

STANDING RULES OF THE CONGRESS

2020-2021 CONGRESS OF THE INDIANA UNIVERSITY STUDENT GOVERNMENT

(as amended by CEIR 10, 3/1/21)

PART I. DEFINITIONS

1. **Definitions.** As used in these rules:
 - a. “Act” means a bill (not a resolution or proclamation) that has been passed by the Congress.
 - b. “Adjournment Sine Die” means the end of the final meeting of the “Adjournment Sine Die” means the end of the final meeting of a session of the Congress as defined by the Bylaws.
 - c. “Author” means the Member who introduces a bill or resolution and whose name appears first on the bill.
 - d. “Bill”, for the purposes of these Rules, includes bills, proclamations, constitution resolutions, and internal resolutions.
 - e. “Chamber” means the room, or else the online call, in which the Congress holds its meetings.
 - f. “Coauthor” means a Member who joins with the author and whose name appears after the name of the author.
 - g. “Constitutional Majority” means a majority of all the Members duly elected or appointed and sworn into the Congress.
 - h. “Floor” means the main floor of the chamber.
 - i. “Galleries” means the areas within the chamber that have been provided for members of the public to observe the sessions of the Congress.
 - j. “Internal Resolution” means a resolution that is not to be presented to the President for approval. Internal resolutions shall only be used for the internal business of the Congress.
 - k. “Majority” means a majority of the members present and voting.
 - l. “Meeting Day” means a day in which the Congress convenes in session.
 - m. “Member” means a person duly elected or appointed and sworn into the Congress.
 - n. “University” means Indiana University at Bloomington.

PART II. CONDUCT OF BUSINESS

1. **Time of Convening.** The Congress shall convene at 7:30 p.m. every Monday during each session as defined by the Bylaws.
 - a. The Congress may, by Constitutional Majority vote, call additional meetings, but at least 48 hours notice must be provided to all Members.
 - b. The Speaker or the President may call the Congress into session for additional meetings if they individually deem it necessary, but at least 72 hours notice must be provided to all Members.
2. **Deadlines.** Whenever a deadline date is specified in these Rules, and that date falls on a legal or University holiday, that deadline date is extended to the next date that is not a legal or University holiday.

3. **Quorum.** A Constitutional Majority of the Members shall constitute a quorum to do business.
4. **Appointment of Members to Vacant Seats.** Vacant Seats may be filled by internal resolution. A resolution for such purpose shall be referred to the Steering Committee. No such resolution shall be considered without the nominee present at the meeting.
5. **Votes Necessary for Action.**
 - a. For the final passage of bills and final consent to nominations, approval by a Constitutional Majority is required unless otherwise specified in the Bylaws.
 - b. In all other cases, a majority is required, except as provided elsewhere in these rules.
6. **Adopting the Rules.** Initial adoption of the Standing Rules shall require a Constitutional Majority vote. These Rules shall take effect immediately upon adoption and shall govern the Congress for the term of the Congress.
7. **Changing the Rules.** Any Rule may be suspended without previous notice, and a motion for such purpose is in order at any time, except after a vote on the question has been ordered. Such a motion has precedence over all other business. The motion must be carried by a two-thirds vote of the Members of the Congress. The Standing Rules may only be amended by internal resolution, and such an internal resolution that has not been reported favorably by the Committee on Government Oversight and Reform may be adopted by a two-thirds vote.
8. **Rules Changes by Committee.** The adoption, repeal, amendment, or suspension of any Rule recommended by the Committee on Government Oversight and Reform may be adopted by a Constitutional Majority vote of the Congress.
9. **Parliamentary Authority.** Concerning all questions not provided for by these Rules, Robert's Rules of Order shall be the parliamentary guide for the Congress.
10. **Order of Business--Usual.** The Order of Business shall be as follows:
 - a. Call to Order by the Speaker.
 - b. Taking of Attendance by the Recorder.
 - c. Reports from Committees.
 - i. Standing Committees.
 - ii. Ad Hoc Committees.
 - d. Introduction of resolutions and bills.
 - e. Business on the Speaker's table.
 - i. Written executive and other communications.
 - ii. Nominations.
 - iii. Bills on Second Reading.
 - f. Fifteen Minutes of General Discussion.
 - g. Ten Minutes of Executive Comment.
 - h. Ten Minutes of Public Comment.
 - i. Five Minutes of Advisor Comment.
11. **Order of Business--Suspension.** The order of business may be suspended with the consent of a majority. The period allotted for General Discussion, Public Comment, or Executive Comment may be extended by a vote of the Congress pursuant to a motion to extend such time, and such motion shall state the amount of additional time.

