

WESLEYAN COUNCIL ON STUDENT AFFAIRS

Standing and Sessional Orders

Of the Council

As effective at 2 September 2014

Council Records Division

Delaware, Ohio

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# General Provisions

***Part outline***

This part contains some basic orders:

* Maximum speaking times,
* Definitions used in the Council, and
* Statements of how to apply these Orders in proceedings

## Provisions for these orders

### Maximum speaking times

The maximum time limits that apply to debates, speeches and statements are as follows.

| *Subject* | *Time (max)* |
| --- | --- |
| **Announcements**  Each member | 1 min 30 secs |
| **Approval of Journal or of other chamber documents** Amendment – Whole debate  Mover  Any other member | 5 mins  3 mins  2 mins |
| **Bills – first reading**  Mover or member representing | No limit |
| **Bills – second reading**  Whole debate  Mover – at time of presentation  Mover – in continuation or conclusion  Referral Committee Chair or member representing  Main opposition member  Any other member  Amendment – Whole debate  Mover  Any other member | No limit  10 mins  5 mins  10 mins  10 mins  5 mins  30 mins  10 mins  5 mins |
| **Bills – third reading**  Whole debate  Mover – at presentation and/or conclusion  Any other member  Amendment – Whole debate  Mover  Any other member | 20 mins  5 mins  5 mins  10 mins  5 mins  3 mins |
| **Bills – main appropriation**  Main appropriation – third reading – whole debate  Treasurer or member representing – at presentation  Treasurer or member representing – concluding  Any other member – statement  Main appropriation - Questions or inquiries from members  Any other member – question  Treasurer or member representing – response to question | 1 hour  15 mins  10 mins  10 mins  Subject to whole debate rule  2 mins  3 mins |
| **Bills – supplemental appropriation**  Supplementalappropriation – third reading – whole debate  Treasurer or member representing – at presentation  Treasurer or member representing – concluding  Any other member – statement  Supplementalappropriation - Questions or inquiries from members  Any other member – question  Treasurer or member representing – response to question | 20 mins  5 mins  2 mins  2 mins  Subject to whole debate rule  45 secs  1 min |
| **Censure of or no confidence in Officer or official**  Mover  Officer or member representing  Any other member | 20 mins  20 mins  10 mins |
| **Reports of Committees**  Presentation of reports  Committee Chair or deputy Chair  Questions or inquiries from members  Any member – question  Any member – supplimentary (unlimited periods)  Committee member responding | No limit  5 mins  No limit  1 min  30 secs  2 mins |
| **Reports of Officers**  Presentation of reports  Officer or member representing  Questions or inquiries from members  Any member – question  Any member – supplimentary (unlimited periods)  Officer or member representing - response | No limit  5 mins  No limit  1 min  30 secs  2 mins |
| **Condolence, thanks, or commendation motion**  Whole debate  Each member | No limit  No limit |
| **Dissent motion**  Whole debate  Mover  Member subject to motion (once chair is vacated)  Any other member | 15 mins  5 mins  5 mins  5 mins |
| **Elections**  Mover  Seconder  Member receiving nomination  Any other member | 5 mins  5 mins  2 mins  2 mins |
| **Extension of time**  On motion, determined without debate, a member may continue a speech interrupted under this standing order | 10 mins, but extension may not exceed the original period alloted |
| **Interventions**  Member | 45 secs |
| **Members’ statements**  Member | 5 mins |
| **Nonmember statements**  Each non-member  Each Member | 3 mins  3 mins |
| **Other debates – not otherwise provided for**  Mover  Any other member | 15 mins  10 mins |
| **Suspension of standing or other orders with notice**  Whole debate  Mover  Member next speaking  Any other member | 15 mins  5 mins  5 mins  3 mins |
| **Suspension of standing or other notice without notice**  Whole debate  Mover  Member next speaking  Any other member | 15 mins  5 mins  5 mins  3 mins |
| **Urgent matters**  Whole debate  Each member | 20 mins  5 mins |

### Definitions

The following meanings apply throughout these Orders and related Orders of the Council:

***Absolute majority*** is a majority of the membership of the Council (including the Chair)

***Amending bill*** means a bill whose primary purpose is to amend existing Acts

***Approbation*** is formal and substantive approval of an action or actions

***Appropriation bill*** or ***budget allocation resolution*** are bills which are in the possession of the Treasury, which appropriate money to fund usual ependiture

***Area of members’ seats*** means the area of seats reserved for members. It does not include the public galleries, the advisors’ box, but does include the area of seats reserved for members ex-officio.

***Bill*** is a main motion providing for the adoption, rescindment, amendment, or other action pertaining to any policy of the University, distribution of the resources of WCSA, or action of WCSA in pertinence to internal or external matters, excluding resolutions for a declaration of censure, no confidence, confidence, commendation, condolence, or thanks

***Censure*** is a resolution expressing condemnation of a member, Officer, person, group, or organization

***Certified* *Copy*** is as provided for in Chapter 45

***Chair*** means the occupant of the Chair as defined in Chapter 4. In the context of committees, it means the occupant of the Chair of a committee as appointed. ***Deputy Chair*** means the member of a committee appointed to that position.

***Clerk*** or ***Secretary*** means the official designated to perform those duties as noted in Chapter 2.

***Committee*** includes a Council joint, standing, select committee.

***Committee, select*** is a non-standing committee appointed by WCSA for the purpose of investigation of or action on any issue

***Count out*** is the suspension or adjournment of the Council because of a lack of a quorum of members.

***Division*** is a vote of the Council as provided for in Chapter 34

***Document*** means a paper or any record of information.

***Enrolled*** is as provided for in Chapter 44

***Evidence*** means the information provided by witnesses and contributors to the Council or a committee.

***Journal*** is as defined in Standing Order 22 – the record of Council proceedings

***Journal*** means the record of proceedings.

***Leave of Absence*** is as defined in Standing Order 53: excusal of any member from the services of the Council

***Leave, by*** means that no member present objects.

***Main appropriation*** means the main bill in a session appropriating money to fund expenditure for the ordinary annual services of the Council and government.

***Member*** means any member, voting or non-voting, of the Council.

***Member, non-voting*** means any member appointed ex-officio, excluding Executive members as outlined in Chapter 2. Such members shall not be counted for purposes of voting, determining leave, determining quorum, count out, or any other substantive administrative process.

***Member, private*** means any member not serving as a Chair of a committee or an officer.

***Member, voting*** means a member occupying a voting seat, including Executive members, Class representatives, Residential representatives, Fraternity representatives, Off-campus representatives, SLU representatives, and members at-large.

***Members appointed ex-officio*** shall include delegates appointed by the Council of Fraternity Presidents, the Panhellenic Council, the Student Union on Black Awareness, PRIDE, Horizons, Campus Programming Board, and the Senior Class Council.

***Mover*** is a member moving or having moved a motion

***Notice of Motion*** is as defined in Chapter 16 – a written notice provided to the Secretary that a motion will be placed on the Calendar for a sitting or sittings

***Officer*** means any official named in Chapter 2.

***Orders of the day*** is regular proceedings of business

***Petition*** is a formal request to the Council to take action that is within its power to take.

***Physical limits of the Chamber*** means the area inside the Chamber walls, on the floor of the Chamber.

***Promulgate*** is enforcement or placement into effect

***Question***, where not used to indicate an inquiry of a member presenting, reporting, or speaking, means the matter before the Council for decision.

***Reading*** of a bill means reading of the ***title*** of the bill.

***Rostrum*** is the table or tables at the front of the *area of members’ seats* where the Chair and other officers may be located

***Service of the Council*** means attendance in the Chamber.

***Session*** means the period commencing on the first sitting day of each academic term and concluding by prorogation at the end of each academic term.

***Sitting*** means the period commencing with the meeting of the Council.

***Substantive motion*** means a self-contained proposal, drafted in a form capable of expressing a decision of the Council.

***Supplemental appropriation*** means a bill presented by the Treasury approrpiating money to fund expenditure for general services of the Council and government.

***Title*** of a bill means the long title, which usually begins ‘A Bill for an Act…’

***Visitor*** means a person other than a member or official of the Council.

***Voices*** means the oral votes of members on a question from the Chair.

### Standing Orders govern procedure in Council

These Standing Orders govern the conduct of business and proceedings in the Council.

### Governance in Committees

Committees shall have the right to determine their own Orders, Bylaws, Rules, and/or Statutes for internal governance insofar as they are consistent with the requirements of these Standing Orders as they pertain to committees.

### Sessional orders

These Standing Orders are to be read in conjunction with any Sessional Orders and practices of the Council.

### Suspension of Standing and Sessional Orders

In accordance with *Standing Order 59*, the Council may dispense with any Standing or Sessional Order or Orders by a motion carried as in the terms of the said Standing Order.

### Conflict with statute

Where there is a conflict between these Standing or Sessional Orders and a statute containing a procedure for the Council to observe, the procedure contained in statute is to be followed.

### Calculations of time

Where it is necessary to calculate any period of time under these Standing Orders, the method used to calculate any period of time in the City of Delaware in the State of Ohio shall be used.

# Officers and operations

***Part outline***

This part sets out and defines the Officers of the Council:

* their roles and responsibilities,
* their method of selection for that office,
* resolution of temporary vacancies,
* resolution of permanent vacancies, and
* resolution of catastrophic (multiple) vacancies.

