

The By-Laws of the Rensselaer Union Student Senate

As revised February 16, 2009

Mission Statement

We, as agents of change, will identify student concerns, address significant student issues, and work together with the Institute and surrounding community to enhance the Rensselaer experience of today and tomorrow.

Article I: Name

The name of this organization shall be the Rensselaer Union Student Senate and hereinafter be referred to as the Senate.

Article II: Authority, Power and Rights

1. The Student Senate gains its Authority, Power and Rights from the Constitution of the Rensselaer Union.
2. The Student Senate shall pass legislation commensurate with its duties as defined by the Constitution of the Rensselaer Union and as specified in these By-Laws at a business meeting of the Student Senate.

Article III: Membership

1. A Senator shall be defined as a person who has voting rights on the Senate as defined by the Union Constitution.
2. The Grand Marshal and Officers of the Senate as defined in Article IV of these By-Laws are members of the Senate, even if they are not Senators.

Article IV: Officers

1. A Vice Chair shall be a Senator nominated by the Grand Marshal and confirmed by a two-thirds vote of the Student Senate and shall be responsible to:
 - a. Publicize meeting times.
 - b. Meet regularly with the Grand Marshal to discuss Senate issues.
 - c. Act as the substitute for the Grand Marshal at any meetings that the Grand Marshal cannot attend. At such a meeting the Vice Chair shall not count towards quorum and may only vote to break a tie.
 - d. Become familiar with the work of all the Senate committees.
 - e. Coordinate annual documentation folders with committee chairmen to ensure continuity between years.
2. A Secretary shall be appointed by the Grand Marshal. The Secretary shall not necessarily be a Senator and shall be responsible for:
 - a. The taking of meeting attendance and minutes.
 - b. The distribution of minutes, committee reports, motions, and other printed material to the members of the total Student Senate.
3. A Treasurer shall be a Senator nominated by the Grand Marshal and confirmed by a two-thirds vote of the total Student Senate membership. They shall be responsible for:

- a. Managing funds allocated to the Student Senate as directed by the Grand Marshal or the Student Senate.
- b. Preparing the annual budget of the Student Senate, subject to the approval of the Grand Marshal.
- c. At the first senate meeting of every month the treasurer shall report to the Senate on the current state of Senate finances.
- d. Approving all and any transactions as approved for in the budget, and be the sole person responsible for this duty, except for:
 - i. The Chair of the Rules and Elections Committee when dealing with their section of the subsidy.
 - ii. The Chair of the GM Week Committee when dealing with their section of the subsidy.
 - iii. The Grand Marshal.

4. A Parliamentarian shall be nominated by the Grand Marshal and confirmed by a two-thirds vote of the Student Senate. The Parliamentarian shall not necessarily be a Senator and shall be responsible for:
 - a. Advising the Chair on matters of parliamentary procedure.
 - b. Maintaining an orderly meeting, abiding by rules of decorum.
5. A Chief Information Officer shall be nominated by the Grand Marshal and be confirmed by a majority vote of the Student Senate. The CIO shall not necessarily be a Senator and shall be responsible for:
 - a. Directing the Senate Web Technologies Group.
 - b. Advising Union System Administrators on Senate Web Technologies Group operations.
 - i. The CIO will be recognized at System Administrator meetings and will be given special systems access on occasion as determined by the Director of the Union and the Systems Administrators.
 - c. Archiving the meeting minutes, committee reports and motions distributed by the Secretary.
 - d. Organizing and overseeing the Senate Archives.
 - e. Documenting the history of student government and the Student Union at Rensselaer Polytechnic Institute
 - f. Answering all questions pertaining to historical precedent.

6. The Student Senate representative on the Executive Board of the Union shall be known as the Senate/Executive Board Liaison and shall be nominated by the Grand Marshal and confirmed by two-thirds of the total Student Senate membership. The Senate/Executive Board Liaison shall not

necessarily be a member of the Student Senate and shall be responsible for:

- a. Expressing the Senate's opinions to the Executive Board and the Executive Board's opinions to the Senate.
 - b. Chairing the Fiscal Policy/ Activity Fee Sub-Committee of the Student Life Committee.
 - c. Reviewing all legislation pertinent to Union fiscal policy and student fees.
 - d. Actively sitting on a committee.
7. The Director of Public Relations shall be nominated by the Grand Marshal and confirmed by a majority vote of the Student Senate. The Director of Public Relations shall not necessarily be a Senator and shall be responsible for:
- a. Promoting the activities of the Student Senate through press releases, word of mouth, and activities
 - b. Creating clear, concise, and accurate literature that may be distributed campus wide.
 - c. Presenting opportunities for the campus to speak on issues to be selected by the committee through campus-wide town meetings.
 - d. Coordinating the efforts of the Student Senate for outreach projects, including visitations to residence halls, fraternity and sorority houses, etc.
 - e. Updating the Student Senate information located within the campus community, including on-line information through the assistance of the Web Technologies Group.
 - f. Assisting Senate committees with custom promotional materials for Senate projects and events to include graphics and poster design.
8. The duties of any unfilled Senate officer position (with the exception of the Senate/Executive Board Liaison) shall be assumed by the Grand Marshal. The Grand Marshal may appoint any interested party to any unfilled office for which they are eligible.
9. The Chair of the Rules and Elections Committee shall be an officer of the Senate.
- a. They shall be nominated by the Grand Marshal and approved by a 2/3 vote of the Student Senate. The chair shall not necessarily be a Senator, but shall regularly attend Senate meetings.

Article V: Duties of Office

1. Senators shall be expected to either chair one Senate committee or sit on and actively contribute to at least two Senate committees.
2. Senators shall be responsible to dutifully attend all Senate meetings, unless they obtain an excuse from the Grand Marshal.
3. Senators shall be expected to maintain satisfactory attendance in the council that they represent. Satisfactory attendance shall be defined by each council's By-Laws.
4. Senators shall be expected to actively contribute to the Senate and not hinder its performance.
5. Failure to meet any of the duties of office shall subject the offending Senator to the removal process as outlined in Article IX of these By-Laws.

Article VI: Organization and Meetings

1. The Student Senate shall meet at least twice a month during normal academic periods.
2. The time and place of the meetings shall be at the discretion of the Grand Marshal.
3. All meetings of the Student Senate shall be open to interested persons, unless two-thirds of the Senators present vote to close a meeting. Abstentions have the same effect as opposition. Within a closed meeting the following guidelines must be met:
 - a. All motions, resolutions, and votes passed during the closed meeting must be made public immediately after the meeting is opened.
 - b. The Senate may invite non-Senate members to remain by a majority vote of the Senators present.
 - c. Any discussions during a closed meeting are not to be disclosed to anyone who was not present at the closed meeting.
4. The total voting membership of the Student Senate is twenty members during the period between the spring elections and the fall elections and twenty-four members at all other times. Any seat not currently filled shall not be counted in the voting membership and there shall be a minimum of two representatives from each class.
5. A quorum shall consist of two-thirds of the Student Senate as defined in Article VI Section 4. No business shall be officially conducted without quorum.
6. The Student Senate shall use the current edition of Robert's Rules of Order as their parliamentary authority for any procedures not specified in these by-laws. The Senate may change the rules with a two-thirds vote of the Student Senate, only after notice has been given at the preceding meeting.
7. Emergency meetings may be called by one-quarter of the current voting membership or by the Grand Marshal. The requesting Senators may name a Senator other than the Grand Marshal to run the emergency meeting. The Grand Marshal must be notified of any emergency meeting. The person running that meeting is responsible for contacting at least two-thirds of the current Student Senate at least twenty-four hours prior to the meeting as to the date, time, place, and purpose of the emergency meeting. Normal procedures for running this meeting must be followed.

Article VII: Legislation

1. Legislation may be introduced for consideration by the Senate in any meeting through the following ways:
 - a. As a proposal, report or recommendation of a standing committee or sub-committee.
 - b. As a proposal from the Graduate Council or the Undergraduate Council.
 - c. As a proposal from the Interfraternity Council, the Panhellenic Council or the Independent Council.
 - d. As a proposal sponsored by two or more Senators.
2. All proposed legislation must be submitted to the Grand Marshal who, where appropriate, will assign the legislation to the applicable standing committee for study and

recommendation. In some cases this will occur on the Senate floor to ensure proper consideration within committee first and to allow business to proceed.