12. **Effect of Adjournment Sine Die.** Every bill, resolution, nomination, or other matter which is still pending at the adjournment sine die of the Congress shall be deemed to have failed.
13. **Persons Authorized Within the Chamber.** During meetings, only the following persons may be admitted within the chamber without the consent of the Speaker:
 - a. Members and Officers of the Congress.
 - b. The President, Vice President, Chief of Staff, and such other executives as may have business before the Congress.
 - c. Members of the public seated in the galleries.
 - d. Faculty advisors to the Congress.
14. **Privilege of the Floor.** Except during the time allotted for Advisor Comment, Public Comment and Executive Comment, only Members and Officers of the Congress may speak during meetings; however, Members may yield their own allotted time to advisors, executives or members of the public. Executives, advisors, and members of the public shall be subject to the same Rules on speaking as Members of the Congress, but they may not make or second motions. Such comments by advisors, executives and members of the public must be germane to the matter under consideration.

PART III. OFFICERS

A. SELECTION OF OFFICERS

1. **Officers.** The officers of the Congress shall be:
 - a. The Speaker of the Congress.
 - b. The Congressional Secretary.
 - c. The Parliamentarian.
 - d. The Recorder.
 - e. The Press Secretary.
2. **Term of Office.** Each officer of the Congress shall continue in office for the session of the Congress unless removed or unable to serve.
3. **Oath.** The officers of the Congress shall, upon entering upon the discharge of their duties, take an oath to support the Constitution of the Indiana University Student Government and to faithfully and ethically discharge their duties.

B. POWERS AND DUTIES OF THE SPEAKER OF THE CONGRESS

1. **Call to Order.** The Speaker shall call the Congress to order on every meeting day at the appointed time.
2. **Direction of the Chamber.**
 - a. The Speaker shall have general control over the chamber.
 - b. The Speaker shall preserve order and decorum.
 - c. In case of any disturbance or disorderly conduct within the chamber, the Speaker may order it to be cleared.
 - d. The Speaker shall measure and enforce the time limits established by or pursuant to these Rules. The Speaker shall not enforce any time limits not ordered by these Rules or by the Congress.
3. **Speaker Pro Tempore.** The Speaker may appoint one of the Officers of the Congress, or the Chair of one of the Standing Committees, as Speaker Pro Tempore, who shall hold office at the pleasure of the Speaker, and who shall exercise all the powers and carry out

all the duties of the Speaker in the absence of the Speaker, and who shall carry out such other duties of the Speakership as may be assigned by the Speaker.

4. **Appointment of Committees.** The Speaker shall appoint all committees and committee chairs no later than seven (7) days following the organizational meeting, but shall not remove the same without their consent. Members and chairs of committees may only be removed from those positions without their consent by a three-fifths majority vote of the Congress.
5. **Questions of Order.** The Speaker shall decide all questions of order, subject to an appeal to the whole Congress by any two Members. Such an appeal shall be in writing and shall clearly state the point of order decided by the Speaker. No appeal from the decision of the Speaker shall prevail except by a Constitutional Majority.
6. **Stating Motions.** When a motion is made and seconded, it shall be restated by the Speaker.
7. **Questions--Form and Vote.** Questions shall be put substantially in this form: "The question is on _____. As many as are in favor vote 'yes,'" and after the affirmative vote is expressed, "as many as are opposed 'no.'" If the Speaker is uncertain of the result of a voice vote, they may order a roll call or, on request by any two Members, shall grant a roll call.
8. **Signature.** The Speaker shall sign all enrolled acts, enrolled resolutions, enrolled proclamations, and subpoenas of or issued by order of the Congress within 24 hours of enrollment or order.
9. **Online Meetings.** In the case of an online meeting of the Congress, the Speaker shall assume no authority which he could not otherwise assume. The Speaker may not mute any Member unless the Member has been called to order for transgression of these Rules.

C. DUTIES OF OTHER OFFICERS

1. **Congressional Secretary.** The Congressional Secretary shall:
 - a. Serve as a liaison between the Congress and the Executive Branch.
 - b. Provide guidance and assistance to Members.
 - c. Preside at the organizational meeting pending the election of the Speaker.
 - d. Cast the deciding vote on any question on which the Congress is equally divided.
 - e. Perform such other duties as may be necessary relating to Legislative-Executive relations.
 - f. Pursuant to Art. IX, Sec. H of the Bylaws, the Congressional Secretary shall be appointed by the President with the advice and consent of the Congress.
2. **Parliamentarian.** The Parliamentarian shall:
 - a. Advise the Speaker, or other presiding officer, on the consistent enforcement of these Rules.
 - b. Advise the Speaker and the Congress on matters of adherence to the Constitution and the Bylaws in relation to the workings of the Congress.
 - c. Perform such other duties as may be necessary relating to advising or enforcement (at the Speaker's discretion) of the Rules and maintenance of order.
3. **Recorder.** The Recorder shall:
 - a. Review each bill and resolution for proper style, form, and grammar at three stages:
 - i. Filing.
 - ii. Engrossment.

