

**The Bylaws of the Associated Students of Saint Martin's University**  
**Amended: October 15, 2015**  
**Ratified: November 5, 2015**

**Article I. Requirements for Holding Office**

Those holding office and appointed ASSMU positions must be a member of ASSMU and must at all times, continue to meet all qualifications and responsibilities as long as they hold office. All members of the Senate must maintain a minimum Saint Martin's University grade point average of 2.00. Verification of these qualifications will be completed by the ASSMU Advisor at the end of each semester to verify continued eligibility.

**Article II. Duties of the Senate**

*Section 2.1* Each Senate member shall be responsible for submission of a written report to the Executive Secretary for inclusion in the Agenda no later than a time determined by the Executive Secretary, prior to the ASSMU general meeting.

*Section 2.2* Each Senate member shall be required to attend all ASSMU meetings.

*Section 2.3* Each Senate member shall undertake other duties not enumerated in their job descriptions relative to their office or as assigned by the President.

*Section 2.4* Each Senate member shall be responsible for the promotion of general participation in student government and student activities.

*Section 2.5* Each Senate member shall uphold the laws and bylaws by review, amendment, and interpretation of the Bylaws and ASSMU Policy Codes.

*Section 2.6* Each Senate member shall be encouraged to serve as the chair or member of an active ASSMU committee or workgroup to facilitate completion of projects during their term of office.

*Section 2.7* At the commencement of the Senate term, the President shall facilitate the appointment of Senate members to serve in a variety of capacities including, but not limited to:

- (a) President's Campus Development Committee Representative: Shall undertake any projects involving the updating of campus facilities, work with the University Director of Facilities Management to enhance campus facilities in support of all student activities.
- (b) Institutional Advancements Committee: Vice President
- (c) Finance Committee: Treasurer
- (d) Student Affairs Committee: President, Senator of Non-Traditional Students, Senator of Commuter Students
- (e) Academic Affairs Committee: Senator of Resident Students, Executive Secretary
- (f) International Programs Committee: Senator of International Students

(g) Enrollment Committee: Senator of Cultural Diversity

(h) Marketing and Communications Committee: Senator of Business

*Section 2.8* Officers not performing their duties must have a conference with the President and a follow up meeting with the ASSMU advisor. If senator fails to meet expectations (e.g. senator report due date), they will receive a \$5 dollar doc in stipend pay. If performance does not improve, this may be followed by a written warning from the President, and finally, the senator may be impeached in the manner prescribed in these Bylaws (Article III).

*Section 2.9* President

(a) Shall be the chief executive officer for ASSMU.

(b) Shall chair all Senate Meetings.

(c) Shall exercise general supervision of ASSMU operation including authority to assign duties to any Senate member.

(d) Shall serve as the official representative of ASSMU.

(e) Shall work to maintain good public relations between ASSMU, the Administration, Faculty, Staff, and Monastic Community of Saint Martin's University; as well as with the general public.

(f) Shall serve as the official representative on the Saint Martin's University Board of Trustees.

(g) Shall submit a Presidential Report to ASSMU at the end of each semester.

(h) Shall not have the right to vote unless there is a tie in the Senate.

(i) Shall have the right to Veto Senate Legislation.

(j) Shall oversee all ASSMU funds within the policies set forth by the University.

*Section 2.10* Vice President

(a) Shall act as parliamentarian for the Senate.

(b) Shall act as custodian for all ASSMU policy documents.

(c) Shall review all legislation for constitutionality prior to consideration by the Senate and/or after the legislation's passage.

(d) Shall chair the Judicial Committee and answer any questions and settle disputes involving interpretation of the governing documents by Judicial Committee consensus.

(e) Shall form and chair an Appeals Board (See Appendix E).

- (f) Shall generate awareness of ASSMU programs to the Saint Martin's University campus community.
- (g) Shall publish ASSMU press releases to media groups, including the Saint Martin's University Office of Communications.
- (h) Shall oversee all ASSMU bulletin boards, website, and social media.

