

The Standing Rules of the Forum of the Undergraduate Student Government

Enacted: March 26, 2019

Last Amended: October 19, 2021

FORUM STANDING RULES (FSR)

1. Definition: The Forum Standing Rules control all procedural matters relating to Forum that are not covered by the Bylaws and Constitution. In the event of a conflict between the Forum Standing Rules and this document, the Bylaws and Constitution control.
2. Amendments to FSR: Amendments to Forum Standing Rules may be proposed through a bill proposed by 1/5 of the Forum members.
3. Enforcement of FSR: The Speaker of Forum is entirely responsible for the adjudication and enforcement of the present document.

1. Amendment Procedure: The proposed amendments must be presented to Forum for questions and discussion. Proposed amendments must be provided to the Forum at least 5 days before consideration. At the next meeting of Forum, the Speaker will ensure that quorum is present before the proposed amendment is brought forth for a vote. When the proposed amendment is brought forth for a vote, 2/3rds of the voting Forum Members must vote yes by written ballot in order for adoption of the proposed amendment to occur.

2. MEETINGS OF FORUM

1. The Forum of the Undergraduate Student Government may meet in regular or special session in accordance with this rule. All meetings of the Forum shall be public and open to the university community unless Forum shall vote by three-fourths (3/4ths) majority to the contrary where only voting representatives may remain or a motion of impeachment be on the floor.

1. Regular Session

1. Forum shall meet at least five (5) times per semester in regular session with additional regular sessions to be scheduled at the discretion of Forum Board. All members of the Forum shall be notified of the date, time, and location of all regular sessions of Forum prior to the start of each semester. All members of the Forum must be notified of the agenda for the upcoming session by the Speaker at least thirty-six (36) hours prior to a regular session. Forum will have the ability to be called to order during the summer semester at the discretion of the Speaker.

2. Special Session

1. The Speaker, or one fourth (1/4) of voting members of Forum, may call a special session of Forum. All members of the Forum must be given at least forty-eight (48) hours notice of said meeting's time and location. Absences to a special session of the Forum will

automatically be excused and shall not count towards the total number of allowable absences.

3. Final Session

1. The final session of the Forum of the academic year shall be reserved for consideration of the budget, election of officers for the coming year, and votes on any outstanding legislation by voting members elected in the most recent All-Campus Election. No other business may be considered in the last Forum of the year.

4. Quorum

1. A majority of voting members must be present to do business. Only members who currently hold voting rights count towards quorum. Any voting member may request a quorum count at any time, in which case the Speaker must suspend all pending actions and items, and immediately take attendance. The Speaker shall announce the attendance required to meet quorum prior to announcing the number of members present. Failure to meet quorum will result in the immediate adjournment of the current session. In the event that quorum is lost midway through a session, all actions prior to any quorum call shall stand.

3. MEMBERSHIP

1. Forum is composed of voting and non-voting members. The voting membership of the Forum shall consist of At-Large Representatives, Student Senators, and Student Group Representatives. The non-voting membership of the Forum shall consist of all members of the Administration of the Undergraduate Student Government and all registered general members of the Undergraduate Student Government. Eligibility and qualification for membership shall be determined by this Rule.

1. Voting Members

1. Voting members are the only members of the Undergraduate Student Government entitled to vote in the Forum. For the purposes of these rules, 'Forum Member' shall refer to voting members.
2. The total number of voting members must be higher than the cubic root of the total undergraduate student population (.
3. Voting members must abide by the attendance requirements as outlined in the bylaws.

2. At-Large Representatives

1. There shall be twenty (20) At-Large Representatives (ALRs), all of whom shall hold voting rights. Any vacancy may be filled by alternates duly elected in Campus Elections before July 1st.

Alternates shall be defined as any ALR candidate not elected in All-Campus Elections but who received at least fifty (50) votes.

