

## **SPECIAL RULES OF ORDER**

The meetings of the Student Assembly of the State University of New York, hereafter referred to as "the Assembly," are run according to the current addition of Roberts Rules of Order, Newly Revised (RONR) with the exception of these special rules of order adopted for the Assembly. As prescribed by RONR, these special rules of order may be rescinded by a two-thirds (2/3) vote and may be amended by previous notice and a two-thirds (2/3) vote of the body.

### **Order of Business**

1. Roll call
2. Approval of agenda
3. Approval of minutes
4. Public comment  
Any member of the public that is not a member of the Assembly may address the Assembly for up to five (5) minutes. The Chair shall have the authority to limit each individual to one speaking opportunity if they deem there are time concerns. After 30 minutes have elapsed, the Assembly may, by majority vote, close public comment regardless of pending speakers list.
5. Report of Executive Board
6. Report of Advisor/Liaisons to the Assembly
7. Committee, Ad-Hoc Committee, and Task Force Reports
8. Unfinished Business
9. New Business  
Any resolutions that have been referred by the Chair to the Assembly should be considered under this heading. Any business that does not belong elsewhere may also be introduced under this heading.
10. Open Discussion  
Any member may speak on any topic up to three (3) minutes. The total time for open discussion shall be twenty (20) minutes unless extended by a two-thirds (2/3) vote of the Assembly.
11. Closing roll call

### **Power of the Chair**

The Chair has the power to determine the order of topics within an area of business

The Chair may maintain a speaker list establish the order to which members are to be recognized for the purpose of discussion or debate. The speaker list shall be organized applied at the discretion of the Chair.

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

The Chair, at the request of the Secretary, require that a motion be submitted in writing.

### **Limits of Discussion**

Each speaker shall be limited to three (3) minutes for points of discussion. Members may speak no more than twice on a single point of discussion. Discussion shall be limited to twenty (20) minutes unless extended by a two-thirds (2/3) vote of the Assembly.

### **Executive Session**

The Assembly may, by a majority vote, enter executive session for only reasons that are not prohibited to public record by the Bylaws or other applicable governing policies. During executive session, no minutes or recordings shall be taken of the meeting. After the Assembly leaves executive session, also by majority vote, the Chair shall report and have entered into the minutes any action taken by the Assembly during executive session.

### **Roll Call Voting**

The Assembly may, by majority vote, ask that a vote be taken by roll call. Each members' votes will be recorded.

### **Elections**

In any election that takes place during a meeting of the Assembly, each candidate will have an equal amount of time to speak or respond to questions. This amount of time shall be determined by the Chair unless otherwise stipulated by the Bylaws. After all the candidates have finished, they all must leave the room and there shall be no more than twenty (20) minutes for discussion.

At the end of the discussion, the candidates shall be called back in and a vote shall be taken by secret ballot.

### **Straw Polls**

The section of Roberts Rules of Order, Newly Revised concerning Straw Polls shall not apply to Assembly meetings, and straw poll shall be permitted, subject to the judgment of the Chair.