

Western Michigan University  
Kalamazoo, MI 49008



<https://wmuwsa.org>

WESTERN STUDENT ASSOCIATION  
OFFICE OF THE SPEAKER OF THE ASSEMBLY

THE  
SPEAKER'S CODE  
OF THE  
WESTERN STUDENT  
ASSOCIATION

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**Samuel J. Longlet**  
Speaker of the Assembly

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**Travis W. Melson**  
Secretary of the Assembly

## **Article I: The Speaker's Code**

### **1.1 The Purpose of the Speaker's Code**

**1.1.1** The purpose of the Speaker's Code shall be to provide the Speaker of the Assembly greater control over the happenings and procedures of the Assembly of the Western Student Association.

**1.1.2** The Speaker's Code shall never be written nor amended with the intention to silence the members of the Assembly, and shall only be used to empower the diverse voices of the Students at Western Michigan University

### **1.2 The Composition of the Speaker's Code**

**1.2.1** As noted in **3.10.3** of the Constitution of the Western Student Association, the Speaker's code shall include the roles and responsibilities of the Secretary of the Assembly, an outline of the process of how Committee Chairs are selected, how prospective Registered Student Organization Assembly Members submit their application, how Registered Student Organization Assembly Members assign proxy, and any and all actions deemed necessary by the Speaker of the Assembly to allow them to execute their responsibilities.

## **Article II: The Speaker of the Assembly**

### **2.1 The Responsibilities of the Speaker of the Assembly**

**2.1.1** The first and foremost responsibility of the Speaker of the Assembly is never to silence, but rather to empower the diverse voices of the Students at Western Michigan University.

**2.1.2** The Assembly entrusts the Speaker of the Assembly with the following Constitutional responsibilities:

1. Maintain the integrity of the Western Student Association, and
2. Act as the Chief Executive Officer of the Assembly, and
3. Sign any and all Legislation passed by the Assembly, and
4. Ensure that both Voting Meetings and Non-Voting Meetings are conducted in a reasonable manner, and

5. Ensure all efforts are exhausted by the Western Student Association to uphold approved Legislation, and
6. Ensure that the Assembly remains an environment for leadership development, and
7. Call emergency Voting Meetings, or Non-Voting Meetings, as needed, and
8. Appoint Committee Chairs, and
9. Dismiss Assembly members with Voting Status if they are deemed in violation of their responsibilities by the Speaker of the Assembly by revoking their Voting Status, and
10. Draft and adhere to the Speaker's Code, and
11. Nominate the Secretary of the Assembly, and
12. Define the roles and responsibilities of the Secretary beyond what is included in the Constitution of the Western Student Association, and
13. Cast an informed tie-breaking vote, if one should be needed, and
14. To attend any and all Voting and Non-Voting Meetings of the Assembly.

In addition to the previously listed Constitutional responsibilities, the Assembly entrusts the Speaker of the Assembly with the following Constitutional responsibilities:

1. Sign any and all resolutions passed by the Assembly, and
2. Assign proxy to the Secretary of the Assembly if the Speaker of the Assembly cannot fulfill their duties, and
3. Uphold and protect the integrity of the Assembly, ensuring any and all meetings are conducted in an equitable and fair manner, and
4. Conduct the monthly and annual recognition of outstanding performance of Voting Members of the Assembly, and the distribution of necessary awards, and
5. Assist Assembly members in the formation of Legislation, and inform the members of the Assembly on their duties, their rights, and their importance throughout the course of the academic year, as defined by Western Michigan University, and
6. Complete a transition plan for continuance of the position of Speaker of the Assembly, and
7. Act as liaison between the Executive Branch and the Assembly, and

8. Establish and dissolve Committees, including academic Committees, and appoint their respective chairs.

In addition to the previously listed Constitutional responsibilities, the Assembly entrusts the Speaker of the Assembly with the following responsibilities:

1. The creation and continuation of the culture of the Assembly of the Western Michigan Association, and
2. The creation of Agendas that shall be made available to the members of the Assembly 48 hours before the officially stated start time of Voting and Non-Voting meetings, and the distribution of these Agendas to the Director of Information for archiving, and
3. Waiving the read-only period for Legislation at the discretion of the Speaker of the Assembly.

