University of Minnesota
Student Senate Handbook
2017-18

Approved by Student Senate Consultative Committee
April 7, 2017

Students may direct any questions concerning the Student Senate or its committees to Barbara Irish, senate associate, 612-301-1224, birish@umn.edu, University Senate Office, 427 Morrill Hall.

I. INTRODUCTION – UNIVERSITY SENATE ROLE AND STRUCTURE

A. University Senate
The University Senate has general legislative authority over administrative matters concerning more than one campus or the University as a whole. While it does not have prescribed responsibilities, it may deal with any issue that affects the academic mission of the University or the general welfare of faculty, academic professionals, civil service employees, and students. Policies and other actions approved by the University Senate are forwarded to the president, and when appropriate, the Board of Regents, for consideration and action. Once policies are approved by administration for administrative policies, or the Board of Regents for Regental policies, the action becomes University policy. The University Senate also influences University policy through the passage of resolutions and statements that reflect the opinions of the faculty, academic professionals, civil service employees, and students. The president of the University serves as the chair of the University and Faculty Senates.

The University Senate subdivides into the Faculty Senate (faculty/academic professional representatives of the University Senate), P&A Senate (academic professional and administrator representatives, some of whom serve in the University Senate), Civil Service Senate (civil service representatives, some of whom serve in the University Senate), and the Student Senate (student representatives of the University Senate).

B. Campus Assemblies
Each campus has its own assembly which includes student representation. On the Twin Cities campus, the Twin Cities representatives to the University Senate form the membership of the Twin Cities Delegation. The president of the University serves as chair. The campus assemblies address issues specific to their campus.
C. Makeup of the University Senate and Student Senate
University senators include faculty, academic professionals, civil service employees, and students elected by their respective colleges/units. All degree-seeking students shall be eligible to vote and to be elected to the Student Senate.

Eligible students elect from their ranks 50 Student Senate members, who shall be distributed among the colleges and campuses in proportion to the number of students in those units. Each college at Duluth and the Twin Cities, as well as Rochester, shall be guaranteed one student senator. Morris and Crookston will be guaranteed a minimum of two student senators.

D. Senate Meetings
In general, the University Senate, Faculty Senate, and Student Senate meet consecutively at least four Thursdays per academic year (see schedule). Special meetings of the University Senate, Faculty Senate, and Student Senate may be called by the appropriate consultative committee, the president, or upon written request of ten members of the senate in question.

E. University Senate Consultative Committees
The steering and executive committee of the University Senate is the Senate Consultative Committee (SCC), which consists of elected faculty, academic professional, civil service employees, and students from all five campuses. This committee sets the University Senate agenda and traditionally serves as an important forum for policy discussion and decision-making. This committee is comprised of members from the Faculty Consultative Committee (FCC), P&A Consultative Committee (PACC), Civil Service Consultative Committee (CSCC), and the Student Senate Consultative Committee (SSCC). The chair of the FCC serves as the chair of the SCC.

The Student Senate Consultative Committee includes one representative of the Council of Graduate Students (COGS), one representative of the Crookston Student Association (CSA), one representative of the Morris Campus Student Association (MCSA), one representative of the Minnesota Student Association (MSA), one representative of Professional Student Government (PSG), one representative of the Rochester Student Association (RSA), one representative of the University of Minnesota Duluth Student Association (UMDSA), and the chair, vice chair, and ranking student senator of the Student Senate.

F. Other University Senate Committees
The University Senate committees are the work-horses of the University Senate. All senators are encouraged to serve on one of the approximately 23 standing committees and numerous subcommittees. Student committee appointments are made by the Student Committee on Committees. Most issues that come before the University Senate originate from a University Senate committee. The listing of committees, with short descriptions, can be found at: http://www.umn.edu/usenate/conc/commdescription.html.