*Section 2.11* Executive Secretary

- (a) Shall distribute an agenda prior to the ASSMU general meeting.
- (b) Shall act as ASSMU historian through accurate minutes of all Senate meetings and special meetings.
- (c) Shall provide minutes of those meetings within two (2) working days following each meeting.
- (d) Shall chair and appoint the Elections Committee (See Appendix C) with Senate approval.
- (e) Shall be responsible for the general management of ASSMU Elections (See Elections Code).
- (f) The Executive Secretary will be asked by the ASSMU President to step down in the event of them running for a senate position. At which point the President shall take over the immediate supervision of the Elections Committee.
- (g) Shall record attendance of all Senate meetings.
- (h) Shall be responsible for completing Senate office tasks as needed.

*Section 2.12* Executive Treasurer

- (a) The Vice President shall exercise general supervision over the Treasurer. The Vice President shall appoint, the Treasurer at the end of every academic year for the year to follow.
- (b) The Treasurer shall aid in the coordination of funds between ASSMU and its sponsored clubs; shall maintain copies of all statements, bills, receipts, requisitions and any other financial records.
- (c) Shall aid in the publication of club ledgers at least once per semester.
- (d) Shall aid the Vice President in cross referencing any and all transactions between ASSMU and its financial constituents.
- (e) Shall undertake other duties as assigned by the Vice President.

- (f) The Treasurer must be a member of ASSMU and maintain a minimum Saint Martin's University grade point average of 2.00. Verification of these qualifications will be handled by the ASSMU Advisor.
- (g) The Treasurer must demonstrate a history of financial accountability or at least one accounting class.
- (h) Shall serve as Chair of the Finance Committee (See Appendix B) and appoint its members with Senate approval.
- (i) Shall publish a financial statement to ASSMU each Senate meeting and make club ledgers available on request.

*Section 2.13* Senator of Clubs

- (a) Shall act as the formal representative of all ASSMU clubs, responding to their input, acting on their behalf, and advocating for their interests.
- (b) Shall be responsible for conducting one meeting with the representatives of all ASSMU recognized clubs.
- (c) Shall be responsible for keeping the ASSMU Senate informed of club and organization activities and concerns.
- (d) Shall be the keeper of the Club Handbook and must update and develop it by the eighth (8<sup>th</sup>) week of each academic year if need be.
- (e) Shall be the main record keeper for all club establishment documents, renewal forms, and beginning of the year rosters.

*Section 2.14* Senator of Commuter Students

- (a) Shall act as the formal representative of all ASSMU Commuter Students, responding to their input, acting on their behalf, and advocating for their interests.
- (b) Shall serve as a liaison to represent views and concerns of all Commuter students.
- (c) Shall increase communication amongst Commuter students.
- (d) Shall assist in planning on-campus activities that are welcoming to Commuter students.
- (e) Shall not miss more than one (1) Commuter Student meeting/lunch per semester.

*Section 2.15* Senator of Cultural Diversity

- (a) Shall work to vocalize and represent the needs of all students of diverse nationality, ethnicity, race, class, gender, religion, sexual orientation, age, and physical or mental ability.
- (b) Shall be an advocate for minority or oppressed groups or persons.

- (c) Shall create and promote events and activities that educate the community on cultural diversity.
- (d) Shall serve as the chair of the “Social Justice Committee”.

*Section 2.16* Senator of International Students

- (a) Shall act as the formal representative of all ASSMU International Students, responding to their input, acting on their behalf, and advocating for their interest.
- (b) Shall serve as a liaison to represent views and concerns of all International students.
- (c) Shall increase communication amongst International students.
- (d) Shall assist in planning on-campus activities that are welcoming to International Students.

*Section 2.17* Senator of Non-Traditional Students

- (a) Shall act as the formal representative of all ASSMU Non-Traditional Students, responding to their input, acting on their behalf and advocating for their interests.
  - i. Non-Traditional Students shall be identified as: “Typically, a Non-Traditional student is financially independent, did not follow a path directly from high school to college or has other life responsibilities that, in time of crisis, take precedence over their educational goals. In addition, these students may be partnered or single, with or without children, military veterans, or younger students with mature responsibilities”.
- (b) Shall serve as liaison to represent views and concerns of all Non-Traditional students.
- (c) Shall increase communication amongst Non-Traditional students.
- (d) Shall assist in planning on-campus activities that are welcoming to Non-Traditional students.

