

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON  
BYLAWS OF THE STUDENT SENATE**

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### **Preamble**

We, the Associated Students of the University of Washington Student Senate, in order to provide student representation within the Association; to determine student opinion on any issue affecting students; to provide oversight of the management of the Association; to exercise the authorities granted by the Association Constitution to the Student Senate; to promote all student interests to the University and the community; to provide a forum for discussion among

students, faculty, and administrators; to promote individual leadership and group action; to supplement and complement formal education at the University of Washington; and to provide an environment in which all students may participate in the achievement of the above goals, do affirm and establish these Bylaws of the Student Senate.

## **Article I. Organization & Purpose**

### **Section 1. Name**

A. The name of this body shall be the Associated Students of the University of Washington Student Senate ("Senate").

### **Section 2. Purpose**

A. The Senate is responsible for formulating the official opinion of the Associated Students of the University of Washington ("ASUW" or "Association"), providing oversight to the functioning of the ASUW, and serving as a conduit for students and campus organizations to participate in the affairs of the Association. ASUW Const., Art. VIII, §1(A). The Senate as a whole is charged with representing all students at the University of Washington Seattle regardless of the membership or composition of Senate.

### **Section 3. Position Within ASUW**

A. The Senate is an independent entity within the ASUW, possessing those legislative and other powers delegated to it under the ASUW Constitution.

### **Section 4. Relationship To Campus Community**

A. Gathering Information

1. The Senate shall make reasonable efforts to gather information from the campus at large and any other appropriate sources to aid in deliberations.

B. Dissemination of Information

1. The Senate shall make reasonable efforts to disseminate information regarding its activities and actions to the campus community.

C. The Senate Speaker shall be charged with ensuring that this Article is held as a principle of the Senate and shall have all necessary authority to carry out its purpose.

## **Article II. Membership**

### **Section 1. Senate Seats**

A. All Senate seats, as delineated in the ASUW Constitution, Art. IX, Section 3A, shall be classified as one of two types of seats.

1. Full Voting Senators. Senators who hold voting seats shall have all privileges granted them by the governing documents of Senate, including, but not limited to, precedence to speak in Senate meetings, voting rights in Senate, the right to author all types of legislation within the Senate, and the right to seek positions within the Senate such as Senate offices, liaisonships, and committee chairs.

2. Non-Voting Senators. Senators who hold non-voting seats shall have all the privileges held by voting senators, excluding the right to vote in Senate, as well as any other privileges or rights granted within the governing documents of the Senate. These seats shall be held by the ASUW Board of Directors members, excluding the ASUW President, who is a voting senator, and the SAO Adviser to the Student Senate.

B. All Senate seats must first be certified prior to being activated and filled, using the appropriate certification process prescribed for that seat in these Bylaws.

1. Protected Senate Seats. Senators who hold protected seats shall not be required to gather constituents and their seats shall be unconditionally certified every quarter in which Senate is in session. The senators who fill protected seats shall be considered voting senators and shall be granted all of the privileges and rights afforded to voting senators. Protected Senate seats shall be granted to the following organizations and in the following quantities:

i. Two (2) Senate seats for each residence hall except McMahon Hall which shall have three (3)

Senate seats.

- ii. One (1) Senate seat for an appointee of the Office of Student Veteran Life.
- iii. One (1) Senate Seat for an appointee from each of the voting members of the ASUW Joint Committees Commission, and one from each legacy group as defined by the Office of Minority Affairs and Diversity
- iv. One (1) Senate Seat for an appointee from each of the Ethnic Cultural Center Legacy Groups; Black Student Union, Filipino American Student Association, First Nations at UW, Movimiento Estudiantil Chicanx de Aztlan (MEChA), and the Polynesian Student Alliance, Micronesian Islands Club
- v. One (1) Senate Seat for an appointee from the Inter Fraternity Council
- vi. One (1) Senate Seat for an appointee from the UW Panhellenic Association
- vii. One (1) Senate seat for an appointee from the Residential Community Student Association

## **Section 2. Certification Process**

### **A. Certification of Senate Membership**

1. The following provisions shall apply exclusively to students seeking membership in the Senate without possession of a protected Senate seat.

(i). Any student seeking membership shall submit an online Senate seat certification form. If a student seeks to represent a specific organization, approval must be granted by that organization's leadership.

2. Each student must register a specified number of students as their constituents to obtain a Senate membership. The Committee on Steering shall determine the number of registered constituents required, but shall set a uniform number for all interested students.

3. If the Committee on Steering shall increase the number

of required constituents by more than 10 during a one month period, the increase shall be subject to approval by the Senate.

4. Upon registering the number of required constituents, Senate membership shall be certified by the Membership Coordinator, who shall confirm that the student fulfilled all necessary requirements, including that no student who registered as a constituent has registered as a constituent for any other student seeking Senate membership. If any of the registered constituents are later determined to be invalid or not meeting the requirements established in these Bylaws, the Senator in question shall be decertified by the Membership Coordinator until additional registered constituents are obtained.

5. The Membership Coordinator may delay the issuance of electronic voting devices for newly qualified voting senators for up to twenty-four hours.

6. Any Senator who falls below the required number of constituents during their tenure shall be removed from the membership of the Senate at a time determined by Senate Leadership, until the required number of constituents is reached again.

7. At the termination of a Senate session, all senators shall be required to recertify their constituents.

8. All certified senators shall be listed on the Senate membership list.

#### B. Certification of Non-Voting Seats

1. The Membership Coordinator shall confirm each of the seats held by the two liaisons from the ASUW Board of Directors as soon as possible at the start of fall quarter.

These liaisons are separate from the voting seat held by the ASUW President.

The two non-voting liaisons shall be the Director

of Internal Policy, and the Director of Community Relations unless otherwise decided upon by the Board of Directors.

2. The Membership Coordinator shall confirm the identity of the SAO Adviser to the Senate at the beginning of fall quarter and certify their seat before the first meeting of the Senate.

### C. General Provisions

1. No ASUW member may fill more than one certified Senate seat simultaneously.

2. No voting member of the ASUW Board of Directors may serve as a senator unless specifically allowed by the ASUW Constitution.

3. The Membership Coordinator shall approve Senate seat petition forms provided that they meet all necessary requirements. Once a form has been approved, all rights and responsibilities of the seat shall be conferred.

