

REVISED: NOVEMBER 10, 2010

**THE SIXTY THIRD STUDENT SENATE**

**RULES OF PROCEDURE**

**RULE Election and removal of Senate President and Senate  
ONE President Pro Tempore**

- 1.01** The first meeting of the regular session of the Student Senate shall be designated the "Organizational Meeting" of the Senate. At that time, the existing Rules of Procedure from the previous Senate shall be adopted in order to conduct business. The Student Body Vice President shall be designated the temporary presiding officer of the organizational meeting.
- 1.02** Following inauguration and installation of the new Student Senate, in the Fall semester, the Student Body Vice President shall convene and call to order the organizational meeting of the Senate for the purpose of electing a Senate President. Upon election, the Senate President shall immediately assume the chair and proceed with the election of the Senate President Pro Tempore. The Senate President Pro Tempore shall assume office immediately upon election.
- 1.03** The Senate President and Senate President Pro Tempore shall be elected from among the membership of the Senate. Election shall be by secret ballot and shall require a majority vote in order to elect a candidate. At least three-fourths of the Senate membership must be present for the election of the Senate President and Senate President Pro Tempore to occur.
- 1.04** The Student Body Vice President, acting as temporary chairperson, shall have the right to cast a vote for election of the Senate President in such cases where his/her vote would be decisive. The Senate President shall have the right to cast a vote for election of the Senate President Pro Tempore in such cases where his/her vote would be decisive.
- 1.05** Nominations for Senate President and Senate President Pro Tempore shall be taken from the floor and shall require a second. Each candidate shall be allowed, in alphabetical order, to address the Senate for no more than five(5) minutes. The Chairperson shall allow two pro-debate speakers per candidate. No con-debate shall be permitted during the election process. All nominees not addressing the Senate shall be requested to exit the chambers when not speaking, including during all debate on the candidates. Upon the completion of the final vote all nominees may enter the Chambers.
- 1.06** Upon election, the Senate President and Pro Tempore are to continue in office until their successors are chosen and

qualified or until the expiration of their term, whichever shall first occur. The Senate President and Senate President Pro Tempore shall take the oath prescribed for Student Body Officers in the Statutes before assuming their Senate offices. This oath shall be administered by the presiding officer at the time of their election.

**1.07** In the event of permanent vacancy in the office of Senate President, by reason of resignation, impeachment, succession to higher office, or any other reason, the President Pro Tempore, at the next scheduled Senate meeting, shall assume the chair and immediately call for election of a new Senate President. If the current Senate President Pro Tempore is nominated for the office of Senate President, the Vice President of the Student Body shall immediately assume the chair for the purpose of conducting the election.

**1.08** In the event that the positions of Senate President and Senate President Pro Tempore shall become vacant simultaneously, the following shall be the order of succession: Chairperson of Judiciary, Chairperson of Internal Affairs, Chairperson of Budget, Chairperson of Finance, Chairperson of Student Affairs. Any person in this line of succession who shall become acting President shall have only the authority to sign bills waiting to go to the Student Body President, call the next immediate meeting of the Student Senate and conduct the election for the new Senate President. If the committee chairperson acting as Senate President is nominated for the office of Senate President, then the Vice President of the Student Body shall immediately assume the chair for the purpose of conducting the election. The newly elected Senate President shall then preside over the election of the Senate President Pro Tempore.

**RULE Student Senate President: Duties and Powers  
TWO**

**2.01** The Senate President shall be the presiding officer of the Student Senate except when he/she chooses to temporarily relinquish the chair. In such cases, the president shall have the authority to appoint any senator to assume the chair temporarily, not more than one Senate meeting, and preside over the Senate.

**2.02** The Senate President shall not designate a senator as temporary chair if said senator has participated in the debate of a question or measure still before the body. The President, once he/she has relinquished the chair to debate, shall not resume the chair until the question before the body has been resolved.

**2.03** When not holding the chair or presiding over the Senate, the President shall retain all the rights, privileges and responsibilities of any other Senator.

