



Standing Rules of the Student Assembly 2016-2017

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STUDENT ASSEMBLY MISSION STATEMENT

We represent and serve the interests of the undergraduate student body at Boston College and act as the voice of this body in the Boston College Community. We strive to accurately represent the needs of the undergraduate student body, and facilitate strong associations between undergraduate students and the Boston College Community by acting as advocates for the student voice and involvement, and by serving as liaisons between students and the Boston College Administration.

We provide undergraduate students with advocacy, educational, cultural, and social experiences and opportunities that are not necessarily available in the traditional classroom environment. The programs, events, information, and networking opportunities we provide enrich the experience of being a student at Boston College. We promote the availability of these experiences by providing guidance and resources to the entire undergraduate student population.

The Student Assembly of the Undergraduate Government of Boston College (herein referred to as the UGBC) works to provide opportunities to students that positively impact their experiences as students at Boston College. In accomplishing this goal, we are cognizant of the source of our funding and act to benefit the student body with the most efficient and effective allocation of their resources.

RULE I: MEMBERSHIP OF THE STUDENT ASSEMBLY

SECTION 1 – Student Representatives

The Student Assembly of the Undergraduate Government of Boston College (herein referred to as the Student Assembly) shall consist of thirty-five (35) senators:

1. Student Assembly Seats will be representative as follows:
 - a. Representative Board Representation (The Current Representative Boards are the AHANA and GLBTQ Leadership Councils): two (2), one representing each board.
 - b. Student Organizations Representation: Eight (8) total seats, representing each of the club cohorts on campus.
 - i. Campus Ministry: One (1) representing fifteen (15) organizations
 - ii. Pre-Professional: One (1) representing thirty-eight (38) organizations
 - iii. Honor Societies: One (1) representing four (4) organizations
 - iv. Intercultural: One (1) representing thirty-two (32) organizations
 - v. Music, Art, and Performance: One (1) representing thirty-eight (38) organizations
 - vi. Political Organizations: One (1) representing seven (7) organizations
 - vii. Service Organizations: One (1) representing twenty-four (24) organizations
 - viii. Specific Issues: Three (3) representing thirty-two (32) organizations
 - c. Academic School Representation: Four (4) total seats, one (1) representing each of the academic schools.
 - d. At Large Representation: Five (5) total seats, representing the entire student body.
 - e. Class Representation: Sixteen (16) total seats; four (4) per class.

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- B. Members of the Student Assembly shall be titled “Student Representatives”, and shall enjoy all the rights and privileges common to membership in a parliamentary body, subject to these Standing Rules.
 - C. All elections shall be in accordance with the Election Committee Guidelines and Office of Student Involvement approval.
 - D. A Student Assembly term shall last from the time of swearing in to the subsequent Inauguration, which shall occur no later than April 30.
 - E. The Leadership of the Student Assembly shall be designated the Leadership Council. It shall be comprised of the S.A. President, Committee Chairs, President Pro Tempore. The Director of Rules will sit in when appropriate.’
 - F. Should any Student Assembly Seat fall vacant at any time, members of the undergraduate student body may be nominated and approved by the UGBC Executive Vice President to fill the vacancy, with the advice and consent of the Student Assembly and the Office of Student Involvement. Prerequisites for nomination as a Senator shall be as follows:
 - 1. The nominee must be a current undergraduate student at Boston College
 - 2. The nominee must be enrolled as a full time student, as defined by Boston College Policies, when initially seated as a Senator.
 - 3. The Leadership Council of the Student Assembly shall vet each nominee before submitting the finalist to the Student Assembly for consideration and confirmation.
 - G. The Leadership Council shall collect preferences from each incoming senator and the Leadership Council shall unanimously determine committee membership.
 - H. Members of the Student Assembly shall not serve as editorial board members of independent campus news publications upon their election into the UGBC Student Assembly. “Independent campus news publications” are defined to be undergraduate news publications by student organizations approved by the Office of Student Involvement, including but not limited to, The Gavel, The Heights, and The Torch. Members of the Student Assembly who are seeking reelection shall not publish any articles during the times of undergraduate government general elections, beginning from the time candidates submit their letters of intent to the Elections Committee and ending at the termination of the voting period. At any point in the year Senators shall not write for the Campus News sections of an independent campus news publication.

