



Undergraduate Assembly
UNIVERSITY of PENNSYLVANIA

Bylaws of the Undergraduate Assembly
Passed by acclamation on November 9, 1981
Last revised December 11, 2009

SECTION I: Members

Duties of Members

1. Objective Duties
 - a. Failure to perform objective duties of UA membership under the UA Constitution shall be denoted by the accrual of “absences” and are handled under the following section.
 - b. Members receive absences for missing general body meetings, committee meetings, or airport shuttle shifts, as below.
 - c. Absences received for missing general body meetings and absences received for missing committee meetings are counted separately.
 - d. The President and Vice-President are considered members and shall be bound by this policy and subject to its sanctions as appropriate.

2. General Body Meetings (GBMs)
 - a. There is no such thing as an excused absence at a GBM.
 - b. Failing to attend a GBM counts as one GB absence.
 - c. A member who attends less than one hour of a GBM that takes longer than one hour shall be considered to have failed to attend the GBM.
 - d. Arriving late to a GBM will count as one-half GB absence.
 - i. Arriving late is defined as arriving at the meeting after the roll call is called.
 - ii. Roll call will begin at the designated time of the start of the meeting, but will not occur earlier than the designated meeting time.
 - e. Leaving a general body meeting early will count as one-half GB absence.
 - i. Leaving early is defined as when a member leaves before the meeting has adjourned without returning before adjournment.
 - ii. Members who leave a meeting for more than 20 minutes in aggregate shall be considered to have left early, even if they return before adjournment.
 - iii. Members who leave and return when a meeting is in recess shall not be considered as leaving early.

- iv. Should a meeting exceed its scheduled time by more than 30 minutes, a vote to adjourn shall be called and if successful shall immediately move the meeting to Communications. A second adjourn vote shall, if successful, terminate the meeting.
 - f. All absences incurred for the meeting at which the Annual Budget is considered shall be doubled, without adjusting the number of permitted absences that semester.
 - g. No member shall receive absences for failing to attend an emergency General Body Meeting, as defined in these bylaws.
- 3. Committee Meetings
 - a. A Committee Director shall schedule their committee meeting such that, under ideal conditions, all UA members are able to attend. The Executive Board may excuse absences from Committee meetings if it is their judgment that the meeting has been scheduled capriciously,
 - b. If a member misses a committee meeting, he or she receives a full Committee absence,
 - c. If a member arrives late or leaves early from a committee meeting (with the definition for both being the same as for general body meetings), he or she receives one-half committee absence,
 - d. If a member arrives late or leaves early from a committee meeting (as above) but with at least 24 hours notice to their committee director, he or she receives no committee absences,
 - e. If a member misses a committee meeting with twenty-four hours notification to his or her committee director, and an update on individual progress, he or she receives one-half committee absence at the Committee director's discretion.
- 4. Airport Shuttle Shifts
 - a. All UA members are required to man two one-hour shifts for the UA Airport Shuttle each time it is operated. Shifts are finalized and therefore fixed 24 hours before the launch of the shuttles.
 - b. The number of shifts required per member for each time the UA Shuttle is run may be altered by a simple majority of the body.
 - c. Members who are unable, in the judgment of the UA Executive Board, to do their shifts may be excused, with such conditions as the UA Executive Board may impose.
 - d. Each missed shift will account for half a Committee absence (0.5 absences) for the semester.
 - e. The number of committee meetings per semester used to calculate the total number of allowed committee meeting absences shall increase by the amount of the maximum number of absences possible to get through missing shifts.
- 5. Process of Removal
 - a. When a member acquires either:

- i. more committee absences than 25% of the total number of committee meetings that semester (calculation to include airport shuttle shifts as above), or,
 - ii. more GB absences than 35% of the total number of GB meetings that semester,
 - b. they will be automatically and immediately removed from the UA for all purposes, including notice and quorum. Removal is immediate and does not require a hearing.
 - c. The UA Secretary must notify a member when he or she is one absence (either Committee or GB) or less away from being removed from the body.
- 6. Procedure for Contesting Removal
 - a. An ex-member wishing to contest their removal must submit a letter to the UA Secretary explaining the situation within two weeks of removal.
 - b. An ex-member who does not contest their removal within the two-week period is permanently removed from the UA.
 - c. If the removal is contested, a hearing will be held at the next regular UA general body meeting and the ex-member's letter will be read aloud, followed by a question and answer period. The ex-member in dispute shall then leave the room and the body will debate their reinstatement.
- 7. Voting Procedure
 - a. Removals shall be immediately repealed by a vote of 2/3 of those members present at the hearing. The removal vote must be taken at the meeting of the hearing.
 - b. The vote shall be conducted by secret ballot. Members may vote by absentee ballot if they so choose.
 - c. The vote is final and may not be reconsidered.
 - d. If the UA Secretary does not notify the entire body that the hearing will be on the agenda at least 48 hours before the hearing, the member in dispute has the right to postpone the hearing until after the entire body has been notified. This right must be exercised before the hearing begins.
- 8. Probation
 - a. Reinstated members shall be expelled from the body if they acquire one absence of either type at any point during the remainder of the year. A member reinstated during the fall semester shall be expelled if he or she has more than two absences (either Committee or GB) total during the spring semester.
 - b. Reinstated members later expelled have a right to contest their removal to the UA body at the general meeting by the process above.