4. Any senator may resign their seat by way of written or electronic notification to the Speaker and Membership Coordinator. Upon such notification, (a) the senator will also be deemed to have resigned their election to any position for which membership in the Senate is a condition for election or service; and (b) the registration of all constituents registered to the senator shall be cancelled.

## **Section 3. Membership Forms**

### A. General Provisions

1. All forms found in this article and accompanying rules shall be developed by the Membership Coordinator. Approved forms shall be available online and in the Senate office.

2. All information submitted through the appointment and certification process shall be made publicly available via mediums including but not limited to the internet, except signatures and student numbers collected for seat certification.

#### **Section 4. Attendance**

A. Every senator shall be present within the Senate chamber during its sittings, unless excused or necessarily prevented, and shall vote in the affirmative or negative on each question put, unless having a direct personal or pecuniary interest in the event of such question.

B. The Membership Coordinator, by and with the advice and consent of the Committee on Steering, shall promulgate an attendance policy that shall, at the minimum, :

(1) provide for the taking of attendance at least once per meeting,

(2) establish minimum acceptable thresholds for attendance and/or voting, and

(3) provide for a mechanism to notify constituents of their senator's record of attendance

C. In the event that a senator shall be in active violation of the duly promulgated attendance policy, the following shall apply:

(1) the Membership Coordinator shall contemporaneously contact the senator with notification of their deficiency, and

(2) the senator shall be non-voting until such time that they meet with the Membership Coordinator, or their designee, to review the attendance policy.

D. If a Senator is absent from every meeting during an academic quarter without a designated proxy or approval from the Membership Coordinator they will be removed from Senate Membership.

#### **Article III. Officers**

##### **Section 1. Senate Officers And Employees**

A. Officers and Employees - Defined

1. The officers of the Senate shall be the Speaker, the



Vice Speaker, and the Membership Coordinator. The Senate shall employ one ASUW member as the Administrative Assistant to the Senate.

#### B. Period of Service

1. Senate officers shall be elected during spring quarter for the following academic year and shall serve beginning at the time that their predecessor's election shall expire and ending the last day of spring quarter. The Senate Clerk shall be hired and shall begin working their hours at the discretion of the ASUW Personnel Director, coordinating their schedule with the ASUW Personnel Director to complete a predetermined number of hours approved by the Personnel Committee.

#### C. Election Process

1. Nominations for officer positions shall be taken at the first Senate meeting following the completion of the ASUW general election each spring quarter.
2. Any member of the ASUW, excluding members of the incoming Board of Directors, may be nominated for a Senate office.
3. Senate officers shall be elected in accordance with the Senate selection process defined in Article IX of these Bylaws.

#### D. Hiring Senate Employees

1. Any position the Senate seeks to fill with an ASUW employee shall be filled using the hiring procedures delineated by the ASUW Personnel Director.
2. The Speaker, or the Speaker's designee, shall sit on the hiring committee for any Senate Employee. This shall be the incoming Speaker if the hiring occurs after the spring Senate Leadership elections.

#### E. Compensation

1. Senate officers and the Administrative Assistant

shall be compensated in accordance with the ASUW Personnel policy.

F. Anticipated Absence of a Senate Officer

1. In the event that a senate officer is fully absent at a meeting, and it is anticipated that they will be fully absent for the next two (2) meetings, or in the event that a senate officer is present, but intends to be fully absent for the next three (3) meetings, then:
2. A vote of confidence (as outlined in Article III, Section 8) shall be placed on the agenda for the immediately subsequent Senate meeting as the first order of business.
3. The absent officer shall be notified about the vote of confidence by another senate officer within one (1) business day of Article III Section I Subsection F-1 being triggered, and offered the opportunity to make a written statement explaining their absence.
4. That the duty of notification shall belong to the speaker, unless the speaker is absent, in which case it shall belong to the vice speaker. If both are absent it shall belong to the membership coordinator, and if all Senate Officers are absent the duty will fall to a person designated by the Speaker.
5. This vote of confidence shall proceed according to the procedures outlined in Article III, Section 8B "Vote of Confidence: Procedure" except for the following changes:
  - i. Instead of the absent officer making a ten (10) minute statement in person, their written statement shall be read out.
  - ii. Since there is no individual requestor, instead a discussion period will occur immediately after the officer's statement is read.
6. That in the event that the officer in question is present at the next senate meeting, Article III Section I Subsection F-5-a shall not apply

## **Section 2. Senate Speaker**

### **A. Duties & Responsibilities**

1. The Speaker shall complete the following tasks on a weekly basis:

- (i) hold a minimum of seven (7) office hours outside of weekly meetings;
- (ii) convene and chair meetings of the Senate in fairness and good faith, maintaining order and enforcing decorum;
- (iii) convene and chair meetings of the Committee on Steering in fairness and good faith, maintaining order and enforcing decorum;
- (iv) establish the agenda for each Senate meeting, subject to the approval of the Committee on Steering;
- (v) notify all senators of meetings and other relevant information through the use of the Senate e-mail list;
- (vi) prepare and deliver a weekly Speaker's report to the Senate;
- (vii) sit on the Committee on Oversight of the Senate; and
- (viii) Ensure appropriate style, formatting, and grammar on submitted legislation
- (ix) maintain budget records.

2. The Speaker shall complete the following tasks on a quarterly basis:

- (i) prepare an entity report for the ASUW Board of Directors ("Board");

(ii) schedule a regular time and day for meetings of the Committee on Steering;

(iii) coordinate efforts to maintain the Senate website;

(iv) coordinate with chair of the Committee on Oversight chair to evaluate performance of liaisons

(v) conduct goal-setting sessions with other Senate officers;

(vi) meet with each standing committee chair to discuss responsibilities and evaluate performance; and

(vii) conduct Senate officer reviews.

3. The Speaker shall attend to the following general responsibilities during the entire term:

(i) follow all Senate Bylaws and Rules and have a working knowledge of parliamentary procedure;

(ii) seek effective follow-through on Resolutions that have been approved by the Senate, including the forwarding of all Resolutions;

(iii) ensure and assist in the completion of all Senate responsibilities;

(iv) ensure the general fairness of Senate;

(v) serve as the primary spokesperson for the Senate outside the ASUW;

(vi) schedule all Senate meetings for the upcoming session;

(vii) train committee chairs as necessary;

(viii) supervise the Senate Administrative Assistant;

(ix) train the incoming officers following their election;

(x) attend ASUW training and orientation; and

(xi) represent the Senate to entities outside of the ASUW.