G. Student Senate Officers
The chair, vice chair, and ranking student senator of the Student Senate shall be elected at a special spring semester session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair
shall be constituents of different student governance organizations. In the event that no one is nominated for the vice chair position from a different student governance organization, the position will be open to all qualified members of the Student Senate. The ranking student senator position is open to any qualified member of the Student Senate. Terms of office shall be July 1 to June 30, and the person holding office is eligible for re-election.

a. Duties of the Chair
The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Senate Consultative Committee; (3) to serve as the chair of the Student Senate; (4) to serve as the chair of the Student Consultative Committee; (5) to serve a as a member of the Senate Consultative Committee; (6) to serve as the University's representative on the Student Advisory Council; and (7) to serve on central University advisory committees as needed, or to delegate student members for advisory committees.

b. Duties of the Vice Chair
The duties of the vice chair are (1) to serve as the vice chair of the Student Senate; (2) to serve as the liaison to the Civil Service Senate; (3) to serve as the liaison to the P&A Senate; (4) to assume the duties of the chair in the event of an absence or incapacity of the chair; (5) to assume responsibilities delegated by the chair; (6) to ensure that the Student Senate Handbook is updated and distributed; and (7) to serve as the vice chair of the Student Senate Consultative Committee.

c. Duties of the Ranking Student Senator
The duties of the ranking student senator are (1) to represent members of the Student Senate and their interests on the Student Senate Consultative Committee; (2) to serve as the Student Senate Consultative Committee liaison to the Student Senate; and (3) to assume responsibilities delegated by the chair.

H. Clerk of the University Senate
A faculty member will serve as the clerk of the University Senate. The University Senate clerk and parliamentarian, also a faculty member, serve as officers of the University Senate. The clerk of the University Senate prepares the agendas for University Senate meetings.

I. Issues Appropriate to the University Senate or Student Senate
Most University Senate or Student Senate issues arise at the committee level and make their way to the floor of the University or Student Senate only after extensive discussion within the appropriate committee(s) and the SCC or SSCC. A wide variety of issues have been discussed in the Student Senate, from the approval of new student release questions to a resolution on course book reform. The SSCC and Student Senate address issues that are student-oriented, and reserve issues with broader impact on all constituent groups to the full SCC and the University Senate. It is important that student perspectives are sought out on issues such as student affairs, educational policy, the biennial budget, libraries, etc. Student senators may bring issues to the SSCC, and if appropriate, to the Student Senate. For information on how to add agenda items to Student Senate meetings, please see Addendum D.

J. Results of University Senate and Student Senate Actions
Issues may be introduced to the University Senate or Student Senate for information, discussion,
and/or action. Action items call for a formal vote and the vote becomes part of the permanent record of the body. The University Senate and the Student Senate have authority to amend bylaws or rules, but other actions approved by the University Senate or Student Senate are formally transmitted by the clerk of the University Senate to the president for consideration and action. Policies approved by the University or Student Senate do not become University policy until they are approved by the president and, when appropriate, the Board of Regents.

II. STUDENT SENATOR RESPONSIBILITIES

A. Student Senate
Student senators must attend all Student Senate and University Senate meetings, and only two unexcused absences are allowed. In the event that a student senator is unable to attend, Student Senate bylaws dictate that they find an alternate from their college, and notify senate associate Barbara Irish of their absence along with the name of the alternate.

It is imperative that senators come prepared to debate the issues at senate meetings. The links to agendas are emailed to all senators and are also posted on the University Senate website (http://www.umn.edu/usenate) approximately 10 days prior to the meetings. Senators have a responsibility to their constituency to be knowledgeable on the issues, to come to the meetings prepared to discuss and vote on the issues, and to report those actions back to their colleagues and relevant student organizations. Senators shall also bring issues of concern to their constituents and relevant student organizations to the University Senate, Student Senate, or one of their committees.

Student senators must remember that their primary duty is to ‘represent the student population of the entire University’. While working for the betterment of the University as a whole, senators must also recognize the importance of their representative and consultative duty to their constituency and bring issues of importance to the forefront, prepared to share in the discussion.