- iii. Enrollment.
 - b. Prepare the agenda for each meeting according to the direction of the Steering Committee, unless otherwise specified in the Bylaws.
 - c. **Keep the minutes of each general meeting and distribute the minutes to all members along with the next meeting's agenda.**
 - d. Keep a record of:
 - i. Each bill and resolution as of the most recent action on it.
 - ii. All Congressional votes ordered to be recorded under these Rules.
 - iii. All Committee assignments.
 - iv. Attendance by Members at all Congressional meetings.
 - e. Perform such other clerical duties as may be necessary.
4. **Press Secretary.** The Press Secretary shall:
- a. Serve as a liaison between the Congress and members of the press and of the public.
 - b. Manage the public-facing communications, marketing, and other media of the Congress.
 - c. Provide a strong, consistent message to the public about the doings of the Congress.
 - d. Livestream all general meetings.
 - e. Perform such other duties as may be necessary relating to public and media relations.
5. **Multiple Officers.** No person may hold two offices at once, including Committee Chair positions. This Rule does not apply to the Speaker Pro Tempore position.
- D. **REMOVAL OF OFFICERS**
- 1. **Removal.** Any officer of the Congress, except the Congressional Secretary, may be removed from such office upon a two-thirds affirmative vote of all Members.
 - 2. **Presiding Officer.** When the Congress considers a resolution for removal of the Speaker, the Congressional Secretary shall preside.
 - 3. **Election of New Officer.** Following the removal of an officer, the Congress shall immediately proceed to electing one of its own to fill the vacancy.

PART IV. RIGHTS AND DUTIES OF MEMBERS

A. GENERALLY

- 1. **Attendance.** No Member shall be absent from the service of the Congress unless excused by the Speaker. If the Speaker refuses to excuse an absence, the Member may appeal the decision to the Steering Committee.

B. CONCERNING DEBATE

1. **Recognition to Speak.**

- a. Any Member desiring to speak or to deliver any matter to the Congress shall rise and respectfully address "M_. Speaker," but shall not proceed until recognized by the Speaker. This Rule shall not apply pursuant to a successful motion to discuss, or when a Member rises only to make or second a motion.
- b. When two or more Members rise at once, the Speaker shall name the Member who shall be first to speak.

- c. At all times, persons speaking before the Congress shall not address any Member in the second person, and shall instead direct comments to the Speaker and refer to other Members only in the third person.
 - d. The Speaker may direct comments or questions to the intended party, or else the most relevant party.
2. **Contents of Comments.** Comments shall be confined to the question under consideration and shall not attack the motive of any other Member's vote or argument.
 3. **Length of Speaking.** No Member may speak for more than two (2) minutes at a time without the consent of the Congress.
 4. **Breaches of Order.**
 - a. If a Member transgresses the Rules of the Congress, the Speaker or any other Member may call the offender to order, in which case the Member called to order shall immediately sit down and be silent, unless permitted to explain. If the Member appeals to the Congress to decide the case, it shall do so without debate. If the Member does not appeal, then they shall submit to the decision of the Speaker. If, and only if, the decision is in favor of the Member called to order, they may proceed immediately. If the case requires, the Member may be liable to the censure of the Congress.
 - b. If a Member is called to order for words spoken in debate, the person calling them to order shall specify the words excepted to.
 - c. No member shall be called to order or otherwise held accountable for words spoken during debate if any other Member has spoken or other business has intervened after the words were spoken and before exception to them was taken.

C. CONCERNING VOTING

1. **Right to Have Vote Recorded.** When the Congress takes a roll call vote on any matter, the Recorder shall make a permanent written record of the vote upon request by any five (5) Members. Such record shall include the date, subject matter under consideration, the identity by name and constituency of all Members present and whether they voted in favor, against, or abstained. This record shall be made available to the public.
2. **Attendance Required to Vote.** A Member must be physically present within the chamber to vote, or in the case of an online meeting, must be present on the call.
3. **Absent Members.**
 - a. A Member who is absent from the chamber without excuse may be sent for.
 - b. Pursuant to the Bylaws, any Member absent without excuse from three consecutive meetings of the Congress, or four non-consecutive meetings of the Congress, may be liable to removal from the Congress.
4. **Voting for Another.** No Member shall vote for another Member. Any Member who votes or attempts to vote for another member may be punished in such manner as the Steering Committee may recommend. Knowingly and willingly voting for another shall be considered grounds for expulsion from the Congress.

PART V. COMMITTEES AND SUBCOMMITTEES

1. **Standing Committees.** The following shall be the Standing Committees, their respective areas of policy jurisdiction, and their standing subcommittees:
 - a. **Committee on Diversity, Equity, and Inclusion.**
 - i. Diversifying Indiana University institutions and the student body.

