



ASSOCIATED STUDENTS *of the* UNIVERSITY *of* WASHINGTON

---

SENATE

*SESSION XVII*

## 2010 — 2011 SENATE HANDBOOK



CHAIR: BRYAN DOSONO  
VICE CHAIR: MICHELLE NANCE  
MEMBERSHIP COORDINATOR: TY HUYNH CHHOR  
CLERK: JENNIFER DUFFY

## A Message from the Chair

Dear Senators,

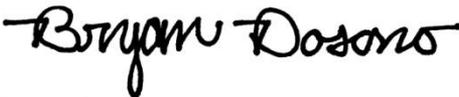
Welcome to the Associated Students of the University of Washington Senate. I am honored to serve as your Chair for the Senate's seventeenth session.

The Senate is ASUW's legislative branch, where students from all areas of the university—residence halls, commuters, Greek community, registered student organizations, etc.—meet weekly to discuss issues that are important to them and their constituencies. Because the Senate is a large entity that comprises a tremendously diverse membership, it is important to be mindful of each Senator's thoughts and opinions. We should all strive to create a safe atmosphere that will be conducive to effective debate and open dialogue.

As a Senator, you will be at the forefront of discussion on issues that affect the entire university community. In order to first execute the ideas and changes that we wish to see on campus, Senators must assemble majority opinion through voting on student-sponsored legislation. Resolutions that are passed within Senate are regarded as the standing opinion of students. As such, faculty and administrators often look to ASUW Senate for the official voice of the student body. Senators are proactive student leaders that have the ability to change the landscape of student activism at the local, state, and national levels.

Serving as a Senator may seem daunting at first. If at any time you feel overwhelmed or confused, you can always turn to your Senate Leadership, Committee Chairs, and returning Senators to answer any of your questions and concerns. It is my hope that we can all work together effectively to strengthen and reaffirm the voice of over 40,000 fellow students at the University of Washington.

Respectfully,

A handwritten signature in black ink that reads "Bryan Dosono". The signature is written in a cursive, slightly slanted style.

Bryan Dosono  
Chair, Session XVII, 2010-2011

## A Message from the Vice Chair

Dear Senators,

Welcome to the 2010 – 2011 Associated Students of the University of Washington Student Senate! I am so excited that you have decided to join us and serve your fellow students this year. As a senator, you have the opportunity to represent your constituencies and actively contribute to the voice of over 40,000 students.

Senate looks at legislation on numerous issues, such as budget cuts, environmental sustainability, safety around campus, and academic opportunities, among many others. During Senate meetings, you will be able to educate yourself on these issues and discuss them with your fellow senators. Once a piece of legislation has been approved by Senate, it becomes the official opinion of the entire University of Washington student community. Every single vote counts, and as a senator, you can make a difference in creating the majority opinion. You have the responsibility and incredible opportunity to communicate with your constituents about their views of upcoming legislation and to bring your opinions to the lively discussions in Senate.

I serve as the parliamentarian for Senate to ensure that we follow the Senate bylaws, rules, and parliamentary procedures that allow everyone's voice to be heard. Senate follows Alice Sturgis' *The Standard Code of Parliamentary Procedure*, and I encourage you to look at the last few pages of this Senate Handbook for tips and hints on how to correctly use parliamentary procedure. Please do not feel intimidated by the rules of parliamentary procedure. We use parliamentary procedure in order to allow senators to communicate in a fair and respectful manner, but we understand that it can be confusing at times. However, this should never be a barrier for you to contribute your opinions. If you do not remember the correct way to state a motion or if you have any other questions, please feel free to speak up in Senate and ask.

Thank you for taking your time to work with us to represent this diverse student body! I look forward to your involvement in Senate this year.

Sincerely,

A handwritten signature in black ink that reads "Michelle Nance". The script is fluid and cursive, with the first letters of "Michelle" and "Nance" being capitalized and prominent.

Michelle Nance  
Vice Chair, Session XVII, 2010-2011

## **What is Senate? What does it do?**

The Associated Students of the University of Washington (ASUW) Senate is the opinion-making body of the ASUW. It is responsible for representing all students of the University of Washington through the making and passing of resolutions. Once ASUW Senate resolutions are passed, they become the official voice for all 40,000+ UW students, so your vote affects everyone at UW. In some cases, Senate resolutions, directives, and bills directly mandate a course of action.

Even outside the Association, ASUW Senate is the body that is widely recognized as representing all UW students. Often the UW administration will seek input or approval from ASUW Senate as it undertakes new initiatives or considers policy changes.

