a written statement that includes the name of the Representative, a list of the violations that may have been committed, and all details or specifications available, (hereinafter known as a “Resolution of Expulsion”). A Resolution of Expulsion shall apply to only one representative. The Resolution shall be referred to the Ethics Committee, who shall investigate the charge. The Resolution and the recommendation will then be presented to the Assembly. Upon presentation of the Ethics Committee report and recommended course of action, the Assembly shall debate the charges in an expulsion trial, for a period not to exceed one hour. Upon conclusion of the debate, the Assembly shall disclose their verdict(s) to the Representative, and if the Representative is

found guilty, proceed to vote on expulsion. A Representative shall be expelled only upon a three-fifths (3/5) affirmative vote by all Assembly members present and voting.

- B. A Representative being charged shall be sent a written notification between five (5) and twenty (20) days prior to their expulsion trial. The notification shall include the time, date, and location of the trial. The Representative shall be afforded the right to plead their case to the Assembly prior to the deliberations being held. A legal counsel or designee may speak on behalf of the Representative.
- C. If a Resolution of Expulsion pertains to the Speaker of the Assembly, the Speaker shall not chair the Meeting of the Assembly at which their expulsion is voted upon. The Speaker shall be temporarily replaced in the order detailed in §5.8 of these Rules.

## **ARTICLE V**

### **OFFICERS OF THE ASSEMBLY**

#### **Section 5.1 Officers of the Assembly**

The Officers of the Assembly shall be the Speaker and the Deputy Speaker (hereinafter referred to as the “Officers of the Assembly” or “Officers”).

#### **Section 5.2 Term of Office**

The Officers of the Assembly shall serve for a term of the Assembly (and until their successors are chosen), as long as they shall be duly qualified and certified members of the CLAS Student Assembly. The term of office shall commence on the first regular meeting of the Assembly in the fall semester, upon election to Office of the Assembly. The Officers of the Assembly the Speaker, the Deputy Speaker, the Chair of Budget and Finance.

#### **Section 5.3 Ex-Officio Voting**

- A. All Officers of the Assembly shall have the privilege to vote at meetings of any Standing Committee of the Assembly (Article VII).
- B. The foregoing notwithstanding, neither the votes nor the attendance of Officers at said meetings shall be taken into account when calculating quorum of any Standing Committee.
- C. No Officer of the Assembly shall be appointed or elected to serve on a Standing Committee of the Assembly.

#### **Section 5.4 Conflict of Interest**

- A. An Officer of the Assembly, and the Chair of the Committee on Budget and Finance may not serve concurrently as elected officers of any student organization that receives funds from the Assembly. The purpose of this is to prevent an officer of the Assembly from entering a position that may present a conflict of interest.

- B. Officers of the Assembly shall be required to disclose any conflicts of interest.
- C. Nothing contained in this section or these rules, shall be construed or understood to prevent a Representative in the CLAS Student Assembly from serving on any University, College, Faculty, Student, Student Government, or other official Committee, Council, Group, Board, Task Force or similar organization, except as provided for in §4.1 (2), or in such case as would result in a conflict of interest as per §3.9 (A) or §5.4 (A)

### **Section 5.5 Duties of the Speaker**

- A. The Speaker shall be the chief executive and administrative officer of the CLAS Student Assembly. As such, they shall be responsible for the implementation and execution of the acts and policies of the CLAS Student Assembly.
- B. The Speaker shall convene and preside at all meetings of the CLAS Student Assembly.
- C. The Speaker shall report to the Assembly all affirmative actions they have taken to implement the Acts and Resolutions of the Assembly and its committees.
- D. By virtue of their office, the Speaker is the principal spokesperson through whom the Assembly announces and publicizes Assembly actions or decisions within the Assembly's Constitutional and statutory fields of governance and policy-making. The speaker shall have the principal responsibility for Assembly communication and dealing with the other branches of the CLAS Student Government, The Student Government of the other divisions of Brooklyn College, the University Student and Faculty Senates, the Administration of the College organizations established by the Brooklyn College Governance Plan; the Board of Trustees and Chancellor of the City University of New York, the governments of the City of New York, State of New York, and the United States of America, all other organizations and the community at large.
- E. The Speaker, in consultation with the Governmental Operations Committee shall conduct research and other functions necessary to formulate proposed resolutions pertaining to the overall policies of the Assembly with regard to Brooklyn College, the City University of New York, the City, State and Federal Governments other organizations and the welfare of the CLAS student body.
- F. The Speaker shall develop and maintain good public relations on behalf of the Assembly and the students of the College of Liberal Arts and Sciences, Brooklyn College.
- G. The Speaker shall be responsible for maintaining an accurate listing of the names, addresses, and certification of all the members of the Assembly.
- H. In their capacity as Speaker, they shall receive communications addressed to the Assembly and to themselves in their official capacity.
- I. The Speaker is empowered to execute all documents, receipts, releases and other instruments requiring the signature of a duly elected officer and representative of the Assembly.

- J. The Speaker shall establish and name the chairperson and members of all Ad-Hoc Committees of the Assembly.
- K. The Speaker shall, ex-officio, serve as one of the Assembly's recommendations to the Brooklyn College Association (hereinafter known as the "BCA"), unless they shall not be eligible to serve on BCA, or shall decline to serve
- L. The Speaker shall call a meeting of The Ethics Committee once a duly sworn and certified representative has missed three regular meetings or mandatory events.
- M. The Speaker shall call monthly meeting with the Chairs of the standing committees and the Deputy Speaker.