- 2.04 The President shall preserve order and decorum in the Senate Chambers and, in the case of disturbance or disorderly conduct, may have members or guests of the Senate removed.
- 2.05 The President shall have the authority to appoint the members of all Senate committees.
- 2.06 The Senate President may compel any committee of the Senate to meet at a specific time with at least 24 hours notice to the appropriate chairperson and committee members.
- 2.07 The President shall have the authority to appoint, subject to Senate confirmation, the Senate Parliamentarian, Senate Page and Sergeant-at-Arms.
- 2.08 The Senate President shall sign all acts, resolutions, writs, warrants, subpoenas, authorizations for payment or other such documents which shall require the signature of the President. The President shall decide all questions of order subject to an appeal by any member. The President may require the member raising a point of order to cite the rule or other authority in support of the question. Unless otherwise specified in these Rules, any motion to appeal the decision of the Chair shall require a majority vote of the Senate to pass.
- 2.09 Subject to order and decorum, the President shall provide reasonable access to members of the public, and press, including at least one representative from each of the print, radio, and television news media.
- 2.10 The Senate President shall, in conference with the Student Body Auditor, develop an audit plan no later than the end of the fourth week of the President's term of office, providing that the Office of Auditor has been filled.
- 2.11 The Senate President shall appoint a liaison to the Faculty Senate. This liaison shall provide a report of the Faculty Senate meeting to the Senate.

**RULE Student Senate President Pro Tempore: Duties and  
THREE Powers**

- 3.01 In the event of the Senate President's absence or temporary vacancy and omission to make an appointment as stated in Rule 2.01, the President Pro Tempore shall act as President during the President's absence for the duration of the absence.
- 3.02 In the event of permanent vacancy in the office of Senate President, by reason of death, resignation, impeachment, succession to higher office, or any other reason, the President Pro Tempore, at the next scheduled Senate meeting, shall assume

the chair and immediately call for election of a new Senate President.

**3.03** The Senate President Pro Tempore shall administer the oath of office to all persons confirmed by Senate. In the absence of the President Pro Tempore this duty shall be vested in the officer presiding over the Senate at the time of confirmation.

**3.04** The Senate President Pro Tempore shall be the Chairperson of the Senate Rules and Calendar Committee.

**RULE  
FOUR**                    **SECRETARY**

**4.01** The Senate Program Assistant shall be the official secretary of the Student Senate.

**RULE** **Parliamentarian; Page; Sergeant at Arms**  
**FIVE**

**5.01** The Parliamentarian shall advise the Senate on matters of parliamentary procedure or pertinent law. The Parliamentarian shall also perform any other duties that the Senate President shall determine to be necessary for these purposes.

**5.02** The Sergeant-at-Arms shall maintain order in the Senate Chambers under the direction of the Senate President or other presiding officer(s). The Sergeant-at-Arms shall strictly enforce the rules relating to conduct within the Senate Chambers. The Sergeant-at-Arms shall assist the Secretary in the distribution and maintenance of Senate notebooks and in other matters that the Senate President shall determine to be necessary.

**5.03** The Sergeant-at-Arms, Parliamentarian and Clerk shall be under the direct supervision of the Senate President.

**5.04** The Senate Page shall be responsible for distributing legislation, ballots, messages and other literature to Senators within the Chamber. The Page shall also perform any other duties that the Senate President shall determine to be necessary for these purposes.

**RULE**                    **Committees**  
**SIX**

**6.01**                    **Committee Appointments**

The Senate President shall appoint all committees of the Student Senate. The Senate body may request the Senate President to reconsider committee assignments by a three fourths (3/4) vote of the Senate. The Senate President shall serve as an ex-officio member of all Senate committees.

- a. The Senate President shall serve as an ex-officio member of the Senate Budget Committee.
- b. The Senate Pro Tempore shall serve as an ex-officio voting member of the Senate Budget Committee.
- c. Ex-Officio members shall not be considered for the purpose of determining quorum, unless they have been granted the right to vote.
- d. In the case that ex-officio members are granted the right to vote then their presence will be considered for the purpose of determining quorum.

**6.02** Standing Committees shall consist of not less than five voting members.

**6.03** The Senate President may appoint a maximum of two non-senators to each Senate committee as non-voting members. Non-voting members shall not be considered for the purpose of determining quorum.

**6.04 Standing Committee Chairs**

The chairperson of a standing committee shall be a voting member of the committee. However, he/she shall only vote when his/her vote is decisive in breaking a tie, in accordance with Robert's Rule of Order. He/she shall preside and keep order and decorum of the meetings. The chairperson of a standing committee shall serve six (6) weeks in Senate prior to assuming the chair. This rule may be waived by a two-thirds (2/3) vote of the committee.