## Officers of the Wesleyan Council on Student Affairs

### President

1. There is to be a President, who may be referred to as President, Student Body President, President of the Wesleyan Council on Student Affairs, or President of the Student Body.
2. The President is the representative of the student body and its powers, rights, and immunities.
3. The President shall be a member of all committees of the Council, and shall Chair the Executive Committee.
4. The President shall ensure the execution of all acts of the Council and safeguard the traditions of the Wesleyan Council on Student Affairs, and shall discharge such other duties provided for in the Documents of the Council.

### Vice President

1. There is to be a Vice President.
2. The Vice President shall assist the President in the execution of the duties of that office.

### Secretary

1. There is to be a Secretary.
2. The Secretary shall act as chief clerk of the Council, and shall exercise the duties of that office provided for in the Documents of the Council.

### Treasurer

1. There is to be a Treasurer.
2. The Treasurer shall be the Chief Financial Officer of the government.

### Parliamentarian

1. The Council shall elect a Parliamentarian.
2. The Parliamentarian shall, at the request of the President or acting President, serve as Floor Leader of the Council.
3. The Parliamentarian shall ensure abidance by and correct interpretations of the rules and procedures of the government and of the Council.
4. The Parliamentarian shall be responsible for the duties provided for in the Documents of the Council.

### Sergeant-at-Arms

1. The Council shall elect a Sergeant-at-Arms.
2. The Sergeant-at-Arms may be referred to as the Sergeant.
3. The Sergeant shall be responsible for the duties provided for in the Documents of the Council.

## Vacancies of office

### Resignation or notice of removal of officer or member

1. In the event that a member wishes to resign his or her place, the member shall deliver a signed notice to the Secretary, who shall, at the earliest opportunity, report the member’s resignation to the Council.
2. The member’s resignation as provided for in part (a) of this order shall take effect immediately unless otherwise stated in the signed notice.
3. In the event of the expulsion of a member from his or her office or seat by this Council, the main motion shall serve as notice of the vacancy of that seat. It shall be tendered to the Secretary, who shall, at the earliest opportunity, report the member’s removal to the Council.
4. In the event that there is no Secretary as provided for in sections (a) or (c) of this order, the letter shall be delivered to, in order of precedence, the President, the Vice President, the Treasurer, the Parliamentarian, or the Sergeant at Arms. In the event that all of these positions shall be vacant, the procedures as provided for in *Standing Order 17* shall take effect.

### Exercise of office in the event of a temporary vacancy

1. The duties of the Chair shall be exercised by the member as described in *Chapter 4* in the event of the absence of its regular occupant.
2. In the event of the absence of the President, the Vice President shall represent the President.
3. In the event of the absence of the Vice President, the President shall represent the Vice President.
4. In the event of the absence of the Secretary, the Parliamentarian shall represent the Secretary.
5. In the event of the absence of the Treasurer, the Assistant Treasurer or next-ranking member of the Committee on the Budget shall represent the Treasurer.
6. In the event of the absence of either the Parliamentarian or the Sergeant-at-Arms, the opposite member shall represent the absent member.
7. In the event of the absence of both the President and Vice President, the Secretary shall represent the absent members.
8. Any officer may transmit a signed letter to the Council temporarily transferring the duties of that office to any other member. Such a designation shall not exceed one sitting.

### Succession of office in the event of a permanent vacancy

1. If the office of the President shall fall vacant, the Vice President shall act as President. The vacancy then occurring in the office of Vice President shall be resolved by resolution of the Council before proceeding to any other business.
2. If the office of the Vice President, Secretary, Parliamentarian, or Sergeant-at-Arms shall fall vacant, the vacancy occurring in that office shall be resolved by resolution of the Council before proceeding to any other business.
3. If the office of a chairman of a committee shall fall vacant, the Vice Chair of that Committee shall act as its Chair until such time as a Chair shall be regularly elected. In the event that there is no Vice Chair, the next ranking member of the committee shall act as its Chair. In the event that there is no enumeration of the ranking of members of the committee, the President shall appoint a member of that committee to act as its Chair.
4. If the office of President and Vice President shall both fall vacant, pursuant to Article III, Section 5, Clause 7 of the Constitution, the Secretary shall act as President upon resigning the office of the Secretary.
5. If the office of President, Vice President, and Secretary shall all fall vacant, pursuant to Article III, Section 5, Clause 7 of the Constitution, the Treasurer shall act as President upon resigning the office of the Treasurer.
6. In the event that the offices of President, Vice President, Secretary, and Treasurer shall all fall vacant, such offices shall not be immediately filled. These vacancies shall be resolved by resolution of the Council before proceeding to any other business. The Chair shall be exercised by the member provided for in *Standing Order 19.*
7. All such vacancies and successions shall be reported to the Council forthwith by the Secretary, or, if none is available, the officials as listed in *Standing Order 15(d)*.

# Administration of the Chamber

***Part outline***

This part provides for:

* The Chair and deputies,
* Public record of proceedings,
* Records of committees,
* Some clerical duties, and
* Administration of area designated to be the Chamber.

## The Chair

### President to be Chair

The President shall be the ex-officio Chair of the Council.

### Vacancy of Chair

1. The Chair may appoint any member to perform the duties of the Chair should the Chair wish to intervene in any debate or vote on any motion.
2. In the event of the absence of the member normally designated to be Chair, the Parliamentarian shall take the Chair. In the event of the absence of the Parliamentarian, the Council shall elect a member to take the Chair.

## The Journal, Calendar, and Document listing

### Secretary to be custodian of Council records

The Secretary shall be the custodian of the journals and records of the Council and of all documents presented in the Council. Such records shall not be destroyed or disposed of.

### Custody of committee records

The records of any committee shall remain in the custody and charge of the Secretary and shall not be destroyed or disposed of except by resolution of the Council.

### The Journal

1. The Secretary, in consultation with the Parliamentarian, shall keep and sign the official proceedings of the council, the Journal. This record shall contain:
   1. The names of members present at each sitting;
   2. All questions and amendments moved or debated;
   3. All questions put and the result;
   4. The division lists and the results of all divisions;
   5. All documents presented; and
   6. Any other matters determined by these Standing Orders, the Council, or the Chair.
2. Each member shall be provided with a proof copy of the Journal for each sitting day as soon as practicable but within three (3) calendar days.
3. Any correction put to the Journal after its publication shall require its republication and provision to members and the public.

### Committee journals

1. A committee may determine that a transcript of its proceedings be made.
2. A transcript of the proceedings of a committee shall be published (or not published) in accordance with the orders of the committee or the Council.
3. If an error in a committee transcript is reported, the Chair shall direct the transcript to be corrected.

### Calendar

The Secretary shall, no later than 48 hours prior to any sitting, prepare and make available to each member a list of the business under each order of business.

### Documents ordered to be presented

The Council may order documents to be presented to the Council.

## Broadcast of Proceedings

### Broadcast of Proceedings

1. The President and the Secretary, or their designee(s), are authorized to broadcast the proceedings of the Council.
2. Where possible, the broadcast is to be accompanied by an indication of the member speaking and a description of the subject of debate.

## Precincts of the Council

### Seating

The seats at the Rostrum shall be reserved for officers. Each member shall be allocated a seat by the Secretary, in consultation with the President. Voting members shall be placed toward the front of the chamber, and non-voting members shall be placed toward the rear while still within the area of members seats.

### Admission to the Floor

No person shall be admitted on the floor of the Council while it is in session except members, except by order of the Council or the Chair.

### Administration of the Precincts

The Sergeant-at-Arms shall administer the precincts of the Council, and ensure its continuity, order, and privilege.

# Procedure for new Council and related matters

***Part outline***

* This part sets out procedures for:
* Action to be taken after a general election,
* The swearing in of members, and
* Procedures for the election of any member to any office.

## Swearing in of members

### Action after general election

On the first day of meeting of a new Council, the order of business shall include:

1. Production of Commissions of members;
2. Administration of oath or affirmation to members;
3. Election of Parliamentarian; and
4. Election of Sergeant-at-Arms.

### Swearing in of new member otherwise

If a member is returned, not having been elected at a general election, the order of business shall include:

1. The Secretary shall read and present the notification of the election of the new member.
2. The new member shall be escorted to the Well of the Council by the Sergeant-at-Arms.
3. The Chair shall administer the oath or affirmation to the new member.

### Oath or Affirmation

The text of the oath or affirmation shall be as follows:

I, (name of member), promise to support and defend the Student Body of Ohio Wesleyan University and shall execute the duties to the best of my ability.

## Internal Elections

### Procedure for election

In any case whereupon an election is required, the procedure is as follows:

1. The Chair shall state the position being elected.
2. A member shall nominate some candidate, then present, to the Council, and move that such candidate “be elected” to the vacant office.
3. All nominations are to be seconded by a member.
4. The Chair shall ask if the candidate nominated will accept the nomination, after which any further nominations may be made.
5. If there is only one nomination, the question shall not be put and the candidate nominated shall be elected by acclamation.
6. If there is more than one nomination, the procedure in *Standing Order 34* shall apply.

