

**SPECIAL RULES OF ORDER  
OF THE ASSOCIATED STUDENTS COUNCIL  
OF THE UNIVERSITY OF CALIFORNIA, SAN DIEGO**

[Ap 2007-04-11; Am 2007-05-02]

The meetings of the Associated Students Council, herein referred to as “the Council,” are run according to the current edition of *Robert’s Rules of Order Newly Revised* (RONR) with the exception of these special rules of order adopted by the Council. As prescribed by RONR, these special rules of order may be suspended by a two-thirds vote and may be amended by previous notice and a two-thirds vote or a majority of the entire membership.

**Rule 1. Session and Annual Election of Speaker**

Each session of the Council shall begin and end concurrently with the terms of the Officers.

The Council shall elect a Speaker at its first regular meeting.

**Rule 2. Proper Handling of Business**

The only actions the Council may take are actions related to a bill properly submitted and processed by the procedures described in the *Standing Rules*.

**Rule 3. Power of Speaker to Refer Matters to Committee**

When the Speaker, through the process described in the *Standing Rules*, refers a bill to a standing committee, the matter should be treated as if the Council itself had referred the bill to the standing committee. Consequently, if a bill has not yet been considered by the Council and is awaiting action by a standing committee because the Speaker referred the bill to it, the Council may not consider the bill unless the committee is first discharged of it.

**Rule 4. Order of Business**

(1) Roll Call

The Clerk of the Council shall call the roll of all members of the Council and record their attendance at the beginning of the meeting.

(2) Approval of Minutes

(3) Public Input

Any individual that is not a member of the Council may address the Council for up to five minutes, except that the total time for Public Input shall not exceed thirty minutes.

(4) Reports of Members

Any member that properly submits a written report by the prescribed deadline shall have it published under this heading in the Memorandum of the Order of Business circulated to members before the meeting. The Officers shall each have up to five minutes to give an oral report. Each other member shall have up to two minutes to give an oral report.

(5) Question Time

Any member of the Associated Students may ask up to four concise questions to any member of the Council that relate to the member’s duties. The member shall truthfully respond orally or in writing by the next regular meeting. If the member is not present, the Clerk of the Council shall inform the absent member of the question, and the member shall truthfully

respond in writing by or orally at the next regular meeting. The total time for Question Time shall not exceed twenty minutes.

(6) Reports of Committees

(7) Special Orders

Before the Order of Business is published, the Speaker shall have the power to make any item that is not a bill a Special Order and, if necessary, set the time for the Special Order to be executed. The Speaker shall ask the Clerk to include the item under Special Orders in the Memorandum of the Order of Business circulated to members before the meeting.

(8) Unfinished Business

(9) New Business

Any bill that has been referred by the Speaker to the Council Floor shall be considered under this heading. Any business that does not belong elsewhere may also be introduced under this heading.

(10) Open Forum

Any member may speak on any topic an unlimited number of times for up to three minutes. The total time for Open Forum shall be twenty minutes unless extended by a two-thirds vote of the Council.

(11) Roll Call

The Clerk of the Council shall call the roll of all members of the Council and record their attendance at the end of the meeting.

**Rule 5. Power of Speaker to Set Order of Topics Within a Class of Business**

The Speaker has the power to determine the order of the topics within a class of business.

**Rule 6. Assignment of the Floor**

The presiding officer may maintain a speaker list to establish the order in which members are to be recognized for the purpose of discussion or debate. The speaker list shall be organized and applied at the presiding officer's discretion.

Only members of the Council may be placed on the speaker list; however, upon being recognized by the presiding officer, a member of the Council may yield the time to a person who is not a member of the Council.

**Rule 7. Limits of Debate**

Each speech shall be limited to three minutes. There shall be no limit on the number of times a member may speak on a debatable question. An adopted motion to limit or extend the limits of debate takes precedence over this rule.

**Rule 8. Motions in Writing**

The presiding officer shall, upon the request of the Clerk of the Council, require that a motion be submitted in writing.

**Rule 9. Executive Session**

The Council may, by a majority vote, enter executive session for only the reasons allowed by the Constitution or, by a majority vote, leave executive session. During the executive session, no tape recording or minutes shall be taken of the meeting. After the Council leaves executive

session, the presiding officer shall report and have entered into the minutes any action taken by the Council during executive session.

**Rule 10. Roll Call Voting**

The Council may, by a one-third vote, order that a vote be taken by roll call. Each member's vote will be recorded in the minutes.

The Council may, by a majority vote, order that a vote be taken by roll call and that the roll remain open for no longer than two academic days for members to cast or change their vote by informing the Clerk of the Council. Each member's vote will be recorded in the minutes.

**Rule 11. Elections**

In any election that takes place during a meeting of the Council, each candidate shall have an equal amount of time to speak or respond to questions. This amount of time shall be set by the presiding officer. While one candidate is speaking or responding to questions, the other candidates shall leave the room. After all the candidates have finished, they all must leave the room and there shall be no more than fifteen minutes of discussion.

At the end of the discussion, the candidates shall be called back in and a vote shall be taken by secret ballot. The voters should rank their preferences, and the winner is elected by Single Transferable Vote.