### **Section 5.6 Duties of the Deputy Speaker**

- A. The Deputy Speaker shall, in the absence of the Speaker, convene and preside at all meetings of the Assembly and its Steering Committee as Speaker Pro Tempore, unless otherwise designated by the Speaker.
- B. The Deputy Speaker shall perform such duties, functions and responsibilities that the Speaker may assign.
- C. Should The Deputy Speaker request information of a Chair or committee, it shall be supplied by the Chair of the Committee in a timely manner and fashion.

### **Section 5.7 The Ethics Committee**

- A. The Ethics Committee on Policy, Rules and Arbitration is hereby established
- B. The Ethics Committee members shall be chosen at the first General Assembly Meeting by the chairs of each committee who will choose one member from their committee and may not choose themselves.
- C. The Ethics Committee shall not exceed five (5) members at any time.
- D. The Ethics Committee shall have no function other than to hold investigations and present a recommendation at expulsion hearings.
- E. In the case of a conflict of interest, which shall arise if the Ethics Committee receives a resolution pertaining to one of its usual members, the Representative in question shall not be seated on the Ethics Committee for the investigation and subsequent hearing on said Resolution. The Ethics Committee shall appoint another member of the Assembly to serve temporarily on the Ethics Committee with an affirmative vote by a Majority of the Assembly.

### **Section 5.8 Order of Succession**

- A. If a Resolution of Expulsion is submitted regarding the Speaker of the Assembly, the Meeting of the Assembly at which the matter is voted upon and the meeting of the Ethics Committee at which the matter is debated shall be convened and presided over by the Speaker Pro Tempore (Deputy Speaker)

- B. If the Speaker Pro Tempore shall be unavailable or ineligible to chair either meeting due to a conflict of interest, their duties shall be passed on in the following order:
1. Treasurer of the Assembly
  2. Chair of the Committee on Governmental Operations
  3. Chair of the Committee on Student Affairs
  4. Chair of the Committee on Outreach and Engagement
  5. Chair of the Committee on Events and Planning

## **ARTICLE VI**

### **PROCEDURE FOR THE ELECTION FOR OFFICERS**

#### **Section 6.1 Call to Order**

- A. The Speaker of the Assembly from the prior academic year shall convene and preside at the first meeting of the fall semester of an Assembly.
1. It shall be the duty of the previous speaker to organize the first General Assembly Meeting.
  2. Should the speaker be unable to fulfill this requirement, the order of succession should be as follows:
    - i. The previous Chair of Governmental Operations.
    - ii. The longest serving representative of the CLAS Legislative Body for a continuous period.
- B. Immediately upon calling the first Meeting to order, the presiding officer shall administer the Oath of Office to all Representatives-elect duly qualified and certified in attendance.

#### **Section 6.2 Election of Speaker and Deputy Speaker**

Immediately upon the administration of the Oath of Office to all Representatives-elect duly qualified and certified, the presiding officer shall conduct the election for the Office Speaker of the Assembly.

- A. Any representative may nominate or second the nomination of another representative for the office of Speaker.
- B. Nominations must be seconded by at least two representatives in the CLAS Student Assembly.
- C. After all nominations have been made and duly seconded, the presiding officer shall ask each nominee if he accepts the nomination as a candidate for the office of Speaker. The presiding officer shall then announce the names of the remaining candidates for the Office of Speaker.
- D. Each candidate shall announce their nominee for Deputy Speaker
- E. The candidates for Speaker may address the Assembly for three minutes.
- F. Upon the completion of remarks by the candidates for the office of the Speaker, the presiding officer shall call the question on the election of a Speaker.

- G. The Clerk of the Assembly shall proceed to call roll and each member shall respond (when their name is called) and cast their vote for one of the nominees for the office of Speaker by saying the surname of the candidate for Speaker.
- H. A Majority of those Present and Voting (a quorum being present) shall be required to elect a Speaker.
- I. If no candidate receives a majority of the votes cast, the candidate with the lowest number of votes shall be removed from consideration on the next roll call. Then the clerk shall repeat the procedure outlined in §6.2 (B) of this rule until a Speaker is elected.
- J. Upon the election of a Speaker, the presiding officer or another officer chosen by the Speaker elected shall administer the Oath of Office to the Speaker.
- K. The Oath of Office administered to the Speaker shall be as follows:

*"I (insert name), do hereby swear to uphold the CLAS Constitution, the CLAS Rules of Assembly, and Roberts Rules of Order: Newly Revised, and to fulfill my duties and responsibilities as Speaker of the CLAS Assembly faithfully and to the best of my abilities."*

### **Section 6.3 Election of Other Officers of the Assembly**

- A. The Speaker shall call for the nomination, individually in succession, of the following officers of the Assembly:
  - 1. The Chairperson of the Committee on Budget and Finance, who shall, ex-officio, hold the office of Treasurer of the Assembly.
  - 2. The Chairperson of the Committee on Events and Planning
  - 3. The Chairperson of the Committee on Governmental Operations
  - 4. The Chairperson of the Committee on Outreach and Engagement
  - 5. The Chairperson of the Committee on Student Affairs
  - 6. Two (2) Representatives to the Brooklyn College Association ("BCA")\*\*

\*\*It should be noted that, in accordance with the Charter of the Brooklyn College Association, §2.1.4, which provides for membership of six (6) members from Brooklyn College Student Governments, including the three (3) Presidents of the Student Governments, it has been practiced in previous years that the remaining members be appointed from the CLAS Assembly. Additionally, Section 2.1.4 of the BCA stipulates that members shall be elected "from among the elected." Thus, two members shall be appointed by the president, and confirmed by the assembly. The third seat shall be filled by the speaker. No Assembly Representative shall be nominated for the BCA who has not been duly elected by the CLAS Student Body. The provisions of this rule shall apply as long as the BCA Charter shall remain constant.
- B. These nominations shall be considered in the form of a resolution for immediate consideration; however BCA nominations shall be reported as a separate resolution.