### Contested election

1. In the event of there being two or more members nominated for an office, a ballot pursuant to *Standing Order 35*, shall be conducted, following a debate on that election.
2. The Sergeant-at-Arms shall escort the candidates from the chamber. If no Sergeant-at-Arms exists, the Chair shall appoint a member to act thereof.
3. A debate on the election shall then occur.
4. Once the debate has concluded, the Sergeant-at-Arms or member acting shall escort the candidates back into the chamber.
5. If two candidates have been nominated a ballot shall be conducted and the candidate receiving the greatest number of votes shall be declared elected.
6. If more than two candidates have been nominated, a ballot shall be conducted, and the member receiving a majority of the votes of members present shall be elected. If no member has received a majority of votes of members present, the candidate who had received the fewest votes shall be eliminated and his or her votes distributed according to preference indicated on the ballot, pursuant to the guidelines in *Standing Order 35.*
7. In the event of an equality of votes between candidates receiving the least number of votes and/or when the number of nominees is two and there is an equality of votes for each nominee, the Chair shall determine by lot which member shall be deemed to have obtained the greater votes.

### Balloting process

1. A ballot paper shall be printed with the names of the candidates in alphabetical order and a box aligned next to each name. This paper shall be initialed by the Secretary or member acting and contain the instruction to mark candidates in order of descending preference.
2. The Secretary and any members appointed as tellers by the Chair shall distribute the initialed ballots.
3. Members shall have two minutes to vote, at which time the ballots shall be collected.
4. If any ballot paper contains any mark made by the member, other than a numeral or if the numeral is not clearly appearing in the space provided aligned with any candidate’s name, the vote is informal and shall be counted as spoiled.
5. A member can only vote for a candidate who has been nominated, seconded, and has accepted the nomination.

### Destruction of ballot papers

The Secretary shall destroy all ballot papers as soon as the Council adjourns.

# Business of the Council

***Part outline***

This part sets out:

* Meeting and adjournment times of the Council,
* Rules about meeting and adjournment,
* Quorum,
* Order of business,
* The taking of attendance, and
* Committee and officer reports.

## Times and locations of meeting

### Set meeting and adjournment times

1. The Council shall meet each term in accordance with the program of sittings for that year agreed to by the Council, unless otherwise ordered and subject to *Standing Order 38*.
2. When the Council is sitting it shall meet and adjourn at the following times, subject to *Standing Orders 38, 39, and 40*.

|  |  |  |  |
| --- | --- | --- | --- |
| type of meeting | regular location | sitting commences | adjournment proposed |
| Regular Sitting | Corns, Rm. 312 | 12:05 | 13:00 |
| Formal Sitting | HWCC, Benes A | 12:05 | 13:00 |

### Changes to meeting times

An officer may initiate a change to the meeting times in the following circumstances:

1. At any time, an officer may move without notice a motion to set the next meeting of the Council.
2. An officer may move on notice a motion to set a future meeting or meetings of the Council.
3. When the Council is not sitting, the President may set an alternative day or hour for the next meeting, and must notify each member of the change with 48 hours notice.

### Automatic adjournment

At the time set for the adjournment to be proposed in *Standing Order 37*, the Chair shall propose the question – ***That the Council do now adjourn.***

This question shall be put immediately and not subject to debate or amendment. In the event that the question is negatived, the Council shall resume proceedings at the point of interruption.

### Adjournment otherwise

1. An officer may move adjournment of the Council without notice, and no amendment may be moved to the motion.
2. The Chair may adjourn the Council without putting a question if:
   1. There is no quorum of members and there has been a count out, as provided in *Standing Order 45*; or
   2. Disorder arises, as provided for in *Standing Order 101*.

### Limit on business after normal time of adjournment

The normal time of adjournment is the latest time specified in *Standing Order 37*. No new business may be taken after the normal time of adjournment unless by order of the Council before that time.

### Request for suspension of proceedings

A member may, in order to request a suspension of proceedings, move –

***That the Council be suspended until*** *[time/call of the chair].*

Such a motion shall be resolved immediately without adjournment or debate. If the motion is agreed to, the Chair shall accordingly suspend the sitting.

## Quorum

### Quorum at start of Council

1. The Chair shall call the meeting to order at the time appointed for a sitting of the Council.
2. If a quorum of not fewer than sixteen members are present, the Chair shall commence the meeting as provided by *Standing Order 49.* If a quorum is not present, *Standing Order 45* shall apply.

### Lack of quorum

If there is a lack of a quorum, the Chair shall count the members present.

### Count out

If a quorum is not present at the conclusion of the count, the Chair may:

1. Adjourn the Council to the next sitting; or
2. If satisfied there is likely to be a quorum within a reasonable time, state the time at which he or she will resume the Chair.

### Lack of quorum at division

If a quorum of members has not voted in a division, the Council has not made a decision on the question, and *Standing Order 45* shall apply.

### Resumption of proceedings after count out

Proceedings that are adjourned by a count out may be resumed at a later sitting, on motion moved on notice, at the point where they were interrupted.

### Council proceedings without quorum

In the absence of a quorum, the Council may not proceed with formal business until a quorum exists. The council may not decide any question or matter of privilege. The council may proceed with debate only.

## Order of Business

### Call to Order

On taking the Chair at the beginning of each sitting, the Chair shall call the meeting to order after rapping the gavel, if one is present, once in the following terms:

***The Council will be in order.***

### Order of business

The Council shall follow the following order of business:

1. Call to order
2. Roll call for purposes of taking attendance
3. Approval of journal
4. Messages from Other Institutions
5. Reports from Council Officers
6. Reports from Select Committees
7. Reports from Standing Committees
8. Reports from Designated Officials
9. Special Orders
10. Budget Resolutions
11. Second Reading of Bills
12. Third Reading of Bills
13. First Reading of Bills
14. General Debate
15. Announcements
16. Adjournment

### Orders of the day

1. The Calendar shall state the sequence in which orders of the day are called on.
2. An order may be postponed on motion moved without notice by the member in charge of the order or his or her designee.
3. After an order has been read, the member in charge of the order may move, without notice, that the order be postponed or discharged.
4. If any orders of the day on the Journal have not been called on before the adjournment of the Council, they shall be listed on the Calendar for the next sitting.
5. The Secretary shall remove from the Calendar items of business and orders of the day which have not been called on for eight consecutive sittings.

## Attendance

### Roll call for purposes of taking attendance

1. The Chair shall order the Secretary to take the roll of all members present for the purposes of counting attendance.
2. The Secretary shall call the roll and report the presence or absence of a quorum.

### Leave of absence

1. A member may, in writing, request that the Secretary grant the member leave of absence for up to three (3) sittings in one request. In the event that the Secretary accepts the request, the member is considered excused from the services of the Council.
2. Any member can appeal the decision of the Secretary by moving, with or without notice during the time allotted for debate on the Secretary’s Report, or during the time allotted for General Debate –

That leave of absence (not) be granted to (title and name of member) for the sitting on (date).

This question must be resolved without amendment or adjournment but is debatable.

## Committee and Government business

### Approval of journal

1. Having examined and approved the Journal of the last day’s proceedings, the Chair shall announce to the Council approval thereof.
2. The Chair’s approval of the Journal shall be deemed agreed to unless a member objects. A member objecting may then move that the journal be amended in such manner as the member moves.

### Messages from Other Institutions

In the event that the Chair is in possession of a Document from another institution, it shall be read. A member may move – ***that a debate on the content of this Document be ordered.*** This question shall be put without adjournment, amendment, or debate.

### Reports from Council Officers

1. Officers may present reports of their actions:
   1. during the periods for officer reports; or
   2. in the Council at any time when other business is not before the Council.
2. Members may make statements or inquiries in relation to these reports:
3. during the periods for officer reports; or
4. in the Council at any other time, by leave.
5. Unless otherwise ordered, an officer’s report presented in accordance with this Standing Order shall be made a Council Document.

### Committee Reports

1. Members may present reports of committees or delegations:
2. during the periods for committee reports; or
3. in the Council at any time when other business is not before the Council.
4. Members may make statements or inquiries in relation to these reports:
5. during the periods for committee reports; or
6. in the Council at any other time, by leave.
7. Unless otherwise ordered, a committee report presented in accordance with this Standing Order shall be made a Council Document.

### Reports from Designated Officials

1. Designated officials shall include: the Advisor to the Council.
2. Designated officials may present reports of their actions:
3. during the periods for reports from designated officials; or
4. in the Council at any time when other business is not before the Council.
5. Members may make statements or inquiries in relation to these reports:
6. during the periods for committee reports; or
7. in the Council at any other time, by leave.
8. Unless otherwise ordered, a committee report presented in accordance with this Standing Order shall be made a Council Document.

# Motions, process, and order

***Part outline***

This part sets out:

* Suspension of orders,
* Censure of or no confidence in officers, officials, or members,
* Condolences and thanks,
* Matters of public importance (special matters),
* Special orders (as they relate to the order of busuiness),
* Urgent matters,
* Notice of motions,
* Interrupting a member and interventions,
* Maintenance of order,
* Manner of speech,
* Rules of debates, and
* Questions for inquiry.

## Special motions

### Motions for suspension of orders

1. A member may move, with or without notice, the suspension of any standing or other order of the Council.
2. If a suspension motion is moved on notice, it shall appear on the Calendar and may be carried by a majority of members.
3. If a suspension motion is moved without notice it can be carried only by two-thirds of the voting members to which the body is entitled.
4. Any suspension of orders shall be limited to the particular purpose of the suspension.