### **Section 3. Senate Vice Speaker**

#### **A. Duties & Responsibilities**

1. The Vice Speaker shall complete the following tasks on a weekly basis:

(i) hold a minimum of five (5) office hours outside of weekly meetings;

(ii) attend all meetings of the Committee on Steering;

(iii) attend all meetings of the Senate, and assist as needed in the coordination of Senate meetings;

(iv) fill the seat on the Board of Directors that is constitutionally delineated to the Senate; (ASUW Const., Art. VI, §1(A)(7))

(v) introduce all Senate Bills that pass the Senate to the Board of Directors at the next regularly scheduled Board of Directors meeting;

(vi) Report all Resolutions, Orders, Legislative Directives, Requests for Information and any other relevant actions approved by the Senate to the Board of Directors for approval. Notify the Board of Directors of any Organic Acts to ensure that the Board remains informed about Senate's internal changes.

(vii) report to the Senate on actions taken by the Board of Directors in regard to Senate Resolutions or Bills as well as all other actions relevant to the students of the University;

(viii) coordinate with the Senate Clerk to update the Senate legislative database to reflect all amendments to and dispositions of legislation by Senate committees, the Committee on Steering, or by the Senate; and

(ix) Manage voting technology during Senate meetings, including conducting any clicker votes and projecting amendments made to legislation

(x) sit on the Committee on Oversight of the Senate.

2. The Vice Speaker shall complete the following tasks on a quarterly basis:

(i) coordinate the attendance of public speakers to the Senate;

(ii) maintain and review the list of all select committees of the Senate, recommending to the Senate the dissolution of select committees where applicable;

(iii) organize Senate public forums;

(iv) maintain an in-office calendar;

(v) confirm the configuration and reservation of the Senate meeting room; and

(vi) complete a Senate officer review with the Speaker.

3. The Vice Speaker shall attend to the following general responsibilities during the entire term:

(i) follow all Senate Bylaws and Rules;

(ii) preside over the Committee on Steering and the Senate in the absence of the Speaker;

- (iii) provide legislative assistance to senators;
- (iv) oversee the work of all standing committees, providing all necessary assistance and guidance to standing committee chairs;
- (v) serve as the Senate parliamentarian;
- (vi) train Senators in parliamentary procedure
- (vii) train the incoming officers following their election;
- (viii) attend ASUW training and orientation; and
- (ix) represent the Senate to entities within the ASUW.

#### **Section 4. Membership Coordinator**

##### **A. Duties & Responsibilities**

1. The Membership Coordinator shall complete the following tasks on a weekly basis:

- (i) hold a minimum of five (5) office hours outside of weekly meetings;
- (ii) attend all meetings of the Committee on Steering;
- (iii) attend all meetings of the Senate;
- (iv) receive and process all forms relating to Senate membership;
- (v) coordinate attendance-taking at each Senate meeting;
- (vi) maintain and update attendance database for the duration of the session;
- (vii) notify senators of attendance infractions as required by the attendance policy;

(viii) receive and approve proxies at Senate meetings

(ix) sit on the Committee on Publicity, Outreach, and Membership;

(x) provide to the Speaker a list of all senators in good standing who require assignment to a standing committee;

(xi) certify Senate seats and appoint senators to Senate seats as needed;

(xii) appoint senators to standing committees pursuant to Article VII, Section 3 of these Bylaws, subject to the approval of the Committee on Steering; and

(xiii) propose and, with the advice and consent of the Committee on Steering, promulgate the attendance policy.

(xiv) Provide welcome materials to Senators during their first meeting

2. The Membership Coordinator shall complete the following tasks on a quarterly basis:

(i) distribute membership materials to new senators;

(ii) review Senate membership forms to ensure that they are meeting requirements and create or remove forms as necessary; and

(iii) complete a Senate officer review with the Speaker.

3. The Membership Coordinator shall attend to the following general responsibilities during the entire term:

(i) follow all Senate Bylaws and Rules;

(ii) perform tasks as assigned by the Speaker;



(iii) coordinate the recruitment and retention of senators;

(iv) update and maintain a complete Senate contact information list and update all Senate e-mail lists as necessary

(v) Manage ASUW Senate clickers and roster for Senators using the online voting system, including creating and distributing a clicker contract

(vi) organize awards and recognition efforts of the Senate;

(vii) train the incoming officers following their election; and

(viii) Train the hired Senate Administrative Assistant

(ix) attend ASUW training and orientation.

## **Section 5. Senate Administrative Assistant**

### **A. Duties & Responsibilities**

1. The Administrative Assistant shall complete the following tasks on a weekly basis:

(i) take minutes at all Senate and Committee on Steering meetings, and publish those minutes on the Senate website;

(ii) prepare and submit the Senate minutes to the Committee on Steering for approval;

(iii) incorporate the minutes from all Senate committees into the Senate minutes;

(iv) prepare a digital projector and other necessary equipment and documents to display current business during Senate meetings;

(v) publish the Agenda on the Senate website

at least twenty-four (24) hours prior to the next Senate meeting;

(vi) collect and post on the Senate website all press clippings relating to the Senate;

(vii) publish liaison reports on the Senate website; and

(viii) organize clickers before weekly Senate meetings

2. The Administrative Assistant shall complete the following tasks on a quarterly basis:

(i) post Senate office hours for officers and committee chairs;

(ii) incorporate approved changes in the Bylaws and Rules into the electronic copy on the Senate website and all other publicly accessible copies;

(iii) coordinate with the Vice Speaker to maintain and update the Legislative Database, and the Senate website; and

(iv) complete a Senate officer review with the Speaker.

3. The Administrative Assistant shall attend to the following general responsibilities during the entire term:

(i) follow all Senate Bylaws and Rules;

(ii) perform tasks as assigned by the Speaker;

(iii) provide expertise when considering changes to the Senate Rules or Bylaws;

(iv) create transition documents that outline their tasks and duties to facilitate the transition between Administrative Assistants

(v) attend ASUW training and orientation.