1. Any representative may nominate or second the nomination of another representative for any of the above-mentioned offices.
2. Nominations must be seconded by at least one representative in the CLAS Student Assembly.
3. After all the nominations have been made and duly seconded, the speaker shall ask each nominee if he accepts the nomination as a candidate for the office. The Speaker shall then announce the names of the remaining candidates for the position being voted on.
4. Each candidate may address the Assembly for one minute.
5. Upon the completion of remarks by the candidates for the office of Chairperson, the presiding officer shall call the question on the election of a Chairperson
6. A Majority of those Present and Voting (a quorum being present) shall be required to elect a chairperson.
7. If no candidate receives a majority of the votes cast, the candidate with the lowest number of votes shall be removed from consideration on the next roll call. Then the clerk shall repeat the procedure outline in §6.2 (B) of this rule until a Chairperson is elected.
  - i. The Speaker shall put the question on the resolution of all parties present to a vote of the Assembly. The Clerk of the Assembly shall proceed to call roll and each member shall respond (when their name is called) and cast their vote for one of the resolutions.
  - ii. A Majority of the Assembly shall be required for the adoption of these resolutions
  - iii. Resolutions for appointment of BCA members shall be proposed as Joint Resolutions (§12.3). They shall be passed by the affirmative vote of a Majority of members Present and Voting however the resolution shall require the signature or approval of the CLAS President to become binding.

## **ARTICLE VII**

### **STANDING COMMITTEES OF THE ASSEMBLY**

#### **Section 7.1 Establishment of Standing Committees**

The following committees of the Assembly are hereby established:

- A. The Committee on Budget and Finance
- B. The Committee on Governmental Operations
- A. The Committee on Student Affairs
- A. The Committee on Outreach and Engagement
- C. The Committee on Events and Planning

#### **Section 7.2 Committee Services**



- A. Every Representative who is not an Officer of the Assembly shall be appointed to serve on a Standing Committee of the Assembly.
- B. No Representative shall serve, with a vote, on more than one Standing Committee of the Assembly.
- C. A “Shortage” of available Representatives shall occur if there are less than twenty-five (25) certified and sworn Representatives who are not Officers of the Assembly. If the “Shortage” is due to one or more Representatives-elect having not been sworn or certified, the Speaker shall, in appointing members of Committees, reserve seats on Standing Committees for those Representatives-elect or their replacements.
- D. The Speaker shall make all Committee appointments and announce them to the Assembly at a Meeting following their election.
- E. It shall be within the power of the Speaker to switch a Representative from one Committee to another after making initial committee appointments, should the need arise.
- F. All vacancies in standing committees shall be filled by appointment from sworn representatives by the speaker.
- G. The Assembly may, at any time, elect a deputy chair of any Committee from among the existing members of that committee. Committee Chairpersons may also appoint deputy chairpersons of their respective committees.
- H. If the chair of any of the standing committees has not called a committee meeting within 3 Assembly meetings after the first Assembly meeting, a new Chairperson for that committee must be elected by the Assembly.

### **Section 7.3 Ad Hoc Committees**

The speaker shall appoint all ad hoc committees, their chairpersons and jurisdiction.

### **Section 7.4 The Committee on Budget and Finance**

“The Committee on Budget and Finance” or “Budget and Finance” shall have jurisdiction over the following matters:

- A. To, in conjunction with the Speaker and Executive Branch, submit a budget to the Assembly for vote.
- B. The appropriation of Student Activity Fee monies allocated to the CLAS Assembly for the operation of the Assembly.
- C. The allocation of said monies to duly chartered student organizations.
- D. Grants given to Student Organizations during the course of the fiscal year that amount to \$500 or less may be transferred with the affirmative vote of four-fifths of the Committee on Budget and Finance. Any grant over \$500 for a single event, or a single purchase, cannot be made without the affirmative vote of a majority of the Assembly.
- E. Any funding provided for a trip, that is granted by the committee or Assembly, must contain a maximum per-person contingency.
- F. All funds transferred for a designated purpose must be spent accordingly. If there is a



difference of \$100 or more in the spending, the credit organization must either transfer the monies back to the CLAS Legislature or receive approval from the Committee on Budget and Finance to repurpose said monies.

- G. Budget modifications
- H. The deposit of public monies.
- I. Budget accounting measures, generally.
- J. Revenues policy, generally.
- K. The fiscal affairs of Brooklyn College campus
- L. The Committee shall make continuing studies of the effect on budget or outlays of relevant existing and proposed legislation, and to report the results of such studies to the Assembly on a continuing basis.
- M. The Committee shall make continuing studies of revenues and expenditures of Student Government to devise methods of coordinating the amount of incoming revenues with the amount of the budget outlays for programs and to report the results of such studies to the assembly on a recurring basis.
- N. Committee members must disclose club memberships and board positions held.
- O. Grant requests that include an individual item purchase the exceeds \$100.00 or over must include a quote for that item.
- P. Grant requests that include an individual purchase that exceeds \$400.00 must include a quote from that vendor.
- Q. The chair of the committee shall not have a vote in committee meetings. The chair shall only vote last in the event that a decision-making vote is required.
- R. Prior to official meetings of the committee, the chair of Budget and Finance shall provide an agenda.
- S. The Committee on Budget and Finance shall elect a Deputy Chair from the duly sworn and certified members serving on the committee.