3. The Student Senate may at any time before its passage assign or reassign legislation by a majority vote of its total membership.
4. The Student Senate shall approve deadlines and procedures for the submission of legislation by a majority vote of its total membership.
5. No Student Senate By-Laws shall be suspended unless such an action has been approved by a two-thirds vote of the total membership at a previous meeting.
6. The Student Senate may not voluntarily repeal a by-law of another body.
7. Where not provided for in the Union Constitution, it shall require a majority vote of the total Student Senate membership to approve a constitution or By-Laws submitted to it by another body.

Article VIII: Voting Rules

1. Points of order, information and parliamentary inquiry are generally in order at any time.
2. The Grand Marshal may rule any motion out of order when it is obviously a stalling tactic. The Grand Marshal's decision may be overruled by two-thirds vote of the Senate.
3. All official business unless otherwise specified in Appendix I of these by-laws, Senate Rules of Voting, shall be passed by a majority vote of those present and voting.
4. The Grand Marshal must vote to break a tie; the Grand Marshal is permitted to abstain. If a tie remains, the motion fails.
5. The Student Senate shall not recognize alternate or rotating members, nor shall it permit proxy votes. All voting shall be by a show of hands, unless the Grand Marshal or any other member of the Senate requests a roll call.
 - a. In a show of hands, the Grand Marshal will first request the number in favor, then the number opposed, and finally the number of abstentions. No other vote is permitted, and the total of the three must equal the number of Senators present. The Grand Marshal will then announce the vote, including abstentions, and whether the motion has passed, unless there is a tie vote, in which case the Grand Marshal may announce their vote and then the outcome.
 - b. If a roll call vote is requested, the Secretary will read the names of the Senators in a predetermined order:
 - i. Graduate Senators, in alphabetical order by last name
 - ii. Senior Senators, in alphabetical order by last name
 - iii. Junior Senators, in alphabetical order by last name
 - iv. Sophomore Senators, in alphabetical order by last name
 - v. Freshmen senators, in alphabetical order by last name
 - vi. The Interfraternity/Panhellenic Council Senator

vii. The Independent Council Senator

- c. Each Senator may vote "yes", "no", "abstain", or "pass" in which case their name will be read again after the first completion of the roll call. At this time the Senator must vote.
 - d. The roll call may not be determined, nor any result announced, until all the Senators present have voted in favor, against or abstained.
 - e. A Senator may change their vote at any time before the totals are announced; after the Secretary has announced the totals a vote may be changed only if the motion is reconsidered.
- 6- A motion which has previously been voted on may be reconsidered no more than three times per session. In order for a motion to reconsider to be entertained it must be moved by a senator from the prevailing side; a senator who abstained from the original vote may move to reconsider if abstentions caused the original motion to fail.
7. A Senator must abstain from a vote on approval of minutes if the Senator was not present at that meeting.

Article IX: Removals

1. Good cause for removal, as provided in Article IX, Section 2 of the Rensselaer Union Constitution, shall be defined as follows:
 - a. Two or more unexcused absences from meetings of the Student Senate.
 - b. The failure of a member of the Student Senate to conscientiously fulfill the duties of office, as defined in Article V of these By-Laws.
2. Upon each meeting being called to order, the Secretary shall announce the names of all Senators, who, under Article IX, Section 1 Subsection A, are liable to be removed.
3. A Senator may appeal to the Senate the Grand Marshal's refusal to excuse an absence.
4. Senators with more than three unexcused absences from a committee of which they are a member shall be removed from the committee. An absence may be excused by the committee Chair, whose decision may be appealed to the Grand Marshal.
5. No removal vote shall be taken unless an impeachment vote has been passed by a majority of the total membership at the previous meeting.
 - a. An impeachment vote may be replaced by the simple request of the class council which the Senator represents. This request must be made by at least a majority vote of the class council, or as specified by the class council's By-Laws. By the end of the second Senate meeting following such a request, the Senate must take a vote of removal.

Article X: Committees

1. The Chair of each Student Senate standing committee except the Rules and Elections Committee shall be nominated by the Grand Marshal and confirmed by a majority vote of the total Student Senate membership. Committee chairs serve at the

pleasure of the Grand Marshal; a replacement may be nominated without first removing the sitting chair.