2. After alternates are exhausted, vacancies must be filled with a floor election in which every ALR shall vote. In case vacancies arise before the coterminous Forum, the outgoing Forum Board shall have the option to schedule vacancy elections to take place after the elections for incoming Forum Board and Committee Directors. In any other case, vacancy elections must take place at the first Forum after which they occur.
3. Senators
 1. All Twin Cities undergraduate students serving in the University of Minnesota Student Senate shall hold voting rights in Forum. Any vacancies will be filled according to the by-laws of the Student Senate.
 2. Additional Senator Requirements
 1. Attendance
 1. All undergraduate Twin Cities Senators are to meet with the leaders of their respective college's student boards no less than four (4) times in an academic year.
 1. These meetings shall be split between two meetings in the first semester and two meetings in the second semester.
 1. The first meeting of the first semester shall occur in the month of September while the first meeting of the second semester shall occur in the month of January or February.
 2. The second meeting of the first semester shall occur in the month of December while the second meeting of the second semester shall occur in the month of May or the last two weeks of April.
 3. The USG Representative to the SSCC will be responsible

for coordinating these meetings between boards and senators.

4. Except for the meeting held between Senators and the entire Student College Board.
2. These meetings shall be attended by the USG Representative to the SSCC to ensure attendance and continuity.
 1. In the absence and/or inability of the USG Representative to the SSCC, the USG Representative to the SSCC shall designate a proxy to count attendance for these meetings.
 2. In regards to colleges that already require Senators presence at these meetings, Student Board Presidents will be asked to share their attendance with the USG Representative to the SSCC.
3. Failure to meet these attendance requirements will require a meeting with the USG Representative to the SSCC to discuss such failures and to plan for continuity in future meetings.
2. All undergraduate Twin Cities Senators are to meet with their respective college's student boards once (1) in an academic year.
 1. This meeting shall be up to the discretion of the Senator(s) and the availability of their student boards.
 2. This meeting may be substituted to take the place of one of the four (4) meetings meant to be held solely with Student Board Leadership.

1. This is as the presence of the Student Board Leadership and additional board members would pass the requirements initiated.
3. The assurance for attendance of these meetings will be shared by the SSCC and the leadership of the selective college boards.
 1. Yearly agreements can be decided upon between the SSCC and the board leadership.
4. Failure to meet these attendance requirements will require a meeting with the USG Representative to the SSCC to discuss such failures and to plan for continuity in future meetings.
3. In the occurrence that a Student Senator has no Student Board established for their respective college, they must substitute these constituency meetings for two (2) meetings with the Dean, of the respective college, in a semester and four (4) throughout an entire academic year.
 1. These meetings shall be set up by the Dean and the Senator in question and proof of attendance should be provided to the SSCC.
 2. Same attendance guidelines and attendance requirements apply.
4. In the occurrence that a Student Board has already established requirements for Senators, USG requirements will simply appeal to those already established Student Board requirements while continuing the requirements, laid out in this proposal, that have not been addressed in the Student Board requirements.

1. Requirements for attendance to board meetings and excused absences would be dictated by the Student Board if already established.
 1. Additional requirements for attendance, that are dictated by the board, will require attendance keeping by the board for those additional requirements.
 2. However, those requirements in this proposal, that are not addressed in the Student Board requirements, would take precedent.
 1. The requirement for attending respective colleges events would be dictated by this proposal due to a lack of mentioning from Student Board requirements.

2. Absences/Events

1. All undergraduate Twin Cities Senators are allowed one excused absence, from these meetings with their student board, in a given semester.
 1. To be eligible for an excused absence Student Senators must give Student Board leadership & USG Representative to the SSCC notice 24 hours in advance of their inability to attend the impending meeting.
 2. Student Senators will not be penalized for absences due to the following unavoidable or legitimate circumstances in accordance with administrative policies^[1] regarding absences:
 1. illness, physical or mental, of the student or a student's dependent;