## **2.2 The Speaker of the Assembly in the Assembly**

**2.2.1** With the intention of keeping the Assembly a fair and empowering body for its members, the Speaker of the Assembly has the authority to control the flow of any and all Voting and Non-Voting Meetings of the Assembly.

**2.2.2** The Speaker of the Assembly shall be elected by the second-to-last Voting Meeting of the Assembly, and sworn in by the final Voting-Meeting of the Assembly for that Academic Year, as defined by Western Michigan University.

**2.2.3** The Speaker of the Assembly shall serve one academic-year, as defined by Western Michigan University, terms.

**2.2.4** The Speaker of the Assembly shall not hold Voting Status, except if a tie in the Assembly needs to be broken, in which case the Speaker of the Assembly shall cast the tie breaking vote.

**2.2.5** In the event that the Speaker of the Assembly, for any reason, cannot fulfill their duties and must resign, they must present written notice to the members of the Assembly, and to the Secretary of the Assembly, who will become Speaker of the Assembly, as per the Assembly's line of succession.

## **Article III: The Secretary of the Assembly**

### **3.1 The Responsibilities of the Secretary of the Assembly**

**3.1.1** The Assembly entrusts the Secretary of the Assembly with the following Constitutional responsibilities:

1. Maintain the integrity of the Western Student Association, and
2. Take and distribute the meeting minutes of the Assembly, and
3. Record attendance during Assembly Meetings, and
4. Temporarily act as the Speaker of the Assembly if the Speaker of the Assembly is unable to fulfill their duties, and
5. Attend any and all Voting and Non-Voting Meetings of the Assembly.

In addition to the previously listed Constitutional responsibilities, the Assembly entrusts the Secretary of the Assembly the following Constitutional responsibilities:

1. Arrange meeting locations for any and all Meetings of the Assembly, and
2. Ensure that all Assembly meetings are properly livestreamed, archived, and available to the public, and
3. Complete a transition plan for continuance of the position.

In addition to the previously listed Constitutional responsibilities, the Assembly and the Speaker of the Assembly entrusts the Secretary of the Assembly with the following responsibilities:

1. Ensure that meeting minutes are distributed to the Director of Information Management for archiving, and
2. Manage the calculation for Quorum, which has been defined as 25% of the population with Voting Status of the previous Voting Meeting, and
3. Manage the Attendance of the Assembly, and
4. The management of the Speakers list during discussion periods of floor votes, and
5. Hear Intentions to Represent from perspective Registered Student Organization Assembly Members, and

6. Manage Register Student Organization Assembly Member's proxy voters, when assigned.

### **3.2 The Secretary of the Assembly in the Assembly**

**3.2.1** The Secretary of the Assembly serves one academic-year, as defined by Western Michigan University, terms.

**3.2.2** The Secretary of the Assembly shall not hold Voting Status within the Assembly.

**3.2.3** In the event that the Secretary of the Assembly cannot fulfill their duties, they must present written notice to the Speaker of the Assembly, who must then nominate a new Secretary of the Assembly.

## **Article IV: Non-Voting Assembly Members**

### **4.1 Membership as a Non-Voting Assembly Member**

**4.1.1** All registered students at Western Michigan University who are enrolled in at least one credit hour during University Semesters, as defined by Western Michigan University, are automatically considered a Non-Voting Member of the Assembly. This includes, but is not limited to, the following positions;

1. The members of the Student Body of Western Michigan University who do not currently hold Voting Status in the Assembly, and
2. The members of the Executive Branch of the Western Student Association, and
3. The members of the Judicial Branch of the Western Student Association.

**4.1.2** One may only lose the position of Non-Voting Member if Articles of Expulsion have been levied against them, and these Articles of Expulsion have passed the Assembly with at least a three-fourths majority concurrence, thereby going into effect.

**4.1.3** Holding the position of Non-Voting Member of the Assembly gives one the explicit access to all motions, points, and other procedures of the Assembly, as outlined in Article XI.