SECTION 2 – ASSUMING THE OFFICE OF SENATOR

- A. Elected senators shall be sworn and seated by the outgoing Student Assembly President at the Inauguration. Refer to Article III Section 4: Inauguration Process in the UGBC Constitution.
- B. To be sworn and seated as a Senator, the Senator-elect or Senator-designate shall stand before the Student Assembly and repeat the UGBC Oath of Office, as found in the UGBC Constitution and administered by the President of the Student Assembly.

SECTION 3 – President of the Student Assembly

- A. The President of the Student Assembly shall be the Executive Vice President of UGBC (herein referred to as the “S.A. President), and shall serve as the presiding officer at all meetings of the Student Assembly, except as prohibited by these Standing Rules.
- B. The S.A. President shall act as the official Chairperson of the Student Assembly, and shall have the authority to call Emergency Meetings of the Student Assembly.
- C. At the first regular meeting of each session of the Student Assembly, the S.A. President shall announce the “Order of the Chair”, a list of ten Senators, in priority order beginning with the President pro tempore, who shall serve as the Chairperson of the Student Assembly in the absence of the S.A. President.
- D. The S.A. President shall have the authority to refer to the Director of Rules for expulsion any Senator based on his/her inability to fulfill their requirements as written in these Standing Rules (see Rule 2, Section 6, p15 for expulsion proceedings). The S.A. President shall also have the authority to “excuse” a Senator’s absence from Student Assembly meetings.
- E. The S.A. President shall deliver a report to the Student Assembly at each regular meeting containing information concerning all activities, communications, and other official business transacted since the last regular meeting of the Student Assembly.
- F. Failure to uphold or follow any of the Standing Rules shall be grounds for censure or dismissal from the meeting. Repeated offenses shall be considered grounds for impeachment.
- G. The S.A. President shall be an ex-officio member of all Standing and Special Committees of the Student Assembly.
- H. The S.A. President shall sign all Resolutions passed by the Student Assembly and present them to the President of the UGBC at the next meeting of the Executive Council.
- I. The S.A. President shall vote in the case of a tie, but may not hold a vote at any other time.
- J. The S.A. President will be responsible for holding exit interviews with all outgoing senators. The S.A. President shall keep records of all exit interviews confidential, but shall pass the information on to the S.A. President Elect by inauguration.
- K. The S.A. President shall perform such other duties as directed by the Student Assembly.

SECTION 4 – Other Officers of the Student Assembly

- A. The President pro tempore must have at least one year of experience in the Student Assembly, and shall be nominated and elected by majority vote during the first regular meeting of the incoming Student Assembly, or whenever the seat should fall vacant. The President pro tempore may also serve as a Committee Chair. The President pro tempore also

has the duty to appoint the Committee Vice Chairs. The President pro tempore may object to a call to vote in the Student Assembly and may then have the opportunity to speak before the Student Assembly returns to the motion to move to a vote. The President pro tempore must be a sitting Senator, shall not be the Director of Rules, shall be first in the Order of the Chair, shall assume the duties of the Chair in the absence of the S.A. President and shall perform such duties as directed by the Student Assembly.