B. Student Constituencies
It is important for student senators to report back to their student constituents, which is often done through their college level student representative bodies. Likewise, it is important to bring perspectives from student constituencies to the Student Senate and committee discussions.

C. University Senate Committees
Student senators are encouraged to serve on a University Senate committee. The committee topics range from the libraries, educational policy, information technology, to disabilities issues.

D. Student Constituencies
Members of the Student Senate are members of one of seven student government organizations: the Council of Graduate Students (COGS) (representing Twin Cities and Duluth graduate students), the Crookston Student Association (CSA), the Morris Campus Student Association (MCSA), the Minnesota Student Association (MSA) (representing Twin Cities undergraduate students), the Professional Student Government (PSG) (representing Twin Cities and Duluth professional students), the Rochester Student Association (RSA), and the University of Minnesota Duluth Student Association (UMDSDA) (representing Duluth undergraduate students).
III. FREQUENTLY ASKED QUESTIONS

A. What if I can’t make it to a University Senate or Student Senate meeting? Who contacts the alternate?
If you are unable to attend a Student Senate or University Senate meeting, contact Senate Associate Barbara Irish, 612-301-1224, or birish@umn.edu. It is the senator’s responsibility to find an alternate and pass on the appropriate materials and information to that person. Student senators may ask any student eligible to vote for senators in their collegiate unit to serve as an alternate. Barbara Irish should be provided with the alternate’s name.

NOTE: Student senators forfeit membership by neglecting two meetings of the Student Senate or University Senate. “Neglect” for senate service means failing to attend a meeting (or providing an alternate), or failing to notify the University Senate Office of your impending absence.

B. What if I can’t make it to a committee meeting?
Contact the staff person who supports the committee of which you are a member to notify them of your impending absence. A student member of a committee of the University Senate forfeits membership by not attending two meetings of the committee. University Senate policy does not provide alternates or proxy voting at meetings of University Senate committees.

C. What is quorum? When is it required? Under which circumstances is a majority required?
The requirements for quorum are noted in the Student Senate or University Senate Constitution. A majority of the Student Senate’s membership shall constitute a quorum (i.e. one-half, plus one, of all seated members). This number can change, based upon the number of current senators. A quorum is needed to conduct meetings and to take action.

D. What are discussion, action, and information items?
Discussion items are items that are up for debate, but are still in the formative stages. Oftentimes, committees will submit an item for discussion to gauge senate opinion and to gather broader input before it is brought for action at a subsequent meeting.

Items that are brought for action will face a formal vote. In some instances, the vote on an action item is postponed pending further consultation and review.

Information items usually involve resolutions that have been passed at the committee level and are presented to the senate without requiring any action be taken.

E. Who is eligible to run for Student Senate officer positions? Who can participate on committees?
Any student senator is eligible to run for chair, vice chair, or ranking student senator of the Student Senate with certain exceptions. (See section I. G, Student Senate Officers, for more details.) Students do not need to be a senator to serve on committees. Nominations for committees must be made to the Student Committee on Committees, and self-nominations are allowed. It is highly recommended that all senators serve on a University Senate committee.

F. How do I join a University Senate committee?
To apply to join a committee, fill out a committee application, which will ask for your
preferences and information about yourself. The application is available on the web at: http://usenate.umn.edu/conc/commdescription.html. Any additional questions can be directed to Senate Associate Barbara Irish, (612) 301-1224, or birish@umn.edu.

**IV. GENERAL ADVICE TO SENATORS**

**A. Advance Preparation**

**Be prepared.** A thorough reading of the Student Senate and University Senate dockets and attached materials is essential for responsible discussion on the senate floor. Generally, materials are distributed with ample time to consult at least one senate constituent organization. A senator should expect to speak on the senate floor and be prepared to assist in the discussion of vital issues. When discussing a new or unfamiliar topic, senators should not assume that a responsible discussion can be carried out by a fraction of the overall senate population. Form your own opinions and be ready to vote.