2. medical conditions related to pregnancy;
 3. participation in intercollegiate athletic events;
 4. Subpoenas;
 5. jury duty;
 6. military service;
 7. bereavement, including travel related to bereavement;
 8. religious observances;
 9. traveling;
 10. academic work such as class;
 11. conflict with employment.
2. Having two unexcused absences from meetings, with Student Board Leadership, within the first semester shall be treated as missing a Forum for the following semester.
 3. In the event that a Senator is re-elected and has missed two events or two meetings in the Spring Semester, these absences will be treated as having missed a Forum for the next academic year.
 4. All undergraduate Twin Cities Senators are encouraged to attend two events, hosted by their respective college's student boards, in a given semester.
 1. In the event that a Senator would like to make up for two missing absences, they may attend one event, hosted by their respective college.
 2. To certify their attendance they should take a picture of their U-Card at the event and send the photo to the USG Representative to the SSCC.
4. Student Group Representatives
 1. Student groups may apply to have representation in the Undergraduate Student Government Forum by the appointment of a Student Group Representative ("SGR"). There shall be three (3) types of student group representatives as outlined below, each of which shall hold voting rights. Each group shall be subject to

review by Forum Board to determine eligibility for representation. If the student group is found to be ineligible, the Speaker shall inform said group's president that they are ineligible for representation in Forum until they fully comply with all pertinent rules and requirements. All eligible groups that request representation shall have an SGR and register by a predetermined date set by the Forum Board.

2. Registered Student Organizations:

1. Registered Student Organizations ("RSOs") shall be eligible for representation to USG. The RSO must be registered through Student Unions & Activities and may not have more than 50% of its cumulative annual expenses covered by pass-through funds from another registered student group accepting funds from USG. The President of the RSO must confirm the appointment of an SGR.

3. Campus Life Programs:

1. Campus Life Programs ("CLPs") shall be eligible for representation to USG. The President of said CLP shall confirm the appointment of an SGR.

4. Athletic Teams:

1. Intercollegiate athletic teams and spirit squads shall be eligible for representation to USG. The team or squad must be recognized through the University of Minnesota Department of Athletics. All current captains of the athletic team must confirm the appointment of an SGR.

5. Committee Directors

1. Committee Directors shall hold voting rights as determined by the Undergraduate Student Government bylaws.

2. Terms:

1. All current voting members' terms shall expire at the end of the coterminous Forum of the academic year. Voting member terms shall begin during the election of a new speaker. When filling a vacancy, the new voting member will have voting rights upon selection.

3. Non-Voting Members

1. General Members:

1. Any Member of USG, as defined by the Constitution and Bylaws, may participate in debate in the USG Forum. General members may also register with the Speaker of the Forum to receive all updates pertaining to proposed and passed legislation in addition to notifications pertaining to Forum scheduling.

2. Administration Members:
 1. All members of the Administration of the Undergraduate Student Government may participate in Forum and shall receive all updates pertaining to proposed and passed legislation in addition to notifications pertaining to Forum scheduling.

4. OFFICERS OF FORUM

1. The Officers of the Forum shall include the Speaker of the Forum (“Speaker”), the Ranking At-Large Representative (“RALR”), the Ranking Voting Member (“RVM”), the USG Representative to the Student Senate Consultative Committee (“SSCC”), and a Parliamentarian. The Speaker, RALR, RVM, and SSCC shall make up the Forum Board. The method of election, responsibilities, and privileges of the Officers of the Forum shall be as prescribed in this Rule in addition to those set down by the Constitution and Bylaws of the Undergraduate Student Government.

1. The Speaker

1. Selection:

1. The Speaker shall be elected at the Final Session of Forum at the end of the academic year. The Speaker shall be elected by the “new” Forum selected in that year’s all campus elections. The Speaker shall be elected by rank-choice voting of all voting members.

2. Term of Service:

1. The Speaker shall serve from time of election to the election of the next Speaker.

3. Responsibilities:

1. The Speaker of the Forum shall serve as the presiding officer of Forum and shall conduct Forum in accordance with these rules and in accordance with Roberts Rules of Orders where these rules are silent. The Speaker may not offer or co-sponsor any legislation in Forum. The Speaker shall represent the interests of Forum to the Executive and Forum Board of the Undergraduate Student Government. The Speaker shall assist the President-Elect of the Undergraduate Student Government in negotiating the Registered Student Government Association (RSGA) Agreement between USG and the University at the end of each academic year. Moreover, the Speaker shall be responsible for all other duties as prescribed by Forum.