- ii. Collaborating with other Congressional Committees to represent marginalized communities.
 - iii. Serving the needs of underrepresented communities.
 - iv. Facilitating an equitable future for Indiana University students.
 - b. **Committee on Education.**
 - i. Faculty-Student relations.
 - ii. Academic exploration and quality of academic instruction.
 - iii. Classroom facilities, computing resources, and New Student Orientation.
 - iv. Academic fees.
 - v. Campus Improvement.
 - vi. Other matters intended to improve the academic experience.
 - c. **Committee on Environmental Affairs.**
 - i. Practices of conservation of, and responsibility to, the environment.
 - ii. Matters intended to improve the environmental and sustainability conditions on campus.
 - iii. University climate change adaptation.
 - d. **Committee on Government Oversight and Reform.**
 - i. Oversight and reform of the executive and judicial branches.
 - ii. Amendments to the Constitution and Standing Rules.
 - iii. Amendments to the Bylaws generally.
 - iv. Nominations to executive and judicial offices.
 - v. Congressional Apportionment.
 - vi. Matters relating to IUSG's interactions with University administration and policy that do not clearly fall under the jurisdiction of another committee.
 - e. **Committee on Student Life.**
 - i. Campus safety.
 - ii. General health and wellbeing in and outside the campus community, including mental health.
 - iii. Initiatives of a recreational nature intended to improve the student experience.
 - iv. Other matters not under the jurisdiction of another Committee.
 - f. **Committee on Title IX.**
 - i. Ensure University compliance and accountability regarding Title IX.
 - ii. Confront the issues of sexual assault and sexual misconduct on campus or involving a student of Indiana University as defined by University policy.
 - iii. Ensure the rights of survivors of sexual misconduct or sexual assault, including mental, emotional, or physical care.
 - iv. Educate the student body about what constitutes sexual misconduct, sexual assault, and sex-based discrimination.
2. **Ad Hoc Committees.** The following are the current Ad Hoc Committees and their respective areas of policy jurisdiction:
- a. **Committee on COVID-19 Relief.**
 - i. Matters relating to the University response to COVID-19.
 - ii. Financial security of students relating to the pandemic.
 - iii. Physical and psychological well-being of University-affiliated individuals in handling the pandemic.

- iv. Stopping the spread of COVID-19 among University-affiliated individuals.
 - b. **Committee of Finance.**
 - i. All appropriations of funds, including but not limited to the annual budget.
 - ii. Oversight of IUSG financial accounts, accounting, revenues, and expenditures.
 - iii. Provisions of the IUSG Bylaws relating to finances or the treasurer.
3. **Steering Committee.**
- a. The Speaker of the Congress, the Recorder, the Parliamentarian, the Press Secretary, and the Chairperson of each Standing Committee shall serve *ex officio* as members of the Steering Committee, and the Speaker shall serve *ex officio* as its Chairperson.
 - b. The Committee shall meet the day before each meeting of the Congress. At each meeting, it shall set the agenda of reported bills that will receive Second Reading at the next day's General Meeting.
 - c. The Committee may recommend resolutions of reprimand or censure to the Congress.
 - d. Upon accusation of violation of the IUSG Code of Conduct by any officials or employees of IUSG, the Committee shall serve also as a conduct committee, as set forth in the Bylaws.
 - e. All resolutions for appointment or removal of a Member shall be referred to the Steering Committee.
4. **Subcommittees.**
- a. Each committee may have a number of subcommittees to which it may delegate portions of its respective policy jurisdiction. Subcommittees may be created only by the Chairperson of the respective Committee, with the advice and consent of that Committee as determined by a majority vote. This Rule shall not be construed so as to prevent the subcommittees listed in these rules from existing.
 - b. The Committee Chairperson, in consultation with the relevant subcommittee Chairperson, shall determine which Members of the Committee shall serve on each subcommittee. Only members of the respective Committee may be members of a subcommittee.
 - c. The Speaker shall appoint the Chairperson of each subcommittee with the advice and consent of the respective Committee Chairperson. This Rule shall not be construed so as to prevent subcommittee Chairpersons already appointed before the adoption of these rules from serving in such office.
 - d. No measure reported out from a subcommittee shall reach the floor of the Congress without being subsequently reported out from the respective Committee, unless called back to the Congress as provided in these Rules.
5. **Membership.**
- a. Each Member of the Congress shall be a member of one (1), and not more than one (1), Standing or Ad Hoc Committee.
 - b. Members of the Congress shall be offered the opportunity to state their top three Committee preferences, and the Speaker shall make a reasonable effort to assign each Member to the Committee of their choice.