## **Article V: General Assembly Members**

### **5.1 Membership as a General Assembly Member**

**5.1.1** All students at Western Michigan University, who are enrolled in at least one credit hour during University Semesters, as defined by Western Michigan University, are eligible to become a General Assembly Member.

**5.1.2** In order for one to be eligible for membership in the Assembly as a General Assembly Member, one must hold the position of Non-Voting Assembly Member. One must also not hold any other position within the Western Student Association.

**5.1.3** In order for a Non-Voting Assembly member to become a General Assembly Member, one must attend two consecutive meetings, and upon their third consecutive meeting, one will receive Voting Status.

**5.1.4** In order to maintain their Voting Status, a General Assembly Member must not exceed two unexcused absences within a semester, as defined by Western Michigan University. So long as a General Assembly Member attends one-third of a Voting or Non-Voting Meeting, their attendance will be counted.

**5.1.5** In the event that a General Assembly Member loses their Voting Status due to unexcused absences, they must attend two consecutive meetings, and upon the third consecutive, their Voting Status will be reinstated.

**5.1.6** Someone who holds the title of General Assembly Member shall hold no other position within the Western Student Association, except for the position of Committee Chair.

**5.1.7** A General Assembly Member may not chair more than one concurrent Committee.

### **5.2 Responsibilities of General Assembly Members**

**5.2.1** The Assembly entrusts General Assembly Members with the following Constitutional responsibilities:

1. Maintain the integrity of the Western Student Association, and
2. Attend any and all meetings of the Assembly, voting, non-voting, or otherwise, and
3. Represent one's own interests and identities within the Assembly and the Western Student Association as a whole.

In addition to the previously listed Constitutional responsibilities, the Assembly entrusts General Assembly Members with the following responsibilities:

1. Be an active member of at least one Committee, unless waived by the Speaker of the Assembly, and
2. Cast informed votes on the Assembly floor, and
3. If they should find themselves willing, chair a Committee, and
4. Any and all motions, points, and other procedures of the Assembly as outlined in Article XI.

## **Article VI: Registered Student Organization Assembly Members**

### **6.1 Registered Student Organizations in the Assembly**

**6.1.1** All Registered Student Organizations at Western Michigan University are entitled to send one member to act as representation from their Registered Student Organization to the Assembly of the Western Student Association.

**6.1.2** In order for the Western Student Association to enter into a Memorandum of Agreement with a Registered Student Organization, the Registered Student Organization must send a Representative to the Assembly.

**6.1.3** In order for a Registered Student Organization to qualify for funding from the Western Student Association Allocations Commission, the Registered Student Organization must send a Representative to the Assembly.

### **6.2 Membership as a Registered Student Organization Assembly Member**

**6.2.1** Registered Student Organizations wishing to send a Representative to the Assembly do so in the form of a Registered Student Organization Assembly Member.

**6.2.2** Registered Student Organizations must first select a member to act as their delegate to the Western Student Association. Then, the chosen delegate must inform the Secretary of the Assembly of their intention to represent their Registered Student Organization by submitting an Intent to Represent form. Upon receiving the Intent to Represent form, the chosen delegate will automatically be considered a Registered Student Organization Assembly Member.



**6.2.3** In order to maintain their Voting Status, a Registered Student Organization Assembly Member must not exceed two unexcused absences within a semester, as defined by Western Michigan University. So long as a Registered Student Organization Assembly Member attends one-third of a Voting Meetings, their attendance will be counted.

**6.2.4** In the event that a Registered Student Organization Assembly Member loses their Voting Status in the Assembly by any means, a Registered Student Organization may send a different delegate to the Assembly.

**6.2.5** In the event that a Registered Student Organization Assembly Member loses their Voting Status, they may earn their Voting Status back by attending two consecutive meetings of the Assembly, and upon their third, their Voting Status will be reinstated.

**6.2.6** Someone who holds the title of Registered Student Organization Assembly Member shall hold no other position within the Western Student Association, except for the position of Committee Chair.