## **Section 6. Senate Officers And Employees As ASUW Employees**

A. As an employee of the ASUW and an officer of the Senate, Senate officers and employees must abide by both sets of policies. Changes made to the Senate officer or employee duties and job responsibilities listed in these Bylaws must first be approved by the ASUW Personnel Director or the Personnel Committee. Any Personnel complaint against any Senate officer alleging misconduct based on the ASUW Constitution, ASUW Bylaws or Personnel Policies shall be handled in accordance with the ASUW Personnel Policies. This process may result in termination as an ASUW employee, but may not remove a senator from their position as a Senate officer.

## **Section 7. Officer Review**

### **A. Quarterly Reviews**

1. Each quarter the Vice Speaker, Membership Coordinator, and any employees will meet individually with the Speaker to review job performance and compliance with assigned responsibilities. Upon completion of the quarterly reviews, the Speaker shall be reviewed by the ASUW President. Each officer and any employees shall also fill out a job review sheet on a monthly basis.

2. If, after a quarterly review or the submission of a monthly review sheet, the reviewer finds the officer or employee to have failed to comply with all relevant job requirements, the reviewer shall file a complaint with the Personnel Director.

### **B. Personnel Complaints**

1. Any member of the ASUW may file a complaint regarding a paid Officer's failure to comply with delineated job requirements with the Personnel Director.

2. If a complaint has been filed alleging that an Officer has failed to comply with their job requirements, a meeting with the Personnel Director, the Senate Speaker - or the ASUW President, if the Speaker is the officer in question - and the officer in question will be called to review the matter. During this meeting a plan will be

developed to ensure compliance with job requirements.

3. If the Speaker, or President if the Speaker is the officer in question, determines that the officer has failed to follow the agreed upon plan, the ASUW Personnel Director will review the conduct of the Officer in question.

4. The Officer in question shall be notified no later than three days in advance of the Committee meeting. The Committee meeting shall be conducted under the same confidentiality requirements as required by ASUW Personnel Policies.

5. The Committee may recommend three courses of action:

(i) find no fault with the officer and dismiss the complaint;

(ii) find the officer in violation and recommend that the Board of Directors freeze the officer's pay until further notice; or

(iii) find the officer in egregious violation and draft an Organic Act for removal, listing the specific complaints and only including failures in specified job requirements, to be submitted to the Senate.

6. If the Committee dismisses the complaint, a senator may still draft an Organic Act to remove the officer for consideration. It shall be noted in the act that the Personnel Director previously dismissed the complaint.

7. If the Committee recommends that the Board of Directors freeze the officer's pay, the Board of Directors shall consider the merits of the recommendation and act accordingly. Pay shall only be reinstated after the Committee on Senate Officer Review finds the officer to be in compliance, recommends that the Board of Directors reinstates pay, and Board of Directors votes to do so.

8. If the Committee drafts an Organic Act for removal, the Senate shall consider this Act at its next meeting.

If the Speaker is the officer to be removed, the Speaker shall step down as presiding officer for the period of debate on the Organic Act.

9. Should the Organic Act attain the necessary simple majority approval, the officer shall be removed from office and the procedure to replace that officer shall be initiated.

## **Section 8. Vote Of Confidence**

### **A. Calling a Vote**

1. Any senator may request a vote of confidence in the Speaker, Vice Speaker, or Membership Coordinator during a Senate meeting. A request regarding an officer not currently present shall only be in order if the officer was absent at the previous meeting of the Senate.

2. The public support of at least ten (10) other senators shall be required in order for the vote to be scheduled.

3. The vote of confidence shall be placed on the agenda for the immediately subsequent Senate meeting as the first order of business.

### **B. Procedure**

1. Prior to the vote of confidence, the requester and the officer in question shall each have ten minutes to present arguments.

2. A discussion period shall be held after the presentations.

3. Following the discussion period, the Membership Coordinator shall conduct a roll-call vote on the question.

4. Should the officer fail to receive a simple majority vote of confidence, they shall immediately step down and may not stand for reelection to the post during the current session without the prior consent of the Senate.

## **Article IV. Legislative Powers**

### **Section 1. In General**

A. Legislation that has received a constitutional majority on the question of final passage shall be promptly certified by the Speaker, engrossed, and transmitted to the ASUW Board of Directors.

1. The majority required for final passage of legislation will be a simple majority of present, voting senators unless otherwise specified by the ASUW Constitution or the Senate Bylaws.
2. In the event of a Board veto, a 3/4s majority of present and voting senators shall be required to override the unamended legislation

B. Legislation that has become final pursuant to the Constitution, by Board of Directors approval or otherwise, shall be promptly certified by the Speaker and enrolled.

### **Section 2. Classification**

A. Resolutions shall be the instrument used to exercise the Senate's power to establish official student opinion.

B. Senate Bills shall be the instrument used to make policy recommendations to the ASUW Board of Directors regarding any aspect of ASUW operations or in any other area in which the Board of Directors is empowered to act, and shall have the same force and effect as a Board Bill upon approval by the Board of Directors.

C. Organic Acts shall be the instrument used to exercise the Senate's inherent power of self-governance, and may be used for matters under the full control and discretion of the Senate.

D. Senate Orders shall be the instrument used to exercise powers delegated to the Senate with regard to ASUW governance.

E. Legislative Directives shall be the instrument used to adopt or amend the ASUW's Legislative Agenda.

F. University Directives shall be the instrument used to adopt or amend the ASUW's University Agenda.

### **Section 3. Sponsorship**

#### A. Prime Sponsor Qualifications

1. Any member of the ASUW, ASUW entity, or standing committee of the Senate is eligible to sponsor Resolutions.
2. Any senator or standing committee of the Senate is eligible to sponsor Senate Bills, Organic Acts, and Senate Orders.
3. Any senator or standing committee of the Senate, member of the ASUW Board of Directors, or ASUW entity (explicitly including the Legislative Committee on Steering and Governance Committee) is eligible to sponsor Legislative Directives or University Directives.

#### B. Secondary Sponsor Qualifications

1. Legislation may be cosponsored only by senators, with the exception of Resolutions, which shall be open to cosponsorship by any member of the ASUW.

#### C. Procedural Requirements

1. Each item of legislation must have one prime sponsor, but may have an unlimited number of secondary sponsors.
2. Prime and secondary sponsors must be identified by their first and last name, or, in the case of sponsorships by a group, by the name of the committee or entity.