*Section 2.18* Senator of Resident Students

- (a) Shall act as the formal representative of all ASSMU Resident students, responding to their input, acting on their behalf and advocating for their interests.
- (b) Shall serve as liaison to represent views and concerns of all Resident students.
- (c) Shall increase communication amongst Resident students.
- (d) Shall assist in planning on-campus activities that are welcoming to Resident students.
- (e) Shall be a member of NRHH & report advancements in resident halls.

*Section 2.19* Senator of Academic Schools

- (a) An individual senator will be for the following academic fields: Arts and Humanities, Business, Educations, Engineering, and Pure Sciences.
- (b) Shall act as the formal representative of their Saint Martin's University School, responding to their students' input, acting on their behalf and advocating for their interests.
- (c) Shall meet with the Deans of their schools once a month.

*Section 2.20* Senator of Athletic Students

- (a) Shall act as the formal representative of all ASSMU Athletic Students, responding to their input, acting on their behalf and advocating for their interests.
- (b) Shall serve as liaison to represent views and concerns of all Athletic Students.
- (c) Shall increase communication amongst Athletic Students.
- (d) Shall assist in planning on-campus activities that are welcoming to Athletic Students.

*Section 2.21* The enumeration in the Constitution and Bylaws of certain duties shall not be construed to deny or disparage other additional duties taken on by individual Officers as related to their positions.

**Article III. Vacancies or Impeachment between Elections**

*Section 3.1* In the event of a vacancy or impeachment in the Office of the President between elections, the Vice President shall assume all duties and responsibilities of the Presidency.

*Section 3.2* In the event of a vacancy or impeachment in another Executive or Senate Position, the President shall appoint, at their discretion and with approval of the Senate, a qualified person to fill the vacancy. All candidates for the vacant positions must meet the minimum qualifications outline in the Constitution and Bylaws.

*Section 3.3* A Senate member may be removed from office for just cause by an affirmative super majority vote of the ASSMU Senate. Whenever there appears to be sufficient cause for such action, the President shall give the member of the Senate immediate written notice of said cause. Consideration shall be given to such facts and reasons why the office should be declared vacant. The Senate member shall be afforded the opportunity to explain or refute the allegations. In the event that the Senate shall find the facts to be true, the Senate shall have the power to declare such office vacant, and the vacancy shall be filled in accordance with the revisions for filling vacancies in office as contained in Article III.

*Section 3.4* A Senate member wishing to appeal the decision of the Senate for the declaration of office vacancy may appear to a special ad-hoc Student Review board for a hearing. The ASSMU president shall appoint a Senate member to serve as the non-voting chairperson of this board. The chairperson will then appoint five (5) unbiased students to serve as voting members of the Student Review Board to be approved by the ASSMU Senate. A written appeal must be made within one (1) week of the Senate action to the Student Review Board and notice given to the Senate of such appeal. If the Student Review Board finds that the removal was unjustified, that person shall be reappointed to his/her official position within the Senate.

**Article IV. Clubs**

#### *Section 4.1* Recognition of a New Club

- (a) To create a new club, the interested student(s) must submit to ASSMU, via the Senator of Clubs, a completed Student Club/Organization Registration Form with required supporting documents which must be approved by the Vice President.
- (b) The Senator of Clubs will submit the club request to the Vice President for Constitutional Review. The Vice President has one (1) academic week to review and render a decision as to the compliance and constitutionality of the document.
- (c) After approval from the Vice President, the Senator of Clubs will present the club proposal to ASSMU. The proposal must be submitted to the Executive Secretary two (2) academic days prior to the ASSMU general meeting at which time the item is to be considered.
- (d) A representative of the newly requested club must be present at the ASSMU general meeting to answer and questions posed by those present at the meeting.
- (e) Initially, a club will be allocated \$100.00 for the academic year in which the club is recognized. Any other acquisitions of funds must fall in line with the procedures as outlined in the Finance Code.
- (f) To be formally recognized, a club must be approved by a simple majority vote of the Senate. The ASSMU President has the right to veto the recognition of a club at the time of recognition only.