**6.2.7** A Registered Student Organization Assembly Member may not chair more than one concurrent Committee.

**6.2.8** A Proxy Registered Student Organization Assembly Member assumes all responsibilities of a Registered Student Organization Assembly Member for the duration of the Voting Meeting for which they are assigned proxy.

### **6.3 Responsibilities of Registered Student Organization Assembly Members**

**6.3.1** The Assembly entrusts Registered Student Organization Assembly Members with the following Constitutional responsibilities:

1. Maintain the integrity of the Western Student Association, and
2. Represent the interests and intentions of their respective Registered Student Organization within the Western Student Association, and
3. Represent one's own interests and identities within the Assembly and the Western Student Association as a whole
4. Attend any and all Voting Meetings of the Assembly.

In addition to the previously listed Constitutional responsibilities, the Assembly entrusts Registered Student Organization Assembly Members with the following responsibilities:

1. Assign a proxy vote to another individual by providing written notice, electronic or otherwise, to the Secretary of the Assembly 24 hours prior to the scheduled start of the Voting Meeting, in the event that a Registered Student Organization Assembly Member cannot fulfill their duties during a Voting Meeting
2. Cast informed votes on the Assembly floor, and
3. If they should find themselves willing, chair a Committee, and
4. Any and all motions, points, and other procedures of the Assembly as outlined in Article XI.

## **Article VII: Committees**

### **7.1 Committees in the Assembly**

**7.1.1** The purpose of Committees within the Assembly is to foster greater cooperation between the members of the Assembly, and allow for a coherent group to be formed to pursue tasks.

**7.1.2** Any and all Committees within the Western Student Association require a Committee Chair.

**7.1.3** With the exception of Academic College Chairs, Committee Chairs are to be assigned by the Speaker of the Assembly.

**7.1.4** Any and all members of the Executive Branch reserve the right to create Committees within the Assembly, so long as they chair the Committee themselves.

**7.1.5** Any and all Committees created by members of the Assembly shall only exist at the discretion of the Speaker of the Assembly.

### **7.2 Committee Chairs**

**7.2.1** The purpose of Committee Chairs is to ensure that committees are effective in achieving their goals.

**7.2.2** The Western Student Association entrusts Committee Chairs with the following Constitutional responsibilities:

1. Maintain the integrity of the Western Student Association, and
2. Establish the goals and objectives of their respective committees
3. Establish the proceedings of their respective committees

4. Ensure that the meeting minutes of their respective committees are taken and distributed, and
5. Ensure that the goals and the objectives of their respective committees are carried through, and
6. Attend any and all meetings of the Assembly, voting, non-voting, or otherwise, and
7. Attend weekly Legislative Leadership meetings with the Speaker of the Assembly and the Secretary of the Assembly.

**7.2.3** The Committee Chair shall have the final authority on who sits on their respective committee.

**7.2.4** Committee Chairs hold their position at the discretion of the Speaker of the Assembly.

**7.2.5** All members of the Assembly with Voting Status have the right to seek permission from the Speaker of the Assembly to create and chair a Committee.

**7.2.6** All members of the Executive Branch have the right to create Committees within the Assembly without the permission of the Speaker of the Assembly.

## **Article VIII: Academic College Committee Chairs**

### **8.1 Academic College Committees**

**8.1.1** An Academic College Committee is a specialized type of Committee with the intention of liaising with the nine Academic Colleges at Western Michigan University.

**8.1.2** There may only be one Academic College Committee for each of the following Academic Colleges at Western Michigan University:

1. The College of Arts and Sciences
2. The College of Aviation
3. The College of Education and Human Development
4. The College of Engineering and Applied Sciences
5. The College of Fine Arts
6. The College of Health and Human Services
7. The Haworth College of Business
8. The Graduate College

## 9. The Lee Honors College

**8.1.3** Academic College Committees must be chaired by a member of that Academic College.

**8.1.4** All members of an Academic College have the right to sit on their respective Academic College's Committee.

## **8.2 Academic College Committee Chairs**

**8.2.1** Academic College Chairs must be nominated by the Speaker of the Assembly, and then confirmed with a simple majority concurrence in the Assembly.