### **Article V. Other Powers & Functions**

#### **Section 1. Requests For Information**

##### A. General Provisions

1. Requests for Information may be issued to Board of Directors members by standing committees, authorized special committees, the Committee on Steering, or the Senate.
2. All Requests for Information must include a specific topic and may either specify a particular

Board of Directors member or request that the Board of Directors select a member to respond.

3. Upon the issuance of a Request for Information, the Senate Vice Speaker shall communicate it to the Board of Directors at the immediately following Board of Directors meeting.

#### B. Responses

1. A Board of Directors member may, unless otherwise indicated, elect to respond by written response. The written response must provide sufficient information regarding the topic in question as to meet the expectations of the petitioners.

2. A Board of Directors member may respond by personal appearance. During a personal appearance, the Board of Directors member may give an initial presentation on the specified topic, followed by questions from the Senate or the Committee on Oversight. The Speaker shall disregard any question deemed outside the scope of the specified topic.

### **Section 2. Recall**

#### A. General Provisions

1. The Senate may order a recall of any Board of Directors member subject to the provisions of the ASUW Constitution.

2. The motion for a recall must be submitted in the form of a Senate Order.

3. The recall order shall not be considered unless it has been co-sponsored by at least ten (10) other senators

4. If the Committee on Oversight shall sponsor or cosponsor a Senate Order containing a recall motion, clause 3 of this subsection shall be considered satisfied and the Senate Order will be placed on the top of the agenda for the next Senate meeting.



## B. Grounds for Recall

1. No recall order shall be considered unless it lists specific charges against the Board of Directors member and provides verifiable facts concerning the charges.

2. The following shall constitute proper grounds for a recall:

(i) intentional violation of the ASUW Constitution or Bylaws;

(ii) negligent violation of the ASUW Constitution or Bylaws without necessary steps taken to rectify violation;

(iii) intentional violation of a Senate Resolution;

(iv) negligent violation of a Senate Resolution without necessary steps taken to rectify violation;

(v) failure to appear or adequately respond to a Request for Information after proper notification;  
or

(vi) continued failure to complete tasks assigned by the ASUW Constitution, ASUW Bylaws, or a Board Bill.

## C. Procedure

1. Upon submission, a Senate Order for Recall shall be automatically referred to the Committee on Oversight, unless the Senate Order originated from, and is sponsored by the Committee on Oversight, in which case it will be referred to the Committee on Steering.

2. The Committee shall have two weeks from the date of submission to consider the allegations made in the recall order and determine their validity and if they are sufficient grounds for recall. The Committee must vote by simple majority to send the order to the Senate for consideration.

3. In the event that the Committee does not send the Order to the full Senate, a motion to discharge the Recall Order from the Committee and consider it on the floor shall be in order.

4. The Board of Directors member named in the recall order shall be granted the opportunity to address the Senate before the final vote is taken, for a period of time not to exceed twenty (20) minutes. If the Board of Directors member elects to address the Senate, a period of not less than ten (10) minutes shall be provided for the Senate to ask questions.

### **Section 3. Special Forums**

1. The Committee on Steering must determine the appropriateness of a special forum based on, but not limited to, such factors as time sensitivity of the presentation, amount of business before the Senate, and interest to students.

2. The Committee on Steering may set time limits for a special forum.

3. Groups or individuals denied special forum time may be placed on the agenda under Announcements.

### **Section 4. Special Meetings Of The Senate**

#### **A. Requirements**

1. Calling a special meeting in order to conduct urgent and time sensitive business shall require the approval of a simple majority of the Committee on Steering.

2. Special meetings convened for any other purpose must be approved by a simple majority of the Senate, or by 2/3rds of the voting members present at a meeting of the Committee on Steering.

#### **B. Quorum**

1. A quorum must be present to conduct business during a special meeting.

2. Absent a quorum, the Senate may only

provisionally pass legislation of an urgent matter which must be ratified during the next Senate meeting that meets quorum.

## **Article VI. Meetings**

### **Section 1. Session**

A. The Senate shall be perpetually in session, with the end of each session occurring simultaneously with the start of each new session at the time provided for in the ASUW Constitution.

### **Section 2. Regular Meeting Schedule**

A. The first meeting of the regular session shall occur no later than the second full week of autumn quarter.

B. Meetings shall be held at least weekly during the instructional periods of autumn, winter, and spring quarters, not including the first full week of autumn quarter and any week in which emergent conditions shall necessarily preclude the assembly of the Senate.

### **Section 3. Assumption Of The Chair**

A. Qualifications of the Chair

1. No person, excepting the Speaker, shall assume the Chair unless they are currently a voting senator; provided, that the ASUW President shall not be qualified to assume the Chair.

2. No person having a personal or pecuniary interest in a question under consideration shall assume or hold the Chair without leave of the Senate. For the purposes of this Section only, sponsorship or cosponsorship of a piece of legislation shall give rise to a personal interest.

3. No person shall assume the Chair except upon their own presence in the chamber and desire to assume the Chair.

4. In the event that the Speaker is not qualified to assume the Chair pursuant to clauses A(1) or A(2) of this Section, such disqualification shall extend to the designee of the Speaker.

## B. Succession of the Chair

1. The following shall be the order of succession to chair a Senate meeting: Speaker, Vice Speaker, Membership Coordinator, the most senior Senate standing committee chair. Committee chair seniority shall be determined by the first item in the following list which does not result in a tie:

i. Greatest years of service, or portions thereof, as the chair of a standing committee or officer of the Senate.

ii. Greatest years since the lesser of the senator's first meeting served as a senator or a break in the senator's service of five (5) of more meetings.

iii. Greatest years of service, or portions thereof, as the vice chair of a standing committee.

iv. The greatest sum of the total years of service, or portions thereof, for each elected Senate liaisonship held.

v. Greatest quarters enrolled as a UW student.

vi. Lowest UW student identification number.

2. In the event that no senator in the order of succession shall qualify to assume the Chair, the Clerk of the Senate shall temporarily assume the Chair for the purpose only of electing an interim Speaker. If the Clerk of the Senate shall be absent, any willing senator may assume the Chair for the purposes of this clause only.

3. The Chair shall be yielded immediately upon the demand of a senator higher in the order of succession and qualified to assume the Chair.

4. Succession of the Chair shall not pass to a person holding the vote of a senator by proxy.

#### **Section 4. Quorum**

##### A. Defined

1. Quorum of the Senate shall consist of the presence, either in person or by proxy, of at least 50% plus one (1) of the voting seats in the Senate; provided, that 20 senators must be present for a quorum to exist.