### Motion of censure

1. A motion on notice or taken on leave which censures a member, organization, or entity shall have priority over all other business until it is disposed of by the Council.
2. If the motion is resolved in the affirmative, copies of the motion shall be presented to the subjects of the motion.

### Motion of no confidence in Officer or official

1. A motion on notice or taken on leave which expresses no confidence in an Officer or official shall have priority over all other business until it is disposed of by the Council.
2. If the motion is of no confidence in an Officer or official of the Council, precedent ordinarily requires that, if it is resolved in the affirmative, such Officer or official must consider his or her position in relation to the Council.

### Motion of condolence or thanks

As a courtesy, the Council will ordinarily grant precedence to a motion moved without notice for condolence or thanks of the Council.

### Motion to discuss special matter

1. At any time when other business is not before the Council, a member may state to the Council a proposal to discuss a matter of special interest in preference to moving a specific motion.
2. The member may first move a motion specifying the time to be allotted to the debate. The member must then move—

That [stating subject matter] be considered by the Council.

1. At the end of the time allotted to the debate, a member may withdraw the motion, without leave.

### Special Orders

1. A member may move, without notice, that a motion on the Calendar “be made a special order”.
2. If the Council has declared any special orders to be called upon, they shall be called upon in the period set for Special Orders.

## Notice of motions

### Notice required

Unless otherwise provided by these Standing Orders, a member shall not move any substantive motion initiating a subject for discussion, except after that member has given notice of motion or without notice by leave.

### Notice not required on subsidiary motions

Notice of motion is not required for any subsidiary motion (such as an amendment to a question before the Chair) or a procedural motion (such as the adjournment of debate).

### Seconder not required

Unless otherwise provided by these Standing Orders, a motion need not be seconded.

### Notice of motion

1. A notice of motion may be given for the following four (4) sitting days.
2. Notice of motions can be tendered to the Secretary up to 72 hours prior to the sitting on which it will be called.
3. Notices of motions shall be incorporated into the Calendar, subject to *Standing Order 24*.
4. Notice of a motion may be altered up to 72 hours prior to the sitting on which it will be called.
5. Notice may be given by a member or a member designated in writing by an absent or occupied member.
6. A motion not on notice shall not be considered unless leave is granted or two-thirds of the voting members to which the body is entitled agree to taking up the item.

## Chair keeps order

### Order kept by Chair

1. The occupier of the Chair shall keep order in the Council.
2. The Chair shall be impartial in the transaction of all business.
3. The Chair shall not:
   1. Move any motion;
   2. Intervene on any debate;
   3. Speak to any motion;
   4. Interject; or
   5. Otherwise compromise the integrity and impartiality of the chair.
4. Such a member having vacated the chair under section (d) of this standing order shall not resume the chair until the main motion in question has been disposed of.
5. In the event of a situation where the Chair’s vote would determine any question, the Chair shall declare his or her casting vote in accordance with precedent and practice. The rationale for the use of the casting vote shall be recorded in the Journal.

### Members to recognize authority of Chair

1. If the Chair stands during a debate, any member then speaking or seeking the call shall sit down and the Council shall be silent, so the Chair may be heard without interruption.
2. When the Chair is putting a question no member may walk out of or across the chamber.
3. A member must not pass between the Chair and any member who is speaking.

## Leave

### Leave

The Council may grant leave to a member to act in a manner not expressly provided for in, or contrary to, orders of the Council. Leave is granted if no member objects.

## Manner of speech

### No member referred to by name

In the Council, a member shall not be referred to by name, but by one of the following forms as appropriate:

1. The member’s office (e.g. President, Vice President, Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms)
2. The member’s electoral title (e.g. Representative Johnson, Delegate Robertson)

### Members wishing to speak

A member wishing to speak shall rise or raise his or her hand.

### Members to rise and address the Chair while speaking

A member shall rise if he or she is able to when speaking on the floor. He or she shall not address other members, but the Chair, in one of the following forms:

1. (Mr./Mme.) President
2. (Mr./Mme.) Acting President
3. (Mr./Mme.) Chair
4. (Mr./Mme.) Chairman
5. (Mr./Mme.) Chairwoman
6. (Mr./Mme.) Presiding Officer

### Members to respect right to be heard in silence

When a member is speaking, no member may converse aloud or make any disturbance to interrupt the member.

### Allocation of call when two or more members rise

If two or more members request to speak, the Chair shall call on the member the Chair believes rose first. If the selection is challenged, a motion may be moved –

**That** [Member who was not called on] **be heard now.**

This question must be put immediately and resolved without adjournment or debate.

### When interruption of member allowed

A member may only interrupt another member to:

1. call attention to a point of order;
2. call attention to a matter of privilege suddenly arising;
3. call attention to the lack of a quorum;
4. call attention to the unwanted presence of visitors;
5. move— That the Member be no longer heard;
6. move— That the question be now put; or
7. make an intervention as provided in the Standing Orders.

### Interventions

During any member’s speech, a member may rise and briefly request of the Chair or of the member speaking if the member is willing to give way. The member may either:

1. Refuse and continue speaking; or
2. Acceptance and allow the other member to ask a short question or make a brief response immediately relevant to the member’s speech, for a period not exceeding 30 seconds–

Provided that, if, in the opinion of the Chair, it is an abuse of the forms of the Council, the intervention may be denied or curtailed.

### Question is stated

At any time, except when another member is addressing the Council, a member may request the Chair to state the question or matter under discussion.

### Personal explanation

A member may explain how he or she has been misrepresented or explain another matter of a personal nature whether or not there is a question before the C. The following conditions shall apply:

1. the member must rise and seek permission from the Chair;
2. the member must not interrupt another member addressing the Council; and
3. the matter must not be debated.

If a member has given a personal explanation to correct a misrepresentation and another member subsequently repeats the matter complained of, the Chair may intervene*.*

### Member not to speak after question put

A member must not speak to a question after it has been put and decided.

## References to other matters

### References to other debates or proceedings

Unless the reference is relevant to the discussion, a member must not refer to debates or proceedings of the current session of the Council.

### Reflections on votes of Council

A member must not reflect adversely on a vote of the Council, except on a motion that it be rescinded.

### Irrelevance or tedious repetition

1. The Chair, after having called attention to the conduct of a member who has persisted in irrelevance or tedious repetition, either of his or her own arguments or of the arguments used by other member in debate, may direct the member to discontinue his or her speech.
2. The member may then ask the Chair to put the question—

That the member be further heard.

The question shall be put immediately and resolved without amendment or debate.

### Anticipating discussion

During a debate, a member may not anticipate the discussion of a subject listed on the Calendar and expected to be debated on the same or next sitting day. In determining whether a discussion is out of order the Chair should not prevent incidental reference to a subject.

## Matters not open to debate

### Matters not open to debate

The following questions and motions are not open to debate, must be moved without comment and must be put immediately and resolved without amendment:

1. motion that a Member’s time be extended (*Standing Order 1*);
2. motion that a Member be now heard (*Standing Order 76*);
3. motion that a Member be further heard (*Standing Order 1*);
4. motion that debate be adjourned (*Standing Order 87*);
5. motion that a Member be no longer heard (*Standing Order 88*);
6. motion that the question be now put (*Standing Order 89*);
7. motion that a debate on the content of this Document be ordered (*Standing Order 55*).

Should any of these questions be negatived, no similar proposal shall be received if the Chair is of the opinion that it is an abuse of the orders or forms of the Council, or is moved for the purpose of obstructing business.

## Adjournment of debate

### Adjournment of debate

A member may move that debate on a question be adjourned. The time for the resumption of the debate may be included in the adjournment question. The question must be put immediately and resolved without amendment or debate.

## Closure of debate

### Closure of a Member speaking

If a member is speaking, other than when giving a notice of motion or moving the terms of a motion, another member may move—

***That the member be no longer heard.***

The question must be put immediately and resolved without amendment or debate.

### Closure of question

After a question has been proposed from the Chair, a member may move without notice, and whether or not any other member is speaking—

***That the question be now put.***

The question must be put immediately and resolved without amendment or debate.

## Debate of urgent matters

### Urgent bill or motion

1. An Officer may declare a bill or motion to be urgent at any time.
2. When a bill or motion is declared urgent, the question—

***That the bill/motion be considered urgent—***

must be put immediately and resolved without amendment or debate.

1. If the question is agreed to, an Officer may move at any time, except when a member is speaking, a motion specifying times for any stage of the bill.
2. The order for the consideration in detail stage may allocate times to particular clauses or parts of the bill.

### Proceedings on urgent matter

1. If a time has been set for the start of an urgent matter, at the set time the business before the Council must be interrupted and all necessary steps taken so that the urgent matter can proceed.
2. At the end of the times allotted for particular proceedings the Chair shall immediately put any question already proposed from the Chair, and then put any other question required to dispose of the urgent matter.

## Points of order and rulings of the Chair

### Point of Order

1. A member may raise a point of order with the Chair at any time. After the question of order has been stated to the Chair by the member rising to the question of order, consideration and decision of every other question shall be suspended until the matter is disposed of by the Chair giving a ruling thereon.
2. A member interrupted by a point of order must resume his or her seat.
3. During a division, member may speak while seated to a point of order arising out of or during the division.

