

Associated Students of the University of New Mexico (ASUNM)  
**SENATE STANDING RULES**  
**Fall 2021**

Section 1. Meeting

- A. The Senate shall hold meetings once every two weeks on Wednesdays at 6:00 P.M. or when scheduled, excluding scheduled University holidays.
- B. Committee meetings shall be held on interim Wednesdays at 6:00 P.M. or when scheduled, excluding scheduled university holidays.
- C. Special meetings can be called by the ASUNM President, ASUNM Vice-President, or one-third of the seated Senate.
  - 1. Special meetings will handle any legislation that requires action before the next senate meeting. Special legislation will not be considered unless two-thirds of the present and voting Senators approve. The reason for calling the Special meeting must be stated by the sponsor.
  - 2. All rules governing regularly scheduled meetings shall apply to all Special meetings of the ASUNM Senate.

Section 2. Agendas

- A. The agenda for regularly scheduled Senate meetings will consist of the following sections:
  - I. Opening
    - A. Call to order
    - B. Roll Call
    - C. Approval of Agenda
    - D. Approval of Minutes
  - II. Preliminary Business
    - A. Guest Speaker(s)
    - B. Public Comment (No more than five (5) minutes to speak per individual)
    - C. ASUNM President's Report
    - D. ASUNM Vice-President Opening Remarks (No more than ten (10) minutes to speak)
    - E. Joint Council (No more than ten (10) minutes to speak)
    - F. Boards and Committees Report
    - G. Senator Informational Updates
    - H. ASUNM Senators (No more than five (5) minutes to speak per individual)
    - I. Attorney General Law Book Edits
  - III. Business

- A. Finance Committee
- B. Steering and Rules Committee
- C. Outreach and Appointments Committee
- IV. Closing
  - A. ASUNM Closing Comments
  - B. ASUNM President Pro-Tempore
  - C. ASUNM Vice-President Closing
  - D. Adjournment

B. The Special Senate Meeting agenda will consist of the following sections:

- I. Opening
  - A. Call to Order
  - B. Roll Call
  - C. Approval of Agenda
  - D. Approval of Minutes
- II. Preliminary Business
  - A. Public Comment as pertinent to the business at hand
- III. Special Business
- V. Closing
  - A. ASUNM Closing Comments
  - B. ASUNM President Pro-Tempore
  - C. ASUNM Vice-President Closing
  - D. Adjournment

### Section 3. Parliamentary Authority

- A. Parliamentary authority of the Senate shall be the most recent edition of Robert's Rules of Order Newly Revised.
- B. The Attorney General will serve as the Parliamentarian.

### Section 4. Quorum

- A. Quorum for any Senate Meeting will be two-thirds of the seated Senate legally entitled to vote.
- B. Should quorum not be present at any Senate meeting twenty minutes after the time for which it was called, the Senate will automatically adjourn.
- C. A proxy vote will be allowed for a Senator during an excused absence. The proxy must indicate the meeting at which it is to be used and the specific vote. The proxy must be signed. It must be witnessed by two other Senators, who must deliver it to the President of the Senate before or at the meeting to which it applies. Proxies will not be considered in determining quorum.

### Section 5. Appointments

- A. All appointments of Senators to chair and Senate committees are herein passed with an adoption of the Standing Rules. A change in any of these appointments must be passed by a concurrence of the Senate, following the procedure outlined in the ASUNM Constitution, Article II, Section 8.

#### Section 6. Senate and Committee Operating Procedures

- A. All legislation must be submitted to the committee chairs and ASUNM Vice-President, as determined by that committee's standing rules.
- B. All new legislation will be presented to the ASUNM Vice-President in the required format so that it can be posted in the appropriate log and assigned a number. It will then be assigned to the appropriate committee for action.
- C. The ASUNM Vice-President will have the previous committee meeting minutes and all newly logged legislation in the correct Committee Chair's box, as determined by the time and procedure stated in that committee's standing rules.
- D. The Committee Chairs must submit their committee meeting agendas to the ASUNM Vice-President by 12:00 P.M. on the Sunday preceding the committee meeting.
- E. The Committee Chairs will have their committee meeting agendas available on the ASUNM website by 12:00 P.M. on the Sunday preceding the committee meeting.
- F. If passed in committee, legislation must be submitted to the ASUNM Vice-President, by the Committee Chair or Vice-Chair, in the final required form no later than 5:00 P.M. on the Friday following a committee meeting in order for it to be placed on the Senate agenda as new business.
- G. Agendas will be available on the ASUNM website 72 hours in advance of the Full Senate Meeting with accordance to the Open Meetings Act (OMA).
- H. Packets including the minutes and legislation of the Full Senate Meeting will be available to Senators, through an email, or in their box (by request), by 12:00 P.M. on the Monday preceding the Full Senate Meeting.
- I. Any legislation or internal business that receives a do-not pass recommendation by a Senate Standing Committee will not come to the floor of the Senate unless two-thirds of the voting senate agrees to hear the legislation and vote.
- J. All legislation not previously considered will automatically come before the Senate floor during the last week of the session.

## Section 7. Debate

### A. Speaking Privileges

1. Senators will each be allotted a maximum of five (5) minutes for opening and a maximum of five (5) minutes for closing comments.
2. Senators are in order only when a motion is on the floor or when making a motion. When legislation is on the Senate floor, Senators may direct questions to the ASUNM Attorney General without yielding his or her speaking privileges. Senators shall be limited to two (2) five (5) minute speaking times during debate to any single motion on the Senate floor, with the proviso of requesting additional speaking times from the Vice President.

- B. The principal sponsor of any legislation of the Senate floor may accept any proposed amendment as “friendly.” This supersedes vote and automatically amends the motion at hand. If the principal sponsor does not accept the proposed “friendly” amendment, then voting on the amendment will occur under regular parliamentary procedures.

## Section 8. Adoption, Suspension, Amendment

- A. The standing rules will be adopted by a two-thirds vote of the present and voting Senators no later than the second Full Senate meeting of each session and will be in effect for the duration of that session.
- B. A standing rule may be suspended for a single question by a two-thirds vote of the present and voting Senators.
- C. These standing rules may be amended by a two-thirds vote of the present and voting Senators.

## Section 9. Special Business Procedures

- A. Any special business introduced in Full Senate shall be available in rules set by OMA.
- B. Any special business shall require a two-thirds vote to be heard in the newly created Special Business (placed before Steering and Rules) portion on the senate agenda.