Senate resolutions are not binding to people outside of the Association. However, since they represent the official voice of students, many people tend to listen. It is important that Senators and Senate Leadership constantly communicate with their constituents to ask their opinions on issues and to bring forth important legislation.

At ASUW Senate meetings, Senators share their opinions, listen, and debate. Drawing from the varied experiences of Senate's large membership, we hope to promote fair and reasonable debate that leads us to resolutions and bills that truly reflect the opinions of UW students. We then take these conclusions and work diligently to follow through on these pieces of legislation.

## **Senate as a Safe Zone**

Safe Zone is a program identifying faculty, staff, and students who will provide empathy, acceptance, support, and resources for gay, lesbian, bisexual, transgender, cross-dressing, and inter-sex students. ASUW Senate wishes to expand this acceptance and support to all students and make it a goal for ASUW Senate to provide a safe haven for students to express the opinions of their constituents. This statement serves the purpose of reminding Senators that ASUW Senate is a Safe Zone where colleagues and students have the right to their own opinions and where students can express their concerns without fear of being ostracized. However, if someone is stating myths or misinformation about gender, race, class, and sexual diversity, allies of Safe Zone will inform them of more accurate information in a respectful manner.

## **Being a Senator**

Since you represent your constituency, it is important that you are informed of the opinions of that constituency. Additionally, we recommend that you communicate with them through sending weekly emails and conversing with them on a personal level. Your most efficient mode of communication will depend on the constituents you represent to ASUW Senate. Each week, a summary of the meeting will be sent to the Senators for their own use and to be forwarded to their constituents, if they choose.

As a Senator, you are more than a representative; you are a liaison between your group and ASUW. Furthermore, you can link your community to the knowledge of ASUW job opportunities, events, and other relevant issues. For example, ASUW Senate has debated safety north of 45<sup>th</sup>, legislation proposing a change in the grading scale for honor awards, hosting tent cities on campus, and many more. You are the voice of your constituency on such issues.

### **Responsibilities of being a Senator:**

1. Attend every ASUW Senate meeting.
2. Participate in debate.
3. Communicate with constituents by relaying information to them and representing their views to ASUW Senate.

### **Responsibilities of Committee Chairs:**

1. Attend every ASUW Senate and Steering meeting.
2. Prepare an informal agenda for Committee Meetings.
3. Be a resource to Committee members.
4. Actively lead the Committees in discussing, writing, and creating legislation.

## **Structure of the Senate**

### **1. Senate Leadership**

The Senate Leadership consists of paid ASUW employees, and each leader is delegated with specific duties related to maintaining and promoting ASUW Senate each academic year. Leaders for the next academic year are elected near the end of Spring Quarter, as are Committee Chairs. Committee Vice Chairs are elected in their respective committees during Fall Quarter.

**The Chair** runs both ASUW Senate and Steering Committee meetings. The Chair also meets with Senate Leadership and liaisons to make sure that all duties of ASUW Senate are being fulfilled. Additionally, the Chair is the official spokesperson of ASUW Senate and established student opinion.

**The Vice-Chair** serves as the ASUW Senate Parliamentarian, assists the Chair in running meetings, and represents ASUW Senate on the ASUW Board of Directors.

**The Membership Coordinator** has the task of keeping track of Senators, whom they represent, what committees they serve on, and their attendance of ASUW Senate meetings.

**The Senate Clerk** is responsible for all of the administrative functions of ASUW Senate, including taking minutes at ASUW Senate and Steering meetings. The clerk is a hired position, filled for the next year at the end of Spring Quarter.

## **2. Senate Steering Committee**

ASUW Senate Leadership, ASUW Senate Committee Chairs, ASUW President, ASUW Director of Community Relations, and ASUW Director of Faculty, Administration, and Academic Affairs comprise the Senate Steering Committee. It meets weekly to plan the next ASUW Senate meeting.

## **3. Senate Standing Committees**

Seven committees are “standing,” which means that they exist permanently and meet during the ASUW Senate meetings to discuss issues and/or consider legislation to pass on the ASUW Senate floor. These committees get the first real say on legislation that is submitted to ASUW Senate. After legislation goes through first readings, where all Senators can ask neutral, clarifying questions, Committees review and amend the legislation, tie up loose ends, patch up technical flaws, and pass the legislation to the floor with a favorable, neutral, or unfavorable opinion. The Steering Committee decides each week which committees (Legislative, Non-Legislative, or both) meet the following week. Every Senator is in two committees, one Legislative and one Non-Legislative.

## **Legislative Committees**

**On Campus Student Life:** This committee is empowered to consider and write legislation that relates to student life on campus, including issues related to the Residence Halls, Registered Student Organizations (RSOs), and other non-academic issues.