### **Section 7.5 The Committee on Governmental Operations**

The “Committee on Governmental Operations” or “Governmental Operations” shall have jurisdiction over the following matters:

- A. Amendments to the Rules of Assembly
- B. Amendments to the CLAS Constitution
- C. Operation of the Assembly
- D. General and special elections of the student body
- E. Appointment of Election Commissioners

### **Section 7.6 The Committee on Student Affairs**

The “Committee on Student Affairs” shall have jurisdiction over the following matters:

- A. Matters of student life on campus, generally.
- B. Issues concerning safety and security on campus c. Issues concerning displays of racism,

- and hostility and other inappropriate displays on campus
- C. Issues concerning the overall atmosphere, appearance and cleanliness of the campus
- D. Maintaining relations with Club board members. This includes, but is not limited to:
  - 1. The responsibility to resolve issues between clubs and the administration
  - 2. issues concerning club registration.
- E. Academic affairs, generally.
- F. Educational policy and programs.
- G. Matters of curriculum and instruction.
- H. Improvement of the quality of education
- I. Organizations and operation of the college for the delivery of academic support functions.
- J. Maintaining relations with Academic Departments.
- K. Ensuring that there is a student on each Department's Committee on Curriculum.
  - 1. Should the appointed student fail to the curriculum meetings, the Chair of Student Affairs must immediately notify the Speaker and President of CLAS in a written email.

### **Section 7.7 The Committee on Outreach and Engagement**

The "Committee on Outreach and Engagement" shall have jurisdiction over the following matters:

- A. Communication between the CLAS student body, CLAS Student Government and the Brooklyn College administration.
- B. Management and development of a training program for students interested in student government.
- C. Facilitating promotional services such as:
  - 1. On-campus programs, workshops, and tablings.
  - 2. Buying and creating advertisements, non-curricular promotional items and tangible merchandise.
  - 3. Publishing CLAS Assembly agendas, dealings, votes, resolutions, meetings etc.
  - 4. CLAS Executive dealings in partnership with the Press Director of the Executive Branch.

### **Section 7.8 The Committee on Events and Planning**

The "Committee on Events and Planning" shall have jurisdiction over the following matters:

- A. Overseeing events and the planning process for said events.
- B. To submit all relevant paperwork at the appropriate time.
- C. Contact vendors and ensure that they submit required documentation.
- D. The Chair shall be responsible for coordinating and communicating with liaisons in conjunction with the Speaker.
- E. The Chair, in conjunction with the Speaker, shall be responsible to communicate with the Director of Student Activities regarding upcoming events, orientations, and so forth.

## **ARTICLE VIII**

### **RULES OF PROCEDURE FOR COMMITTEES**

#### **Section 8.1 Rules of the Assembly**

The Rules of Assembly are the rules of the committees and subcommittees so far as applicable.

#### **Section 8.2 Maintenance of Meeting Schedule**

Each committee shall maintain a meeting schedule consistent with the meeting schedule of the Assembly as a whole, or more frequently if deemed necessary by the committee or the Speaker.

#### **Section 8.3 Establishment of Subcommittees**

- A. Each committee of the assembly may establish such subcommittees, as it deems necessary. Each subcommittee shall rule as far as applicable.
- B. Members of subcommittees shall be chosen from among the members of the establishing standing committee by vote of the committee.

#### **Section 8.4 Committee Rules**

Each standing special or select or ad hoc committee of the Assembly may adopt written rules governing its procedure. Such rules shall not be inconsistent with or contradict the Rules of the Assembly, or provisions of law. Committee rules shall be available to every representative and the public generally. These rules shall be subject to the approval of the Speaker.

#### **Section 8.5 Deputy Chairpersons of Committees**

The chairperson of any Standing, special or Ad Hoc committee may designate a member of that committee as deputy chairperson of that committee, and discharge such functions the rules of the committee shall provide. The Deputy Chairperson of the Committee on Budget and Finance shall be appointed as outlined above in §7.4.

#### **Section 8.6 Duties of the Committee Chairpersons**

- A. It shall be the duty of the chairperson of each committee to report or cause to be reported promptly to the Assembly any measure approved by the committee and to take or cause to be taken, if necessary, steps to bring the matter to a vote. Each measure reported shall be accompanied by a report, which shall describe the measure, the vote by which the measure was reported together with the supplemental minority or additional views submitted for filing with the report.
- B. The chairperson of every committee shall provide updates to the Assembly, biweekly (twice a month) either during general Assembly meetings or in written reports distributed to all assembly representatives.
- C. Chairs shall hold weekly committee meetings.

- D. Chair shall meet with the Speaker once a month, to be scheduled by the Speaker and Deputy Speaker.

### **Section 8.7 Discharge of Committee**

By a Majority Vote of the whole Assembly, the Assembly may discharge a committee from further consideration of a particular bill or resolution. Said items then shall be considered by the Assembly at large.

## **ARTICLE IX**

### **MEETINGS OF THE ASSEMBLY**

#### **Section 9.1 Regular Meetings**

- A. Regular Meetings of the Assembly shall be held during club hours when classes are held in accordance with the regular schedule. Regular meetings shall be open to the general public.
  - 1. Notice of the hour and place for each regular meeting shall be transmitted to each Representative through their given e-mail addresses not less than 3 (three) days before the meeting. However, notice for regular meetings shall be deemed as a given herein.
  - 2. Each Representative shall be responsible for providing a working email address to the Speaker for Assembly communication.
  - 3. Public notice of hour and place each regular meeting shall be given to such student faculty administrative community or news media organization that may request the same.
- B. All regular meetings shall be held at such place and time as determined by the Speaker of the Assembly.