Impeachment, Resignation and Replacement of Members

- 9. A UA member may resign at any time in writing to the [Speaker] {Chairperson}, at which point they shall be permanently removed from the UA.

10. All procedures pertaining to impeachment shall be provided for in the Standing Orders in these Bylaws.
11. After a UA member has been permanently removed from the body, the NEC will be notified no later than 24 hours after the removal. It shall be the duty of the [Speaker] {Chairperson} to inform the person who shall accede to the vacated UA seat of their appointment.

SECTION II: Officers

Officers of the Undergraduate Assembly

12. These shall be the Officers of the Undergraduate Assembly:
 - a. *A President*
 - b. *A Vice-President*
 - c. *A Speaker*
 - d. *A Treasurer*
 - e. *A Secretary*
13. The officers shall be elected in accordance with the UA Constitution.
 - f. The General Body at the Transition Meeting shall elect the Secretary with the other internally elected officers.
 - g. All procedures pertaining to the conduct of the Transition Meeting shall be provided for in the Standing Orders.
14. By the end of the first meeting held after their election the Speaker shall appoint, with the advice and consent of the UA, a Speaker Pro Tempore who shall assist the Speaker and chair meetings of the UA in the absence of the Speaker.

Powers and Responsibilities of the Executive Board

15. The Executive shall be empowered to review the work of any of its members, including the President and Vice-President, and the members of committees including their directors or chairs.
16. All members of the Executive shall be invited to attend any meeting with any university administrator to which the President or Vice-President may be invited or may arrange, save only those meetings held in the context of University committees of which the President or Vice-President are members.
17. The Executive shall be quorate with the presence of a majority of officers and at least one of the President and Vice-President and one of the other Officers.
18. The Executive Board may meet at such times, in such places and by such means as it shall deem necessary and proper, provided that all officers are given due notice.

Powers and Responsibilities of the Officers

19. In addition to their powers and responsibilities under the Constitution, the President shall:
 - a. Report weekly to the UA General Body on their activities and the state of the UA,
 - b. Deliver, at the middle point of their term, a State of the School Address,
 - c. Be a member *ex officio* of all UA committees.

20. These shall be the powers of the Speaker:
 - a. To chair meetings of the UA, and thus possess a strong working knowledge of the Standing Orders and Robert's Rules of Order,
 - b. To facilitate all UA internal business, serving as the link between UA members and the Executive,
 - c. To coordinate all UA committees and be a member *ex officio* of all UA committees,
 - d. To manage the associate member process,
 - e. To educate and nurture all UA members, inclusive of associate members, so as to ensure the highest quality of student activism in student government,
 - f. To transmit to the appropriate administrators, including a representative of the Office of the Provost, President, and Executive Vice-President, the text of all approved UA resolutions,
 - g. To assist the President in the execution of the President and the UA's agenda,
 - h. To keep the up-to-date and official copies of the Constitution and these Bylaws.

Filling Vacancies for elected officers

21. Any officer may resign in writing to the UA and so be relieved of their position.

22. Officers who resign may remain a UA member, save the President and Vice-President who hold their seat by the virtue of their office and so shall forfeit it should they resign.

23. The vacancy of the President and Vice-President is provided for in the Constitution; in the case that internal election is required to replace them, such election shall be conducted according to the rules of the election of the Speaker and held within two weeks of the creation of the vacancy.

24. If an internally-elected Executive position becomes vacant, the seat shall be filled by the UA using the same procedure as the Transition Meeting, at a time established by the sitting Executive Board, but within two weeks of the vacancy.

SECTION III: Elections

Qualifications for Candidacy

25. *In accordance with UA Const. s.18(a), the UA and the NEC determine requirements for candidacy for President and Vice-President by "joint regulation".*

26. *Under joint regulation, the UA and the NEC possess equal legislative initiative. The NEC maintains, under their own rules, a set of regulations identical in content to this Section. Either the UA or the NEC may approve changes to these regulations that shall subsequently be sent to the other authority for approval or disapproval. Only those changes approved by both bodies shall be valid; only then shall this Bylaw and the NEC's copy of the regulations be changed.*
27. To be eligible to run, a Presidential or Vice-Presidential candidate must:
 - a. attend one of the Executive Information Sessions (EIS),
 - b. submit a petition signed by 5% of the total number of undergraduate electors,
 - c. submit an additional petition of signed from at least 5 sitting members of the UA, including one member from a constituency other than the candidate, or additional signatures from undergraduate electors totaling 1% for each UA signature below five obtained.
28. All provisions relating to the qualification for candidacy shall expire on January 1, 2014.
29. The EIS shall be held between the time petitions are released and the time they are due. Multiple sessions should be held; the principal organizers should attempt as much as possible to accommodate all sincere candidates. The NEC shall judge the validity of all borderline cases and special circumstances that may interfere with a candidate's attendance and make appropriate arrangements.
30. The EIS shall be run by the NEC, and include the Speaker, the President and the Vice-President if they shall not be candidates for an executive office. It shall include an exhaustive overview of the duties of the President and Vice-President, in law and in fact, and substantial opportunity for candidates to interact with members of student government.
31. The NEC shall certify attendance at an EIS and the submission of petitions for the purpose of candidacy.