**8.2.2** In addition to the responsibilities outlined in **7.2.2**, The Assembly entrusts Academic College Committee Chairs with the following constitutional responsibilities:

1. Maintain the integrity of the Western Student, and
2. Work with the Executive Officer for Academic Affairs to relay specific college issues, and
3. Liaise with the Dean of their respective Academic College at least once per academic semester, as defined by Western Michigan University, and establish an official relationship, and
4. Hold at least one town hall event at their respective Academic College at least once per academic year, as defined by Western Michigan University.

**8.2.3** An Academic College Committee Chair holds their position at the discretion of the Speaker of the Assembly.

**8.2.4** Academic College Committee Chairs have the ability to appoint a Vice-Chair, so long as they are a member of the respective Academic College.

## **Article IX: Official Documents of the Assembly**

### **9.1 Formatting of Official Documents of the Assembly**

**9.1.1** The Speaker of the Assembly has the authority to dictate how Official Documents shall be formatted.

**9.1.2** The Speaker of the Assembly must inform all members of the Assembly on how Official Documents shall be formatted.

## **9.2 Legislation**

**9.2.1** The following are considered to be Legislation in the Assembly;

1. University Bills
2. Memorandums of Agreement
3. Spending Bills
4. Constitutional Amendments
5. Resolutions

**9.2.2** All Legislation must be submitted to Legislative Leadership for a read-only period no later than 10 days before the meeting in which the Legislation is expected to be heard by the Assembly. This 10 day waiting period may be waived by the Speaker of the Assembly in cases which require extreme haste.

**9.2.3** All Legislation requires a Sponsor, and all Co-Sponsors must be entered into record before the meeting in which the Legislation is voted upon is called to order.

**9.2.3** All Legislation requires the signatures of the Speaker of the Assembly, the Secretary of the Assembly in order to act as a witness, and the sponsor of the bill. All Legislation, with the exception of Resolutions, requires the signature of the Student Body President.

## **9.3 University Bills**

**9.3.1** University Bills are Legislation which serve as the official stance of the Western Student Association.

**9.3.2** University Bills must be formatted using “WHEREAS” conditional statements, followed by “THEREFORE, BE IT RESOLVED” action statements.

**9.3.3** “THEREFORE, BE IT RESOLVED” statements must include a plan to follow through on the action statements.

**9.3.4** In order to go into effect, University Bills require:

1. Affirmation by simple majority concurrence by the Assembly, and
2. Signatures by the Speaker of the Assembly, the Secretary of the Assembly in order to act as witness, the Sponsor of the University Bill, and the Student Body President.

**9.3.4** Should the University Bill be affirmed by majority concurrence in the Assembly, the Sponsor of the University Bill is expected to continue to be responsible for its execution.

**9.3.5** University Bills pass through Floor Vote in a process outlined **10.5**.

#### **9.4 Memorandums of Agreement**

**9.4.1** Memorandums of Agreement are Legislation which serves as an agreement between the Western Student Association and any other individual or organization.

**9.4.2** Memorandums of Agreement must have two components; the Memorandum of Agreement Bill and the Memorandum of Agreement Contract, which must both be voted upon as a slate.

**9.4.3** Memorandums of Agreement Bills must be formatted using “WHEREAS” conditional statements, followed by “THEREFORE, BE IT RESOLVED” action statements.

**9.4.4** Memorandums of Agreement can be canceled at any time without legislative approval.

**9.4.5** In order to go into effect, Memorandum of Agreement require:

1. Affirmation by majority concurrence by the Assembly, and
2. Signatures on the Memorandum of Agreement Bill by the Speaker of the Assembly, the Secretary of the Assembly in order to act as witness, the Sponsor of the Memorandum of Agreement, and the Student Body President.
3. Signatures on the Memorandum of Agreement Contract of two Representatives from the Organization, or of the Individual and a witness, as well as the Signature of the Speaker of the Assembly and the Student Body President.