#### **Section 9.2 Special Meetings**

- A. Special meetings shall be held on the call of the Speaker, a majority of the Governmental Operations Committee, or upon the written request of eleven (11) members of the Assembly. Special Meetings shall be open to the general public.
- B. Notice of the date, hour and place of a special meeting of the Assembly shall be transmitted to each representative in the aforementioned format at least one (1) day before the meeting. Said notice may also be given by any of the following means:
  - 1. Direct personal communication
  - 2. Telephone

#### **Section 9.3 Executive Sessions**

- A. The Assembly shall be free to hold executive sessions without any non-member present, save the staff of the Assembly and invitees upon a vote taken at any regular, special, or

emergency meetings pursuant to a motion identifying the general area or areas of the subject or subjects to be considered.

- B. The Assembly may conduct an executive session for the below enumerated purposes only (provided that no act by formal vote shall be taken to appropriate public monies at said Executive Session) either forthwith or at a date, time and place to be determined by the Speaker of the Assembly.
  - 1. Matters, which imperil the public safety
  - 2. Any matter which may disclose the identity of a law enforcement agent
  - 3. Discussions regarding proposed pending or arrest litigation.
  - 4. Collective negotiations pursuant to Article 14 of the Civil Service Law
  - 5. The medical, financial credit, or employment customs of any person or corporation on matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal and removal of any person from any office or post in or pertaining to the Assembly
  - 6. The preparation, grading, or administration of examinations where public disclosure of information would compromise the academic integrity of Brooklyn College
  - 7. The proposed acquisition sale or lease of real property but only when meeting publicly would substantially affect the value of the property.
- C. The foregoing subsection is included pursuant to the provisions of the Public Officers laws of the State of New York, known as the “Open Meetings Laws”. The Assembly and its committees shall be bound by and comply with all the provisions of the New York State Open Meeting Law, and in the event of an unquestioned conflict with Open Meetings Law, the conflicting provisions of these Rules shall yield to the provisions of the Law.

#### **Section 9.4 Minutes**

- A. Minutes shall be taken at all regular and special meetings of the Assembly, which shall consist of the following:
  - 1. The type of meeting (regular, special, executive, etc.)
  - 2. The date, time and place of the meeting
  - 3. The name of the presiding officer, members of the Assembly’s staff present.
  - 4. The attendance of the members present and list of absent and/ or excused members
  - 5. A record or summary of all motions, proposals, resolutions, bills and any other matter formally acted upon, and the vote thereon.
  - 6. The hour of adjournment.
- B. Minutes shall be taken at executive sessions.
- C. The Clerk of the Assembly shall certify to the Speaker and members of the Assembly that the minutes of the meeting of the Assembly are accurate and correct. The Clerk shall transmit to each Representative a copy the certified minutes by the next Meeting.

1. In the absence of a Clerk, the Deputy Speaker shall be responsible for transmitting minutes to the Assembly.
- D. At each Meeting at which quorum appears, the Assembly shall approve the minutes from the previous meeting. A Majority Present and Voting shall be required to approve the minutes.
- E. The minutes of all Assembly meetings shall be available for public inspection and copying pursuant to the New York State Freedom of Information law.

## **ARTICLE X**

### **CALENDAR OF THE ASSEMBLY**

#### **Section 10.1 Preparation of the Calendar**

- A. The calendar of the Assembly providing for the order of business of the Assembly shall be prepared by the Speaker.
- B. The calendar of the Assembly may provide for limitation of the amount of time to be available for the consideration of items appearing in the calendar.
- C. The calendar of the Assembly shall be distributed by the Speaker to each representative prior to or at the meeting of the Assembly to which it pertains. The Calendar of the Assembly as submitted by the Speaker shall be considered to have read approved and adopted by the Assembly, unless an objection is made. If an objection is made, the question of the calendar shall be decided without debate by the Assembly.

#### **Section 10.2 Order of Business**

- A. The calendar of the Assembly shall include the following as the order of business.
  1. Call to order
  2. Attendance
  3. Report of the Speaker
  4. Approval of minutes of the Assembly
  5. Reports of Standing Committees
  6. Reports of Special Select or Ad Hoc Committees
  7. Announcements
  8. Unfinished Business
  9. New Business
- B. The Speaker shall provide for address to the Assembly upon prior request of the President or Vice President of CLAS Student Government or any officer of Brooklyn College,
- C. After the chairperson (or designee) of a committee has reported the committee's pending legislation, the Speaker shall call upon the Chairperson to make a motion to adopt the report of the committee and approve the legislation proposed. The motion shall be seconded and debate shall begin with the author of the bill or resolution or the maker of the motion speaking first.