4. Privileges:

1. The Speaker may call special sessions of Forum, may appoint a parliamentarian of Forum, and may address Forum from time to time to recommend matters for their consideration.
2. The Ranking At-Large Representative
 1. Selection:
 1. The RALR shall be elected during the coterminous meeting of Forum at the end of the academic year. The RALR shall be elected by the “new” Forum selected in that year’s all campus elections. The RALR shall be elected by rank-choice voting by sitting At-Large-Representatives.
 2. Term of Service:
 1. The RALR shall serve upon election until the next coterminous Forum.
 3. Responsibilities:
 1. The RALR shall represent the opinions and wishes of the At-Large-Representatives to the Executive and Forum Board of USG.
 2. The RALR shall be responsible for all other duties as prescribed by Forum. In the event the Speaker cannot discharge their duties, the RALR shall preside over Forum until the Speaker is no longer indisposed.
 3. The RALR shall be responsible for assisting and coordinating all outreach efforts of the ALRs, both individually and as a body.
 4. Privileges:
 1. All legislation sponsored by the RALR shall be granted preference when setting the agenda for Forum. The RALR shall also be granted preference in debate. Moreover, the RALR may request that any resolution or position statement require an absolute majority for passage.
3. The Ranking Voting Member of Forum (RVM)
 1. Selection:
 1. The RVM shall be elected during the coterminous Forum at the end of the academic year. The RVM shall be elected by the “new” Forum selected in that year’s all campus elections. The RVM shall be elected by all SGRs.
 2. Term of Service:
 1. The RVM shall serve upon election until the next coterminous Forum.

3. Responsibilities:
 1. The RVM shall represent the opinions and wishes of all voting Members to the Executive and Forum Board of USG. Moreover, the RVM shall be responsible for all other duties as prescribed by Forum. In the event that the Speaker and RALR is unable to discharge their duties, the RVM shall preside over the Forum until the Speaker and RALR are no longer indisposed.
4. Privileges:
 1. All legislation sponsored by the RVM shall be granted preference when setting the agenda for Forum. The RVM shall also be granted preference in debate. Moreover, the RVM may request that any resolution or position statement require an absolute majority for passage.
4. The USG Representative to the Student Senate Consultative Committee (SSCC)
 1. Selection:
 1. The SSCC shall be elected in a special session of Forum at the end of the academic year. The SSCC shall be elected by the “new” Forum selected in that year’s all campus elections. The SSCC shall be elected by rank-choice voting by sitting Undergraduate Twin Cities Student Senators.
 2. Term of Service:
 1. The SSCC shall serve upon election until the next coterminous Forum.
 3. Responsibilities:
 1. The SSCC shall liaise between Forum and the Student Senate and shall recommend such measures as they deem prudent from one House to be considered in the other. The SSCC shall represent the opinions and wishes of the Twin Cities Student Senators to the Executive and Forum Board of USG and the Student Senate Consultative Committee. Moreover, the SSCC shall be responsible for all other duties as prescribed by Forum. In the event that both the Speaker, RALR, and RVM are unable to discharge their duties, the SSCC shall preside over Forum until the Speaker, RALR, and RVM are no longer indisposed.
 4. Privileges:
 1. All legislation sponsored by the SSCC shall be granted preference when setting the agenda for Forum. The SSCC

shall also be granted preference in debate. Moreover, the SSCC may request that any resolution or position statement require an absolute majority for passage.

5. The Parliamentarian

1. Selection:

1. The Parliamentarian shall be appointed by the Speaker in counsel with Forum Board.

2. Term of Service:

1. The Parliamentarian shall serve from time of selection to the final session of Forum for the academic year.

3. Responsibilities:

1. The Parliamentarian shall assist the Speaker on all matters of procedure while Forum is in session.

2. Shall assist Forum Board with such administrative responsibilities as Forum Board shall designate.

4. Privileges:

1. The Parliamentarian shall be preferred when raising a point of order or point of information.

2. Forum Board

1. Forum Board shall meet at least once before regularly scheduled meetings of Forum. Meetings of Forum Board shall be public, except by unanimous consent of the Board. A quorum shall consist of members of the Board.