**6.05** The chairperson of a standing committee shall review and sign all committee reports and shall present them to the Senate. The chairperson shall sign such other documents as may be required. In addition, the Chairperson shall also compile a committee notebook which they will present to the Senate President at the end of their said term. This notebook shall serve as a guide for the subsequent chair and should contain a list of instructions, copy of meetings times and agendas, and any other pertinent information.

**6.06** The chairperson of a standing committee shall be responsible for establishing the meeting time and place of the committee and shall have the authority to call a meeting of the committee with **24 hours** notice to committee members and the Senate President by phone and electronic mail.

**6.07** The chairperson of a standing committee is authorized to invite any individual to appear before the committee for the purpose of submitting information.

**6.08** If the Chairperson wishes to debate a motion he/she will do so in accordance with Robert Rules of Order.

**6.09** The Chairperson shall not vote unless to break a tie.

**6.10 Standing Committee Vice Chairs**

In the event of the absence of the chairperson from any standing committee meeting, the vice chairperson shall assume the duties of the chairperson.

**6.11** The vice chairperson shall act as the recording secretary of all standing committee meetings and shall be responsible for keeping the minutes of the meeting and submitting the same to the Senate Program Assistant.

**6.12** The vice chairperson of each committee shall submit a committee report to the Rules and Calendar Committee and Senate Program Assistant by the next regularly scheduled Senate meeting.

**6.13 Standing Committee Business**

No standing committee may do business without the presence of a quorum of the committee. A quorum shall be defined as more than half of the voting members of the committee. As pursuant to Robert's Rules of Order ex-officio members shall count towards quorum as well, but not against. However, other non-voting members shall not be counted for the purpose of obtaining quorum.

**6.14 Committee Referral**

The Senate President shall refer all bills and constitutional amendments to the appropriate standing committee for consideration and action, and the Senate President may refer any resolution to committee or directly to the calendar for second reading. In the occurrence of a bill being referred to multiple committees, the committee assignments shall be considered a sequential order. The bill must be passed in sequence by the relevant committees to be placed on Second

Reading. A bill passing an individual committee shall proceed with any amendments to the next committee for consideration. Failure of a bill by any assigned committee shall result in the defeat of the bill and it shall be removed from the Calendar. At the time of referral the primary sponsor of the legislation may move that it be transferred to the consent agenda following committee approval and with the committee's consent if it satisfies each of the following provisions:

- a. The bill is either a transfer or revision bill falling under the Finance Committee and the bill is for an amount equal to or less than \$500.00.

**6.15** During Second Reading, the President or other presiding officer shall call for any Senator wishing to remove an item from the Consent Agenda. If any Senator wishes to remove an item from the agenda, that bill will immediately be moved to Second Reading and follow standard procedure.

**6.16** Items not requested to be removed from the Consent Agenda will be considered to have passed by acclamation after a final call for requests is given by the President or other presiding office.

**6.17** Should a Senator desire a measure referred to a particular committee, the Senator shall so move. The motion must be passed by a **majority vote** of the Senate. This provision shall not be interpreted as limiting the Senate President's discretion to refer any measure to any other committees.

#### **6.18 Committee Meetings**

No committee shall take formal action upon measures except at public meetings, notice of which has been published or announced to the Senate session. Notice of all committee meetings shall be posted on the Senate bulletin board and each committee member shall be contacted by phone or electronic mail by the Chair at least **twenty-four hours** prior to the call to order of said committee meeting.

The decisions of both Fund Distribution Committees shall be compiled into a resolution by each committee's Senate liaison or designee weekly and placed on the Consent Calendar upon passage by the Budget Committee. The resolutions shall only be debated upon objection, in which case the liaison for designee will be eligible for an opening statement followed by three (3) rounds of pro and con debate. An amendment may be proposed to the resolution at any time, but only passed upon a two-thirds vote.

**6.19** The date, time and location of any and all committee meetings shall be determined by the chairperson or acting chairperson of the committee. Standing committees shall meet at least once weekly unless otherwise determined by the Senate President.