**B. Report to the Constituent Councils**

Although most student assemblies do not require their senators to give regular reports, it is encouraged. Meetings provide an excellent opportunity to keep in contact with constituents and to become aware of important issues that could be discussed at future Student Senate meetings. It is advisable to maintain contact with relevant college level student representative bodies, if applicable, and to report University Senate and Student Senate activities at their meetings.

**C. Help with Student Senate agendas by contacting the Student Senate chair/SSCC chair with items of interest**

The Student Senate Consultative Committee relies on the assistance of student senators in setting the agendas. Many different issues are discussed at the SSCC meetings, and relevant topics are brought to the attention of the Student Senate. In addition, student government organizations and/or collegiate assemblies generate significant issues that may move on to the Student Senate for discussion, action, or information. Any materials associated with those topics should be sent to student senators well in advance of meetings to aide in preparation for discussion. Senators should contact the SSCC chair with agenda items at least two weeks prior to the meeting (see the SSCC roster at: http://www.umn.edu/usenate/committees/sscc.html).

**D. External Communication**

By following the many statewide and national organizations’ newsletters and email lists, student senators are able to keep abreast of topics affecting their constituencies. Issues arising from these topics can be discussed at Student Senate meetings, SSCC meetings, committee meetings, student assemblies and/or college student representative body meetings. Student senators are encouraged to send email updates on Student Senate actions and discussions to their constituents, and to promote the Student Senate Facebook and Twitter pages.

**E. University Senate Website**

For information about the Student Senate, please visit: usenate.umn.edu

Included on the webpage are Student and University Senate meeting schedules; agendas; committee information; reports, policies, and resolutions; the University and Student Senate
Constitutions, Bylaws, and Rules, and other pertinent information. This site can serve as a primary source of information pertaining to current and past Student Senate discussions and actions. Every senator should acquaint themselves with this site and visit it often.
ADDENDUM A: ACRONYMS

AHC: Academic Health Center
AHC FCC: Academic Health Center Faculty Consultative Committee
AHC SCC: Academic Health Center Student Consultative Committee
AF&T: Academic Freedom and Tenure Committee
CLE: Council on Liberal Education
COGS: Council of Graduate Students
C on C: Senate Committee on Committees, including the Student Committee on Committees
CSA: Crookston Student Association
CSCC: Civil Service Consultative Committee
CCSB: Student Behavior Committee
EAD: Equity, Access, and Diversity Committee
FAOIAAC Faculty Academic Oversight for Intercollegiate Athletics Committee
FCC: Faculty Consultative Committee
IAC: Intercollegiate Athletics Committee
MCSA: Morris Campus Student Association
MSA: Minnesota Student Association
MSLC: Minnesota Student Legislative Coalition
PACC: P&A Consultative Committee
PSG: Professional Student Government
RSA: Rochester Student Association
SAIC: Student Academic Integrity Committee
SCC: Senate Consultative Committee
SCEP: Senate Committee on Educational Policy
SCFA: Senate Committee on Faculty Affairs
SCFP: Senate Committee on Finance and Planning
SCIT: Senate Committee on Information Technology
SCSA: Senate Committee on Student Affairs
SRC: Senate Research Committee
SSCC: Student Senate Consultative Committee
UMDSA: Duluth Student Association
ADDENDUM B: SENATE ORGANIZATIONAL CHART

The University Senate: Representation and Reporting

BOARD OF REGENTS

PRESIDENT

UNIVERSITY SENATE
251 elected senators + 26 SCC
Chair is President
Vice Chair is Faculty
All ex officio are non-voting

P&A SENATE
approximately 40
elected P&A

CIVIL SERVICE SENATE
50 elected civil service
(non-bargaining unit)