2. Forum Board shall approve all agenda items of regular meetings of Forum.

5. ATTENDANCE AND VOTING

1. Attendance at all regularly scheduled sessions of Forum and meetings of Committee are mandatory for all voting members of Forum. All members of the Forum must comply with the provisions of this Rule in order to cast votes in Forum. All voting members must check-in for attendance prior to casting any votes. Any vote cast by a voting member who has not checked in shall be invalidated.

2. Voting Member Attendance:

1. No voting member shall have more than two (2) unexcused absences from regular sessions of Forum per semester or four (4) total absences in an academic year, except in cases of absence due to religious or medical necessity, which shall not count towards the number of allowed absences. After the first unexcused absence or second total absence, the Speaker, RALR, or SSCC shall notify the representative with a warning. After a second unexcused or third total absence, the representative shall lose their

voting rights for the duration of the academic year and shall no longer count towards quorum. Members who have conflicts with Forum and committee meetings shall submit in writing documentation of an unavoidable and legitimate reason for their absence to the Speaker, RALR, or SSCC twenty-four (24) hours prior to Forum. Unavoidable and legitimate excuses include, but are not limited to: illness, participation in intercollegiate athletic events or other University sponsored events, scheduled exams, subpoenas, jury duty, military service, family emergencies, and religious observances.

2. Voting member attendance shall be public on the Undergraduate Student Government website.

3. Proxies:

1. Voting members unable to attend a regular session of Forum due to an excused absence are able to appoint a proxy to vote on their behalf and notify the Speaker of the appointment of a proxy twenty-four hours (24) prior to Forum. No person otherwise unqualified to serve as a voting member (such as a staff member of the USG Administration) in Forum in the same capacity as the absent member shall be eligible to serve as a proxy.

4. Reinstatement:

1. Removal of voting rights shall not preclude anyone from seeking voting rights in Forum in subsequent academic years via campus elections or appointment by a student group.

5. Voting:

1. Voting in Forum shall all be done electronically at the discretion of the Speaker. Doing so will enable the Undergraduate Student Government to record how representatives cast their votes.
2. All votes shall be public in the Forum minutes and on the Undergraduate Student Government website.
3. By motion of two-thirds of members present, legislation may be voted on electronically outside of Forum. The manner of electronic voting shall be determined at the discretion of the Speaker and the question voted on shall be available for thirty-six (36) hours subsequent to the request for an electronic vote.

6. COMMITTEES OF FORUM

1. Committees are the primary means through which advocacy is shaped and refined in the Undergraduate Student Government. Each committee shall be led by a director who shall lead and act as the spokesperson for their committee. All legislation voted out of committee shall be brought before the Forum body.

1. Standing Committees:

1. There shall be five (5) Standing Committees of Forum. Each Standing Committee of Forum shall meet at least five (5) times per semester in such time and place as determined by Forum Board in consultation with the Committee Directors. Additional meetings may be called with at least thirty-six (36) hours of notice by the Director of the respective committee. Each committee shall report on their activities to Forum at the discretion of Forum Board. The Committees of Forum shall be:
2. Academic Affairs Committee:
 1. The Academic Affairs Committee shall be responsible for USG engagement with all academic issues on campus. The committee shall maintain relationships with bodies working on academic affairs in order to improve the undergraduate academic experience.
3. Infrastructure Committee:
 1. The Infrastructure Committee shall be responsible for USG initiatives regarding transportation, buildings and space management, capital planning, campus neighborhoods, and any other issues related to physical property, plant, and equipment of the University and surrounding area.
4. Environmental Accountability Committee:
 1. The Environmental Accountability Committee shall be responsible for USG initiatives regarding environmental and energy issues. The committee shall work to increase and maintain student representation in University decision-making regarding environmental issues and advocate for the addition and expansion of environmental programs on campus. The Environmental Accountability Committee shall liaise with the Big Ten Sustainability Coalition.
5. Diversity & Inclusion Committee:
 1. The Diversity & Inclusion Committee shall engage traditionally underrepresented groups on campus and shall work towards meaningful progress on the fronts of diversity and inclusion both in USG and the University Community.
6. Campus Life Committee:
 1. The Campus Life Committee shall focus on the quality of life of the undergraduate students on campus, with an emphasis on student groups, student resources, Greek Life, athletics, and housing. The Committee shall work to improve the student experience with respect to campus life programs and resources.
- 7.