## **ARTICLE XI**

### **MOTIONS**

#### **Section 11.1 Main Motions**

- A. The Assembly and its Meetings shall be governed by parliamentary law as set forth in Robert's Rules of Order: Newly Revised.
- B. Every motion made to the Assembly and entertained by the Speaker shall be reduced to writing on demand of the Speaker of the Assembly, and shall be entered into the Minutes with the name of the member making it.
- C. When a motion has been made, the Speaker shall state it (or if it be in writing read aloud by the clerk) to the membership for consideration, and the Assembly shall proceed to consider it and shall thereafter cast their votes for or against a motion.
- D. When a question is under debate no motion shall be considered but to adjourn, to lay on the table, for the previous question (which shall be decided without debate), to postpone to a day certain, to refer, or postpone indefinitely, which shall all have precedence in the foregoing order.
- E. On the demand of any member before the question is put, a question shall be divided if the Speaker or the Assembly determines it includes propositions so distinct in substance that they can be properly separated.
- F. No dilatory motion shall be entertained by the Speaker.
- G. Main Motions shall require a second, and the affirmative vote of a Majority Present and Voting to pass.

#### **Section 11.2 Privileged Motions**

- A. To Adjourn: This motion takes precedence of all others. It cannot be amended, nor can vote on it be considered. The motion to adjourn cannot be made when another has the floor, nor after a question has been put and the assembly is engaging in voting. The assembly may vote down the motion to adjourn in order to hear one speech or take one vote, and therefore, it must have the privilege of being renewed when there has been any progress in the debate.
- B. Question of Privilege: These are questions relating to the rights and privileges of the assembly, or any of the members. They take precedence over all other questions, except the motion to adjourn to which they yield. If the question is one requiring immediate action, it can interrupt a member's speech. Questions of the privilege shall be: first, those affecting the rights of the Assembly collectively its safety dignity and the integrity of its proceedings; second, the rights, reputation and conduct of members individually in their representative capacity only.
- C. Point of Order: This is made to inform the presiding officer that a rule is broken.
- D. Point of Information: This point is raised in order to clarify or to gain additional information.
- E. Point of Personal Privilege. This point is called when the atmosphere of the chamber is

affecting one personally. Such a point may include a need for assistance, to be 34 excused for illness or personal emergency, or the need to immediately answer a charge of misconduct made by another member.

- F. Privileged Motions shall require the affirmative votes of a Majority Present and Voting to pass.

### **Section 11.3 Incidental Motions**

Incidental motions shall exist as set forth in Robert's Rules of Order: Newly Revised, article 2, §13.

### **Section 11.4 Subsidiary Motions**

Subsidiary motions shall exist as set forth in Robert's Rules of Order: Newly Revised, article 2, §12.

## **ARTICLE XII**

### **FORMS OF LEGISLATIVE ACTION**

#### **Section 12.1 Forms of Legislation**

The work of the assembly is initiated by the introduction of a proposal in one of three principal forms. These are the bill, the joint resolution and the simple resolution.

#### **Section 12.2 The Bill**

- A. A bill is the form used to introduce most legislation. A bill can be introduced at any general meeting.
- B. A bill shall be approved only by affirmative vote of a Majority of the Whole Assembly
- C. The form an introduced bill shall be as follows:

##### **A BILL**

For establishment, etc. (as the title may be)

Be it enacted by the Assembly is the Student Government of the College of Liberal Arts and Sciences Brooklyn College that: ...

- D. A bill introduced in the Assembly is designed by the letter "A" followed by a number, which it retains throughout all its parliamentary stages. Upon reference to a committee the letters designated the committee shall be added after the number. The letters for the standing committees are:
  - 1. Budget and Finance: "BF"
  - 2. Events and Planning "EP"
  - 3. Governmental Operations: "GO"
  - 4. Student Affairs: "SA"



5. Media, Outreach, and Engagement: “ME”
- E. After consideration and adoption by the Assembly, a bill must be signed into Law by the CLAS President.

### **Section 12.3 The Joint Resolution**

- A. A joint resolution is the form used for expressing facts principles opinions and purpose of both the Legislative and Executive Branches of the CLAS Student Government. A joint resolution shall not have legislative character, but shall be legally binding provided it does not conflict with outstanding legislation, the Rules contained herein, and the CLAS Constitution.
- B. A joint resolution shall be approved only by affirmative vote of a Majority of the Whole Assembly.
- C. The President or Vice President of the CLAS Student Government may introduce a joint resolution in the Assembly or via correspondence addressed to the Assembly. An officer of the Assembly may introduce a joint resolution at any Meeting.
- D. A Joint Resolution introduced in the Assembly is designated by “A.J. Res.”, followed by its individual number that it retains throughout all its parliamentary stages. One introduced by the President is designated “P.J. Res.” followed by its number, and one introduced by the Vice President is designated “V.P.J. Res.” followed by its number.
- E. The form of a joint resolution shall be as follows:

#### **JOINT RESOLUTION**

Declaring, etc. (as is title may be).

Resolved, by then Executive and Legislative Branches of the Student Government of the College of Liberal Arts and Sciences, Brooklyn College that:

- F. The resolving clause is frequently preceded by one or more “whereas” clauses indicating the necessity for or desirability of a joint resolution, although this shall not be required in validating the resolution.
- G. After consideration and adoption by the Assembly, a joint resolution must be signed by the President.

### **Section 12.4 The Simple Resolution**

- A. A simple resolution concerns the operation or opinion of the Assembly. It is designated by “A. Res.” followed by its individual number.
- B. After consideration and adoption by the Assembly, a simple resolution shall be signed by the speaker and attested to by the clerk of the Assembly.
- C. A simple resolution shall be sufficient to approve allocation of assembly grant monies.
- D. A simple resolution shall be approved only by affirmative vote of a Majority of the Whole Assembly.