#### *Section 4.2* Club Requirements

- (a) Within four (4) academic weeks at the beginning of Fall Semester, clubs are required to submit the following materials to the Senator of Clubs: membership roster and faculty or professional staff advisor's signature.
- (b) Clubs must have a representative in attendance at all ASSMU general meetings, and that representative must remain from the opening (call to order) through the official end of new business. Three (3) excused absences (as determined by the Executive Secretary) shall count as one (1) unexcused absence. Each club shall be allowed two (2) unexcused absences each semester.
- (c) At the end of each semester, each club is required to submit a semester report describing its activities. This report must be signed by the club's advisor. Each club must also submit their club constitution and bylaws if any changes have been made. If no changes have been made, that shall be noted on the club's end of semester report. All of which is provided in the club renewal forms in the club handbook.
- (d) If the club wishes to renew their club for the following year, they must complete a Student Club Renewal Form along with their Spring End of Semester Club Report.

- (e) The above club documents can be found in the Club Handbook along with other guidelines that ASSMU recognized clubs and organizations using funds from ASSMU are required to follow.
- (f) Attendance of club training
- (g) Club budget advising with ASSMU representative

*Section 4.3* Inactive and Probation Status

- (a) A club will be considered on probation if it fails to meet any of the club requirements (See Article IV, Section 2).
- (b) If a club is deemed on probation, or is found to have behaved unconstitutionally, the club's ASSMU account will be frozen. This means that the club will no longer have access to their club account, nor will they be able to request additional funding from ASSMU. The club will still be recognized by ASSMU and is free to fundraise and to access their club's 22 accounts.
- (c) In order to regain active status and access to their account, the club must fulfill the requirement(s) which is previously failed to meet. The club will still be considered on probation for the remainder of that semester for not following their requirements, but shall not be subject to disbandment without further violations.

*Section 4.4* Club Disbandment

- (a) If at the end of the semester, a club is still on probation, the Senate shall vote on disbandment, requiring a 2/3 majority vote to disband.
- (b) If a club voluntarily disbands and has informed the ASSMU senate, the club shall be disbanded.



## **Article V. Committees**

*Section 5.1* The Constitutional Review Committee, the Finance Committee, the Elections Committee, and the Social Justice Committee shall be considered standing committees of the Senate. These committees have special procedures and responsibilities which are outlined in Appendixes A, B, C, D, E.

*Section 5.2* Upon filling a standing committee, the chair shall appoint, with the approval of the committee, a vice-chair to serve in his/her absence.

*Section 5.3* The President, with advisement of the Senate, shall create and appoint chairs of special or ad-hoc committees. These shall serve for a term of one (1) academic year or shall be given special term dates. These committees shall consist of at least one (1) senate member, who shall be chair unless otherwise specified.

*Section 5.4* The committees shall submit a written report to the ASSMU Senate regarding goals, planning, and progress at the beginning and end of each semester. The end of semester report shall be orally presented during an ASSMU general meeting.

*Section 5.5* The committees shall make every effort to complete a minimum of one project per academic year.

## **Article VI. Elections**

*Section 6.1* The Elections Committee shall be in charge of any ASSMU Election (See Appendix C and Elections Code).

*Section 6.2* The election of ASSMU officers for the following academic year shall take place in the spring semester. In order to be eligible to be on the spring ballot for an Executive or Senate position, a candidate must be a member of ASSMU and have a cumulative University grade point average of 2.00 or higher. Transfer students may use their transcripts from their previous institution to meet these requirements. However, such transcripts may be used only during the semester in which the student transferred to Saint Martin's University (after which only SMU grades shall apply).

*Section 6.3* The election of the ASSMU Senate shall be complete no less than six (6) weeks prior to the end of the spring semester. Two (2) weeks shall be allowed for notification of upcoming elections, a minimum of one (1) week for campaigning and a minimum of two (2) days for balloting.

## **Article VII. Summer Authorization**

*Section 7.1* The Executive Branch shall be authorized to transact business concerning ASSMU during the summer months, in accordance with the Constitution, Bylaws and policies set forth by the Senate. A report, made by the President, Shall be presented to the Senate of all actions taken during the summer months by the second regular meeting of the fall semester. All decisions made by the Executive Council during the summer are subject to review by the Senate.

*Section 7.2* Any ASSMU funds spent of the summer break must be authorized by the three (3) authorized signers on the ASSMU account. (Finance Code Article IV, section 3.2)

### **Article VIII. Meeting Management**

*Section 8.1* The Senate shall meet on a regular basis as decided by the Senate.

*Section 8.2* All ASSMU General Meetings shall be open to the public.