##### B. Absence of a Quorum

1. Senate shall not conduct business in the absence of a quorum, except:

(i) to receive reports from Senate officers, committee chairs, the Board of Directors liaisons to the Senate, the GPSS liaisons to the Senate, or the ASUW President;

(ii) to conduct special forums;

(iii) to allow senators to make announcements; or

(iv) to adjourn or recess.

#### **Section 5. Addressing The Senate**

- A. All members of the ASUW shall have the opportunity to address the Senate regarding any Resolution under consideration upon proper recognition by the Speaker.

#### **Section 6. Voting**

A. Only senators with vote shall be permitted to vote on motions before the Senate and shall only be entitled to do so if present, either in person or by proxy.

B. The term "simple majority," when it appears in these Bylaws or the Senate Rules, means the affirmative vote of greater than fifty-percent of the voting and present senators.

C. For the purposes of these Bylaws and the Senate Rules, a senator abstaining from voting is not a "voting senator".

## **Section 7. Proxy**

### A. Proxy Rights

1. Any senator may proxy their vote to another ASUW member twice per quarter without repercussion. After the second proxy in a quarter, the absence shall be counted as an unexcused absence.

### B. Form

1. All proxies shall be in writing, utilizing the Senate proxy form or an electronic version thereof, and shall include the name of the person executing the proxy, the name of the person to whom the proxy is given, the time period for which the proxy is valid, and instructions, if any, on the voting of the proxy.

### C. Restrictions

1. A proxy shall only be valid for one meeting of the Senate.
2. In the case of an extended absence by a senator, and with prior notification, the Membership Coordinator shall have the discretion to approve a proxy for a period up to but not exceeding ninety (90) days.
3. No individual may hold more than one proxy or otherwise be entitled to more than two votes as a result of holding a proxy.

### D. Approval

1. Proxies must be presented to the Membership Coordinator by the start of the meeting for which they are valid.
2. If the Membership Coordinator determines that a proxy is in proper order, the person holding that proxy shall be entitled to vote on behalf of the proxied senator.
3. The attendance record for the senator executing

the proxy shall be notated that the senator was present by virtue of a proxy.

### C. Instructions

1. Proxies may not be utilized in a manner inconsistent with any instructions or restrictions included with the proxy.

2. Should the Speaker or Membership Coordinator discover that a proxy has been utilized in violation of the proxy instructions, that proxy shall be discarded and cannot be used for any purpose other than recording the attendance of the person who executed the proxy and the person who held the proxy, if a sitting senator, shall be sent to the Committee on Publicity, Outreach and Membership for review of their actions.

## **Article VII. Committees**

### **Section 1. Standing Committees Of The Senate**

#### A. Legislative Committees

##### 1. On Campus Student Life

i. This Committee is empowered to consider and write legislation that relates to Student life on campus, including issues related to the residence halls, RSOs, and other non-academic issues.

##### 2. Off Campus Student Life

i. 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.

##### 3. Academic and Administration Affairs

i. 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.

#### 4. General Affairs

i. This Committee is empowered to consider and write legislation that relates to commendations of persons, organizations, or entities the Senate deems worthy, as well as issues relating to other issues that students wish to formulate opinion on.

#### B. Non-Legislative Committees

##### 1. Committee on Oversight

i. The Committee is primarily responsible for executing the oversight functions of the Senate. It shall communicate with Senate liaisons, reviewing their performance and requesting reports as needed. It shall also review passed legislation from previous sessions to assess outcomes of statements of student opinion. The Committee is empowered to submit a request for information to a member of the Board of Directors. The Committee can, with a 50% vote, create a recall motion that will be placed at the top of the agenda for the meeting of the Senate. The Vice Speaker is a member of the Committee. The chair of the Committee on Oversight shall give a report to the Senate at the Speaker's discretion regarding findings from reports by liaisons.

##### 2. Committee on Publicity, Outreach, and Membership

i. This Committee shall work to promote Senate to the community, coordinate with the Membership Coordinator to train new delegates and senators, and review the performance of current senators. The Membership Coordinator is a member of this Committee.

### **Section 2. Committee on Steering**

#### A. Formation & Duration

1. The Committee on Steering shall exist permanently as a Committee of the Senate with the powers set forth in these Bylaws and in the Rules.

#### B. Membership



1. The voting membership of the Committee on Steering shall consist of the following ex-officio members:

(i) the Speaker, Vice Speaker, and Membership Coordinator;

(ii) the chair of each Standing Committee;

(iii) the ASUW President;

(iv) one of the two senators designated as GPSS liaisons to the Senate.

2. The non-voting membership of the Committee on Steering shall consist of the following ex-officio members:

(i) Up to two members of the Board of Directors designated as liaisons to the Senate by the ASUW Bylaws;

(ii) A representative from the Student Activities Office.

3. Quorum shall be a majority of members. The absence of standing committee chairs before their election shall not count against quorum.

4. Absent committee members may designate a present senator or member of the Board of Directors to act as their proxy, and such designation shall be noted in the minutes; provided, that no individual shall act as the proxy for more than one senator.

#### C. Committee Chair

1. The Committee on Steering shall be chaired by the Senate Speaker, the Speaker's designee, or by the Senate Vice Speaker in the absence of the Speaker or designee.

#### D. Meetings

1. The Committee on Steering shall meet at the call of

the Speaker or the petition of a majority of its voting membership, and at least once before each Student Senate meeting.

#### E. Powers & Functions

1. The Committee on Steering shall have the authority to:

- (i) arrange and plan all meetings of the Senate;
- (ii) approve the appointment of senators to standing committees;
- (iii) review and approve minutes of the Senate and Committee on Steering;
- (iv) review and approve requests for special forums;
- (v) issue a Request for Information to a Board of Directors member;
- (vi) call special meetings of the Senate during the regular session as needed consistent with the provisions of Article V, Section 4;
- (vii) decide whether legislative or non-legislative committees will be meeting in the upcoming week;
- (viii) provide information and assistance to senators as needed; and
- (ix) exercise all other authorities as granted in the these Bylaws and Rules.

2. The Committee on Steering shall be responsible for developing and reviewing the Senate Bylaws and Rules.

### **Section 3. Standing Committees - General Provisions**

#### A. Formation

1. Standing committees of the Senate shall be formed

through an Organic Act to amend the Bylaws. Standing committees shall be listed under Section 1 of this Article and must contain a general description of competency.