**9.4.6** Should the Memorandum of Agreement be affirmed by majority concurrence in the Assembly, the Sponsor of the Memorandum of Agreement is expected to continue to be responsible for its execution.

**9.4.7** Memorandums of Agreement bills pass through Floor Vote in a process outlined in **10.5**.

## **9.5 Spending Bills**

**9.5.1** Spending Bills are Legislation which serves to modify an existing approved Financial Budget.

**9.5.2** Spending Bills must be formatted using “WHEREAS” conditional statements, followed by “THEREFORE, BE IT RESOLVED” action statements.

**9.5.3** “THEREFORE, BE IT RESOLVED” statements must include a dollar amount, and where this dollar amount should be allocated to.

**9.5.4** In order to go into effect, Spending Bills require:

1. Affirmation by simple majority concurrence by the Assembly, and
2. Signatures by the Speaker of the Assembly, the Secretary of the Assembly in order to act as witness, the Sponsor of the Spending Bill, and the Student Body President.

**9.5.5** Should the Spending Bill be affirmed by majority concurrence by the Assembly, the Sponsor of the Spending Bill is expected to continue to be responsible for its execution.

**9.5.6** Spending Bills pass through Floor Vote in a process outlined in **10.5**.

## **9.6 Constitutional Amendments**

**9.6.1** Constitutional Amendments are Legislation which serves to modify the Constitution of the Western Student Association.

**9.6.2** Constitutional Amendments must be formatted using “WHEREAS” conditional statements, followed by “THEREFORE, BE IT RESOLVED” action statements.

**9.6.3** “THEREFORE, BE IT RESOLVED” statements must include the exact location of the proposed amendment, the exact wording of the proposed amendment, and, when applicable, the exact wording of the section/article/clause to be replaced.

**9.6.4** In order to go into effect, Spending Bills require:

1. Affirmation by two-thirds majority concurrence by the Assembly, and
2. Signatures by the Speaker of the Assembly, the Secretary of the Assembly in order to act as witness, the Sponsor of the Constitutional Amendment, and the Student Body President, and
3. Should the proposed amendment conflict with any clause requiring confirmation by the Student Body, the Constitutional Amendment must then pass onto the

Elections Promotion Committee Chair for a Student Body wide special election, in which the Constitutional Amendment must pass by majority concurrence of the Student Body at Western Michigan University.

**9.6.5** Should Constitutional Amendments be affirmed by majority concurrence by the Assembly, the Sponsor of the Constitutional Amendment is expected to continue to be responsible for its execution.

**9.6.6** Constitutional Amendments pass through Floor Vote in a process outlined in **10.5**.

## **9.7 Resolutions**

**9.7.1** Resolutions are Legislation that serves to formalize the majority opinion of the Assembly.

**9.7.2** Resolutions must be formatted using “WHEREAS” conditional statements, followed by “THEREFORE, BE IT RESOLVED” action statements.

**9.7.3** “THEREFORE, BE IT RESOLVED” action statements must include the opinion that is being voted upon.

**9.7.4** In order to go into effect, Resolutions require:

1. Affirmation by simple majority concurrence by the Assembly, and
2. Signatures by the Speaker of the Assembly, the Secretary of the Assembly in order to act as witness, and the Sponsor of the Resolution.

**9.7.5** Should a Resolution be affirmed by majority concurrence by the Assembly, the Sponsor of the Resolution is expected to continue to be responsible for its execution.

**9.7.6** Resolutions pass through Floor Vote in a process outlined in **10.5**.

## **9.8 Communications from the Office of the Speaker of the Assembly**

**9.8.1** All Agendas, Meeting Minutes, and all other communications are considered communications from the Office of the Speaker of the Assembly.