- c. The Speaker shall assign a reasonably equal number to each Committee, the above provision notwithstanding.
 - d. Each Committee and subcommittee shall consist of not less than three (3), nor more than fifteen (15), members.
6. **Appointment and Term.**
- a. As stated in Part III, the Speaker shall appoint all Committee members and Chairpersons not later than seven (7) days following the organizational meeting, but shall not remove the same without their consent. Members and chairs of committees may only be removed from such positions without their consent by a three-fifths majority vote of all Members of the Congress.
 - b. Following the initial appointment of Committee members by the Speaker, the Speaker shall not subsequently make any appointments to Committees without the consent of a three-fifths majority vote of all Members of the Congress. This Rule shall not apply to appointments of new Members of the Congress or in the case of the creation or dissolution of Committees.
 - c. The members of the Committees shall serve for the session of the Congress unless removed or unable to serve.
7. **Powers and Duties.** It is the duty of the Standing and Ad Hoc Committees to examine into and report upon matters referred to them, either by bill or otherwise.
- a. Officers of the Committee. Each Standing and Ad Hoc Committee shall have a Chair appointed by the Speaker and a vice chair appointed by the Chair.
 - b. **Duties of the Chair.** The following shall apply to the Chairperson of each Committee and subcommittee:
 - i. The Chair, or in their absence the vice chair, shall preside over meetings of the Committee. The Chair shall be responsible for the decorum and conduct of the meetings and shall have the necessary authority to enforce such standards.
 - ii. The Chair shall determine the time and place of each meeting, and notice of such meeting shall be given to the members of the Committee and to the public not less than 48 hours in advance. No Committee meeting shall occur during a meeting of the Congress.
 - iii. The Chair shall determine the agenda and order of business of each meeting.
 - c. Attendance. Each member of a given Committee shall be present at each meeting of the Committee unless excused by the Chair.
 - d. Testimony. Each Committee may request--and if it sees fit, may compel--documents of the other branches, and testimony from officers of the other branches, to be provided pursuant to its respective legislative or other responsibility.
8. **Internal Rules.** Each Committee and subcommittee may adopt such internal rules of procedure as it sees fit, but such rules may not be in conflict with these Rules.
9. **Rights of Authors.** The author of any matter under consideration by a Standing or Ad Hoc Committee of which they are not a member, may meet with and act as a member of that Committee when the Committee considers such matter. The author may participate in debate and may make and second motions but may not vote.

10. **Open Meetings.** All Standing and Ad Hoc Committee and subcommittee meetings shall be open to the public, but no member of the public may speak at the meeting unless a Committee member yields their allotted time to a member of the public or the Committee asks for public comment. To the extent practical, meetings will be held at times and places convenient to the public.
11. **Quorum.** A majority of the members duly appointed to the Committee or subcommittee shall constitute a quorum to do business. No vote may be taken without a quorum; however, the Committee or subcommittee may take testimony without a quorum.
12. **Voting for Another.** No member of a Committee or subcommittee may vote for another member, nor may any person not a member vote for a member.
13. **Record of Vote.** When a final vote is taken on any bill, resolution, or nomination under consideration by a Committee or subcommittee, the vote of each member shall be recorded and put into the report.

PART VI. VOTING PROCEDURE

1. **Voting Software.** The voting software may be used for any roll call vote.
2. **When Software Not Operating.** In the event a roll call vote is ordered and the voting software is not working, the names of the Members shall be called alphabetically, with the Speaker being called last.
3. **During the Vote.** After a vote on the question has been ordered, no debate and no motion, including a motion to adjourn, or a point of personal privilege, shall be in order until the vote is completed.
4. **Bringing the Question to a Vote.** When the Congress is ready to vote upon a measure, the Speaker shall announce the question and direct Members to cast their votes. When the vote is tallied, the Speaker shall announce the result.
5. **Change of Voting Records.** The roll call as recorded on the voting software shall not be altered or changed in any manner, by any person, except by a Constitutional Majority upon written petition setting forth the reasons for the change of the recorded vote.
6. **Voting Records.** For any vote which is ordered to be recorded under these rules, the Recorder shall make the record, and shall make such record public.

PART VII. MOTIONS

1. **Not an Exhaustive List.** This Part is not an exhaustive list of motions, but rather specifications relating to the Congress that are not provided for in Robert's Rules of Order.
2. **Absence of Quorum.** When less than a quorum is present no motion may be entertained, except to adjourn or send for absent Members.
3. **Form.** Every motion, except a motion for the previous question, shall be in writing or reduced to writing immediately after the motion is made. In the case of an online meeting, typing the motion in chat shall suffice, but the Member must also verbally state the motion.
4. **Germane.** No motion, proposition, or comments on a subject not germane to that under consideration shall be in order.
5. **Discuss.** Upon adoption of a motion to discuss a matter, the Congress shall openly debate the matter, and only that matter, without Members having to gain recognition from the Speaker. Members may still be called to order for interrupting other Members. Any

motion to discuss shall state the length of time allowed for each Member to speak and the total length of time allowed for the discussion.