Presidential and Vice-Presidential Debates

32. There shall be a Commission on Presidential Debates (hereafter "the Commission") of the NEC Chair, the NEC Vice-Chair for Elections, and five other distinguished undergraduate leaders, one of whom shall be Chairperson of the Commission. The President shall appoint the members of the Commission in Spring semester with the advice and consent of UA Steering.
33. The President shall not appoint to the Commission any candidate for President or Vice-President, and shall take care to ensure the Commission is appropriately balanced, representative, and neutral. A majority of the Commission shall be non-Seniors.

34. The Commission shall determine the format, schedule, timing, location, topics, and all other matters pertaining to Presidential and Vice-Presidential debates. *All debates shall be open to all undergraduates.*
35. The Presidential candidates shall participate in a minimum of three (3) debates, and the Vice-Presidential candidates shall participate in a minimum of one (1) debate, unless the Commission by unanimous vote determines that emergency or other major unforeseen circumstance requires that one or more debates be cancelled.
36. The Commission shall ensure that all debates are recorded and the recordings made accessible to all eligible electors.
37. At the conclusion of the election cycle the Chairperson of the Commission shall prepare a report, which shall be delivered to UA Steering, reviewing the debate schedule and making suggestions for improvement.

Transition of Presidential and Vice-Presidential Offices

38. Following the certification of their election by the NEC, the President-elect and Vice-President-elect shall meet with their predecessors and UA members to transition leadership between the old Executive and new.
39. During this transition period the incumbent President and Vice-President shall continue to exercise the duties of their office, but should do so with sensitivity to the policy preferences of their duly elected successors.

SECTION IV: Meetings

40. The Undergraduate Assembly may not meet without at least 24 hours notice to all members, Associate members, and the Steering Committee by email.
41. The Executive Board shall schedule the dates and times of all regular UA General Body meetings in Fall within the first two weeks of Fall Semester, and all UA General Body meetings in Spring within two weeks of the conclusion of the Fall elections cycle. No regular meeting shall be scheduled when classes are in session during the Fall or Spring semesters, save by a vote of the UA.
42. Emergency UA General Body meetings may be called at any time by such means authorized under the Constitution, provided that at least 24 hours notice is given (as above). These meetings shall not count towards the UA absence policy in these Bylaws.

SECTION V: Appointment and Conduct of Student Representatives

Special Status of this Section

43. It is the interpretation of the Undergraduate Assembly that Article 9 of the Statutes of the Trustees vests exclusively within its competency the authority to appoint all undergraduate representatives on all policy-making university committees.
44. In accordance with UA Const. s.23(a), the UA and the NEC determine who shall appoint representatives to all university committees by “joint regulation”.
45. Under joint regulation, the UA and the NEC possess equal legislative initiative. The NEC maintains, under their own rules, a set of regulations identical in content to this Bylaw. Either the UA or the NEC may approve changes to these regulations that shall subsequently be sent to the other authority for approval or disapproval. Only those changes approved by both bodies shall be valid; only then shall this Bylaw and the NEC’s copy of the regulations be changed.
46. These regulations shall extend only to the authorities responsible for appointing the representatives. Each authority may at its discretion make such rules or take such actions as they deem appropriate to dispose of the seats granted to them.
47. The University or its officials may request that any undergraduate organization fill undergraduate seats on a university committee. Unless these joint regulations otherwise provide, the organization requested by the University to provide representatives shall be permitted to do so.

Appointment of Student Representatives

Student representatives on University committees shall be appointed by the following authorities, or vested in certain officers *ex officio*, in the following cases:

Committee	Appointed by
Trustee Committee on Academic Policy	NEC
Trustee Committee on Budget and Finance	UA: the Treasurer shall hold this seat.
Trustee Committee on External Affairs	NEC
Trustee Committee on Facilities and Campus Planning	NEC
Trustee Committee on Neighborhood Initiatives	NEC
Trustee Committee on Student Life	UA: the President shall hold this seat.
UC Committee on Academic and Related Affairs (2 seats)	NEC
UC Committee on Campus and Community Life (2 seats)	NEC