**9.8.2** All communications require a date, time, and meeting location, when applicable.



## **9.9 Agendas and Meeting Minutes**

**9.9.1** Agendas are required for all Voting and Non-Voting Meetings of the Assembly.

**9.9.2** All Voting Meeting agendas must include the following land acknowledgement statement;

*We would like to recognize that Western Michigan University is located on lands historically occupied by Ojibwe, Odawa, and Potawatomi nations. Please take a moment to acknowledge and honor this ancestral land of the Three Fires Confederacy, and the sacred lands of all indigenous peoples with their continued presence.*

**9.9.3** Agendas must follow the flow of meetings, as defined in **10.2** and **10.3**.

**9.9.4** Meeting Minutes must be taken following the format of the Agenda.

**9.9.5** Meeting Minutes shall include positional reports from every cabinet member who wishes to have their positional report included.

## **Article X: Procedures of the Assembly**

### **10.1 Assembly Procedures**

**10.1.1** In order to maintain Assembly meetings that are flexible, efficient, and inclusive, the Speaker of the Assembly has the ability to dictate the procedures of the Assembly. Article X of the Speaker's Code is meant to outline suggestions for procedures.

### **10.2 Voting Meetings**

**10.2.1** Voting Meetings of the Assembly are the only time in which Legislation can be brought forward for a Floor Vote. All Registered Student Organization Assembly Members and General Assembly Members are required to be in attendance.

**10.2.2** Voting Meetings roughly adhere to the following flow;

1. Call to Order.
2. Land Recognition;

*We would like to recognize that Western Michigan University is located on lands historically occupied by Ojibwe, Odawa, and Potawatomi*

*nations. Please take a moment to acknowledge and honor this ancestral land of the Three Fires Confederacy, and the sacred lands of all indigenous peoples with their continued presence.*

3. Approval of Previous Voting Meeting Minutes, which requires a motion to approve to be decided by majority concurrence.
4. Approval of the Agenda, which requires a motion to approve to be decided by majority concurrence.
5. Communications, where guest speakers previously approved are given the floor to speak.
6. Old Business, where agenda items from previous Voting Meetings are brought forward for a Floor Vote.
7. New Business, where agenda items are brought forward for a Floor Vote.
8. Announcements, where members of WSA may announce anything for the good of the order. Announcements follow the following priority; Committee Chairs, Assembly Members, Cabinet, Public, Legislative Leadership.
9. Adjournment, which requires a motion to adjourn to be decided by majority concurrence.

### **10.3 Non-Voting Meetings of the Assembly**

**10.3.1** The purpose of a Non-Voting Meeting is to allow for Committee Work. Only General Assembly Members and Committee Members are required to attend Non-Voting Meetings. No Floor Votes outside of Motions may occur during Non-Voting Meetings

**10.3.2** Non-Voting Meetings roughly adhere to the following flow;

1. Call to Order.
2. Approval of Previous Non-Voting Meeting Minutes, which requires a motion to approve to be decided by majority concurrence.
3. Approval of the Agenda, which requires a motion to approve to be decided by majority concurrence.
4. Communications, where guest speakers previously approved are given the floor to speak.

5. Old Business, where agenda items from previous Voting Meetings are brought forward.
6. New Business, where agenda items are brought forward.
7. Committee Work, where Committees will meet.
8. Announcements, where members of WSA may announce anything for the good of the order. Announcements follow the following priority; Committee Chairs, Assembly Members, Cabinet, Public, Legislative Leadership.
9. Adjournment, which requires a motion to adjourn to be decided by majority concurrence.

#### **10.4 The Assembly Floor**

**10.4.1** The Assembly Floor's purpose is to allow members of the Assembly to speak freely and uninterrupted.

**10.4.2** In order to allow uninterrupted speaking, Only Members of the Assembly that hold the Assembly Floor may speak, with the exception of Assembly Members introducing Points.

**10.4.3** The Speaker of the Assembly may give the floor to any Assembly Member, which must then yield it back to the Speaker.

**10.4.4** During the Question and Discussion periods of a Floor Vote, Assembly Members may only hold the floor for 60 seconds, after which the Speaker of the Assembly automatically regains the Floor.

#### **10.5 Assembly Floor Votes**

**10.5.1** Assembly Floor Votes are broken down into four parts, which are

1. Presentation Period, and
2. Question Period, and
3. Discussion Period, and
4. Voting Period.

**10.5.2** The Presentation Period of Floor Votes consists of the Sponsor or Nominee presenting their Legislation or presenting themselves. The Presentation Period ends when the Sponsor reaches their allotted time, or yields the Assembly Floor back to the Speaker of the Assembly.