- B. The Committee Chairs shall be nominated by the S.A. President, and nominees shall be confirmed by a two-thirds (2/3) majority of the Student Assembly.
- C. The Student Assembly Chief of Staff shall be appointed via an application process by the S.A. President prior to inauguration, or when the position should fall vacant. The Student Assembly Chief of Staff shall read all resolutions into the record, record all proceedings of the Student Assembly, maintain attendance records for all meetings of the Student Assembly, and perform such other duties as directed by the S.A. President or the Student Assembly. The Student Assembly Chief of Staff shall not also serve as a Senator of a member of the UGBC Executive Council.
- D. The Student Assembly Parliamentarian shall be appointed via an application process by the Student Assembly President prior to inauguration, or when the position should fall vacant. The Parliamentarian shall advise and inform the Chair of proper parliamentary procedure; advise and inform the Chair of the rules and procedures of the Student Assembly, and perform such other duties as directed by the S.A. President or by the Student Assembly. The Student Assembly Parliamentarian shall not also serve as a Senator of a member of the UGBC Executive Council.

SECTION 5 – Ex-Officio Members of the Student Assembly

- A. Ex-Officio members of the Student Assembly shall include:
 - 1. The President of UGBC
 - 2. The VP for Financial Affairs
 - 3. The VP for Student Organizations
 - 4. The VP for Communication
 - 5. The VP for Diversity and Inclusion
 - 6. The VP for Student Initiatives
- B. All Ex-Officio members of the Student Assembly shall submit a report to the Student Assembly at each regular meeting.
- C. Individual ex-Officio members of the Student Assembly may not introduce Resolutions on the Student Assembly floor, make or second any motion or consent request.
- D. Ex-Officio officers may make nominations, and may debate by being recognized by a senator. During this time the time utilized to speak shall be deducted from the speaker time of the Senator that recognized the speaker.
- E. The following persons shall be required to attend all meetings of the Student Assembly but shall not have responsibilities of an Ex-Officio member:

1. The UGBC Leadership Academy Managers

RULE II: MEETINGS OF THE STUDENT ASSEMBLY

SECTION 1 – Student Assembly Sessions

- A. A Session of the Student Assembly shall commence with the first regular meeting of the Student Assembly following Student Assembly Elections is called to order, and shall formally adjourn at the conclusion of the last regular meeting preceding Student Assembly Elections the following calendar year.

SECTION 2 – Regular Meetings of the Student Assembly

- A. Regular Meetings of the Student Assembly shall be held once per academic week.
- B. Regular Meetings of the Student Assembly shall be attended by all duly Sworn and Seated Senators, UGBC Executives, Ex-Officio members of the Student Assembly, and shall be open to members of the public.
- C. At each Regular Meeting, following roll call and any communications to the Student Assembly, the Student Assembly shall consider the following items, not necessarily in this order:
 - 1. Approval of Minutes from previous Student Assembly meetings;
 - 2. Approval of the Orders of the Day (agenda);
 - 3. Nominations
 - 4. Guest Speakers;
 - 5. Executive Reports;
 - 6. Periodic Reports;
 - 7. Representative Board Reports
 - 8. Reports of Standing Committees;
 - 9. Reports of Ad-Hoc Committees;
 - 10. Recess;
 - 11. Approve Legislative Sub-Agenda;

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12. Unfinished Business;
 13. New Business;
 14. Special Orders & Announcements.
 15. Public Comment.
- D. Members of the general public may address the Student Assembly for up to five (5) minutes during “Public Comment.”
 - E. Any member of UGBC may address the Student Assembly for up to five (5) minutes during “Special Orders & Announcements.”
 - F. Following the completion of business and the consideration of necessary items, a motion to adjourn will be in order, followed by the call of the roll again.

SECTION 3 – Emergency Meetings of the Student Assembly

- A. Emergency Meetings of the Student Assembly shall be called by the Student Assembly President.
- B. Emergency Meetings of the Student Assembly shall not be called to order sooner than twenty-four (24) hours after they are announced.
- C. The Student Assembly President shall exhaust all necessary methods of contact in order to notify all members of UGBC and the Boston College Community about the time and location of the Emergency Meeting.
- D. Emergency Meetings of the Student Assembly shall be called only for the purpose of the Student Assembly’s consideration of “emergency” business. Following roll call and any communications to the Student Assembly, the Student Assembly shall consider only the business for which the meeting was called.
- E. Emergency Meetings of the Student Assembly shall be attended by all duly Sworn and Seated Senators and Ex-Officio members of the Student Assembly, and shall be open to members of the public.
- F. Following the completion of business and the consideration of necessary items, a motion to adjourn will be in order, followed by the call of the roll.