### Dissent from ruling of Chair

1. If a member dissents from a ruling of the Chair, the objection or dissent must be declared at once. The Chair shall then propose the question (***that the ruling of the Chair be dissented from***) to the Council, and debate may proceed immediately.
2. If the question is resolved in the affirmative, the ruling of the chair is reversed. If it is negatived, the ruling of the chair is sustained.

## Disorder

### Disrespectful or inappropriate references

A member must not—

1. Impune improper motives;
2. Speak disrespectfully toward or regarding;
3. Use offensive words against;
4. Or otherwise violate the dignity of –

Any other member, person, or entity. Such personal reflections shall be considered highly disorderly.

### Disorderly conduct

A member’s conduct will be considered disorderly if the member has:

1. Persistently and wilfully obstructed business;
2. used objectionable words which are refused to be withdrawn;
3. persistently and wilfully refused to conform to a Standing Order;
4. wilfully disobeyed an order of the Council;
5. disregarded the authority of the Chair; or
6. otherwise been considered to have behaved in a disorderly manner.

### Intervention by Chair

The Chair can intervene to:

1. Prevent any quarrel between members;
2. Force a cease to disorderly conduct; and
3. Determine if a member’s conduct is disorderly or offensive.

## Sanctions against disorderly conduct

### Member warned by Chair

In the event that a member is behaving in a disorderly manner, the Chair can warn the member.

### Direction to leave the chamber

1. If a member behaves in a grossly disorderly manner, the Chair may order that member to withdraw from the Chamber immediately for a period of up to one hour.
2. A member ordered to leave may return for the purposes of voting, but, upon the completion of such a process, must immediately withdraw from the Chamber.
3. Any member who fails to comply with this order may be named by the Chair under *Standing Order 99.*

### Member named by Chair

1. Whenever any member or members persist in disregarding the authority of the Chair, or abusing the Standing Orders of the Council by persistently and wilfully obstructing the business of the Council, or otherwise, the Chair may name such member or members.
2. The Chair shall not name more than one member at one time, unless two or more members, present together, have acted jointly in the relevant conduct.
3. The Chair shall forthwith put the question on a motion being moved, to be decided without debate, amendment, or adjournment—

that such member or members as named be suspended from the Council.

### Consequences of suspension under Standing Order 99

1. If a member is suspended under the said standing order, he or she will be suspended for the durations as follow:
   1. First offense – 24 hours
   2. Second offense – 24 hours
   3. Third offense – 2 sitting days
2. Such compelled absences will be counted as excused.
3. A member suspended under these terms will be excluded from the precinct from the time the motion has been passed until the suspension is completed.

### Suspension of sitting

In case of grave disorder arising in the Council, the Chair may suspend the sitting to a time determined by the Chair.

### Disorderly person may be removed

Where, in the opinion of the Chair, a person other than a member behaves in an offensive or disorderly manner or otherwise disrupts the proceedings of the Council or any of its committees, the Chair may require the person to leave the Chamber and the precincts or the place of meeting of the committee and may authorize the removal of the person.

## General debate

### General Debate

The Chair shall, at the time allotted for General Debate, call on statements by members to relate to matters of importance for the student body.

### Announcements

The Chair shall, at the time allotted for Announcements, call on Announcements by members for events or occurences in the campus community at large.

## Questions

### Questions for oral answer

1. A member may orally ask a question of an Officer or member representing a committee following his or her report.
2. A member may orally ask a question of any member in relation to any motion before the Council by way of an intervention or speech.
3. A member may orally ask a question of any other person in relation to business or statements they have brought before the Council by way of an intervention or speech.

### Lodging questions in writing

A member may ask a question of any member by addressing that member in writing and presenting the record of that question to the Secretary during a sitting. Such a question must be responded to within seven (7) days unless leave is granted to extend the time period allowed for questions.

### Limitations on questions

1. Questioners may not ask members for legal opinions;
2. Questions must not be debated unless it is germane to that question;
3. Questions shall not reflect on or be critical of the character of any member;
4. Questions must not include insults or ironical expressions; and
5. The duration of each question is outlined in *Standing Order 1.*

### Answers to questions

1. Questions must be answered in the time provided in *Standing Order 1*;
2. Answers must be directly relevant to the question;
3. A point of order regarding relevance may be taken only twice in respect of each answer; and
4. Such answers shall not contain:
   1. Legal opinions;
   2. Debate unless germane;
   3. Reflections on the character of any member; or
   4. Insults or ironical expressions.

## Proceeding with motions

### When a motion may be moved

A member must not move a motion unless:

1. He or she has given notice of a motion and the notice has appeared in the Calendar; or
2. He or she suspends standing orders to allow for the consideration of the motion.

### Order of motions

The order in which motions are called on is the order in which they apear in the Calendar. A member who gave notice of a motion may move its postponement without notice.

### Motion not moved when called on

A motion not moved when called on shall be removed from the Calendar unless if the member who gave notice or his or her designee sets a future time for moving the motion by the conclusion of the following sitting.

### Same motion

1. A motion which has been withdrawn or postponed may be moved again during the same session.
2. The Chair may disallow any motion or amendment which he or she considers is in the same substance as any question already resolved in the same session.

### Motions not called on

If any motions on the Calendar have not been called on before the adjournment of the Council, they shall be set down on the Calendar for the next sitting, preceding the motions of which notice was given for that day.

# Questions and Voting

***Part outline***

This part addresses questions on motions, amendments, putting the question, and the three types of voting which may occur in the chamber.

## Questions on motions

### Question proposed and put by Chair

1. After a motion has been moved (and seconded, if necessary), the Chair shall propose the question to the Council.
2. After the question has been proposed, the motion is in the possession of the Council and cannot be withdrawn without leave.
3. At the conclusion of debate, the Chair shall put the question for decision.

### Question put following amendments

1. If amendments have been made to a question, the main question shall be put as amended.
2. When amendments have been moved but not made, the question shall be put as proposed originally.

### Complicated question divided

A member may move of a complicated question –

***That the question be divided.***

### Resolution or vote rescinded

A resolution or other vote of the Council may be rescinded during the same session. If the purpose of the rescission is to correct irregularities or mistakes, the corrections may be made at once by leave of the Council.

## Amendments

### Form of amendments

1. Once the Chair has proposed a question on a motion to the Council, the question may be amended by:
   1. Omitting certain words; and/or
   2. Inserting words.
2. An amendment must be in writing and signed by the mover (and a seconder if necessary).
3. Amendments moved during the consideration in detail of a bill do not require seconders.
4. An amendment must be relevant (germane) to the question it proposes to amend.
5. A proposed amendment may be withdrawn by leave.

### Questions put on amendments proposed

The Chair shall put the question, at the conclusion of debate on any amendment –

***That the amendment be agreed to.***

### Amendments to proposed amendments

Amendments may be moved to a proposed amendment as if the proposed amendment were an original question.

## Putting the question

### Question determined by majority of voices

The Chair shall put the question by stating its terms to the Council and asking those in favor of its adoption to say “aye” and those opposed “no”. The question shall be resolved by the majority calling either “aye” or “no”. The Chair shall then state whether the “ayes” or “noes” have it.

### Requirement of division

1. If the opinion of the Chair is challenged by more than one member, the question shall be decided by division.
2. A division shall also be required if the Chair determines that the number of members calling for either side is close or within contention.
3. If only one member calls for either side of the question, that member’s name shall be recorded for his or her respective side but the question shall be reported as resolved for the “ayes” or “noes” without a division being necessary.

## Divisions

### Members calling for a division not to leave

Members calling for a division must not leave the area of members’ seats.

### Procedures for a division

1. If the Council is to divide, the Chair shall note the requirement of a division.
2. No member may move from his or her place from the commenecement of the count until the result of that division is announced.

### Procedures for counting and reporting vote

1. In a normal division:
   1. The Chair shall state the question to the Council;
   2. The Chair shall direct the Secretary to open the voting board;
   3. Members shall vote using electronic devices;
   4. After thirty seconds, the Chair shall inquire if all members have voted;
   5. If all members wishing to vote have voted, the Chair shall direct the Secretary to close the voting board;
   6. The Secretary shall tally and present the Chair with the result of the division;
   7. The Chair shall announce the result of the division;
   8. If a member notes that he or she is unable to vote due to the absence or malfunction of his or her electronic device, the Secretary shall call the member to the Rostrum and record the member’s vote manually.
2. In the event that a division cannot be taken by the electronic voting boards:
   1. The Chair shall state the question to the Council;
   2. The Chair shall appoint no fewer than three tellers (normally the Chair, the Secretary, and any third member at the rostrum);
   3. The Chair shall order the Secretary to call the roll of voting members;
   4. The tellers shall record the names and votes of each member casting a vote;
   5. The tellers shall count the number of members voting and the results of the count; and
   6. Present their records to the Chair, who shall announce the result of the division.
3. Ballots may be conducted, by leave of the Council, through the electronic voting system.

### New division in case of confusion, error, or misadventure

1. If confusion, or error concerning numbers reported by the tellers, occurs and cannot be corrected, the Council shall divide again.
2. If a division has been miscarried through misadventure caused by a member being absent accidentally or some similar incident, any member may move without notice –

***That standing orders be suspended to enable the Council to divide again.***

### Deferred division due to lack of quorum

A division deffered under *standing order 45* (Count Out) shall take place immediately upon the resumption of proceedings with a quorum.