6. **Division of a Question.** Any Member may call for the division of a question before or after the main question is ordered. The question shall be divided, if it contains propositions in substance so distinct that if one were taken away, a substantive proposition shall remain for the decision of the Congress. A motion to strike out and insert shall be deemed indivisible.
7. **Fix a Time of the Next Meeting.** A motion to fix a time to which the Congress shall adjourn is in order at any time, except as provided in Part VI, Rule 3, and is debatable unless made while another question is pending.
8. **Recommit.** After a bill has been reported by a Committee, it may be recommitted to the same or another Committee by a majority vote.
9. **Call Back from Committee.** If the Congress feels that a Committee is neglecting its duty to consider a certain matter referred to it, the matter may be called back to the Congress from Committee by a two-thirds majority vote of the Congress, or by a sponsor and two cosponsors as provided for in the Bylaws. A motion to call back a nomination from Committee shall require a three-fifths affirmative vote of Congress. A motion to call back from Committee shall not be in order more than once for a single bill or nomination at a single meeting. This motion shall only be in order during General Discussion unless under suspension of the Rules.
10. **Precedence of Motions When Question Under Debate.** When a question is under debate, only the following motions may be made, and shall have precedence in the order listed:
 - a. To fix the time to which to adjourn.
 - b. To adjourn.
 - c. To recess.
 - d. To raise a question of privilege.
 - e. To call for orders of the day.
 - f. To lay on the table.
 - g. For the previous question.
 - h. To limit or extend debate.
 - i. To postpone to a day certain.
 - j. To commit or recommit.
 - k. To amend.
 - l. To postpone indefinitely.
11. **Adjourn.** A motion to adjourn is undebatable and is always in order, except as provided in Part VI, Rule 3 or while another Member is speaking.
12. **Table.** A motion to lay on the table is undebatable and is always in order, except as provided in Part VI, Rule 3 or while another Member is speaking.
13. **Call up from the Table.** A motion to call a bill up from the table shall be in order at any time during the time allotted for Second Readings or General Discussion, except while the Congress is considering another question.
14. **Previous Question.** A Previous Question motion is a motion to close debate on a matter and proceed to a vote. A motion for the previous question shall be decided without debate.

15. **Postpone to a Day Certain or Commit.** A motion to postpone to a meeting day certain or to commit or recommit, being decided, shall not again be allowed on the same day, at the same stage of the bill or proposition.
16. **Reconsider.** When a question has been decided either in the affirmative or negative, except as provided in Part VIII, Sec. D, Rule 8, it is in order for any Member who voted within the majority to move for the reconsideration thereof, on the same or the succeeding meeting day. The motion takes precedence over all other questions, except a motion to adjourn. A motion to reconsider shall only be in order once on any question. An enrolled act or **proclamation** may not be reconsidered after being signed by the President.

PART VIII. LEGISLATIVE PROCEDURE

A. FORM OF BILLS AND RESOLUTIONS

1. **Digest.** A brief digest stating the nature of the proposed bill shall be attached to each copy of the bill at each stage. A digest is not required for proclamations or internal resolutions, except internal resolutions to amend the Standing Rules. † The digest shall contain the following:
 - a. Any previous statutes or other citations affected.
 - b. A brief statement of the purpose of the bill.
 - c. The amount of money, if any, by which the bill would increase or decrease total appropriations for the current or any other fiscal year. This is not required for resolutions.
 - d. The date the bill shall take effect if passed.
2. **Title.** Every bill shall contain a title that expresses, in concise terms, the subject matter of the bill, in sufficient detail to acquaint Members of the Congress with the general subject matter under consideration.
3. **Identification of Legislation to be Amended.** Every amendatory bill shall identify the original act or code as last amended, and the sections amended shall be set forth and published at full length.
4. **Names of Author and Coauthors.** Every bill filed shall include the name or names of the Members offering it and shall be emailed to both the Speaker and the Recorder. The author shall be named first, and any coauthors shall be named alphabetically. No bill may have more than five (5) coauthors.
5. **Enacting Clause.** The enacting clause of every bill (not including resolutions) shall be: *Be it enacted by the students of Indiana University in Congress assembled:*
6. **Emphasize Amendments.**
 - a. Amendatory bills shall indicate new text by use of **bold typeface**; if any existing text is being deleted, the deleted text shall be indicated by use of ~~striketrough typeface~~.
 - b. Capitalization, organization, or punctuation changes made solely for the purpose of uniform style need not be indicated.
7. **Form.** All bills shall be typed, having no handwritten markings of any kind.
8. **Copies.** A copy of each bill shall be kept by the Recorder, and made public, at each of its three stages:
 - a. Filing.
 - b. Engrossment.

c. Enrollment.

9. **Bills by Non-Members.** Only Members may author, coauthor, and introduce bills; however, non-Members may submit proposals for bills to the Recorder, and such proposals may be taken up, authored, and introduced by Members.