UC Committee on Facilities (2 seats)	NEC
UC Committee on Diversity and Equity (2 seats)	NEC
UC Committee on Open Expression (3 seats)	NEC
UC Committee on Committees (2 seats)	NEC
UC Committee on Honorary Degrees (2 seats)	NEC
University Council (13 seats)	UA: one to each of the top vote-getters in each of the UA electoral constituencies and one to the Speaker. NEC: representatives of mis- or under- represented groups shall fill the remaining seats.
<i>UC Steering Committee and full Council (2 seats)</i>	<i>UA: the President and Vice-President shall seats on UC and UC Steering.</i>
Social Responsibility Advisory Committee (2 seats)	UA: one seat, NEC: one seat.
Provost Academic Planning and Budget Committee (1 seat)	NEC
SAS Curriculum Committee (2 seats)	NEC
SAS Undergraduate Education (2 seats)	NEC
SAS Humanities and Social Science Panel (1 seat)	NEC
SAS Natural Sciences and Mathematics Panel (1 seat)	NEC
SAS Quantitative Data Analysis Requirement Committee (1 seat)	NEC
Alcohol and Other Drug Task Force (3 seats)	NEC
Fraternity and Sorority Advisory Board (1 seat)	NEC
Linback Awards Committee (2 seats)	NEC
OSL Student Awards Committee (2 seats)	NEC
Student Health Insurance Advisory Committee (2 seats)	NEC
Committee on Manufacturing Responsibility (1 seat)	UA
Council of Undergraduate Deans (2 seats)	The UA President and SCUE Chair shall hold these seats.

Conduct of Appointed Representatives

48. The undergraduate liaisons to the Trustee Standing Committees are ex-officio members of the Undergraduate Assembly, non-voting unless they are also elected representatives. They are responsible for submitting reports of their committee's deliberations to the UA Executive Board on a regular basis. They are also responsible for submitting the position of the UA as that of the student government.
49. The NEC shall establish and enforce an attendance policy for all representatives, with appropriate sanctions for non-attendance.

SECTION VI: Alcohol Training

50. At least two members of each branch of student government shall each year be trained by whatever office shall be principally responsible for Alcohol policy to manage high-risk drinking and identify alcohol abuse.
51. The members to undergo training may not have undergone similar training before, and shall be on the Executive Board of the branch unless all persons on the Executive Board have undergone the training.
52. Both tasks must be completed by Thanksgiving Break of that academic year, except for the Freshman Class Board.
53. All members of the Undergraduate Assembly who have not been trained must undergo training before two weeks after the Freshman elections.
54. Non-compliance will result in the immediate freeze of all UA-allocated funds.

SECTION VII: Finance

55. The Budget and Finance Committee shall consist *of the Treasurer* and two UA members elected at the UA meeting immediately following the Transition Meeting.
56. No UA monies shall be spent, save by appropriations made by the UA in accordance with these Bylaws.
57. There are two kinds of financial business transacted by the UA: contingency requests and the Annual Budget.
 - a. The UA shall have a Contingency Fund, to which each year shall be added 1.1% of the total amount allocated to the UA by the Trustees in that year.
 - b. The Contingency Fund will retain all unspent funds from year to year, except when the UA votes otherwise.
58. The Speaker shall preside over all contingency requests and the Annual Budget meeting.
59. The procedure for determining Contingency Requests is as follows:
 - a. Any Penn-affiliated organization, including the UA, may request funding from this Contingency Fund during the academic year.
 - b. The Contingency Fund is a fund of last resort; no request shall be granted which does not convincingly demonstrate that all practical funding alternatives have been exhausted. SAC-recognized groups in particular must approach SAC for funds before submitting a Contingency Request.
 - c. All requests shall be submitted on behalf of that organization to the UA Budget Committee, following whatever guidelines the Budget Committee establishes for the form and detail of the request.
 - d. The Budget Committee shall review the request in a timely fashion and report their recommendation as a resolution to the UA General Body at their next meeting, unless in the Committee's judgment the request is an emergency, in

which case they shall present it to the UA Executive Board for immediate approval or disapproval.

- e. The General Body shall consider the Budget Committee's recommendation as if it were an ordinary resolution, save that amendments require the vote of 60% of the members present to be approved.
 - f. Approval of the request automatically and irrevocably transfers the specified funds to the Penn account of the organization in question.
 - g. The UA will be considered a "co-sponsor" of any event for which it provides contingency funds, and accordingly the UA's name and logo shall appear on all publicity materials.
60. The procedure for determining the Annual Budget is as follows:
- a. The Budget Committee shall meet with each branch of student government in Spring Semester and review their finances and activities prior to producing a recommended budget for the UA General Body.
 - b. The Executive shall set a particular meeting as the Budget Meeting, which shall ordinarily be the UA meeting held immediately before Spring Break. The Budget Committee shall complete their recommended budget no later than two weeks before that date.
 - c. The UA may consider the budget only after a meeting during which the Budget Committee and the chief financial officer of each branch (or designate) present the Budget to the full UA in detail, with unrestricted time for questions. The Budget presented at this meeting shall be in all regards identical to the budget considered by the UA at the Budget Meeting.
 - d. The Budget Meeting proper shall be run according to the Standing Orders, below.
61. Retroactive amendments to the Annual Budget shall only be made to monies specifically allocated to the UA.