**Off Campus Student Life:** This committee is empowered to consider and write legislation that relates to student life off campus, including issues related to commuters, tenant and landlord relations, and other issues.

**Academic and Administration Affairs:** This Committee is empowered to consider and write legislation that relates to academic issues on or off campus, including how students interact with the administration.

**General Affairs:** This committee is empowered to consider and write legislation that relates to issues that do not fall under the scope of other committees.

**Legislative Committee Meetings:** After resolutions have gone through first readings on the Senate floor, they will be referred to a legislative committee by the Senate. The legislative committees will then meet to discuss the resolution with the sponsor, offer context edits, request more information from the sponsor, and potentially amend the resolution. Committees are also empowered to hold resolutions for an extra week if more time or information is needed to move forward.

## **Non-Legislative Committees**

**Oversight Committee:** This committee shall communicate with all ASUW Senate Liaisons, reviewing their performance and requesting reports as needed. This committee is empowered to submit a request for information to a member of the Board of Directors. This committee can, with a 50% vote, create a recall motion that will be placed at the top of the agenda for that meeting of ASUW Senate.

**Style, Presentation, and Formatting Committee:** This committee shall receive all legislation to review them to ensure that they are in the proper format, that their grammar is correct, and that they match the appropriate style for ASUW Senate Legislation. The Committee shall also suggest a Legislative Committee to review the legislation.

Publicity, Outreach, and Membership Committee: This Committee shall work to promote ASUW Senate to the campus community, coordinate with the Membership Coordinator to train new Senators, and review the performance of current Senators.

## **Basic Meeting Agenda**

- I. Call to Order (5:00 PM)
- II. Approval of the Agenda
- III. Chair’s Report (2 minutes)
- IV. Board of Directors Forum (5 minutes)
- V. GPSS Report  
(Every three weeks, the week after GPSS Senate meets)
- VI. Orders of the Day
- VII. New Business (First Readings)
- VIII. Committee Meetings (20 minutes)
- IX. Old Business (Second Readings)
- X. Requests for Information
- XI. Announcements
- XII. Adjournment

Actual agenda may differ, as it is submitted by the Chair and finalized by the Steering Committee each week.

## Flow of Legislation

1. Legislation Submitted Online.
2. Reviewed, edited, and corrected by the Style, Presentation and Formatting Committee.
3. Steering Committee places legislation on agenda for First Readings.
4. First Readings.
5. Senate floor assigns legislation to a committee
6. Committee reviews, edits, amends, and passes the resolution to the Senate floor with a favorable, unfavorable, or neutral opinion.
7. Steering Committee places legislation on agenda for Second Readings.
8. Senate debates and amends legislation, then passes, fails, or tables the piece of legislation.

## Writing and Presenting Legislation

**WHEREAS clauses:** These clauses are the prepositions, or evidence, that set up a conclusion. The WHEREAS clauses are statements that are factual, and they should logically pave the way for what comes next....

**THAT clauses:** These clauses are the meat of the legislation. For resolutions and directives, the THAT clauses put forth the “official opinion” that the WHEREAS clauses set up. For bills, acts, and orders, the THAT clauses are the things you want to have done and the opinions you want the ASUW Senate to uphold.

Here is a sample resolution:

WHEREAS the State of Washington is facing an enormous budgetary shortfall, and traditionally tuition rises precipitously during times of financial stress, and;

WHEREAS some policy makers have proposed revoking the legislative 7% cap on in-state undergraduate tuition increases, and;

WHEREAS all students who are not in-state undergraduates do not have the protection of legislative caps on tuition increases, and;

WHEREAS affordable, predictable tuition is critical to making higher education accessible to all students,

THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON:

THAT the ASUW strongly opposes any efforts to remove the 7% cap on tuition increases for in-state undergraduate students, and;

THAT the ASUW supports efforts to enact a reasonable cap on tuition increases for students who are not in-state undergraduates.

Note: References should be provided at the bottom of the resolution, and they should be cited throughout the resolution. It is advised that Wikipedia is not used as a reference.

All legislation begins as a conversation. If you see an issue that affects students, research it and then submit legislation to start the discussion.

### **Sponsors and Co-sponsors**

The “Sponsor” of a piece of legislation is whoever wrote it (or at least submitted it online).

“Co-sponsors” are people who agree wholeheartedly with everything written in the legislation and are likely to speak up in favor of it during debate. Even after legislation has been submitted, co-sponsors can still be added by going online to ASUW Senate website. Co-sponsors will appear on-screen during the debate of the piece of legislation.