2. Committee membership shall be open to all Members of the Union. Any committee member not a Senator must be approved by the Committee Chair before receiving voting rights in the committee.
3. All committees shall be empowered to build a robust membership of diverse students from both within and outside of student government. The Grand Marshal shall solicit names of interested students who desire to join student government. The names obtained shall be distributed to the committee chairs for recruitment purposes.
4. All committees shall be empowered to create subcommittees as necessary to aid them in performing their functions. The committee chair shall be an ex-officio member of any such created or existing subcommittee.
5. All committees shall meet twice per month during regular academic periods to work on projects, investigate pending legislation, and to consider proposals for new legislation. Attendance shall be recorded at all committee meetings and submitted to the Grand Marshal. All committee chairs shall report on any open projects within their committees' purview at each Senate meeting.
6. Each committee chair shall be held accountable for their committee's performance.
 - a. At the start of each semester the Grand Marshal shall set objective criteria for the evaluation of each committee's performance.
 - b. If the committee's performance is found to be unsatisfactory by the Grand Marshal, the committee chair may be replaced with another person selected by the Grand Marshal.
7. A Cabinet shall be led by the Grand Marshal and populated by the all Senate committee chairs and officers of the Senate. Its primary functions are to maintain working relationships and allow for healthy communication between chairs and officers regarding organization-wide business.
8. The Rules and Elections Committee:
 - a. Consists of a maximum of ten members:
 - i. A chair approved by the Student Senate, one member representing both the Interfraternity and Panhellenic Councils, one representative from each of the Graduate Council, Undergraduate Council, Executive Board, Judicial Board, and the Independent Council, two members-at-large appointed by the Grand Marshal, and one member-at-large from the voting membership of the Student Senate appointed by the Grand Marshal.
 - ii. Each of these groups shall appoint its own representative by the end of the second full week of the fall semester. Should any of the members, with the exception of the chair, not be appointed by the required time or be vacant for more than three weeks, the chair shall have the option of appointing a member-at-large from the respective constituent group (a Greek for the Interfraternity and Panhellenic Council seat; an

Independent for the Independent Council seat; a Graduate for the Graduate Council seat; an Undergraduate for the Undergraduate Council seat; any member of the Union for the Executive Board seat, the Judicial Board seat, or the two unrestricted Grand Marshal appointed seats; any Senator for the Grand Marshal-appointed seat that must be held by a Senator).

- iii. All members-at-large shall be approved by a majority of a selection committee chaired by the Rules and Elections Committee Chair, and consisting of the President of the Union, Judicial Board Chair, and Presidents of the Interfraternity, Panhellenic, Independent, Graduate, and Undergraduate Councils. The selection committee shall allow voting by proxy.
 - iv. All members must be activity fee paying students. All members, with the exception of the chair, shall serve through the end of the spring semester or until replaced, whichever comes first. The chair shall serve until replaced.
 - v. Quorum for the Rules and Elections Committee shall be 2/3 of the total membership rounded up to the nearest person. The Rules and Elections Committee shall not meet unless a Senator is appointed to the committee.
 - vi. A member of the Rules and Elections Committee who is a candidate for Grand Marshal, President of the Union or joins a political party, as defined by the Student Senate or the Rules and Elections Committee, will automatically be removed from the Rules and Elections Committee.
- b. Its duties shall include:
 - i. The Committee shall be responsible for reviewing and approving the language of all constitutional amendments that come before the Senate for approval.
 - ii. It shall keep a register of all by-laws and constitutions of student organizations.
 - iii. It shall investigate and report on the constitutional implications of all pending legislation.
 - iv. It shall be responsible for properly publicizing, conducting and supervising all elections for officers and representatives of the governing bodies of the Union. It shall submit a report of the election results to the Student Senate following the election.
 - v. It shall, at the discretion of the Student Senate, supervise or investigate any other campus election.
 - vi. It shall, at the discretion of the Student Senate investigate and report on any campus student government election.
 - vii. It shall draft and submit to the Student Senate for approval rules for the conduct of the elections and their publicity.
 - viii. It shall prepare and submit to the Judicial Board and Senate reports on all contested elections, which it investigates.
 - c. Shall have the following standing subcommittee:

- i. The Grand Marshal Week Committee shall be responsible for the planning and implementation of all activities that are not directly connected with elections.
 - d. The outgoing Chair of this Committee shall recommend a person for the next Chair position to the Grand Marshal and subject to Senate approval.
 - e. The Chair may, at his or her discretion appoint a vice chair from the voting membership of the committee. Duties of the Vice Chair shall include assisting the Chair in the day-to-day administration of the committee. In the event that the Chair is absent or unable to run a meeting the Vice Chair shall have the authority to chair a meeting. At such a meeting quorum shall be 2/3 the voting membership, less the Vice Chair. The Vice Chair shall not have a vote at any meeting that they chair.
9. The Academic Affairs Committee shall be responsible for initiatives and legislation pertinent to academic curricula, advising, the Registrar's office and student-faculty relations, and shall plan and carry out activities dealing with the evaluation of Rensselaer academic courses. The committee shall:
- a. Attempt to include graduate and undergraduate representation on the committee.
 - b. Attempt to include a diverse group of students, in the committee, that can represent various academic departments.
 - c. Keep both the Student Senate and the campus informed of any changes in academics at RPI.
 - d. Actively advise the administration as to the academic needs, wants, and issues that exist on campus and work with them in addressing these issues.
 - e. A vice chair shall be selected by the chair with the counsel of the Grand Marshal.
10. The Student Life Committee shall be responsible for initiatives and legislation pertinent to the Office of Student Life portfolio that includes but is not limited to: Union facilities and services, athletics and recreation, school spirit and student morale, residence life and dining services, Greek affairs, career counseling and placement, health services, admissions, and the First Year Experience.
- a. It shall actively advise the administration as to the student life needs and wants as they pertain to the Student Life portfolio.
 - b. A vice chair shall be selected by the chair with the counsel of the Grand Marshal.
 - c. The Fiscal Policy/Activity Fee Sub-Committee shall be a standing sub-committee of the Student Life Committee.
 - i. The sub-committee shall consist of selected members of the Senate, Director of the Union, as a nonvoting member, the President of the Union as a non-voting ex-officio member of this sub-committee, one non-Executive Board member from the Graduate Council, one graduate member of the Executive Board, one undergraduate member of the Executive Board, one non-Executive Board member from the Undergraduate Council, one at-large member of the Executive Board.
- ii. It shall negotiate the Union Activity Fee, both graduate and undergraduate, and shall make a detailed recommendation to the Student Senate.
 - iii. As per the Rensselaer Union Constitution, any change in the Union Activity Fee shall require approval by a two-thirds vote of the total Student Senate membership.
- d. Shall serve as the Senate's main forum for addressing judicial and student rights matters
 - e. Shall serve as the Senate's primary voice to the various judicial bodies and the Dean of Students Office, when judicial, campus safety, or student rights issues are at hand.
 - f. Shall review all pending Senate legislation involving the judicial system, and shall provide recommendations to the Senate on such legislation when appropriate.
 - g. Shall select Senate representatives to the Judicial Board Selection Committee and any other committee or other body related to judicial selection or operation.
 - h. The Handbook Subcommittee:
 - i. The Subcommittee shall have the following membership:
 - a. The Senior Judicial Administrator
 - b. A Faculty member chosen by the Faculty Senate
 - c. An Administrator chosen by the Provost's Office
 - d. One Student chosen by the Judicial Board
 - e. One student chosen by the Student Senate
 - f. One student chosen by the Union Executive Board
 - ii. The Subcommittee shall be charged with reviewing the current Student Handbook of Rights & Responsibilities, herein referred to as the Handbook, and proposing revisions to the document for the next edition. The Subcommittee shall also be charged with reviewing any revisions to the Handbook proposed by the Dean of Students Office.
 - iii. The Subcommittee shall consider, and where appropriate, act upon recommendations from the Student Life Committee.
 - iv. The Subcommittee shall be held to deadlines set jointly by the Student Life Committee and the Dean of Students Office.
 - v. Revisions to the Handbook, which are not reprints of policies extant elsewhere, shall require the approval of both the Student Senate and Faculty Senate.
 - vi. A complete set of revisions to the Handbook shall be presented to the Student and Faculty Senate.