SECTION VIII: Standing Orders

Authority

62. No part of this Bylaw shall be so construed as to extend to anything outside of a general meeting. A motion to suspend the rules may suspend any or all of the contents of this Bylaw.
63. Robert's Rules of Order shall be the parliamentary authority for all matters not specifically addressed in the Constitution or the Bylaws.
64. The Speaker or Speaker Pro Tempore shall interpret all parts of this Bylaw, but any ruling made by the Speaker or Speaker Pro Tempore may be overturned by a simple majority of the UA.
65. The use of the word "members" in these Orders is refers to duly elected Members of the UA. The words "persons" are inclusive of all members of the Penn Community. The

word “Speaker” shall encompass the Speaker and the Speaker Pro Tempore when they exercise the position of Speaker.

Bringing Business Before the UA

66. All original main motions are motions to enact a document, with the exception of:
 - a. Motions to Consider a Document, as provided for below,
 - b. Motions concerning the meeting itself, including recess and adjournment,
 - c. Motions to Reconsider,
 - d. Motions to modify or otherwise affect a document currently under consideration.
67. Any other motions must be incorporated into a document and shall be approved with the enactment of the document.
68. No motions to enact a document shall be entertained by the UA except:
 - a. With the approval of the President or the UA Steering Committee, as pursuant to their power to establish charges for the UA,
 - b. With the approval by the UA of a Motion to Consider a Document, by a simple majority, in a meeting at least six full days before the meeting at which the document will be entertained,
 - c. By a suspension of the rules.
69. The Motion to Consider a Document is a special main motion that must be made at the end of New Business in the following manner:
 - a. Before the close of New Business, the Speaker must inquire as to whether there are “any Motions to Consider a Document.”
 - b. This motion is made by any member, must be seconded, and is debatable like any main motion. Debate on this motion shall be limited to whether or not the document should be entertained, and not on the merits of the document itself.
 - c. The motion cannot be amended.
 - d. The motion must be accompanied by a presentation of the document proper for inspection by the UA.

- e. The motion passes with a simple majority of members present in favor. Should the motion pass, that document will be considered at the next meeting held at least six days later in exactly the form it was presented in the Motion to Consider.

The Orders of the Day

- 70. All regularly stated meetings of the UA shall include an Open Forum, Old Business and New Business. All meetings shall commence with a Roll Call.
- 71. The President shall otherwise set the agenda of the UA, and establish time limits for other parts of the meeting as the President sees fit, although the UA may overturn such establishments by a majority vote.
- 72. Each UA general body meeting will have a ten minute Open Forum, conducted in the following way:
 - a. Non-UA members will have priority during the Open Forum sessions.
 - i. The Speaker will recognize non-UA members at the start of each open forum session.
 - ii. Before recognizing UA members, the Speaker will ask non-UA members for any additional comments.
 - iii. After the Speaker begins recognizing UA members, any non-UA member will be given priority if he/she has an additional comment or topic for discussion.
 - b. Open Forum sessions will be organized into discussions of particular issues that are brought up by any person wishing to speak.
 - i. UA members can add topics to be discussed during the open forum session by submitting the request directly to the Speaker.
 - ii. The Speaker will recognize each topic to be discussed in order of their submission. After an initial comment, the chair will recognize any follow-up comments directly concerning the issue before moving on to the next topic.
 - iii. Any person may submit an additional topic throughout the open forum session, although it will receive lower priority than pre-submitted issues.
- 73. All motions on the table shall be taken from the table and placed before the UA during Old Business.
- 74. At the close of the UA meeting there shall be Communications from each person in turn, without time limits.
- 75. The final meeting of each session shall be the Communications Meeting. At this meeting, there shall be no new business and each person shall give a communication to the body in a sequence determined by the Speaker.

Consideration of a Document

- 76. The UA considers each document in the following way:

- a. Three (3) minutes for the proposer(s) to present the document (in the case of budget requests, five (5) minutes for the proposer(s) to present the budget request, and five (5) minutes for the budget committee to present its rationale),
 - b. Five (5) minutes for question and answer,
 - c. Debate, with speakers alternating pro and con.
 - i. Questions may also be asked during this time, and do not contribute to the total time for debate.
 - ii. Any person may speak multiple times on the same motion.
 - iii. No speech shall exceed three (3) minutes in length, save by a motion to extend time or the discretion of the Speaker.
 - iv. If there are no speakers for any one side of the debate, the debate shall become general discussion, with the order of speakers at the discretion of the Speaker.
 - v. Debate ends only upon the expiry of time under a Motion to Limit Debate, the passage of the motion to previous question (or other motions which cut off debate), or the exhaustion of debate.
 - d. Voting procedure.
77. Two-thirds of the UA may set a maximum time for each speaker (shorter than 3 minutes), a maximum time for debate, the total number of speakers, or any combination thereof, by approving Motion to Limit Debate.
78. A simple majority may, with the passage of a incidental Motion to Extend Debate, overturn the three (3) minute time limit, either in an individual case or generally, and/or any limitation established by a Motion to Limit Debate.
79. The Speaker shall assign the floor to persons in debate, alternating between pro and con as much as practicable. All persons shall have an equal right to speak, save that the President and Vice-President shall be granted preference (in that order) all other things being equal, and, despite the remainder of this clause, the Speaker shall give preference to those persons who have not spoken at all on the motion.
80. Persons ask questions (no distinction is made between Points of Information and Parliamentary Inquiry, and both are handled in this Order), both in debate and in the question and answer session, by raising their Inquiry Placard. All questions are fielded before the next person speaks on the motion. Questions should always phrased through the Speaker , are short and to the point, and must be on a point of fact.
81. Anyone, immediately upon being assigned the floor, may yield the floor and their remaining time to anyone else. All yielding takes place at the absolute discretion of the persons in question.

82. Amendments to a document moved during its discussion are submitted in writing to the Secretary at any time during its consideration. All amendments must include the text that would be changed by the amendment, and the text their amendment consists of. The Speaker shall entertain the amendments so submitted in the order of most destructive to least destructive, the order in which they have been received, or such order as they deem appropriate. Immediately prior to entertaining any motion to previous question on the document, the Speaker shall read out all pending amendments in full.
83. When the Speaker entertains an amendment, it shall be read in its entirety. Following this, the proposer of the document shall be asked if the amendment is friendly or not.
84. If the proposer indicates that the amendment is friendly, it is adopted unless two members of the UA object.
85. If only one member objects, they may at the discretion of the Speaker speak for a brief period outlining his objection. If following this speech there is no second objection, the amendment shall be adopted as above.
86. If the proposer indicates that the amendment is unfriendly, or two or more members of the UA object to the friendly amendment, then the proposer may withdraw their amendment unilaterally. If the proposer chooses not to (i.e. they “make the amendment unfriendly”), the amendment shall be considered normally.
87. Debate on amendments shall proceed in the same way as debate on the main motion, modified as follows:
 - a. 2 minutes for the proposer to present their amendment,
 - b. 3 minutes for question and answer,
 - c. Debate, as for a document.
88. Prior to moving to voting procedure on any amendment, the Speaker shall read the amendment, and the relevant part of the document as it would read amended and unamended.
89. Amendments may not be tabled after previous question is called on the document that is sought to be amended. Should there be amendments on the table when the previous question is moved, the amendments will lapse. All motions to amend a motion previously passed are original main motions and must be moved in a document.
90. All incidental, subsidiary or privileged motions are made by raising placards, or orally as appropriate. If two or more members raise their Previous Question placard, the motion to move to previous question will be considered at the termination of the current speech.

91. No motion for previous question may be entertained before at least one pro and one con speech (or two speeches if either the pro or con side has no speakers).
92. Votes on all main motions and all amendments shall be done by roll call. Votes on all procedural matters shall be done a show of hands or, on objection by at least one member, by roll call.
93. In all cases under Robert's Rules where a "majority of the entire membership" voting in favor is required for a motion to pass, the votes of two thirds of the entire membership in favor shall be required for passage instead.
94. The results of any vote shall be determined by a comparison of the number of pro votes against the number of con votes. Members have the right to abstain on any vote.
95. If the votes pro or con on the question constitute a majority of the members voting and an absolute majority of quorum, the question shall be resolved in the usual fashion. In all other circumstances when the combined number of pro and con votes is fewer than quorum, the question will be laid on the table.

The Budget Meeting

96. No other business shall be considered at the meeting at which the Annual Budget shall be considered, and this meeting shall be henceforth referred to as the "Budget Meeting."
97. The UA will discuss one student government budget at a time, in the following order:
 - a. SCUE
 - b. NEC
 - c. SPEC
 - d. UA (including Pre-Orientation Programs and expenses not otherwise accounted for)
 - e. Class Boards
98. Before discussion of the first budget, SAC will present its opinion of the overall budget for 2 minutes and have 5 minutes of Q/A (questions and answers each capped at 30 seconds).
99. At the beginning of discussion for each branch, the UA Treasurer will be given 2 minutes to present the budget committee's rationale for that branch's budget. The Chief Executive Officer (or designate) of the branch will then be given two minutes to present their opinion.
100. Debate then commences on the branch's budget, with all speeches limited to 1 minute. At this time, members may offer amendments to particular line items.
101. A budget amendment must:

- a. Direct its main force or effect at the budget under discussion; amendments which ultimately affect another budget more than the one being discussed shall be deferred until that budget is discussed, or to General Discussion if that budget's debate has been closed. At a minimum, at least one line-item in the budget under discussion must be amended.
- b. Specify, in specific dollar amounts, where the money will go and where it will come from. The budget is a set sum; changes to one part of the budget necessitate changes elsewhere.
- c. Be co-sponsored by at least one UA member in addition to the proposer.
- d. Obey all the usual rules of amendments.