SECTION 4 – UGBC Annual Budget Meeting

- A. The Student Assembly President shall at the beginning of the academic year call a meeting of the Student Assembly for the sole purpose of hearing approving the annual UGBC budget.
- B. The Annual Budget Meeting shall be attended by all duly Sworn and Seated Senators and Ex-Officio members of the Student Assembly, and shall be open to members of the public.

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- C. Following roll call and any communications to the Student Assembly, the Student Assembly shall consider the following items, in this order:
1. Presentation of Budget by the Vice President for Financial Affairs
 2. Presentations & Statements from the UGBC President
 3. Presentations & Statements from Standing, Special and Executive Committee Chairs
 4. Presentations & Statements from the heads of all UGBC Divisions
- D. All Communications shall be limited to four (4) minutes per speaker.
- E. After the Student Assembly has heard the presentations and statements of the several aforementioned groups, the Student Assembly will proceed to the consideration of the budget as a whole. Following a period of questions for the Vice President of Financial Affairs, and a period of debate and amendments, the Student Assembly will act on the budget resolution by either postponing the resolution to a specified later time, or taking a roll-call vote on the passage of the resolution. A two-thirds (2/3) majority roll-call vote is required to pass the annual budget resolution.
- F. Following the completion of business and the consideration of necessary items, a motion to adjourn will be in order, followed by the call of the roll.

SECTION 5 – Student Assembly Proceedings as a Court of Impeachment

- A. The Student Assembly shall have the authority to remove from office any member of UGBC by a two-thirds (2/3) majority roll-call vote, while sitting as a Court of Impeachment.
- B. Any Senator or UGBC Executive may sponsor an Impeachment Resolution, calling for “Articles of Impeachment against_____.” The resolution shall contain specific charges against the individual named therein, and shall be brought to the Student Assembly as “New Business” during any Regular Meeting of the Student Assembly.
- C. Impeachment Resolutions shall not be referred to committee. After the resolution is read into the record, the Student Assembly shall immediately proceed to a period of debate on the resolution, immediately followed by a roll-call vote to validate the resolution. If the resolution is validated by a roll-call vote of a majority of Senators present, a full Trial shall occur exactly one week after the resolution was validated.
- D. The Trial of the Student Assembly sitting as a Court of Impeachment, occurring one week after the validation of an Impeachment Resolution, shall consist of duly Sworn and Seated Senators serving as members of a 50-person Jury, and the Student Assembly President serving as the officiating Judge, who shall have the authority to make all determinations regarding witnesses, evidence, and other such proceedings. In such cases where the Student Assembly President is involved in the impeachment process and shall be required to participate in the Trial, the Order of the Chair shall be used to select a presiding officer capable of taking the Chair for the duration of the Trial.