*Section 8.3* “Parliamentary Motions Guide based on Robert’s Rules of Order Newly Revised” (Appendix E) shall be the parliamentary authority for all matters of procedure not specified in the Constitution and Bylaws of ASSMU or outlined in the special rules of order of this organization.

*Section 8.4* All items to be listed on the Agenda for any ASSMU general meeting must be submitted to the Executive Secretary by 11:00 am two (2) academic days prior to the scheduled meeting.

*Section 8.5* Issues before the Senate require a simple majority to be enacted. The Senate has the right to overturn a Presidential veto by a two-thirds (2/3) majority of the voting members present.

*Section 8.6* Only elected Senators and the Vice President shall have a vote in the ASSMU proceedings.

*Section 8.7* All business conducted by this body shall go into effect immediately after passage unless otherwise specified by the Constitution or the legislation itself.

### **Article IX. Amendments**

*Section 9.1* Amendments to these Bylaws shall be made by a simple majority vote of the Senate.

*Section 9.2* Submitting a proposed amendment to the ASSMU Bylaws shall be made in the same manner as prescribed in the Constitution (Article VII).

*Section 9.3* Amendments to the Bylaws may be made by direct initiative. Voting on the proposed amendment shall follow the procedures as outlined in the Constitution (Article V).

*Section 9.4* Through the referendum, voting on the proposed amendment shall follow the procedure as outlined in the Constitution (Article V).

### **Appendix A – Judicial Committee**

Section A1 The function of the Constitutional Review Committee will be to conduct a review of the Constitution at the beginning of each academic year. This review shall entail examining the documents for clarity, functionality and coherence with ASSMU's mission. At the conclusion of this review, the Vice President shall make a report to the Senate outlining the Committee's findings and the recommendations of the Committee.

Section A2 The Vice President shall serve as the chair of the Constitutional Review Committee.

Section A3 The Vice President shall appoint, with senatorial approval, five (5) general ASSMU members, and two (2) Non-ASSMU members.

Section A4 The Constitutional Review Committee shall be formed no later than six (6) weeks from the beginning of the academic year.

Section A5 The Judicial Committee must meet no less than three (3) times per semester and must address business sent to it within ten (10) academic days of submission.

Section A7 All questions pertaining to the Constitution must be referred to the Constitutional Review Committee. The committee shall then research the question(s) and has the power to interpret and make decisions based on their review of the empowering documents. The decision(s) of the Constitutional Review Committee in these matters are final.

***Appendix B – Finance Committee, Accounting and Budget Procedure.***

Section B1 The function of the Finance Committee will be to administer all ASSMU funds within the boundaries and policies of the University and ASSMU have set forth.

Section B2 The Executive Treasurer shall serve as the Chair of the Finance Committee. The Executive Treasurer will only vote in committee proceedings in a tie.

Section B3 The Finance Committee shall be comprised of the Executive Treasurer as the chair of the Finance Committee, and four (4) general ASSMU members – one non-traditional student, one commuter student, one resident student, and one international student.

Section B4 The Finance Committee shall be formed no later than six (6) weeks from the beginning of the academic year.

Section B5 The Finance Committee shall meet at least once a week between Tuesday and Thursday and report to the Senate weekly.

*Section B6* All other financial policies and procedures are defined and outlined in the ASSMU Finance Code.

***Appendix C- Elections Committee***

**Section C1** The function of the Elections Committee shall be to organize and facilitate any ASSMU Election. This shall include the posting of the days and times for nominating and voting as well as printing, distributing, collecting and counting of ballots; they shall also educate students, candidates, and the University community on general elections policies and the grievance and appeals process.

**Section C2** The Executive Secretary shall serve as the Chair of the Elections Committee. The Executive Secretary will only vote in committee proceedings in the event of a tie.

**Section C3** Should the Executive Secretary decide to run for an office in an election, the Executive Secretary must resign from the Elections Committee prior to elections packets becoming available. The Director of Elections will then assume the Executive Secretary's responsibilities and report directly to the ASSMU Senate.

**Section C4** Members of the Elections Committee shall consist of the Executive Secretary (as chair), four (4) general ASSMU members appointed by the Executive Secretary and approved by the Senate to serve as Vice Chairs, and a determined number of general committee members.

**Section C5** The Elections Committee shall be formed no later than six (6) weeks from the beginning of the academic year to provide for the student's right of a timely initiative and referendum process.