- i. Shall be responsible for determining the suitability of the Grand Marshal's appointments to the Review Board. This procedure shall be as follows:
 - i. Early in the fall semester, the Grand Marshal shall provide a list of possible appointees to the Senior Judicial Administrator and to the Student Life Committee.
 - ii. Before the last regularly scheduled Senate meeting of the fall semester, the Committee will interview and provide to the Grand Marshal their findings on each of the candidates. At this time, the Committee may add additional qualified candidates to the list of potential appointees.-
 - iii. From among the list of potential appointees that have been confirmed by the Committee, the Grand Marshal shall make the final appointments before the next regularly scheduled Senate meeting.
 - iv. The Senate shall confirm the appointment of the student members of the Review Board by a 2/3 vote of the Student Senate before they are eligible to take office. Should an appointee to the Review Board fail to be confirmed by the Student Senate, the Grand Marshal may choose from the list of recommended candidates confirmed by the Committee to replace the appointment.
 - v. In the event that there are no more candidates eligible to hold office on the list of approved candidates, additional recommendations may be made by a 2/3 agreement of the Chairperson of the Judicial Board, the Senior Judicial Administrator, and the Chairperson of the Student Life Committee.
 - vi. In the event that the Student Life Committee cannot convene or interview any appointments of the Grand Marshal, a unanimous agreement of the Senior Judicial Administrator and the Chairperson of the Student Life Committee can allow the appointee to be confirmed by the Student Senate.
11. The Community Relations Committee shall be responsible for initiatives and legislation pertinent to sustaining relations between the community at large and Rensselaer through a robust channel of communication, active participation in community events, and innovative programs. The Chair shall sit on the Institute's Community Relations Committee. It shall:
- a. Work with local businesses to better serve RPI students.
 - b. Organize event(s) with the City of Troy to improve community relations.
 - c. Communicate Rensselaer's benefits to the City of Troy.
 - d. Work with the necessary groups (e.g. Troy City Council, the Mayor, Public Safety Commissioner, neighborhood councils, and the Director of Community Relations) to establish better relations with the surrounding community.
 - e. A vice chair shall be selected by the chair with the counsel of the Grand Marshal.
12. The Finance, Facilities and Advancement Committee shall be responsible for initiatives and legislation pertinent to the portfolios of the Finance Division, the Administration Division and Institute Advancement.
- a. Shall review fiscal policy matters affecting the institute and the student body to include tuition, room and board costs.
 - b. Shall represent student issues regarding physical facilities, auxiliary services, environmental and site services, Public Safety, parking and transportation.
 - c. Shall seek to strengthen student/alumni relations and actively assist with capital campaigns.
 - d. Because of the scope of responsibilities within this committee, it shall be led by co-chairs.
 - e. A vice chair shall be selected by the co-chairs with the counsel of the Grand Marshal.

Article XI: Agencies

Agencies of the Student Senate are autonomous bodies that are designed to expand the reach and impact of student government in ways that committees cannot. By definition, they are programming bodies that carry out the student body's will and work through the Office of the Grand Marshal.

- 1. Senate Web Technologies Group:
 - a. Shall develop, as its chief duty, an effective and user-friendly online center with the intent of delivering information concerning the Senate's current and past projects, its members, and other information it may deem appropriate.
 - b. Shall maintain the codebase and technical infrastructure to support the various services the group may decide to provide.
 - c. Shall pursue and implement innovative technological services to benefit the Senate and/or the campus community.
 - d. Shall be responsible for historical cataloging of documents and information for a digital Senate archive.
 - e. Shall have ex-officio, non-voting membership on every Senate committee to coordinate with respect to projects and information, with the exception of RNE.
 - i. May be any member of Web Team and not necessarily the CIO.
 - f. Shall contribute to Union homepage development efforts and ensure other student government websites are updated and consistent with the needs of the student body.
 - g. Shall be guided by the leadership of the Senate's Chief Information Officer.
 - h. The CIO may appoint a Deputy CIO to assist with their duties and the work of the Web Technologies Group.

Article XII: Appointments

- 1. The Grand Marshal shall make appointments to University Governance Commissions, the Committees of the Board of Trustees and Faculty Senate, as well as any other

appointments not specified by these or the by-laws of other respective boards.

2. Liaison Communication Network:
 - a. The committees of the Senate shall administer a liaison system to ensure students are represented at all levels of the Institute on a consistent basis.
 - b. Liaisons shall be appointed by the committees on which they serve to meet regularly with administrators, staff or faculty members to ensure two-way communication between Institute personnel and the student body.
 - c. Student liaisons need not be senators, nor shall they require a confirmation by the Senate.
 - d. Liaison positions and their assignments shall be determined within the relevant committee.
 - e. Committees are required to report all appointments, including liaisons, to the Senate.
3. Appointments made by the Grand Marshal must be reported prior to the end of the next scheduled meeting or will be automatically nullified. All appointments not specified in these By-Laws or in the Union Constitution, may be nullified by a majority vote of the total Senate membership.