FACULTY SENATE
155 elected faculty/
faculty-like P&A

STUDENT SENATE
50 elected students

FACULTY
CONSULTATIVE
COMMITTEE (FCC)
10 elected faculty
+ 10 ex officio

STUDENT
CONSULTATIVE
COMMITTEE (SSCC)
10 elected students
+ 3 ex officio

SENATE CONSULTATIVE
COMMITTEE (SCC)
10 faculty/7 students/2 P&A/
2 civil service/Senate Vice Chair/
Past FCC Chair/3 ex officio
Chair is FCC Chair

P&A CONSULTATIVE
COMMITTEE (PACC)
At least 6 elected P&A
+ 1 ex officio

CIVIL SERVICE CONSULTATIVE
COMMITTEE (CSCC)
13 elected civil service
+ 1 ex officio

Committees that report to
the Student Senate
through the SSCC
- Academic Health
- Center Student
Consultative
- Liberal Education
- Educational Policy
- Faculty Affairs
- Financial Planning
- Research
- Student Academic
Integrity
- Student Affairs
- Student Behavior
- Senate Committee
on Committees

Committees that report to the
U Senate through the SCC
- All-University Honors
- Educational Policy
- Equity, Access, and Diversity
- Finance and Planning
- Information Technologies
- Intercollegiate Athletics
- Library
- Research
- Senate Committee on Committees
- Social Concerns
- Student Academic Integrity
- Student Affairs
- Student Behavior

Subcommittees that report to the
P&A Senate through the PACC
- Benefits and
Compensation
- Communications
- Outreach
- Professional
Development and
Recognition

Subcommittees that report to the
Civil Service Senate
through the CSSC
- Communications
- Compensation-Benefits
- Employment Rules

KEY:
- = elected reps
- = reporting line
- = consulting line
- = primary body
- = secondary body of dual reporting line
ADDENDUM C: STUDENT SENATE ORGANIZATIONAL CHART IN RELATION TO STUDENT GOVERNMENT ORGANIZATIONS

Legend:
- SCEP: Senate Committee on Educational Policy
- SCFP: Senate Committee on Finance and Planning
- SCSA: Senate Committee on Student Affairs
- SRBOR: Student Representatives to Board of Regents
- SSA: Student Senate Consultative Committee
- COGS: Council of Graduate Students
- PSG: Professional Student Government
- CSA: Crookston Student Association
- UMDSA: University of Minnesota Duluth Student Association
- RSA: Rochester Student Association

Student Senate Consultative Committee (SSCC)
- Chair
- Vice Chair
- Ranking Senator
- Voting members
- Ex officio members (SCEP, SCFP, SCSA, SRBOR)
- Nonvoting members

Student Senate
- Representatives from 7 constituency groups
- 50 senators from colleges on all 5 campuses

College Level Student Representative Bodies
- Student Senators are members of their respective student governments once they are elected from colleges.

Campus-based Student Governments
- TC Campus
- MSA
- COGS
- PSG
- CSA
- UMDSA
- MCSA
- RSA

‡ College Level Student Representatives
† Select reps
+ Report to SSCC and Faculty Consultative Committee
* Student Senate

Members of

Select SSCC reps

Student Senators

Member of
ADDENDUM D: ROBERT’S RULES OF ORDER IN BRIEF

How to introduce new business: The Main Motion Process

1. Member makes a clearly worded motion to take action or a position.
   • "I move..."
   • Motions recorded in minutes

2. Motion must be seconded.
   • "Second!"
   • A second allows discussion to occur; it does not signify approval.
   • A motion without a second does not move forward.

3. Chairperson restates the motion.
   • "It is moved and seconded that..."
   • Provides clarity

4. Discussion/debate occurs.
   • Maker of motion starts discussion.
   • Amendments may be offered - return to step 1 to amend motion: "I move to amend the motion by..."