#### B. Membership

1. Each senator shall be assigned to either a legislative standing committee or a non-legislative standing committee.
2. Committee assignments shall be made by the Membership Coordinator and confirmed by the Committee on Steering.
3. Only those members assigned to a standing committee shall exercise the right to vote on matters before that committee.
4. Quorum for standing committees shall be at least 50% plus one of the membership of the committee, provided that at least three (3) members of the committee are present.

#### C. Committee Chair

1. Each standing committee chair shall be elected in the spring quarter of the session prior to their term of service.
2. Duties of a standing committee chair shall consist of the following:
  - (i) serve as the chair of the standing committee until the adjournment of the session;
  - (ii) provide expertise and knowledge in the specific area of the respective committee;
  - (iii) facilitate fair and productive discussions of legislation within the committee;
  - (iv) assist the Membership Coordinator as required in taking attendance at Senate meetings;

(v) meet with the Senate Speaker each quarter to discuss goals and responsibilities;

(vi) attend and participate in meetings of the Committee on Steering; and

3. Standing committee chairs shall be elected by the membership of Senate through the Senate Selection Process outlined in Article IX of these bylaws.

4. Nominations for committee chairs shall begin with the legislative committees in alphabetic order and then non- legislative committees in alphabetic order.

5. In the event that a committee chair position becomes vacant at any point during the session other than this election, the vice chair of the committee will become the new chair, and an election will be held to fill the vice chair vacancy. Should there not be a vice chair in the committee, a new election process shall occur within two meetings of the vacancy to fill the committee chair position.

#### D. Committee Vice-Chair

1. Each standing committee vice-chair shall be elected as expeditiously as possible from among the membership of the committee.

2. Duties of a committee vice-chair shall consist of the following:

(i) take minutes of the committee meetings and transmit the minutes to the Senate Clerk within forty-eight (48) hours;

(ii) act as the chair of the committee in the absence of the committee chair;

(iii) attend and vote at meetings of the Committee on Steering in the absence of the committee chair; and

- (iv) assist the committee chair as required.
- 3. In the event of a vacancy of the vice chair the committee will take appropriate measures to replace them

#### E. Competency

- 1. Each standing committee shall be authorized to consider any legislation referred to it.

#### F. Duration

- 1. Standing committees shall exist as long as they are listed in Section 1 of this Article.
- 2. Standing committees shall cease to meet or operate upon the adjournment sine die of the Senate and shall reconvene once the Senate has been called back to order.

#### G. Powers & Functions

- 1. Standing committees shall have the authority to:
  - (i) consider legislation that has been referred to them and to recommend legislation to the floor for further consideration;
  - (ii) formulate and draft legislation and submit it on behalf of the committee;
  - (iii) issue Requests for Information to Board of Directors members, and where necessary, petition the Senate for a personal appearance of a Board of Directors member before the committee; and

### **Section 4. Special Committees - General Provisions**

#### A. Formation

- 1. Special committees of the Senate shall be formed through an Organic Act to amend the Senate Rules.

#### B. Membership

- 1. Membership, or a process for determining the

membership, of a special committee shall be defined in the Rules.

C. Committee Chair

1. Special committee chairs shall be serve ex-officio or shall be elected by the membership of the Senate as specified in the Rules.

D. Competency

1. Special committees are only authorized to consider specific issues which arise on a regular basis.

E. Duration

1. Special committees shall exist as long as they are listed in Rules.
2. Special committees shall cease to meet or operate upon the adjournment sine die of the Senate and shall reconvene upon the call of the committee chair or the Senate Vice Speaker once the Senate has been called back to order.

F. Meetings

1. Special committees must meet at least once per session, but may meet more often as specified in the Rules.
2. The Senate Vice Speaker shall be responsible for ensuring that meetings of the special committees occur.

G. Powers & Functions

1. Special committees may only exercise those powers granted to them in the Bylaws or Rules.

**Section 5. Select Committees - General Provisions**

A. Formation

1. Select committees of the Senate shall be formed through an Organic Act. The Senate Vice Speaker

shall maintain the list of all current select committees. Membership shall be defined in the Organic Act and committee chairs shall be elected by the membership of the Senate immediately following passage of the Organic Act

#### B. Competency

1. Select committees are only authorized to consider specific issues of a timely nature and must have a specified task.

#### C. Duration

1. Select committees shall exist as specified in the Organic Act and shall dissolve as specified.
2. The Senate may extend the committee's period of operation.

#### D. Meetings

1. Select committees must meet as specified in the Organic Act.
2. If no meeting schedule is specified, the committee shall meet at the call of the committee chair.

#### E. Powers & Functions

1. Select committees shall only be empowered to formulate recommendations for consideration by the full Senate.
2. Select committees may not issue Requests for Information, unless granted authority by the full Senate.

### **Article VIII. Liaisons**

#### A. General Provisions

1. The Student Senate shall appoint senators liaisons to each ASUW delineated and standing committee, task force, and any other committee or organization as

authorized except the EAC.

2. In the situation where the committee has open membership, multiple senators may be appointed provided that one senator is designated as the reporting liaison to the Senate.

3. Liaisons are required to act in accordance with Senate opinion. In the case that no Senate opinion exists, the liaison should act in the manner they think best fits with what they believe Senate would wish.

4. Liaisons shall be required to submit quarterly reports to the Speaker, Vice Speaker, and to the Committee on Oversight

5. If requested by the Committee on Oversight, liaisons shall report to the next meeting of the Committee on Oversight.

#### B. Elections

1. Nomination and elections of Senate liaisons shall be conducted before the full Senate as expeditiously as possible at the start of each session.

2. If at any time or for any reason there is an unfilled liaison position, the Senate shall hold nominations and elect a replacement liaison at the next Senate meeting.

3. Senate liaisons shall be elected in accordance with the Senate selection process as defined in Article IX of these Bylaws.

#### C. Absence

1. In the event of that an elected Senate liaison is not able to attend a specific meeting, either by way of absence or position vacancy, the Senate Speaker shall be authorized to serve on their behalf or designate another senator as proxy.

#### D. Oversight

1. The Committee on Oversight may, on their own motion



or by referral, investigate the performance of a liaison. In such investigation, the Committee is authorized to compel the liaison's testimony.