102. Line item amendment discussions will be handled as follows:

- a. The Speaker shall arrange amendments in order from most to least destructive, and may arrange for multiple amendments affecting one line item to be debated and voted on at once if doing so will facilitate debate.
- b. The proposer(s) of the amendment will be given 1 minute to explain the amendment, followed by 3 minutes of Q&A (questions and answers capped at 30 seconds each).
- c. The Budget Committee will then be permitted a 1 minute response.
- d. The UA will then begin debate on the amendment, speech times capped to 1 minute. There is no such thing as a "friendly amendment" to the Budget.
- e. After debate is closed (in the usual way), the amendment(s) will be voted on as follows:
 - i. If there is only one amendment to be voted on, it shall require the affirmative votes of 60% of members present to be approved.
 - ii. If there are multiple amendments being voted on, the Body will vote on each amendment in order of most destructive to least destructive; the first amendment to obtain a 60% majority will be approved and all others discarded. Should no amendment attain a 60% majority, all amendments in the sequence will be discarded.

103. The UA will progress to the next budget when debate has been exhausted on the current budget, or when a motion to close debate has been approved by two-thirds of the UA members present.

104. At the end of discussion of all branches, SAC will be given 2 minutes (with 3 minutes of Q&A) to make a statement on the revised budget.
105. Following SAC's statement, the UA will enter into a discussion of the budget as a whole ("General Discussion"). At this time, any amendment to any part of the budget may be entertained.
106. Motions to reconsider a specific amendment may be entertained only during General Discussion.
107. During General Discussion, the Previous Question may be called on the whole budget. A majority of the total membership of the UA must vote in favor of the Budget for it to be approved.
108. During the budget meeting, and only during the budget meeting, non-members must be yielded time to speak by a UA member in order to participate in debate. The clock will continue to run during that time as though the UA member had continued to speak. This rule shall not apply to the Chief Executive Officers (or a single designate) of the branch whose budget is under discussion (General Discussion shall not be considered a discussion of any single branch's budget). The SAC Chairperson (or designate) shall also be afforded the speaking rights of members.

The Transition Meeting

109. The session of the Undergraduate Assembly shall expire upon the convention of the Transition meeting, and the session of the next UA shall then begin.
110. The agenda of the Transition Meeting shall be as follows:
 - a. Call to Order by the incumbent NEC Chairperson, who shall be the Chair of the Transition Meeting;
 - b. A State of the UA Address delivered by the outgoing President,
 - c. An Inaugural Address delivered by the Incoming President;
 - d. The Election of the UA Officers (as below);
 - e. Appropriate transitional exercises;
 - f. Adjournment.
111. The President and Vice-President shall take office at the conclusion of the Inaugural Address and may participate in the meeting (save, in accordance with the Constitution, running for a position),
112. The officers elected at the Transition Meeting shall be the Speaker, the Treasurer, and the Secretary.
113. Prior to the election of each position, the floor will be open to nominations. Nominations must be accepted by the nominee, and no seconder to a nomination is required. Self-nominations are acceptable.

114. Following nominations, each candidate shall give a speech in the order of their nomination and answer questions from the UA and the general public within the following time limits:
- a. Speaker: 5 minute speeches, 20 minutes of Question and Answer from UA, 20 minutes of Q&A from general public, answer time for each question is 1 min per candidate.
 - b. Treasurer and Secretary: 4 min speeches, 20 Q&A from UA, 20 Q&A from general public, answer time is 1 min.
115. Questions shall be answered by each candidate in turn. The Chair of the Transition meeting shall alternate the order in which the candidates field questions. The first candidate fielding any given question shall be given 30 seconds for a response after the last candidate has fielded the question.
116. A simple majority of the UA may extend the general public question and answer time.
117. Following the conclusion of the question and answer time, the Chair may entertain a motion to Descend into Executive Session. Should the motion be approved by a majority, the UA shall enter an executive session for deliberations.
118. The deliberations shall be conducted according to procedures established within the session, but the Chair of the NEC may moderate discussion and shall supply documentation on past deliberation session practices for UA's reference. No motions may be considered in executive session save a Motion to Ascend from Deliberations, which must be approved by a two-thirds majority of those UA members present.
119. Following the conclusion of deliberations, or of question and answer (whichever happens last), the UA shall vote by secret ballot to elect one of the candidates. If only one candidate is running for the position, any member may move to elect the candidate by acclamation.
120. The candidate elected shall be the candidate with the votes of an absolute majority of UA members in office. Should no candidate receive the requisite number of votes and there shall be more than two candidates, the candidate with the lowest vote total shall be discarded and the UA shall rebalot, continuing in such a fashion until a candidate is elected. But the UA may, if there are two candidates who do not receive an absolute majority of votes, return to deliberations.