5. Chair closes discussion and states the question/asks for a vote.
   • "The question is on the adoption of the motion that..."
   • Motion repeated word-for-word

6. Chairperson provides voting directions:
   • “Those in favor of the motion, say aye”
   • “Those opposed, say no”

7. Chairman announces the result of the vote:
   • “The ayes have it, and the motion is adopted” or
   • “The no’s have it, the motion is lost.”
   • Recorded in minutes
What do I say?

<table>
<thead>
<tr>
<th>To Do This</th>
<th>Motion</th>
<th>You Say This</th>
<th>Debate Allowed?</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Business</td>
<td>Main</td>
<td>“I move that…”</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Second a Motion</td>
<td>Second</td>
<td>“Second!”</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Change the Wording or add Clarity of a Motion</td>
<td>Amend</td>
<td>“I move to amend the motion by…”</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(adding words; striking out words; substitute words)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send to Committee</td>
<td>Commit/Refer</td>
<td>“I move the motion be referred to …”</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone Action until a Specific Time</td>
<td>Postpone</td>
<td>“I move the motion be postponed until…”</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(provide a specific time on the agenda or next meeting date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)</td>
<td>Lay on the Table</td>
<td>“I move to lay the motion on the table.”</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Limit Debate</td>
<td>Limit Debate</td>
<td>“I move that the debate on this motion be limited to (one) speech of (two) minutes for each member.”</td>
<td>No</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>End Debate or Request a Vote</td>
<td>Previous Question</td>
<td>“I move the previous question.”</td>
<td>No</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Take Intermission</td>
<td>Recess</td>
<td>“I move to recess for (time).”</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Close Meeting</td>
<td>Adjourn</td>
<td>“I move to adjourn.”</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>
Why use Robert’s Rules of Order?
- Allows for democratic speech and action
- Preserves order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

Meeting Agendas
1. Approval of Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business
4. New Business – items brought forward by motion procedure

Motion
- A motion is a formal proposal by a member that the group take a certain action or position.
- A main motion is required to begin the decision making process.
- A motion occurs prior to discussion.

Ground Rules for Debating
- Remarks must be germane (relevant and appropriate to the discussion); stay on subject.

Subsidiary Motions
Assist in treating or disposing of a main motion
- **Postpone Indefinitely** = a way to dispose of an embarrassing motion before it can be brought to vote
- **Amend** = a way to clarify or modify wording
  - Amendments should say exactly where in the main motion the change is to be made, and precisely what words to use.
  - Amendments must be germane
  - Follow the motion process for an amendment, then follow procedure to vote on the newly revised main motion.
  - Rather than amend an amendment; ask group to strike down the pending amendment vote then offer a different version.
- **Commit/Refer** = when additional time or information is needed, the item may be sent to a committee or task force (either an existing or newly created)
  - Before voting on a main motion, you may feel the main motion may require additional study and/or redrafting.
  - Motion to commit or refer should specifically state the committee and deadline
  - A special committee may be formed through the motion to commit (motion should include committee make-up and deadline)
  - Motion is debatable, but only about the matters of the referral and not on the main motion
- **Postpone to a Certain Time** = to move to a later time on the agenda or to the next meeting
  - A time is specified when motion will be addressed
  - Preferred over laying on the table
- **Limit or Extend Debate** = when circumstances call for shorter or longer speech
- **Previous Question** = to close debate and bring to an immediate vote
- **Lay on the Table** = lay motion aside temporarily without setting a time
for its consideration
  o Taken up again, via motion process, when the majority decides
  o Often misused term for postpone to a certain time

Motions that Bring a Question Before the Assembly Again
1. Take from the Table = resume consideration of a main motion
2. Rescind, Repeal or Annul = cancel something that has been previously adopted
3. Amend Something Previous Adopted = proposal to modify wording or text previously adopted
4. Discharge a Committee = if a question has been referred or a task assigned to a committee that has not made a final report the committee may be discharged to allow the Assembly to take action or to drop the motion
5. Reconsider = within the same meeting a motion has been voted on the question may come before the assembly again as if it had not been voted on.