Article XIII: Amending the By-Laws

1. The procedure to amend the By-Laws shall be as follows:
 - a. All proposed amendments to the Student Senate By-laws must be proposed in their entirety and passed by a majority vote of the Student Senate.
 - b. The Rules and Elections Committee shall, within three weeks, provide the Senate with a recommendation as to the amendment's consistency with the Union Constitution, and to detail any ramifications to other governing documents. The Committee shall present the recommendations at the next available meeting.
 - c. Upon the receipt of the Rules and Elections Committee report, an amendment to the By-Laws must be passed with a 2/3rds of the Student Senate to become effective.
2. The Senate By-Laws shall be amended as necessary so as not to be in conflict with outside laws, the Rensselaer Polytechnic Institute Corporate Charter, the Rensselaer Polytechnic Institute By-Laws, the Rensselaer Polytechnic Institute Student Bill of Rights, the Rensselaer Union Constitution, and decisions of the Board of Trustees of Rensselaer Polytechnic Institute.
3. Approved amendments to the Senate By-Laws shall be inserted into the proper location in the Senate By-Laws.

Appendix I: Senate Rules of Voting

Majority = Majority of Those Present and Voting

2/3 Voting = 2/3 of Those Present and Voting

2/3 Total = 2/3 of Total Membership of Senate

Explanation of Number Codes:

1. Unless part of a committee’s report
2. Majority of those present and voting, unless otherwise provided for
3. Only if main motion can be debated
4. Only affirmative votes may be reconsidered
5. Must be made by mover of main motion
6. Only negative votes may be reconsidered
7. If motion contains separate and unrelated topics - all that is required is the request of a Senator
8. See Senate By-Laws, Article VIII, Section 6
9. Same number as required for original motion
10. May be amended by general consent only
11. Other than in the form of a motion
12. Normally considered as committee report not requiring second, second required if made from floor
13. Requires majority vote of entire membership at previous meeting for approval
14. Requires 2/3 vote of total Senate membership followed by majority vote of student body
15. A majority of those present - abstentions act as no votes

Type of Motion	Must be Seconded	Can be Debated	Can be Amended	Vote Required	Eligible for Reconsideration
Adjourn	No	No	No	Maj.	No
Adopt/amend Senate By-Laws	(12)	Yes	Yes	2/3 total (13)	(6)
Adopt report (11)	No	Yes	(10)	Maj.	Yes
Amend Constitution	(12)	Yes	Yes	(14)	(6)
Amend motion	Yes	(3)	Yes	Maj.	Yes
Appeal decision of chair	Yes	Yes	No	2/3 voting	No
Approve others’ By-Laws	(12)	Yes	No	Maj.	No
Call the question	Yes	No	No	2/3 Maj.	No
Close a meeting	Yes	No	Yes	2/3 Maj. (15)	Yes
Confirm appointment	(12)	Yes	No	Maj. (2)	No
Consider question not on agenda	Yes	No	No	Maj.	No
Divide a question (7)	Yes	No	Yes	Maj.	Yes
Discharge a committee	Yes	Yes	Yes	2/3 voting	Yes
End debate	Yes	No	No	2/3 voting	No
Limit debate	Yes	No	Yes	2/3 voting	No
Main motion	Yes (1)	Yes	Yes	Maj. (2)	Yes
Make nomination	Yes	Yes	No	Maj. (2)	No
Postpone to certain time	Yes	Yes	Yes	Maj.	Yes
Postpone indefinitely	Yes	Yes	No	Maj.	(4)
Recall	Yes	Yes	No	2/3 voting	(6)
Reconsider (8)	Yes (3)	No	Maj.	No	
Refer to committee	Yes	Yes	Yes	Maj.	No
Rescind/appeal	Yes	Yes	Yes	(9)	(6)
Table	Yes	No	No	Maj.	No
Take a recess	No	No	Yes	Maj. (15)	No
Take from table	Yes	No	No	Maj.	No
Withdraw motion (5)	No	No	No	Maj.	(6)
Suspend Rules	Yes	No	No	Consensus	No