2. Each liaison elected under this Article shall submit a report to the Committee on Oversight at least once during each academic quarter served, with the exception of summer quarter.

3. Reports shall contain, at a minimum, the business handled by the liaisons' respective committees, relevant decisions reached, and anticipated future committee activities. At their own discretion, the Committee on Oversight may establish further regulations on report contents.

4. Failure to submit a report under this subsection shall be grounds for suspension or termination of a liaison's service.

#### E. Suspension or Removal

1. Liaisons shall serve at the pleasure of the Senate and may be removed by the Senate at any time.

2. The Committee on Oversight may, with the concurrence of the Speaker, suspend the service of any liaison; provided, that the Senate may overturn any suspension or provide for a liaison's immunity from suspension by the Committee.

3. Liaisons shall be removed immediately upon loss of their membership in the Senate.

### **Article IX. Senate Selection Process**

#### A. Defined

1. The Senate selection process governs the elections for all elected positions within the Senate.

#### B. Procedure

1. Unless otherwise specified, elections shall occur over a span of at least two (2) Senate meetings.

i. Nominations shall be taken at both the first and second meetings, and the election shall be held immediately following the close of the nominating period at the second meeting.

ii. In the event that expediency is required, the Senate may, choose by simple majority vote to hold nominations and elections during one meeting.

2. The Senate Speaker shall take nominations or ask for volunteers from the floor. Unless otherwise specified, nominations shall be solicited at two consecutive meetings.

3. Following the close of nominations, candidates for the position in question shall each have the opportunity to make a statement in the order in which they were nominated. The Senate Speaker shall set a uniform time for candidate statements in accordance with meeting demands, which may be modified by order of the Senate.

4. For the election of Senate officers, each candidate for each office shall be asked a prepared question by the outgoing officer in that position. In the event that the outgoing officer is running for an additional term, the question shall be prepared by the Speaker or by the Vice Speaker if the Speaker is the officer seeking another term.

5. At the discretion of the Speaker, or as ordered by the Senate, a discussion period shall occur once all candidates have cast their votes and left the meeting room. The Senate Speaker shall take special care to maintain decorum during discussion and shall place time restrictions on the discussion period in accordance with meeting demands.

#### C. Instant Runoff Voting

1. The Senate shall utilize the following method of instant runoff voting (IRV) to elect candidates for office with a simple majority vote.

2. All voting senators shall receive ballot with a number

of spaces equal to the number of candidates running for the position.

3. The voting senator shall rank the candidates in the order of his or her preference, listing as many or as few candidates as the senator chooses.

4. The Senate Vice Speaker and Senate Membership Coordinator, observed by an SAO Adviser, shall be responsible for counting all ballots cast. In the case that either the Senate Vice Speaker or Senate Membership Coordinator is a candidate on the ballot to be counted, they shall be replaced by a senator selected by the SAO Adviser.

5. The ballots are first separated by first preference. If no candidate has a simple majority of the first preference votes, the least preferred candidate is dropped and all votes for that candidate shall be re-apportioned based on the second preference of those ballots.

6. Once a candidate's name is dropped, they are no longer an active candidate for the position. A candidate is active until deemed inactive, regardless of status as a write-in candidate or nominee.

7. The process of removing the least preferred candidate and reapportioning the votes shall continue until one candidate receives a simple majority of the ballots cast.

8. If a ballot's first preference is eliminated and the next preference(s) have already been eliminated, the next active candidate in the order of preference shall receive the vote.

9. Those ballots cast that fail to list an active candidate shall not count in determining a simple majority.

10. Electronic voting devices, used in a manner substantially implementing this procedure, may be used at the discretion of the Speaker.

#### D. Other Methods of Voting

1. If only two candidates are seeking office, and the election does not require a closed ballot, the Speaker may elect to hold the votes by electronic voting devices or hand vote. The candidate receiving the simple majority of votes cast shall be elected.
2. If only one candidate is seeking office, a motion to elect by acclamation shall be entertained.
3. Following a round of voting in an election where a hand vote or electronic voting devices are used to tally votes, if there are six or more candidates, the Speaker may decide to eliminate half of the candidates who received the fewest votes. No more than fifty percent of the candidates may be eliminated following a single round of voting unless there are more than ten candidates.

### **Article X. Authority**

#### **Section 1. Governing Documents**

- A. The Student Senate shall be governed by the ASUW Constitution and, to the extent that they are not inconsistent with the Constitution, the ASUW Bylaws, these Bylaws, and the Student Senate Rules.

#### **Section 2. Senate Bylaws**

##### A. General Provisions

1. These Bylaws shall be the governing document of the Student Senate, authoritative in all cases in which it does not conflict with the ASUW Constitution.
2. The powers and restrictions of the Senate, as set forth in these Bylaws, are derived from the ASUW Constitution and any other powers granted by the ASUW Bylaws.
3. No portion of these Bylaws may be suspended at any time.

## B. Amendment

1. The Bylaws may be amended by the concurrence of two-thirds of the present and voting senators, via the passage of an Organic Act.
2. Amendments shall be read to be consistent with the existing Bylaws whenever possible. If a consistent reading is not possible, the most recent amendment shall take precedence.

## **Section 3. Senate Rules**

### A. General Provisions

1. The Senate Rules shall be the procedural governing document of the Student Senate, deriving its authority from these Bylaws.
2. The Rules may only expound upon the powers, limitations, and responsibilities found within the other governing documents in this Article and shall yield to the Senate Bylaws in cases of conflict; provided, that the Rules shall be supreme over the parliamentary authority of the Senate.
3. Any portion of the Rules may be suspended by 2/3rds of the present voting membership of the Senate. No committee or other entity may suspend the Rules.

### B. Amendment

1. The Rules may be amended by simple majority.
2. All amendments shall take effect immediately following passage unless otherwise specified.
3. Amendments shall be read to be consistent with the existing Rules whenever possible. If a consistent reading is not possible, the most recent amendment shall take precedence.

## **Section 4. Parliamentary Authority**

A. The latest edition of Robert's Rules of Order Newly Revised shall govern all activities of the Senate, and all activities of committees or creations of the Senate, in all cases to which it is applicable and does not conflict with the authorities listed in this Article; provided, that the Speaker may decline to update to a newly published edition until the Senate shall adjourn sine die.

Last modified: 5/18/2017 by Nick DeMuro and  
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