### Member with pecuniary interest not to vote

A member may not vote in a division on a question about a matter, other than public policy, in which he or she has a direct pecuniary interest.

### Recording of division

1. The Secretary shall record lists of divisions in the Journal.
2. If a member complains that a division has been wrongly recorded, the Chair may direct its correction.
3. Any reasons given by the Chair for exercising a casting vote must be entered in the Journal.

# Legislative process

***Part outline***

This part describes the legislative process, including readings of bills and budget appropriations.

## Budget Resolutions

### First and second reading not required for certain bills

A bill or resolution of budgetary appropriation shall be considered on third reading following its introduction, provided that notice has been given and the restrictions on initiations of these resolutions as provided in *Standing Order 131* shall apply.

### Initiation of resolutions

The Treasurer or Assistant Treasurer may present, on notice, an Appropriation bill or resolution.

## First Reading of Bills

### Initiation of bills

A bill may be initiated by taking up a notice of intention to present a bill.

### Notice of intention to present bill

1. A member giving notice of intention to present a bill must deliver the notice in writing to the Secretary at the table.
2. The notice must:
   1. specify the title of the bill and day for presentation, if not immediate; and
   2. be signed by the member.
3. A notice of intention to present a bill shall be treated as if it were a notice of motion.

### Signed copy of bill presented

A member presenting a bill shall sign a legible copy of the bill and give it to the Secretary.

### First reading and explanatory memorandum

1. A member may introduce a bill during any time allocated for the first reading of bills or general debate.
2. The member shall introduce it by moving –

***That the bill now be read a first time.***

1. The member shall present, if he or she wishes, an explanatory memorandum which explains the purpose and content of the bill.
2. The member shall nominate the bill to a committee of the Council.
3. The Chair shall then refer the bill to a committee of the Council.

## Second Reading of Bills

### Second reading

Upon a bill’s final disposition in committee, the member who presented the bill shall move –

***That the bill now be read a second time***.

The member shall then present a speech pertaining to the bill if he or she so elects.

### Report of committee on bill to be read

The committee having reviewed the bill may publish and read, immediately following the proposition for second reading and speech, if any, a recommendation pertaining to the bill, including, but not limited to, passage as-is, passage with amendments, re-referal to committee at a later time, postponement until a certain time, or rejection.

### Disposal of bill

An amendment may be moved to the question “that the bill now be read a second time” by omitting “now” in order to insert “not”, which, if resolved in the affirmative, shall dispose of the bill.

## Consideration in detail

### Consideration in detail

1. During or following second reading, a member may move –

***That the bill be considered in detail***.

This question must be put immediately and resolved without adjournment or amendment.

1. If the motion is agreed to, the Council shall then proceed to review the bill in the order prescribed in the following standing order.

### Order in considering bill

1. A bill shall be considered in the following order:
   1. Clauses and proposed clauses, in numerical order;
   2. Schedules and proposed schedules, in numerical order;
   3. Postponed clauses which have not been postponed to a specific point;
   4. Preamble, and
   5. Title.
2. The Chair shall propose a question on each item for consideration –

***That the*** *[clause or schedule or preamble or title]* ***be agreed to.***

### Amendments to bills during consideration in detail

1. An amendment may be moved to any part of a bill, if the amendment conforms to the standing orders and is relevant to the subject matter to the bill.
2. Debate shall be relevant to the clause or amendment before the Ccuncil.

## Third Reading of Bills

### Question to be put

1. At least one sitting following a bill’s second reading, the question shall be proposed on the motion –

***That the bill now be read a third time.***

1. Amendments to the bill may only be moved by leave.
2. After the third reading, the bill has passed the Council and no further question may be put.

### Correction of bill

Under the Authority of the Chair, the Secretary may correct clerical or typographical errors in a bill.

### Bill certified and promulgated

1. When the Council passes a bill, the Secretary shall certify that the bill originated in the Council, the date on which it passed, and any accompanying schedules.
2. After the bill is certified, it shall be promulgated by the President or his or her designee.

## Lapsed bills

### Expiration of session

At the expiration of each Session, any bills not having been read a third time are deemed lapsed and shall expire.

### Expiration of Council term

At the expiration of each Council term (following a general election), any bills not having been read a third time are deemed lapsed and shall expire.

# Committees

***Part outline***

This part addresses the types of, governance of, appointment of, positions of, and responsibilities of committees.

## Standing Committees

### Appointment of standing committees

1. Standing committees shall be appointed at the commencement of each Council.
2. Vacancies of seats on committees shall be resolved by a motion to appoint a member to the vacant seat.

### General purpose standing committees

1. The following general purpose standing committees shall be appointed:
   1. Committee of the Executive
   2. Committee on Academic Affairs
   3. Committee on Administrative Policy
   4. Committee on Campus and Public Relations
   5. Committee on Residential Affairs
   6. Committee on the Budget and Appropriations
2. A committee appointed under paragraph (a) may inquire into and report on any matter referred to it by either the Council or an Officer.
3. The date and time of the first meeting of a committee after its appointment shall be set by the President.

### Committee of the Executive

1. The Committee of the Executive, also refered to as the Executive Committee, shall consist of the President, Vice President, Secretary, Treasurer, and the chairs of each of the standing committees;
2. The Committee may appoint the chair of any select committee to the Executive Committee;
3. The Committee may appoint up to one “at-large” member of the Executive Committee, with a right to attend its meetings but holding no vote;
4. The Committee may appoint the Advisor to WCSA as a member of the Executive Committee, with a right to attend its meetings but holding no vote;
5. The Executive Committee shall assist the Council in developing business for Council meetings, distributing work of the Council, and acting in an advisory capacity to the Council.
6. The President shall chair this Committee. The Vice President shall serve as Deputy Chair, to act as Chair in the absence of the President.

### Committee on Academic Affairs

1. The Committee on Academic Affairs, also refered to as the Academic Affairs Committee, shall consist of up to five (5) members in total.
2. The Committee shall connect students and faculty and be responsible for expressing the concerns and recommendations of the student body regarding the academic curriculum and policy.
3. It shall review, subject to the approbation in the form of a resolution of the Council, student representatives to Student-Faculty Committees and the Archway Committee.

### Committee on Administrative Policy

1. The Committee on Administrative Policy, also refered to as the Administrative Policy Committee, shall consist of between four (4) and six (6) members in total.
2. The Committee shall review University policies in relation to student judiciary and conduct.
3. The Committee shall appoint members, officers, and officials of the Student Conduct system in accordance with their regulations.
4. The Committee shall review all other University policies as it shall see fit.
5. The Committee shall review and revise the Documents of the Wesleyan Council on Student Affairs and propose amendments to them with consent of the Council.

### Committee on the Budget and Appropriations

1. The Committee on the Budget and Appropriations, also refered to as either the Appropriations Committee or the Budget Committee, shall consist of the Treasurer, the Director of Student Involvement, and between six (6) and seven (7) members in total.
2. The Committee shall review and make recommendations surrounding allocation of the Student Activity Fee, and shall submit such recommendations to the Council.
3. The Committee shall review, prepeare, and present a Main Appropriation bill for each academic term in which it will determine the annual budgets of the student organizations.
4. The Committee shall also examine the financial considerations of the University within the context of student concerns, including, but not limited to, financial assistance, cost, and allocation of funds from the University budget.
5. The Committee may, subject to the approbation of the Council, form a Subcommittee on University Finance to examine finances as stated in paragraph (d) from among the membership of the Committee.
6. The Treasurer shall chair this Committee.

### Committee on Campus and Public Relations

1. The Committee on Campus and Public Relations, also refered to as the Campus Relations Committee, shall consist of between five (5) and seven (7) members in total.
2. The Committee shall be responsible for administering all elections.
3. The Committee shall provide the University community with necessary information regarding WCSA-related events and issues.
4. The Committee shall oversee the development and implementation of communication mechanisms between the students and other university authorities.
5. The Committee shall formulate regulations for elections, broadcasting, and media.
6. The Committee may appoint a Subcommittee on Internet Communications, to be headed by a Webmaster, for the purposes of managing the presence of the Council online.

### Committee on Residential Affairs

1. The Committee on Residential Affairs, also refered to as the Residential Affairs Committee, shall consist of between five (5) and eight (8) members in total. A member of the Office of Residential Life shall serve as a member ex-officio of this committee.
2. The Committee shall address issues which impact residential living, including, but not limited to, residential hall issues, the Office of Residential Life, Greek Life, campus parking, and dining services.
3. The Committee may appoint members to a “Subcommittee on Food” which shall maintain oversight of and dialogue with the University’s food service provider or division regarding dining services and facilities.

## Select Committees

### Commission of select committees

A member may move, pursuant to notice, the commission of a select committee.

### Appointment of select committees

1. Select committees shall be appointed within one week of their commission by a motion of the Council, which shall elect a chair within the terms of that motion.
2. A motion appointing a select committee must set a day for the reporting of the proceedings of a committee to the Council.
3. Vacancies of seats on committees shall be resolved by a motion to appoint a member to the vacant seat.