## Section 12.5 Introduction of Legislation

- A. Any member of the Assembly may introduce a bill or resolution at any time simply by transmitting a copy to the clerk of the Assembly. The signatures of all the bill's sponsors shall be endorsed upon the bill.
- B. A bill or resolution may be introduced by voice at any Meeting by any Member, however it may be required to be presented in writing upon the request of eleven (11) Members of the Assembly, or by request of the Speaker.
- C. In an open session of the Assembly the Speaker shall refer each bill or resolution to the proper committee of the Assembly in accordance with the jurisdictions of committees as determined by these rules, (Article 7).
  - 1. This rule shall not be construed as impeding the Assembly's ability to bring any matter to an immediate vote, without reference to committees. In the event that the Assembly should wish to vote upon introduced legislation immediately, without reference to committee, it shall be the prerogative of any member of the Assembly to motion to vote on any item (which shall be approved by the affirmative vote of a Majority Present and Voting) Additionally, any Representative wishing to bring pending legislation to a vote may make a motion to call the question.

## Section 12.6 Style of Legislation

The style and form of a bill enacted into law shall be in accordance with the following example from the 52nd Assembly.

52nd Assembly of the Student Government of the College of Liberal Arts and Sciences,  
Brooklyn College, Fall Session.

PUBLIC LAW (ASSEMBLY NUMBER) (ACT NUMBER)

An act to establish, etc. (as title may be).

(TEXT OF ENACTED BILL)

Approved and Enacted into Law by the 52nd

Student Assembly, Fall Session, on (Date)

\_\_\_\_\_ (Name of Speaker)

The Speaker of the Assembly of the Student Government of the College of Liberal Arts  
and Sciences, Brooklyn College

Attested: \_\_\_\_\_ Clerk of the Assembly

Presented to the President of the CLAS Student Body for their consideration and action  
on (date) by (name of presenter)

I (name of CLAS Student Body President), do hereby approve this act,

Public Law (as the name may be)

\_\_\_\_\_ President of the CLAS Student Body Date

### **Section 12.7 Other Styles and Forms**

Speaker may provide for others forms and styles generally in accordance with the form and style of the Congress of the United States.

## **ARTICLE XIII**

### **DECORUM, DEBATE, AND VOTING RECOGNITION**

#### **Section 13.1 Address**

When any Representative desires to speak or deliver any matter to the Assembly, they shall rise and respectfully address themselves to “the Speaker” and on being recognized may address the Assembly from their place on the floor and from the position in front the Speaker shall confine discussion to the question under debate, avoiding personality.

#### **Section 13.2 Order of Recognition**

When two or more Representatives rise at once the Speaker shall name the member who is to speak and no representative shall occupy more than five minutes in debate on any question in the Assembly, except as otherwise provided.

#### **Section 13.3 Special Recognition**

A Representative reporting a measure under consideration from a committee may open and close debate where general debate has been had thereon.

#### **Section 13.4 Call to Order in Debate**

If any representative, speaking or otherwise, shall transgress on the rules of the Assembly, the Speaker or any Representative may call them to order, in which case they shall immediately sit down unless a motion to permit is made by another Representative, in which case the Assembly shall decide said motion without debate. If the decision is in favor of the Representative called to order they shall be at liberty to proceed. If the decision is against the Representative, they shall not be allowed to speak for the remainder of the debate, and, if the case requires it, they shall be liable to censure or such punishment as the Assembly may deem proper up to and including

suspension or expulsion for contempt of the Assembly.

### **Section 13.5 Decorum of Debate**

While the chair is putting a question or addressing the Assembly, during the call of the roll or the counting of votes, no representative shall walk out or across the room in which the Assembly is meeting, nor when a representative is speaking, pass between them and the Chair's desk.

### **Section 13.6 Recognition of Non-Members**

The Speaker may recognize persons who are not Representatives, unless a representative voices their objections, in which case the question shall be put to a vote.

### **Section 13.7 Voting**

- A. The Speaker may take any vote by voice, except as specifically provided for in these rules or by law. The Speaker shall ask for the votes of those for a proposition to signify by saying "aye" and then asking for those who opposed to the proposition to signify by saying "nay." If after the vote is taken, and before a decision is announced, there is doubt in the Speaker's mind as to the outcome, the Speaker may proceed to ask for rising vote of those "For" and "Against," and a count shall be taken to determine the results. If one-tenth of the members present demand a "division of the house," the Speaker shall proceed to conduct a rising vote. If one-fifth of the members present demand "the yeas and nays" on any question, or if the Speaker orders "the yeas and nays" on any question, either the Speaker or the clerk shall conduct a roll-call vote. In a roll-call vote, the members shall be called in alphabetical order, in turn each representative shall address the chair and respond either (1) in the Affirmative "Aye" (2) in the negative "Nay" or "No" or (3) "Present" or "Abstain" for those who do not wish to vote.
- B. The results of each vote shall be entered in minutes. In the event of a roll-call vote, the record of how each member voted as well as the result of the vote shall be entered in full on the minutes. If those responding to the roll call do not total a sufficient number to constitute a quorum, the chair shall direct the clerk to enter the names of those present during the vote to reflect the presence of a quorum during the vote.
- C. Every member present and in good standing shall be allowed to vote. No member shall cast a vote for another member, nor shall any person not a member cast a vote for a member, or participate for a member in any proceedings of the Assembly.
- D. Once a vote has been ordered it may not be interrupted for any reason, except for protection of life and property.
- E. Any member shall be privileged to vote or change their vote at any time before the chair announces the final vote.
- F. A majority of those present and voting (a quorum being present) shall be sufficient for the adoption of any motion, bill, or resolution, except as otherwise provided.
- G. The results of all votes shall be announced before continuation of business.