**10.5.3** The Question Period of Floor Votes consists of the Speaker of the Assembly giving the floor to Assembly Members with the intent of asking questions to the Sponsor or Nominee. The Question Period ends at the discretion of the Speaker, or when a motion to move the question is affirmed.

**10.5.4** The Discussion Period sees the Sponsor or Nominee leave the room in which the Assembly is meeting so that the Speaker of the Assembly may give the floor to Assembly Members with the intent of discussing amongst themselves. The Discussion Period ends at the discretion of the Speaker, or when a motion to move the question is affirmed.

**10.5.5** The Voting Period sees the Sponsor or Nominee continue to not be present in the room in which the Assembly is meeting, and the Speaker of the Assembly may call a vote. Afterwards, the Sponsor or Nominee is invited to return to hear the results of the vote.

**10.5.6** Voting in the Assembly requires majority concurrence. Majority concurrence may be obtained in the following manner;

1. Consent, where an Assembly Member with Voting Status calls consent during a vote, and there is a second and no Assembly Member with Voting Status calls opposition. Consent can only be called on cases that do not involve money, and at the discretion of the Speaker of the Assembly, and
2. Yes/No votes, in which each Assembly Member with Voting Status casts a vote in either the affirmative or dissentient. Abstentions shall be counted as casting a vote neither in the affirmative nor dissentient.

## **Article XI: Parliamentary Procedure of the Assembly**

### **11.1 Parliamentary Procedures**

**11.1.1** The purpose of a defined Parliamentary Procedure is to allow for inclusivity without sacrificing efficiency.

**11.1.2** Any use of Parliamentary Procedures not defined in Article XI is at the discretion of the Speaker of the Assembly.

**11.1.3** With the exception of the Question Period of Floor Votes where all Assembly Members must address the Sponsor or Nominee, all Assembly Members, while using

Parliamentary Procedure, must address the Speaker of the Assembly and the Assembly Floor.

## **11.2 Motions**

**11.2.1** Motions are action requests from Assembly Members. They require a second to be proposed, and a majority concurrence to enact.

**11.2.2** Motions may not interrupt the Speaker of the Assembly, or whomever holds the Assembly Floor.

**11.2.3** Motions must be recognized by the Speaker of the Assembly before being heard.

## **11.3 Special Motions**

**11.3.1** A Motion to Approve requires a second to be proposed, and a majority concurrence to enact.

**11.3.2** A Motion to Adjourn may only be heard during the “adjournment” portion of the meeting Agenda, or after the scheduled end time of a Voting or Non Voting Meeting.

**11.3.4** A Motion to Amend first requires the complete description of what is to be amended, and then requires a second to be proposed, and a majority concurrence to enact.

**11.3.5** A Motion to Recess pushes the scheduled end time of a meeting by however long the recess is scheduled to take place.

**11.3.6** A Motion to Table pushes the agenda item to the “old business” portion of the following meeting.

**11.3.7** A Motion to move the Question may be used to end the Question or Discussion periods of Floor Votes, and requires a second to be proposed, and a majority concurrence to enact.

## **11.4 Points**

**11.4.1** Points jump the Speaker’s List, may interrupt the Speaker of the Assembly and whoever holds the Assembly Floor, and do not require a second nor majority concurrence.

**11.4.2** First, a Point must be called. Then, the Speaker of the Assembly must acknowledge the Point, then the Point must be explained.

**11.4.3** Points include Points of Order, Points of Privilege, and Points of Information.

**11.4.4** Points of Order may be called when an Assembly Member feels as though proper procedures are not being followed.

**11.4.5** Points of Privilege may be called when an Assembly Member would like something addressed that is preventing them from participating in Assembly procedures.

**11.4.6** Points of Information may be called when an Assembly Member wishes to ask a clarifying question.

The Speaker's Code was approved by the Assembly of the Western Student Association on:

**September 7th, 2022**