**Section C6** The Executive Secretary shall prepare an Election Packet, which will include and clearly outline all rules and regulations that will apply to the election process as well as provide applicable forms and resources to candidates. The submission of this packet must be at least seven (7) days prior to the requested use date. The final Election Packet will not be issued until passing a simple majority vote of the committee.

**Section C7** The Elections Packet shall be published and available to ASSMU at least sixty (60) days prior to the first day of the Executive Election.

**Section C8** All other election policies, procedures, and guidelines are defined and outlined in the Elections Code.

**Section C9** Grievances Board

- (a) The function of the Grievances Board shall be to hear any and all alleged violations of the Elections Code, except those items which claim error on part of the Elections Committee.
- (b) The Grievances Board shall consist of the Executive Secretary, who shall act as the chair, the Director of Elections, and the Elections Committee Vice Chairs. The Executive Secretary will only vote in committee proceedings in the event of a tie.

**Section C10** The Grievances and Appeals Committees are outlined in the Elections Code (See Elections Code, Article IV), and Appendix E (Appeals Committee).

#### ***Appendix D- Social Justice Committee***

**Section D1** The function of the Social Justice Committee shall be to work towards furthering initiatives for the betterment and knowledge of the Saint Martin's community.

*Section D2* The Social Justice Committee shall be chaired by the Senator of Cultural Diversity elected for the academic year.

*Section D3* The Senator of Cultural Diversity must select five (5) ASSMU members by an application and interview process. One (1) member may be an ASSMU senate member, as well one (1) faculty or staff member shall be selected to sit in as a non-voting member and advisor. The committee shall be formed no later than six (6) weeks from the beginning of the academic year.

*Section D4* The Social Justice Committee must meet no less than two (2) times per calendar month during the academic year.

### ***Appendix E-Appeals Committee***

*Section E1* The function of the Appeals Committee shall be to hear any and all appeals to ruling(s) made by the Grievances Board; they shall also hear any and all alleged violations of the Elections Code made on the part of the Elections Committee.

*Section E2* The Vice President shall serve as the chair of the Appeals Committee. The Vice President may participate in ASSMU elections as a candidate; however, if an appeal dealing with the Vice President or the position he/she is seeking is presented, they must temporarily excuse themselves from the hearing, allowing the ASSMU advisor to chair that meeting. The Vice President will only vote in committee proceedings in the event of a tie.

*Section E3* The Appeals Committee shall consist of the Vice President, who shall act as the chair, the President (provided they are not seeking reelection), the Executive Secretary, ASSMU Advisor (non-voting), and three (3) non-candidate ASSMU members.

### **Appendix F-Parliamentary Procedure**

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

## Appendix F-Parliamentary Procedure

# Parliamentary Motions

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup>)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2nd?	DEB	TE?	AMEND?	VOTE?	
§21 Close meeting	I move to <b>adjourn</b>	No	Yes		No	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes		No	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No		No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No		No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes		No	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes		No	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes		No	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes		Yes	Yes	Yes	Majority
§13 <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes		Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes		Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes		Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes		Yes	Yes	Yes	Majority

# Parliamentary Motions

Based on Robert's Rules of Order Newly Revised (11<sup>th</sup>)

**Incidental Motions** - No order of precedence. Arise incidentally and decided immediately.

	YOU WANT TO VOTE?	YOU SAY	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?
§23	Enforce rules	<b>Point of order</b>	Yes	No	No	None
§24	Submit matter to assembly	<b>I appeal</b> from the decision of the chair	Yes	Yes	Varies	Majority
§25	Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	2/3
§26	Avoid main motion altogether	<b>I object to the consideration</b> of the question	Yes	No	No	2/3
§27	Divide motion	I move to <b>divide the question</b>	No	Yes	No	Majority
§29	Demand rising vote	I call for a <b>division</b>	Yes	No	No	None
§33	Parliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	None
§33	Request information	<b>Request for information</b>	Yes (if urgent)	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34	Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35	Cancel or change previous action	I move to <b>rescind/ amend something previously adopted...</b>	No	Yes	Yes	Yes	2/3 or maj. w/ no



# Parliamentary Motions

Based on Robert's Rules of Order Newly Revised (11<sup>th</sup>)

§37	Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majori
-----	-------------------	--	----	-----	--------	----	--------