2. Membership and Attendance:

1. All voting members of Forum shall serve on one of the Standing Committees of Forum unless other arrangements are made, subject to approval by Forum Board. Voting members may choose which committee they serve on and must register for at least one (1) with the Committee Director of their chosen committee no later than the second regularly scheduled meeting of that committee. Voting members can register up to one (1) committees. If a brand-new voting member steps into the role after the second regularly scheduled meeting of committee, they shall register by the second committee date after they become a voting member. Only voting members shall be able to register for committee. If a voting member would like to change their registration for committee, they must alert the outgoing committee director of the committee they are leaving and alert the committee director of the committee they are joining. Their registration status shall be updated and valid at the next committee. However, they shall have no voting rights until their second meeting. No voting member shall have more than one (1) unexcused absence from regular meetings of Committee per semester or two (2) total absences, except in cases of absence due to religious or medical necessity, which shall not count towards the number of allowed absences. After the first unexcused absence or second total absence, the Speaker, RALR, or SSCC shall notify the representative with a warning. After a second unexcused or third total absence, the representative shall lose their voting rights for the duration of the academic year and shall no longer count towards quorum. Members who have conflicts with Committee meetings shall submit in writing documentation of an unavoidable and legitimate reason for their absence to the Director of their Committee twenty-four (24) hours following the Committee meeting. Unavoidable and legitimate excuses include, but are not limited to: illness, participation in intercollegiate athletic events or other University sponsored events, scheduled exams, subpoenas, jury duty, military service, family emergencies, and religious observances.

3. Committee Directors:

1. Selection:
 1. Committee Directors shall be elected during the coterminous Forum at the end of the academic year. Committee Directors shall be elected by the “new” Forum selected in that year’s all campus elections. Committee Directors shall be elected by rank-choice voting by all voting members.
2. Term of Service:

1. The term of a Committee Director shall begin on July 1 or in cases of midyear elections, at the moment of election, and shall end June 30.
3. Responsibilities:
 1. Directors of the Committees of Forum shall be responsible for organizing their respective committee meetings. They shall manage committee members and oversee completion of committee tasks and goals along with other responsibilities as Forum shall delegate. They shall report to the Vice President and the Speaker of the Forum.
4. Privileges:
 1. Committee Directors are entitled to address regular sessions of Forum when matters within the scope of their committee are being discussed, and shall be entitled to speak during debate on such matters pertaining to their committee. Committee Directors may create Sub-Committees and appoint Sub-Committee Directors as needed. Committee Directors have a vote in the Forum body.
5. Legislation in Committee:
 1. Once the Committee Director has determined that a piece of legislation has been adequately consulted, they shall put it to a public vote in the next regularly scheduled meeting of that committee and they shall report the results of the vote to Forum Board. Quorum shall consist of a majority of all registered committee members.

7. DEBATE AND DECORUM

1. Debate
 1. Requirements for Debate:
 1. No legislation that has not been adequately consulted with all relevant parties shall be debated or passed by Forum. Legislation may be presented to Forum for questions and feedback prior to consultation being completed, but may not be debated or voted on. Issues may be raised and referred to committee from the floor.
 2. Debate:
 1. All debate will be conducted under the latest edition of Robert's Rules of Order at the Speaker's discretion. The Speaker will attempt to alternate between those arguing in the affirmative those in the negative. No member will proceed until recognized by the Speaker.
 3. Speakers:

1. All USG General Members may participate in debate, but any person in attendance may be yielded time from a voting member for participation in debate, at the discretion of the Speaker. Forum shall use a speaker's list at the discretion of the Speaker.
4. Duration and Frequency:
 1. All speeches will be limited to two minutes unless the Forum dictates otherwise. No person shall speak more than three times in debate on the same question unless authorized by a majority vote of Forum
2. Decorum
 1. No member shall impute another of dishonorable motivations or conduct while Forum or Committee are in session, either explicitly or implicitly.
 2. Members shall read all legislation presented to them prior to addressing the Forum on such matters, either in discussion or debate.
 3. All complaints of indecorous behavior shall be expressed privately to Forum Board who shall address them on a case-by-case basis.
 4. In the case of a gross breach of decorum, the Speaker may dismiss a member for the remainder of that day's session, which shall be subject to overrule by two-thirds ($\frac{2}{3}$) of those present.