### Discharge of select committees

A select committee shall be discharged:

1. On the presentation of its final report; or
2. On a motion of the Council ordering its discharge and dissolution.

## Governance of Committees

### President to be a member ex-officio

The President shall be a member ex-officio of all committees.

### Rights of members to attend

Any member of the Council may attend a Committee but shall have no vote unless the Committee’s own Orders so provide.

### Rights of the public to attend

1. Any member of the public may attend a Committee but shall have no vote unless the Committee’s own Orders so provide.
2. The Committee may order any member of the public attending to withdraw at any point to preserve the fidelity or decorum of proceedings.

### Records of committees

1. Each Committee shall appoint a member to maintain its own records;
2. Each Committee shall keep minutes or a record of business of its proceedings;
3. Each Committee shall conform to such orders pertaining to records as the Council or Secretary may provide.

### Committees to establish own positions

Each Committee may establish its own positions, including, but not limited to, Deputy Chair, Secretary, Parliamentarian, and Advocate.

### Committees to establish own governance

Committees shall establish their own rules and proceedings pertaining to their internal operations and governance, where such rules and proceedings do not contradict these standing orders.

### Chair of committee

1. The Chair of each Committee shall be appointed by the President, acting on the advice and consent of the Vice President.
2. If the Chair shall fall temporarily vacant, by reason of absence or otherwise, the Deputy Chair, if one is appointed, shall act as Chair. If there is no Deputy Chair, the next most senior member shall act as Chair.
3. In the event that all members remaining are equally senior, absent instructions from the Chair or Deputy Chair, the members of that committee shall commission a member to act as Chair.
4. In the event of the permanent vacancy of the position of Chair of a committee, its members shall proceed to elect a new Chair.

# Governance and Enrollment

***Part outline***

This part addresses the proper enrollment of bills and resolutions, the maintenance and certification of bills and records, reports of the student body, procedures for the creation of election guidelines, and the use and likeness of the seal of WCSA.

## Enrollment of Bills and Resolutions

### All bills, resolutions, and main motions to be enrolled

At the time of their introduction, all bills, resolutions, and main motions shall be enrolled by the Parliamentarian.

### Assignment of enrollment designation

1. The designation of all main motions other than budget allocation resolutions shall be a series of characters in which:
   1. The first two characters are the last two digits of the year in which the motion is introduced
   2. The third character is the capitalized first letter of the session, Fall or Spring, in which the motion is introduced;
   3. The fourth character is a dash;
   4. Subsequent characters, of which there shall be at least two, represent an ascending numerical sequence, beginning at one at each session, and indicate that the motion in question is that number in order of motions introduced.
2. The designation of all budget allocation resolutions shall be a series of characters in which:
   1. The first two characters are the last two digits of the year in which the motion is introduced
   2. The third character is the capitalized first letter of the session, Fall or Spring, in which the motion is introduced;
   3. The fourth character is a dash;
   4. Subsequent characters, of which there shall be at least two, represent an ascending numerical sequence, beginning at one at each session, and indicate that the motion in question is that number in order of budget allocation resolution motions introduced.
   5. The final character shall be the letter “B”.

### Enrollment designation not to be repeated

No designation assigned to a motion that is postponed, withdrawn, negatived, or agreed to shall be given to any subsequent motion, nor may any two main motions posess the same designation.

### Designation upon division of main motion

If a main motion is divided, the Parliamentarian must assign a new unique designation to the newly created motions.

### Advance assignment of enrollment designation

The Parliamentarian, with the advice of the Secretary, may enroll any main motion prior to its introduction. Such a motion must be moved at the immediately following Council sitting.

## Certified Bills

### Bills and resolutions to bear short and long titles

1. All bills and resolutions shall bear a long title, which shall commence with either “A Bill for an Act to…”, “An Act to…”, “A Resolution to…”, or “Commendation…”.
2. All bills and resolutions shall bear a short title.
3. Both titles shall encompass the subject of the motion.

### Bills and resolutions to be tendered in writing

All bills and resolutions must be submitted in writing to the Secretary or member acting thereof.

### Bills and resolutions to bear name of mover

All bills and resolutions must bear the name of the mover or “sponsor”.

### Bills and resolutions to be dated

All bills and resolutions shall bear the date of their introduction and subsequent readings and dispositions.

### Form for bills and resolutions

The Council may adopt a standard form to be used for the purpose of submission of bills, which shall be made available to all members both electronically and in the possession of the Secretary.

### Constitution of policy

For the purposes of Articles One and Four of the Constitution, except as provided therein, no amendment to the Constitution, Bylaws, Budgetary Guidelines, Election Guidelines, Standing Rules, their successor documents, or any other purely internal measure taken by WCSA shall constitute a “policy.”

## Maintenance and Certification of Records

### President, Parliamentarian, and Secretary to maintain records of enrollment

The Parliamentarian, the Secretary, and the President, shall maintain a record of enrollment of all main motions for each Session.

### President, Parliamentarian, and Secretary to maintain certified copies and dispositions of measures

The Parliamentarian, the Secretary, and the President, shall maintain a record of the certified copies of all main motions for each Session.

### Transmission of committee records

At the end of each Session, each Committee shall transmit its records to the President and to the Secretary.

### Provision of complete enrollment list

At the end of each Session, the President shall receive, from the Parliamentarian, a complete list of all enrolled resolutions, and both officers shall certify in writing its receipt accuracy. Such a list must include the full title and engrossing designation of each motion. The President shall deposit this list into the Records.

### Provision of complete, certified copies of measures

The President shall, in consultation with the Secretary and Parliamentarian, certified copies of each main motion introduced at the end of each session.

### President to promulgate certified enrollment list and copies of measures

The President shall sign and certify each of the Documents provided to him or her in the previous three standing orders.

## Reports of the Student Body

### Creation and adoption of semester-end report

1. The Executive Committee shall compile a report at the end of each semester, subject to the approbation of the Council.
2. If the Council has adjourned sine die without approving a semester-end report, the adoption of the report shall be the responsibility of the Executive Committee, which shall report such an instance to the Council.

### Items for inclusion in semester-end report

The Year-end Report shall include, at minimum:

1. Statement from the President;
2. Statements from other Officers;
3. Statements and reports from Committees;
4. All main motions;
5. The list of enrolled main motions and their dispositions; and
6. All Council Journals.

## Rules Regarding Elections

### Supervision of Elections

The Campus Relations Committee shall supervise all elections.

### Rules for Campaigning and Elections

The Campus Relations Committee or the Administrative Policy Committee shall compile, for the approbation of the Council, rules and governance for campaigning and elections, and the penalties for breaches prescribed thereof.

### Rules for Balloting

The Campus Relations Committee or the Administrative Policy Committee shall compile, for the approbation of the Council, rules and governance for the taking, methodology, and tallying of ballots.

### Commission and Investigation of Violation

The Campus Relations Committee or the Administrative Policy Committee shall compile, for the approbation of the Council, rules and governance for the commission and investigation of violations.

### Adjudication and Appeal of Violations

The Campus Relations Committee or the Administrative Policy Committee shall compile, for the approbation of the Council, rules and governance for adjudication on and appeal of violations.

### Lack of Candidates

The Campus Relations Committee or the Administrative Policy Committee shall compile, for the approbation of the Council, rules and governance for a lack of candidates in any election.

## Seal of the Wesleyan Council on Student Affairs

### Adoption of Seal

The Council shall, from time-to-time, adopt a seal or seals of the Wesleyan Council on Student Affairs, presently:

The Seal of WCSA shall consist of two concentric rope-bound circles, between which shall be written “Wesleyan Council on Student Affairs” and, flanked by laurels, the date 1973, which marks the founding of WCSA. Within the inner circle shall be a scroll bearing the inscription “Eruditio et Procuratio,” reflecting the dual duties of student government: “learning and representation.” Above the scroll shall be a black-bordered shield, bearing a key surmounted by an open book, recalling the seal of Ohio Wesleyan University and its mission of learning and the doors opened by education. The black border, heraldic symbol of offspring, reminds us of WCSA’s mission of service to the University community. A sunburst shall issue from the shield, recalling again the seal of the University, as well as the rising sun emblazoned on the seal of the State of Ohio. Above the shield shall be fasces, the ancient symbol of the republic, whose ethic of representation WCSA seeks to apply in the modern world.

### Use and maintenance of Seal

Use of the Seal shall be reserved for members of the Wesleyan Council on Student Affairs for internal matters, or the Council, the President, Acting President, or designee of the Office of the President for external matters.

# Special cases

***Part outline***

This part addresses unusual circumstances, including amendments to these Orders, the absence of any member to take the Chair, proceedings for witnesses, the disciplinary process, and attendance penalties.

## When there is no chair

### Most senior member to take Chair

In the absence of a Chair or acting Chair as designated in these Standing Orders, the most senior member shall take the chair for the sole purpose of determining a temporary Chair.

### Form of address of Chair in Standing Order 192

A member assuming the chair under that standing order shall be addressed by their title in the chamber, for instance, Representative Smith, or as (Mr./Mme.) Chair.

### Definition of seniority

Seniority is determined by, in order of precedence, length of service, seniority of positions held (Executive, Officer, Chair of a standing committee, Chair of a select committee, or otherwise) and drawing of lots.