### **Presenting Legislation**

During first and second readings, it is mandatory for the Sponsor or a Co-Sponsor of the legislation to attend ASUW Senate to present and to answer questions. Once legislation is passed, the Sponsor and interested Co-sponsors, paired with a relevant Board of Directors or Senate Leadership member, should meet with a few of the Administration, Students, or members of the Community mentioned in the forwarding clause (usually the last “THAT” clause) to work to enforce legislation.

### **First Readings**

First Readings occur during New Business. At this time, the Sponsor or a Co-Sponsor presents the legislation and non-argumentative, clarifying questions are allowed. At this point, legislation cannot be amended. After first readings, the legislation goes to an ASUW Senate Committee, and then back to the floor for Second Readings.

## **Second Readings**

During Second Readings, argumentative questions are allowed, as well as amendments to the resolution. At the end of Second Readings, legislation is either voted on or tabled.

## **The Speaker's List**

The Chair keeps a list of people who have raised their placards for a chance to speak. The Chair then calls on people in the order that they are down on the list (although the Chair has the right to direct the flow of debate to keep things balanced). Usually, nobody can interrupt the Speaker's list. If the legislation is controversial, it is usually a good idea for a Senator to raise his/her placard right when debate opens to get on the Speaker's list immediately.

## **Meeting Procedures**

This section will teach you the bare minimum phrases you need to know in order to actively participate in ASUW Senate. ASUW Senate operates under the ASUW Student Senate Rules and Bylaws, and meetings are conducted under *The Standard Code of Parliamentary Procedure* by Alice Sturgis (4<sup>th</sup> Edition).

The main way to present a proposal or question is to use a motion. Any Senator can present a motion. There are many different types of motions, such as the motion to approve or the motion to amend a resolution. On the following pages, there is a chart that outlines some of the major resolutions. In order to provide an example, here is the basic format for making the motion to change something in a resolution:

Raise your hand to get on the Speaker's List. Once it's your turn, say "*I move to amend the legislation so that...*" and then state what you want to have changed. Once the motion is made and seconded, the Senate will immediately move into debate on the amendment, and the Chair will start a new speakers' list on the amendment. The amendment needs a majority vote in order to pass.

NOTE: you may not make a speech or comment and *then* make a motion. For example, you can't make a speech about how much you dislike the legislation and then move to vote immediately. Only one or the other is acceptable.

## *Parliamentary Motions Guide*

Based on *Sturgis Standard Code of Parliamentary Procedure (4th Ed.)*

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.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
(77) Close meeting	I move that we adjourn	No	Yes	No	Yes	Majority
(75) Take break	I move to recess for I rise to a question of privilege	No	Yes	Yes	Yes	Majority
(72) Register complaint	I move that the main motion be postponed temporarily	Yes	No	No	No	None
(68) Lay aside temporarily	I move that the main motion be postponed temporarily	No	Yes	No	No	Varies
(65) Close debate and vote immediately	I move to <b>close debate</b>	No	Yes	No	No	2/3
(62) Limit or extend debate	I move to limit debate to ...	No	Yes	Yes	Yes	2/3
(58) Postpone to certain time	I move to postpone the motion until ...	No	Yes	Yes	Yes	Majority
(55) Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
(47) Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
(p 32) Bring business before assembly (a main motion)	I move that ...	No	Yes	Yes	Yes	Majority

## *Parliamentary Motions Guide*

Based on *Sturgis Standard Code of Parliamentary Procedure (4th Ed.)*

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

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
(82) Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Yes	No	Majority
(84) Suspend rules	I move to suspend the rule requiring	No	Yes	No	No	2/3
(87) Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
(90) Parliamentary question	<b>Parliamentary inquiry</b>	Yes	No	No	No	None
(94) Request to withdraw motion	I wish to withdraw my motion	Yes	No	No	No	None
(96) <b>Divide motion</b>	I request that the motion be divided ...	No	No	No	No	None
(99) Demand rising vote	I call for a <b>division of the assembly</b>	Yes	No	No	No	None

**Restorative Main Motions** - no order of precedence. Introduce only when nothing else pending.

(36) <b>Amend a previous action</b>	I move to amend the motion that was ...	No	Yes	Yes	Yes	Varies
(38) Reconsider main motion	I move to <b>reconsider</b> ...	Yes	Yes	Yes	No	Majority
(42) Cancel previous action	I move to <b>rescind</b> ...	No	Yes	Yes	No	Majority
(44) Take from table	I move to <b>resume consideration</b> of ...	No	Yes	No	No	Majority

*[HTTP://SENATE.ASUW.ORG](http://senate.asuw.org)*