8. CONSULTATION

1. All legislation debated and passed by Forum shall respect and abide by the terms set out in the RSGA Agreement between the Undergraduate Student Government and the University of Minnesota. Moreover, no specific consultation requirements enumerated in these Rules shall be construed to limit consultation where necessary and prudent, nor shall Forum Board place any item on the agenda that it believes has not been adequately consulted, regardless of completion of specific consultation requirements.

9. GENERAL LEGISLATIVE PROCEDURE

1. All items debated or voted upon by Forum shall comply with this Rule.
2. Format of Proposed Legislation:
 1. All legislation proposed in Forum shall be labeled FF "X", with FF signifying "Forum File", followed by a number representing when the legislation was introduced relative to other legislation during the academic year. The numbers shall reset each academic year, and legislation passed in prior years shall be referred to by their year and FF number (i.e. '18-'19 FF 1)
3. Requirements for placement on the Agenda:
 1. Following passage out of committee or successful accumulation of sufficient co-sponsors, a PDF of the finished legislation bearing the signatures of (i) the relevant Committee Director or (ii) the requisite

co-sponsors, shall be sent to Forum Board, along with a brief written account of the consultation process that accompanied the legislation, and a record of the final committee vote if applicable.

2. Forum Board shall determine that the proposed legislation has been adequately consulted. Subsequently, Forum Board shall disseminate the proposed legislation to the voting, staff, and registered general members of USG no fewer than twenty-four (24) hours to the next meeting of Forum.
3. Two-Thirds of all Forum Members may add any properly consulted item to the agenda of Forum for discussion no less than forty-eight (48) hours prior to Forum or via an amendment to the agenda during a regular session.
4. Requirements for passed legislation
 1. When legislation is passed, the Speaker shall sign the legislation and forward it all persons as prescribed by Rule IX.
 2. The Speaker shall also file all passed legislation in a public electronic folder prior to the next regular session of Forum or the conclusion of the academic year, whichever is sooner.

10. TYPES OF LEGISLATION

1. There shall be four types of legislation that Forum may pass: bills, resolutions, position statements, and requests for clarification. All legislation considered in Forum shall be drafted, consulted, and considered in accordance with this Rule.
 1. Bills
 1. Scope:
 1. Bills address the internal structure, organization, and operation of the Undergraduate Student Government. They are binding except where in conflict with the Constitution or bylaws of the Undergraduate Student Government. Bills may either direct the officers of USG or propose changes to the governing documents of the Undergraduate Student Government.
 2. Consultation:
 1. All bills shall be consulted with the President or their designee, the Speaker, and any other relevant staff members that the Speaker or President shall designate. In the case of proposed amendments to any of the governing documents of USG, the USG Advisor shall also be consulted.
 3. Procedure:
 1. All Bills shall be offered by a voting member of Forum or the Speaker. All bills must have twenty (20%) of voting members as co-sponsors prior to placement on the Forum

agenda. All bills must pass by an absolute majority with abstentions counting as a “nay” vote except in cases where prescribed otherwise by any document preceding these rules.

4. Implementation:

1. All passed bills will be forwarded to the President and any other pertinent staff members for implementation.

2. Resolutions

1. Scope:

1. Resolutions address the University of Minnesota Community. They are not binding upon members of university administration, but serve to demonstrate the opinions and preferences of the undergraduate student body as expressed by their elected representatives. Resolutions guide and inform the advocacy priorities of USG.

2. Consultation:

1. Resolutions shall be consulted with the presiding Committee Director and all relevant university administrators the President and presiding Committee Director shall designate.
2. All resolutions shall originate in one of the standing committees of Forum. The relevant committee director shall manage the drafting and consultation process and may delegate these responsibilities in whole or in part. Following passage out of committee, the resolution shall be presented to Forum Board to be scheduled for debate on the floor of forum at the earliest possible date. Resolutions may be offered by any voting member, administration member, or registered general member of the Undergraduate Student Government. All resolutions shall be passed by a simple majority except at the request for an absolute majority vote by the Ranking At-Large Representative or the Representative to the Student Senate Consultative Committee.