B. FILING, INTRODUCTION, FIRST READING, COMMITTEE REFERRAL

1. **How to File.** On any date after the Congress has organized itself, any member may file a bill with the Speaker and Recorder for introduction. No bill shall be introduced at a given meeting of the Congress unless it was filed at least 48 hours prior to that meeting.
2. **Duty of the Recorder.** Upon receiving timely filed bills, the recorder shall:
 - a. Ensure that each bill is in proper form and grammatically correct, and that the subject matter is clearly set forth in the title and digest.
 - b. **Date and number each bill (not including resolutions or proclamations) consecutively in the order received, starting with the number 1001, and proclamations consecutively, starting with the number 101, and constitution resolutions consecutively, starting with the number 1, and internal resolutions consecutively, starting with the number 1. The numbering will restart with each new session.**
 - c. Offer the author of each bill reasonably ample opportunity to check that the Recorder has not altered the substance of their bill before it is introduced.
 - d. Place each on the agenda for the next meeting of the Congress under "Introduction of bills." Such agenda, including a copy of each bill on it, shall be distributed to all members at least twenty-four (24) hours prior to the meeting.
3. **Bill Limit.** During a single session of the Congress (Fall, Spring, or Summer), no Member may be author of more than Twenty (20) bills, nor more than twenty (20) resolutions, for introduction without the express consent of the Congress.
4. **Withdrawal.** Any filed bill may be withdrawn by the author prior to the First Reading upon emailed request to the Recorder.
5. **Referral to Committee.** The Speaker shall refer each bill to the relevant Committee before the meeting at which the bill is to be introduced.
6. **Introduction and First Reading.** The first reading of a bill is for information. When the time for introduction of bills arrives, the Speaker shall call down bills for First Reading consecutively. When a bill is called, the Recorder shall read its number, title, author and coauthors, and digest. He shall then announce the Committee to which the bill is referred. The Speaker shall then call down the next bill, and so forth until all introduced bills have received First Reading.

C. COMMITTEE MEETINGS, CONSIDERATIONS, REPORTS

1. **Record of Committee Vote.** The final vote of the Committee shall be appended to the bill.
2. **Committee Reports.** A Committee to which a bill has been referred may report with or without amendments, or may not report at all. No later than 48 hours following a final vote in Committee to report a bill, the Committee Chairperson shall email the reported bill, along with the final vote, to the Speaker and the Recorder for engrossment and Second Reading. If a final vote to favorably report the bill fails, the bill shall be deemed to not have been reported by that Committee. The bill shall not be further considered by the Committee unless it adopts internal rules to the contrary, and the bill shall not be considered by the full Congress unless cosponsored under the provisions of the Bylaws.

3. **Appropriations.** Every bill that would appropriate any amount of money, if reported by or called back from any standing or ad hoc committee other than the Committee on Finance, shall be immediately and automatically referred to the Committee on Finance upon being reported by or called back from said other committee.
 - a. The Committee on Finance shall consider the bill as it would any other bill and may amend any and all provisions that fall under the jurisdiction of the Committee on Finance.
 - b. The bill may not be acted on by the full Congress until reported by the Committee on Finance or called back therefrom.
 - c. The Committee on Finance shall report the bill; either favorably, unfavorably, or without recommendation; no later than the Saturday after the regularly scheduled next general meeting after the report by the other committee. A bill not reported by this deadline shall be considered reported without recommendation.
 - d. The Committee on Finance shall include in its report a brief statement on the effect that the bill, as reported, would have on IUSG funds for the current or any other fiscal year.
4. **Typeface.** The Committee shall report the bill in proper form:
 - a. Whenever a bill amending the Constitution, Bylaws, or other Act or statute is printed, the text of the bill shall reflect the proposed change to the text of the Constitution, Bylaws, or other Act or statute. This shall be accomplished by the use of **bold typeface** to indicate the addition of new text and ~~striketrough typeface~~ to indicate the deletion of existing text.
 - b. Capitalization, organization, or punctuation changes made solely for the purpose of uniform style need not be indicated.
 - c. No special typefaces shall be used in the printed bill to indicate the occurrence of Committee amendments; instead, the printing shall set forth the clean text of the bill as it appears after the Committee amendments have been implemented.
5. **Action on Committee Reports.** The reported or cosponsored bill shall be acted upon by the Congress after being delivered to, and engrossed by, the Recorder. An engrossed bill that is not on the agenda of second readings for a given meeting may be called down from the calendar by a majority, and a motion for such purpose shall only be in order during general discussion and shall be debatable but not amendable.
6. **Engrossment.** Every bill reported by a Committee, and other bills as directed by the Congress, shall be submitted to the Recorder for Engrossment and Second Reading. The Recorder shall:
 - a. Ensure that each bill is in proper form and grammatically correct, and that the subject matter is clearly set forth in the title and digest.
 - b. Print each bill in proper form, with pages and lines numbered, and distribute each engrossed bill to all Members as soon as practicable.
 - c. Upon engrossment, immediately alert the Steering Committee that the bill has been engrossed and is ready to be placed on the agenda of Second Readings.