Other internal elections

121. Such other positions as the UA shall deem appropriate to be elected from its membership shall be filled during a quorate meeting according to the procedure in this Article.

122. All elections shall be announced at a meeting at least six days prior to the meeting at which the election shall be held. This announcement shall include a description of the position under election, the criteria for holding the position, and at least five minutes for questions to previous holders of the position, if any.
123. No officer of the UA shall be elected to a secondary internal office.
124. At the meeting at which the election shall be held, the election shall be considered an item of new business.
125. Prior to the election of each position, the floor will be open to nominations. Nominations must be accepted by the nominee, and no seconder to a nomination is required. Self-nominations are acceptable.
126. Following nominations, each candidate shall give a speech in the order of their nomination for no longer than 3 minutes and answer questions from the UA and the general public for no longer than 10 minutes (1 minute answer times). In the ordering of questions, members of the UA shall be given priority.
127. A simple majority of the UA may extend the question and answer time.
128. Following the conclusion of question and answer, the UA shall vote by secret ballot to elect one or more of the candidates as appropriate, each member casting one vote per position. If there are an equal number of candidates to positions (or fewer candidates than there are position), any member may move to elect the candidate(s) by acclamation.
129. The candidate(s) elected shall be the candidate(s) with a plurality of votes cast; save that if there are more than three candidates for a given position the votes shall be cast by the optional preferential method, where each voter numbers the candidates in order of preference. Then, all the first preference votes are counted, and the candidate with the least number of first preference votes is discarded. The second preferences indicated on the ballots of that candidate are then considered as first preferences and redistributed accordingly, continuing in this fashion until a candidate has a majority of votes.
130. If quorum is not present, or the combined total of votes for candidates is less than a majority of members present, then the position shall be declared vacant and elected at a future meeting according to the procedure in Article VI. An abstention is not a vote for a candidate.

Impeachments

131. Any UA member, including the President, Vice-President, or any Executive officer, may be impeached for misconduct or incompetence, by written charges preferred by at least one-third of the total number of UA members or five percent of the undergraduate population.

132. This indictment shall be presented to the NEC, who shall determine the petition's legitimacy in accordance with such procedures as the NEC shall establish. The petition shall clearly state, if it impeaches an officer, whether it requests the removal of the person from office or from the UA entirely. A President or Vice-President who is removed from their position automatically forfeits their seat on the UA.
133. Upon impeachment of a member or officer, a trial to determine guilt shall be held not less than one, or more than three weeks subsequent to the impeachment. The date of the trial shall be fixed by the NEC.
134. If the impeached member is an Executive Officer they shall be suspended from their office. Interim replacements are determined as follows:
 - a. In the case of impeachment of the President, the Vice-President shall serve as Interim President.
 - b. In the case of the simultaneous impeachment of President and Vice-President, the Speaker shall serve as Interim President.
 - c. If the President, Vice-President, and Speaker shall be simultaneously impeached, the NEC shall convene an emergency meeting of the UA to elect by the procedure established for the election of non-Executive Officers an undergraduate to serve as interim President.
 - d. In the case of the impeachment of any other officer, the President or Interim President shall with the advice and consent of those unimpeached members of the Executive Board appoint an Interim replacement.
135. The signatories of the petition of impeachment, or such persons as the petition shall nominate, shall appoint a prosecutor, who shall be a currently enrolled undergraduate. The accused shall be allowed to choose a defense counsel as he or she may think proper, provided that the defense counsel be a currently enrolled undergraduate. The prosecutor and defense counsel may have advisors present at the trial, but only the prosecutor and defense counsel may make arguments and cross-examine the witnesses.
136. No trial shall be held without at least one week's public notice. It shall be treated as an emergency UA Meeting for the purpose of the UA attendance policy. The Chair of the trial shall be the NEC Chairperson or designate. This person, hereafter referred to as "the Chair", shall have final discretion over the interpretation of all the rules pertaining to the trial subject to the review of a majority of the UA.
137. The form of the trial shall be as follows:
 - a. The charge or charges shall first be read by the Chair.
 - b. After the charges are read, the prosecutor and defense counsel may present opening and closing remarks, and also call and cross-examine witnesses in accordance with the customs of the courts of justice. The impeached member

shall be considered innocent of each charge until proven guilty by a preponderance of the evidence.

- c. The UA shall, following this presentation's conclusion (by an expiry of time or a vote to close the presentation approved by two-thirds) descend into a private deliberations session at which only unimpeached UA members and the Chair may be present. It may ascend from this session only by a two-thirds vote.
 - d. Following the conclusion of deliberations, the UA shall vote on each charge by a recorded vote.
138. Should two-thirds of the UA vote in favor of sustaining the charge made by the impeachment, the result specified in the petition of impeachment (whether removal from office or from the UA) shall take place immediately. There is no appeal. Vacancies generated by the sustainment of the charge shall be filled in accordance with the Constitution and Bylaws.