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- E. The accused may name one lead defense agent to act on behalf of, and provide the defense for, the accused. The sponsor of the Impeachment Resolution shall designate the prosecution agent. All evidence and the names of witnesses shall be presented to the presiding officer prior to the start of the Trial. Evidence may be presented to the Student Assembly during the examinations of witnesses. Senators may not be called as witnesses at any point during the Trial. No hearsay shall be admitted into evidence.
- F. After the Trial is called to order, and following the roll call, the pledge of allegiance and any communications to the Student Assembly, the Sergeant At Arms shall read the impeachment proclamation: "Hear ye. Hear ye. Hear ye. All persons are commanded to keep silent, on pain of expulsion from the Chamber, while the Student Assembly of Boston College is sitting for the Trial of the articles of Impeachment, exhibited by the General Student Assembly, against _____, _____." The Student Assembly shall then consider the following items, in this order:
1. Reading of the Impeachment Resolution by the Student Assembly Clerk, and Statement of the Charges against the accused;
 2. Entering of Plea by the accused ("guilty" or "not guilty");
 3. Opening Statement of the Prosecution;
 4. Opening Statement of the Defense;
 5. Questioning of Prosecution Witnesses;
 6. Cross-Examination of Prosecution Witnesses;
 7. Questioning of Defense Witnesses;
 8. Cross-Examination of Defense Witnesses;
 9. Closing Statement of the Prosecution
 10. Closing Statement of the Defense
- G. When the Student Assembly has concluded Trial business, the Student Assembly shall proceed to deliberation, in the form of debate, in executive session, with no time restriction or motion to limit debate being in order.
- H. When deliberation has concluded, and while still in executive session, the Student Assembly shall proceed immediately to a roll-call vote of the Jury on the charges presented. Senators are obligated to vote either "guilty" or "not guilty." If two-thirds (2/3) of Senators present and voting declare the accused "guilty", the accused shall be removed from office, and barred from ever again serving as a member of UGBC. If two-thirds (2/3) of Senators present and voting do not declare the accused "not guilty", the accused shall be formally acquitted of all charges.

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- I. Following the roll-call vote of the Jury, the Student Assembly shall resume open session, and the presiding officer shall deliver the verdict. The decision of the Student Assembly shall be considered final, and shall not be subject to any motion to reconsider or rescind. All verdicts shall take effect immediately upon delivery.
 - J. Following the completion of business and the consideration of necessary items, a motion to adjourn will be in order, followed by the call of the roll.

SECTION 6 – Committees of the Student Assembly

- A. Standing Committees of the Student Assembly shall have jurisdiction over specific areas of Student Assembly business, and shall be responsible for studying proposed legislation referred to them by the Student Assembly, reporting on resolutions referred, initiating legislation, conducting investigations in their areas of jurisdiction, overseeing executive departments and administrative agencies in their areas of authority, etc. Standing Committees shall meet once per academic week, when the Student Assembly is in session. Committee membership shall be reset and members reassigned at the discretion of the Leadership Council at the beginning of a new Student Assembly Session. The Student Assembly Committees shall be Academic Affairs, Student Rights, and Campus Improvements, and shall each be led by a Director of Policy. Three committees, Mental Health, Women and Gender, and Environmental Caucus shall be co-led by a Director of Policy from the Student Assembly and a Director of Programming from Student Initiatives. Both Senators and members of Student Initiatives are welcome to serve on these joint-committees. Lastly, there shall be the Identity Committee, co-chaired by the Senators from AHANA Leadership Council and GLBTQ Leadership Council.
- B. There shall be one to two senators that are liaisons to the Financial Affairs division in the executive branch; these Senators must additionally sit on a Student Assembly Standing Committee.
 - 1. There shall be one to two senators that are deemed Director and Assistant Director of Rules by a vote in the Student Assembly. The Directors of Rules shall have jurisdiction over all matters of UGBC policy and procedures. It shall also have jurisdiction over all Student Assembly documents, and shall serve as the disciplinary committee of the Student Assembly. The Rules Directors shall report to the Student Assembly on any Senators the S.A. President has referred for expulsion. The Rules Directors shall be responsible for initiating articles of impeachment toward referred Senators in this case. The directors shall review all resolutions unless under emergency circumstances. These Senators must additionally serve on a standing committee and perform the traditional duties and roles of any senator.
- C. The chair and vice chair of all committees, both Standing and Ad-hoc shall be a Senator.
- D. The Senatorial membership for all standing committees shall be determined prior to inauguration.
- E. Senators are not required to maintain their membership in the same standing committee for the entirety of their term.
- F. All committee members, both appointed and elected, shall hold the same responsibilities and be held to the same standards of conduct as outlined in the latest version of Roberts Rules of Orders.
 - 1. The Standing Committee on Academic Affairs shall have jurisdiction over all issues involving the education of, and academic policies pertaining to, undergraduate students at Boston College.