## Resignation due to attendance

### Notice of resignation due to attendance

1. In the event that a member has accumulated more than two unexcused absences from the Council or from a committee on which he or she is charged to serve pursuant to its own rules for attendance, the following motion shall be made a special order at the next sitting in the name of the Secretary – ***that this council accepts the resignation of*** *(title and name of member)* ***by reason of absence.***
2. The member subject to this motion shall be informed by the Secretary via both electronic and postal mediums which shall be sent no later than 72 hours prior to the sitting in which the question will be considered.

### Motion to be moved

On the sitting day noted, the Secretary shall move during special orders –

***that this council accepts the resignation of*** *(title and name of member)* ***by reason of absence.***

### Attendance records to be called upon

The Secretary must present the attendance records of the member upon moving the motion, and must note which absences were considered unexcused.

### Member’s right to contest record

The member shall retain a right to contest the records of the Secretary, and may explain any inaccuracies in the record he or she believes are present. He or she may move, without notice –

***That the notation of the member’s absence on*** *[date]* ***be rescinded.***

This question shall not be subject to amendment or adjournment.

### Member’s right to provide for explanation

The member shall retain a right to provide explanation for the absences. He or she may move, without notice:

***That leave of absence be granted to the member on*** *[date]* ***by reason of*** *[reason].*

This question shall not be subject to amendment or adjournment.

### Debate on the question

Once the Secretary and the member in question have presented their case, members may actively debate the motion for a time not exceeding thirty minutes pursuant to *Standing Order 1*.

### Decision of the question

1. In the event that the question is resolved in the affirmative, the member shall be considered having resigned his or her seat and positions on the Council and its committees.
2. In the event that the question is negatived, the member’s unexcused absences shall be at a count of “2” and the member shall retain his or her seat.

## Disciplinary proceedings against member

### Initiation of proceedings

1. Pursuant to Section 5 of the Constitution, a petition for recall may be presented against any member of WCSA. Such a petition shall bear the signatures of at least one third of the voting members of WCSA. Such a petition will be resolved in the usual processes.

### Notice required

1. At the Council sitting immediately following receipt of the petition, the receiving member must report the existance and receipt of the petition to the Council.
2. Written notice must be given to all members of WCSA, including the member who is the subject of the petition, no earlier than 7 days before the commencement of removal proceedings.

### Requirement of certain documents

Such a special session shall require the original petition and all documents collected for that purpose.

### Scheduling of special session

Upon the completion of the investigation, the member investigating shall call for a special session of the membership of the Council, at a time to be proposed by the Council. The time of this session must allow both the investigating and defending members to attend.

### Order of business of special session

The Special Session shall utilize the following order of business:

1. Call to order
2. Appointment of acting Chair
3. Reading of the charges by the Secretary or acting Secretary
4. Opening statements from both sides
5. Testimony of witnesses and production of documents
6. Rebuttals to arguments
7. Closing arguments
8. Questions from members
9. Debate on recall
10. Ballot on recall
11. Announcement of ballot
12. Service of writs
13. Adjournment

### Member to be elected acting Chair for recall special session

Pursuant to Chapter 50, the most senior member shall call the meeting to order, and a member shall be elected acting Chair for the pruposes of presiding over the special session.

### Conduct of recall special session

1. Following the appointment of an acting Chair, the Secretary or member acting thereof shall read the charges presented against a member.
2. Each side shall then present an opening statement of up to 10 minutes in length.
3. Each side may present signed written testimony or call oral testimony from witnesses.
4. Each side may then present rebuttals to their opponents’ arguments.
5. Each side shall then present a closing statement of up to 5 minutes in length.
6. Members may deliver questions in writing to the chair, who shall then inquire of the side indicated the question, provided it is within the bounds acceptable for questions.
7. The chair shall then direct the Sergeant-at-Arms to remove both sides and members with a pecuniary interest in the trial.
8. Members shall then be able to engage in limited debate for up to ten minutes on the question.
9. The chair shall then put the question –

***That the member be found guilty and ordered recalled.***

1. A secret ballot shall then be taken on the question using printed forms and deposited in a ballot box.
2. The chair shall appoint no fewer than three tellers to count the ballots.
3. The count shall be presented to the Chair, who shall then order each side returned to the Chamber by the Sergeant-at-Arms.
4. The Chair shall read the ballot and order the service of writs for election and vacancy, if necessary.
5. The Chair shall then declare the special session adjourned.

## Witnesses and visitors

### Witnesses to appear at rostrum

The Chair may, at any time, call a witness to appear at the rostrum, escorted by the Sergeant-at-Arms.

### Rights of witnesses to speak

Witnesses shall have a right to speak as dictated by the Chair or by these standing orders, or a suspension thereof.

### Rights of witnesses declared privileged

Witnesses declared by the Chair or the Council as “privileged” may “Chair” part of a sitting of the Council, insofar as 1) no substantive business is considered, 2) the Chair retains the right to resume active presiding over the session, and 3) members have a right to terminate the appointment by moving “that the witness be no longer heard.”

### Rights of visitors to witness proceedings

Visitors shall have a right to witness proceedings of the Council as long as they do not commit any act which interrupts proceedings.

### Duties of the Sergeant-at-Arms in relation to witnesses and visitors

The Sergeant-at-Arms shall ensure that all witnesses and visitors are kept in order, and shall escort witnesses to the rostrum as directed by the Chair pursuant to this chapter. The Sergeant-at-Arms may be ordered to remove visitors or witnesses by the Chair in the event of disorder.

## Amendment, adoption, or rescindment of these Orders

### Amendment of orders

The amendment of these orders shall only occur if a main motion is moved, provided that such a motion shall be carried only by two-thirds of the voting members to which the body is entitled, and that such a motion has been placed on notice in the Calendar for no fewer than 72 hours after having been read a first time.

# Sessional Orders

***Section outline***

This section contains the sessional orders for the Spring 2014 session.

## Budgetary allocation resolutions

### 130A. Approbation of resolutions

1. Resolutions and bills for budgetary allocation in the order of less than $5,000 shall be considered on third reading upon their moving pursuant to notice.
2. The resolutions shall be open to examination by members of the Council.
3. Without objection, such resolutions will be considered agreed to.
4. This sessional order is enacted on 24 January 2014 and shall expire at the end of the Session on 12 May 2014.

### 130B. Dissent from approbation

1. In the event of objection to the approval of such a resolution, the chair shall immediately put the question –

***That the decision of the budget committee is dissented from***.

1. Such a question must be resolved immediately and without adjournment, amendment, or debate.
2. Such a question may only be agreed to by two-thirds of those members present and voting in the division, excluding those voting Present.
3. In the event that the dissent motion is not agreed to, the resolution is considered agreed to.
4. In the event that the dissent motion is agreed to, the resolution is considered negatived, at which point the Budget Committee may reconvene and resubmit the resolution with amendments. If it is negatived at that point, the resolution shall not be introduced a third time.
5. This sessional order is enacted on 24 January 2014 and shall expire at the end of the Session on 12 May 2014.

# Schedules

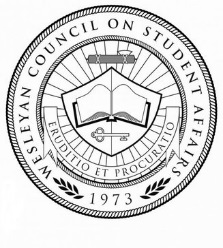
***Section outline***

This section contains all schedules to the Standing Orders. Schedules indicate regulations which directly correspond to the Orders, such as agreed to regulations on enrollment, standard forms for bills, elections regulations, and other orders.

## Schedule 1. Standard form for bills

By order of the Wesleyan Council on Student Affairs, Council Third Reading, 14S-05, 10 April 2014:

The standard form for bills shall be the attached document (pages C-D).

2014 Fall

**The Wesleyan Council  
on Student Affairs**

*Presented and read a first time – 19 March 2014  
Read a second time – 20 March 2014  
Read a third time – 21 March 2014*

**Short Title of Resolution (Subtitle) Bill 2013**

**No. 1, 2013**

*(Administrative Policy)*

**A Bill for an Act to demonstrate the use of Long Titles, and for other purposes**

Signed,

(Rep.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Bill Sponsor

**A Bill for an Act to demonstrate the use of Long Titles, and for other purposes**

The Wesleyan Council on Student Affairs Enacts:

**1 Short title**

This Act may be cited as the *Short Title of Resolution (Subtitle) Act 2013*

**2 Commencement**

This Act shall commence on 24 March 2014.

**3 Repeal of Acts**

3.1*02S-04 Clean Energy Resolution 2002*

The whole of the act – repeal the act.

3.2  *04F-03 Smoke Free Campus Act 2004*

The whole of the act – repeal the act.

3.3 *06F-10 Smoking Policy (Hookahs) Amendment Act 2006*

The whole of the act – repeal the act.

**4 Amendments**

*01F-01 Budget Allocation Disbursement Act 2001*

Section 19-A – insert:

A passage for insertion into the text of Section 19-A…

**5 New Statute**

New statute goes here…

Certified and Signed,

John L. Smith

*President, Wesleyan Council on Student Affairs*

## Schedule 2. Election rules, regulations, and governance

By order of the Wesleyan Council on Student Affairs, Council Third Reading, 14S-05, 10 April 2014:

**Guidelines for Elections for the Wesleyan Council on Student Affairs**

The Wesleyan Council on Student Affairs Enacts:

**1 Guidelines for Elections**

Such guidelines will be created pursuant to Standing Orders 184-189.