### **Section 13.8**

The Speaker may use their discretion in determining decorum and debate of Assembly meetings when not in conflict with these rules.

## **ARTICLE XIV**

### **LEGISLATIVE SERVICES**

#### **Section 14.1 The Clerk of the Assembly**

- A. The clerk of the assembly shall keep minutes of the proceedings of the assembly, including in those minutes, all recorded votes and all measures introduced, and disposition of all parliamentary points raised.
- B. The clerk shall receive and send all official communications to and from the assembly.
- C. The clerk shall distribute all official materials to each representative and the general public.
- D. The clerk shall perform any other duties such as the Assembly shall see fit to assign them.
- E. The clerk shall be entitled to monetary compensation from the Assembly
- F. In the absence of a duly hired clerk, the Speaker or any other Assembly representative at the direction of the Speaker, may perform the duties and functions of the clerk without compensation.
- G. In the absence of a duly hired Clerk, the Deputy Speaker shall serve as the Clerk pro tempore, and shall assume all of the duties of the Clerk, except as specifically provided by the Speaker.

## **ARTICLE XV**

### **CLAS STUDENT GOVERNMENT ELECTION COMMISSION**

#### **Section 15.1 Establishment**

There is hereby established an agency of the Student Assembly of the College of Liberal Arts and Sciences at Brooklyn College, to be designated as the CLAS STUDENT GOVERNMENT ELECTION COMMISSION, hereafter in this rule referred to as the “Commission”.

#### **Section 15.2 Composition**

The Commission shall be composed of five members, hereafter known as “commissioners,” each of whom shall be a full-time matriculated student in good standing enrolled in the College of Liberal Arts and Sciences, Brooklyn College.

#### **Section 15.3 Qualification and Appointment of Commissioners**

- A. The Commissioners shall be appointed by the Student Assembly upon recommendation of the committee on Governmental Operations.
- B. A Commissioner shall continue in office so long as he is full-time matriculated student in good standing enrolled in the College of Liberal Arts and Sciences, Brooklyn College, and is willing and able to discharge the duties, functions and responsibilities of commissioner.
- C. The CLAS Student Assembly may remove a Commissioner only for cause, following a hearing conducted by the assembly or its designated committee or group.

#### **Section 15.4 Officers of Commission**

- A. The Commission shall elect from among its members a chairperson, a secretary and a treasurer.
- B. The chairperson shall be the Chief Executive Officer of the Commission. The Chairperson shall call and preside at all meetings of the commission, be the principal spokesperson for the Commission, receive and answer all communication addressed to the Commission, and is hereby empowered to execute documents, records or other instruments required the authorized signature of a representative of the Commission and shall perform other such duties as may be incidental to the office of chairperson.
- C. The Secretary shall be the administrative officer of the Commission. The Secretary shall take and prepare the minutes of the Commission, maintain the official record of the Commission and be responsible for notifying Commissioners of meetings of the Commission. The Secretary shall also perform such other duties and function as prescribed by the Commission or directed by the Chairperson. In the absence or disability of the Chairperson, the Secretary shall act as Chairperson and discharge the duties and responsibilities of the office of Chairperson.
- D. The Treasurer shall be the fiscal officer of the Commission. The Treasurer shall manage and direct the fiscal affairs of the Commission prepare and approve proper disbursements of Commission funds when appropriate, and prepare a financial report when requested. The Treasurer shall comply with regulations of the Central Depository, the Brooklyn College Association and the laws of the CLAS Student Government. The Treasurer shall perform such duties and functions as prescribed by the Commission or directed by the Chairperson.

#### **Section 15.5 Meetings of the Commission**

- A. A majority of the Commissioners appointed and qualified shall constitute a quorum for the transaction of business. However, the Commission may authorize a lesser number to discharge/enforce any of its administrative enforcement powers and functions.
- B. The Commission shall meet at the call of the Chair, or upon request of any two (2) members of the Commission.
- C. The Commission shall have the power to adopt Rules of Procedure to govern its internal proceedings, which shall not conflict with rules of the Assembly governing the

Commission's operations.

- D. The Commission shall have the power to appoint such assistance necessary for the Commission to operate.

### **Section 15.5 Powers and Duties**

The CLAS Student Government Elections Commission shall:

- A. Have the powers, duties and responsibilities of administering and enforcing the provisions of the CLAS Election Act, and the rules, regulations and orders of review committee applicable to the CLAS Student Government Elections Process.
- B. Have the power to contract with a reputable balloting organization to conduct the CLAS Student Government elections
- C. Have the duty and responsibility of preparing designing duplicating and reproducing all necessary forms and paper necessary for the electoral process.
- D. Have the function of advising and informing the CLAS Student Body of election procedures and other public notices necessary for the proper administration and conduct of the electoral process.
- E. Have the duty and responsibility of managing and administering the CLAS Election Fund pursuant to the provisions of applicable law.
- F. Have the power to issue and adopt such rules, regulations, orders, directives and procedures necessary for the proper and effective enforcement of the election Law (and other guidelines) and the operation and direction of the election commission, including but not limited to levying fines.
- G. Have the power duty responsibility and function of pro adjudicating any and all complaints, charges, disputes, or appeals made to the commission pursuant to law, rule regulation or other procedure.
- H. Have the power to appoint Deputy Elections Commissioner and such other assistants and inspectors deemed appropriate to allow the commission to execute its mandate and discharge its functions.
- I. Have the power duty responsibility and function of doing such things and actions as mandated required or directed by the CLAS Election Act, the CUNY-Wide Elections Review Committee, and the CLAS Student Assembly.