3. Implementation:

1. Following passage, all resolutions shall be filed and shall be forwarded by the Speaker to the President of USG, all relevant members of University administration, and the Office of Student Affairs.

3. Position Statements

1. Scope:
 1. Position statements express the opinion of the Undergraduate Student Government on issues external to the University of Minnesota Community.
2. Consultation:
 1. Position Statements shall be consulted with the President of the Undergraduate Student Government and any other persons as the President shall designate.
3. Procedure:
 1. Position Statements may be offered by any voting member, administration member, or registered general member of the Undergraduate Student Government. All position statements shall be passed by a simple majority except at the request for an absolute majority by the RALR, RVM, or the SSCC.
4. Implementation:
 1. Following passage, all position statements shall be filed and shall be forwarded by the Speaker to the President of the Undergraduate Student Government, the relevant outside party, and the Office of Student Affairs.
4. Requests for Clarification
 1. Scope:
 1. Requests for Clarification are used to gather information necessary or beneficial to the deliberations of Forum by requesting written answers to specific questions from relevant University administrators or outside parties.
 2. Consultation:
 1. Requests for Clarification will be consulted with Forum Board, the President, and any other persons as Forum Board or the President shall designate.
 3. Procedure:
 1. Requests for Clarification may originate in any of the standing committees of Forum. Alternatively, Requests for Clarification may be added to the Forum agenda following the accumulation of fifteen percent (15%) of voting members as co-sponsors. All requests for Production must be offered by a voting member of Forum. All Requests for Clarification must be passed by an absolute majority.
 4. Implementation:

1. Following passage, all position statements shall be filed in accordance with Rule VIII and shall be forwarded by the Speaker to the President of the Undergraduate Student Government, the party to whom the Request for Clarification is addressed, and the Office of Student Affairs.

11. RESIGNATION, MISCONDUCT, DISCIPLINE

1. Resignation:

1. Any Member, Officer, or Committee Director of Forum may resign at any time by notifying the Forum Board in writing whereupon the Speaker shall announce Officer and Committee Director resignations at the next Forum. All vacancies shall be filled by an absolute majority except where prescribed otherwise. If the Speaker resigns, they shall notify the Ranking At-Large Representative, who shall preside at the next regular session of Forum where a new Speaker shall be elected.

2. Impeachment:

1. All cases of misconduct by any Member, Officer or Committee Director of Forum shall be addressed under the Bylaws and Article III of the Undergraduate Student Government Constitution. All impeachment proceedings shall take place in closed session with only voting members and such additional persons as the Speaker may designate present.

2. Case for Impeachment:

1. The Speaker may designate one person to present evidence in favor of impeachment. The person whom the Speaker shall designate shall have no less than ten minutes to present evidence in favor of the motion, including the presentation of physical evidence, digital evidence, and witnesses.

3. Case for Acquittal:

1. The accused shall have no less than ten minutes to present the case for acquittal, including the presentation of physical evidence, digital evidence, and witnesses.

4. Questions from the floor:

1. Following each presentation, voting members shall be allowed time for questioning of both those presenting and refuting the motion to impeach, which may only be terminated by a two-thirds (2/3rds) majority of those present.

5. Debate:

1. Following the conclusion of questioning from the floor, debate for and against the motion will occur, which may only be terminated by a two-thirds (2/3rds) majority of those present.

6. Vote:
 1. Following the conclusion of debate, Forum will resume open session, and a roll count vote will take place immediately.
3. Sexual Misconduct:
 1. All cases of suspected sexual misconduct shall be addressed under the Sexual Misconduct Policy of the Undergraduate Student Government.

Adopted on: March 26th, 2019

Amended: April 28, 2020

Amended: November 10, 2020

Amended: October 19, 2021

Amended: October 4, 2022

[1] [Policy | Legitimate Absences](#)