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2. The Standing Committee on Student Rights shall have jurisdiction over all issues involving free speech and expression, conduct policies, student's rights, and any other issues pertaining to the Boston College student guide.
 3. The Standing Committee on Campus Improvements shall have jurisdiction over all issues involving policies of Boston College, as well as all issues involving the Boston College Administration. This includes, but is not limited to all issues involving series provided to students of Boston College, including but not limited to dining services, transportation, residence halls, parking, and transportation.
 4. The Joint Standing Committee on Mental Health shall be led by two co-directors: a Director of Policy from the Student Assembly and the Director of Programming from Student Initiatives. This joint committee shall consist of senators, Student Initiative members, and any non-voting staffers. The Committee shall have jurisdiction over all issues involving mental health policy and programming, both at Boston College and the outside world.
 5. The Joint Standing Committee on Women and Gender shall be led by two co-directors: a Director of Policy from the Student Assembly and the Director of Programming from Student Initiatives. This joint committee shall consist of senators, Student Initiative members, any non-voting staffers, and a liaison from the Women's Center. The Committee shall have jurisdiction over all issues pertaining to women and gender policy and programming initiatives.
 6. The Joint Standing Committee on Identity shall be led by two co-directors: the Director of Policy from the GLBTQ Leadership Council (GLC), who will serve as GLC Senator, and the Director of Policy from AHANA Leadership Council (ALC), who will also serve as ALC Senators. This joint committee shall consist of Senators, members of the ALC and GLC policy departments, and any non-voting staffers. This Committee shall have jurisdiction over all policy issues that affect the AHANA and GLBTQ communities, students with disabilities, and issues of socio-economic status.
- G. Standing Committees of the Student Assembly, or any Committee to which a resolution is referred, shall report on all referred resolutions by the second Regular Meeting of the Student Assembly after its referral. If two or more Committees have jurisdiction over the same resolution, the Student Assembly shall be presented with all committee recommendations, and shall choose which to accept. While in Committee, resolutions shall receive one of the following recommendations:
1. Ought to Pass (OTP). An "Ought to Pass" recommendation shall cause the resolution to be sent to the Student Assembly floor during the next Regular Meeting of the Student Assembly for final approval.
 2. Ought to Pass as Amended (OTPA). An "Ought to Pass as Amended" recommendation shall cause the amended resolution to be sent to the Student Assembly floor during the next Regular Meeting of the Student Assembly for final approval.
 3. Ought Not to Pass (ONTP). An "Ought Not to Pass" recommendation shall cause the resolution to be immediately terminated. The Student Assembly shall not consider any resolution on the Student Assembly floor that has previously received a recommendation of "Ought Not to Pass", except as outlined 6B above.
- H. Ad-Hoc Committees of the Student Assembly may be formed by the Student Assembly at any time, by resolution. Ad-Hoc Committees shall be created with a strict, specific purpose, such as research, recommendation, investigation, etc. The resolution shall include specific membership, meeting time and location information. Ad-hoc Committees shall disband when the last Regular Meeting of the Student Assembly Session in which they were created, formally
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adjourns.

- I. Each committee shall review the work done throughout the year and submit a report to the S.A. President consisting of issues to be continued in the following year. These reports should then be given to the S.A. President Elect seven (7) days after the election results have been released.

SECTION 7 – Quorum

- A. Quorum for any meeting of the Student Assembly or its several Committees shall consist of a majority of the voting membership in good standing, and must be established before any official business is transacted.
- B. Once a quorum is established and announced by the meeting's presiding officer, a quorum shall be considered present for the remainder of the meeting, or until a Senator "suggests the absence of a quorum," at which point, there will be a roll call with no other motion being in order. If, at that point, the roll call determines that a quorum is not present, no motion, except to recess or to adjourn, will be in order.