D. SECOND READING

1. **Agenda of Bills.** Before each meeting of the Congress, the Steering Committee shall make up an agenda of engrossed bills that shall be handed down for Second Reading at that meeting, and that agenda, along with the latest version of each bill on it, shall be distributed to all Members at least 24 hours prior to the meeting. The Committee may add

bills which have been laid upon the table to the agenda of Second Readings, in which case the consideration of such bills shall not require a motion to call up from the table.

2. **Calling Down on Second Reading.** When the time for Second Readings arrives, the Speaker shall call down bills for Second Reading according to the agenda of the day. When a bill is called, the Recorder shall read its number, title, author and coauthors, and digest. The Speaker shall then state that the bill is ready for floor amendment, recommitment, or final passage, allowing the author to speak first.
3. **Floor Amendments.** The Congress may make such amendments to each bill as it sees fit. A Member may file with the Speaker and Recorder a written amendment to any engrossed bill. Any written amendments so filed at least four (4) hours before the meeting at which the bill is to be called down on second reading, shall be processed by the Recorder in the same manner as other measures and shall be distributed to all Members by the Recorder no later than two (2) hours before that meeting. For every bill on second reading, any amendments so filed shall be placed on the agenda for the meeting and shall each be considered, consecutively in order of filing, immediately after the bill author has had the opportunity to speak pursuant to Rule 2 of this Section. This Rule does not prohibit motions to amend a bill.
 - a. No bill may be amended by annexing to it or incorporating with it any other bill pending before the Congress, or substituting therein different subject matter, unless with written consent by the bill's author and coauthors.
4. **Right to Close.** The author of a bill that is on final passage has the right to speak last during debate. No provision of these Rules shall be so construed as to limit such right, and the right secured by this Rule shall not be impaired, even after a demand for the previous question.
5. **Final Passage--More (but less than a Constitutional Majority) Against than For.** When a bill on its final passage receives more votes against than for it, but less than a Constitutional Majority, it may be reconsidered under the provisions of Part VII, Rule 16.
6. **Final Passage-- Simple Majority but not a Constitutional Majority. When a bill on its final passage receives a simple majority of the votes cast, but not a Constitutional Majority, the bill shall not be considered defeated. During General Discussion at the same or a subsequent meeting, any member who voted in the majority or who did not vote at all may move to reconsider the bill. If said motion is adopted by the Congress, it shall then vote on the bill once more. Any number of votes may be taken by the Congress in such cases.**
7. **Final Passage--Constitutional Majority Against.** Whenever a bill on its final passage receives a Constitutional Majority of votes against its passage, the bill, as well as the subject matter of the bill, is decisively defeated, and neither the bill nor any bill or amendment to the same effect may be considered again during the session without the prior express consent of the Congress.
8. **Record of Vote on Final Passage.** The vote on final passage shall be recorded and appended to the bill and made public. Such record shall state the date, the number and title of the bill, the identity by name and constituency of each Member present, and whether each voted in favor, voted against, or abstained.

E. ENROLLMENT AND VETOES

1. **Form.** If a bill is passed by the Congress, the Recorder shall enroll it as an act of, or proclamation or resolution by, the Congress. It shall then be signed by the Speaker, and if

it is an act or proclamation, it shall then be presented to the President for approval. The Recorder shall ensure that each enrolled act, proclamation, and resolution is in proper form and grammatically correct.

2. **Veto Override.** If an enrolled Act or resolution is vetoed by the President and returned to the Congress pursuant to the Constitution, it shall automatically be placed first on the agenda of Second Readings for the next meeting. When a vetoed bill is called down for consideration, the Recorder shall read its number, title, and digest, as well as the President's statement of objections. The Speaker shall then state that the question is on final passage over the President's veto and begin debate. The Congress shall either recommit the bill, lay it upon the table, amend it, or vote on final passage over the veto.

PART IX. PROCEEDINGS ON NOMINATIONS

1. **Relevant Appointments.** This Part applies only to appointments made by the President requiring the advice and consent of the Congress.
2. **Referral to Committee.** Upon transmission of a nomination by the President to the Speaker and the Recorder, the Speaker shall refer the nomination to the Committee on Government Oversight and Reform.
3. **Committee Consideration and Report.** The Committee shall consider the nomination according to the procedure set forth for the consideration of bills. If a final vote to favorably report the nomination fails, the nomination shall be deemed to not have been reported by that Committee. The nomination shall not be further considered by the Committee unless it adopts internal rules to the contrary, and the nomination shall not be considered by the full Congress unless upon a successful motion to Call Back from Committee.
4. **Form.** The final question on every nomination shall be, "Will the Congress advise and consent to this nomination?"
5. **Time of Consideration.** The nomination shall be placed on the calendar of business for the meeting immediately following the report by the Committee.
6. **Final Consent.** Following the conclusion of final debate on the question, the Speaker shall put the question and the vote shall be ordered. The vote shall follow all procedures set forth in the Rules for consideration of bills.
7. **Confirmation.** If the final vote is in the affirmative, the result shall be transmitted to the President by the Recorder, and the nominee shall be duly installed in office.