SECTION 8 – Parliamentary Authority

- A. The most recent edition of Robert's Rules of Order, Newly Revised shall govern all proceedings of the Student Assembly, except as otherwise provided by these Standing Rules or the rules and regulations of the Office of Student Involvement. No precedence documents shall contradict the Standing Rules.

SECTION 9 – Executive Session

- A. The Student Assembly, including its several Committees, reserves the right to enter into Executive Session by a majority vote of Senators present, or at the discretion of the President of the Student Assembly.
- B. During Executive Session proceedings, only Senators, the President of the Student Assembly, the Student Assembly Clerk, the Student Assembly Parliamentarian, the press assistant, and members of the UGBC Advisors may remain in the Student Assembly Chamber, including individuals specified by name in the motion to enter into Executive Session.
- C. Executive Session proceedings shall be recorded by the Student Assembly Secretary, and kept on locked file in the UGBC office. Access to executive session minutes shall only be available during executive session, at the discretion of the Student Assembly President and the Student Assembly.

SECTION 10 – Student Assembly Attendance Policy

- A. Senators are expected to attend all meetings of the Student Assembly, including the meetings of the several Committees to which they may be assigned.
- B. Each Senator shall be allowed two (2) absences from Student Assembly meetings during each academic semester. Senators shall notify the President of the Student Assembly prior to any missed Student Assembly meetings, and the President of the Student Assembly shall, have the authority to excuse the Senator from said meeting. The President of the Student Assembly is not, however, obligated to excuse any Senator from meeting obligations.
- C. The Student Assembly Parliamentarian will call the roll twice at each meeting of the Student Assembly, immediately after the presiding officer calls the Student Assembly to order, and immediately before adjournment. If any Senator misses any one roll call and is not excused prior to that meeting, a one-half (0.5) unexcused absence shall

be recorded.

RULE III: BUSINESS OF THE STUDENT ASSEMBLY

SECTION 1 – Required Student Assembly Actions

- A. Before the end of the first Regular Student Assembly Meeting of any given Session, or when any position should fall vacant, the Student Assembly shall:
 - 1. Nominate and subsequently confirm the chairpersons of each Standing Committee.
 - 2. Nominate and vote on the President Pro Tempore.
- B. The Student Assembly shall not confirm any individual to any position at the same regular or emergency meeting in which that individual was nominated to that position.
- C. Executive evaluations shall be conducted at the last regular meeting in both November and April
 - 1. Evaluations shall be performed in executive session, which shall expel the Student Assembly Staff, as well as the Student Assembly President. The President pro tempore shall chair the meeting.
 - 2. Once in executive session, all senators shall fill out evaluation forms and submit them to the President pro tempore. The President pro tempore shall then allow for commentary on all executives being reviewed, which shall be recorded by President pro tempore.
 - 3. The President pro tempore shall conduct a formal consolidation of all evaluations and comments at the subsequent meeting of the President pro tempore. After which, the President pro tempore shall present the executives with their reviews.

SECTION 2 – Student Assembly Resolutions

- A. Typed resolutions should be submitted to the Office of the Student Assembly President in electronic form no later than twenty-four (24) hours prior to the meeting at which the resolution shall be presented
 - 1. The title of the act (An Act To...);
 - 2. The text of the resolution and clearly stated actions to be taken by the Student Assembly or UGBC.
 - 3. Any statements of fact or reasons for submission;
 - 4. The names of the Sponsor and any Co-Sponsors.
- B. Upon receipt of the completed resolution, the S.A. President shall number the resolution.
 - 1. The first number shall be the number of the Student Assembly session, followed by the letter S and a hyphen.

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2. The second number will coincide with the number of resolutions introduced at that point, followed by a hyphen.
 3. The third, fourth and fifth numbers shall be the number month, day and two-digit year the resolution was introduced on, separated by hyphens.
- C. Resolutions shall take one of two forms: General Resolutions and Financial Resolutions.
 - D. Resolutions shall be placed on the Student Assembly Calendar under “new business” and the Student Assembly President shall refer all resolutions to the Committee with the appropriate corresponding jurisdiction. The Student Assembly may consider Financial Resolutions sponsored by the Finance Committee during the same meeting at which they are introduced, but shall not consider General Resolutions or Resolutions of Nomination until the first Regular Student Assembly Meeting following the resolution’s introduction on the Student Assembly floor.
 - E. Resolutions returning to the Student Assembly floor with a committee recommendation shall be considered under “unfinished business.”
 - F. Resolutions that would amend any official UGBC document, including these Standing Rules, shall first be reviewed and approved by the Office of Student Involvement, and include the current language of the document being amended, as well as the proposed changes.
 - G. Only sitting Senators, UGBC Executives and students by initiative may propose resolutions for consideration by the Student Assembly.
 - H. Resolutions may be introduced directly to the floor and considered for final vote with the consent of the President pro tempore, and a majority of the Student Assembly.

SECTION 3 – Implementation of Resolutions

- A. Resolutions shall be considered “implemented” and take full effect when they are signed by the President of UGBC during a meeting of the Executive Council.
- B. Financial Resolutions shall take effect no earlier than 9:00am on the first Thursday following the Regular Student Assembly Meeting at which the resolution was passed. The Executive Council may not veto financial resolutions after they take effect.
- C. Financial Resolutions passed during an Emergency Meeting of the Student Assembly shall take effect no sooner than 12:00pm two (2) business days following passage.

SECTION 4 – Voting

- A. For all votes taken by the Student Assembly, one of three (3) voting methods shall be utilized, without exception:

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1. General Consent Requests may be made by any Senator requiring the consent of all members present and voting. Consent requests shall be posed through the presiding officer, and shall be considered immediately. If no objection to the request is heard, the request shall be ordered by the presiding officer forthwith. If objection is heard from any Senator, a standing vote will be called, determining the result of the request.
 2. The Student Assembly President, or any Senator, may call for a Roll-Call Vote on any item of business being considered by the Student Assembly. When a roll-call vote is ordered, the Student Assembly Clerk shall call the names of Senators alphabetically, and each Senator shall declare his or her assent or dissent to the question by responding “AYE” or “NO”. At the conclusion of the vote, the Student Assembly President shall declare the result of the vote to the Student Assembly.
 3. A secret ballot vote can be called by the Student Assembly President or by two-thirds (2/3) majority vote of the Student Assembly. A secret ballot vote shall only require senators to write their will on a piece of paper, which shall be collected and counted by the chair of the Elections Committee.
- B. Financial Resolutions, Resolutions of Nomination, and General Resolutions that amend UGBC documents shall all require a two-thirds (2/3) majority vote to pass, and prior approval by the Office of Student Involvement. General Resolutions that do not amend documents require a simple majority to pass.

SECTION 5 – Student Assembly Finances

- A. In the case of overfunded student organizations, UGBC shall subtract any sum of money overspent by any organization funded by a Financial Resolution passed by the Student Assembly, from the following fiscal year’s approved budget.
- B. The Student Assembly, in coordination with the Office of the Vice President of Financial Affairs, shall adopt and subsequently adhere to its own Financial Policies for any matters of finance pertaining to the Student Assembly or to UGBC recognized organizations.

RULE IV: AMENDMENTS TO THE STANDING RULES

SECTION 1 – Amendments to the Standing Rules of the Student Assembly

- A. These Standing Rules may be amended by a General Resolution passed by the Student Assembly, and must be approved by the Office of Student Involvement. Any and all amendments or parts of these Standing Rules shall not conflict or negate any of the Office of Student Involvement and Boston College's rules, regulations, policies and procedures.