**6.20** All meetings of committees, shall be open to the public at all times, subject to the presiding officer's right to maintain order and decorum. Only members of the committee may speak on measures before the committee unless the committee shall waive the committee rules to allow a non-member to offer additional information to the discussion. A non-committee member shall not be allowed to participate in debate on any measure. Committee meetings shall be held in an on-campus location at the discretion of the committee.

**6.21** Only those measures of which notice of introduction has been given and measures which have originated in committee may be acted upon at a committee meeting.

**6.22 Committee Reports**

Each committee shall file written reports. Reports of a committee meeting/activity shall include:

- a. Member attendance list.
- b. Amendments to measures before the committee and votes on those amendments.
- c. Final votes on measures.
- d. Pertinent discussion the committee feels should be brought to the attention of the Senate.
- e. The signature of the committee chairperson.
- f. The date and time of the meeting and the date and time of the next meeting.

Committee reports must be filed with the Senate Program Assistant prior to the next Senate meeting no later than noon of the day of the Senate meeting.

**6.23** It shall be the responsibility of each committee to report back to the Senate on all measures referred to the committee.

**6.24** The chairperson of a committee or his/her designee shall present the majority report on the Senate floor. Any member of a committee may also give a minority report on the committee's actions.

## **6.25 Ad Hoc and Subcommittees**

The Senate President shall have the power to create ad hoc committees and appoint their members and chairpersons. Non Senators may participate as voting members of ad hoc committees. Under no circumstances shall an ad hoc committee prevent any measure from reaching the floor of the full Senate.

**6.26** The Senate President may establish subcommittees of standing committees and shall appoint their members and chairpersons. The Senate President shall consult with the chairperson of the parent committee regarding appointment of subcommittees.

**6.27** The Sweepings and Central Reserves Committees shall be special temporary standing committees and defined in and subject to the limitations of Chapters 411 and 412 of the Student Body Statutes. These committees shall not be considered standing committees for the purpose of Rule 8.01 A.

## **6.28 Procedures for Vacancies**

In the event of permanent or temporary vacancies in the position of Chair or Vice Chair by reason of resignation, impeachment, succession to higher office, summer leave, or for any other reason, the committee shall be enabled to conduct special elections for purposes of replacement.

**6.29** In the event of permanent vacancy in the office of Chair, the Vice Chair shall assume all the duties of the Chair and shall immediately call for election of a new Chair at the next scheduled committee meeting.

**6.30** In the event of permanent vacancy in the office of Vice Chair, the Chair shall immediately call for election of a new Vice Chair at the scheduled committee meeting.

**6.31** In the event that the positions of Chair and Vice Chair are concurrently vacated, or the Vice Chair wishes to be a candidate for the position, the senior committee member who has served the longest term in the Senate shall preside over replacement elections, unless they wish to be a candidate for Chair, in which case the responsibility shall fall to the next most senior member.

**6.32** In the event that the Chair or Vice Chair should take temporary leave, as in the case of a summer leave of absence, the new officer's tenure shall last only until the return of their

predecessor upon which time they shall relinquish the title, duties and responsibilities of that office.

**RULE  
SEVEN**

**Standing Committees: Duties and Responsibilities**

**7.01 The Senate Budget Committee shall:**

- A. Debate, amend, reject, or recommend passage of the annual A&S Fee Budget.
- B. To review the annual A&S Fee process and inform the Senate as to any relevant action.
- C. Conduct other hearings and undertake such other business as the Senate may determine.
- D. Conduct annual budget workshops during the spring semester for A&S Fee Recipients funded through the Senate Budget Committee. The workshop will serve as an informational session for all funded recipients so they can better understand the budget process.
- E. The Budget Committee shall, in conjunction with the Senate Finance Committee, schedule mid-year reviews taking place during the early spring semester or all entities directly receiving Activity and Service Fees funds through the Budget committee.
- F. The Budget Committee is required to meet on Wednesdays before Senate, except when no business is present.

**7.02 The Senate Finance Committee shall:**

- A. Debate, amend, reject, or recommend the passage of measures pertaining to fiscal matters and to Chapter 800 of the Student Body Statutes.
- B. Review Chapter 800 of the Finance Code and suggest possible amendments.
- C. Debate, amend, reject or recommend the passage of budget revisions.
- D. Debate, amend, reject or recommend for passage of any allocations.

- E. Review the Funding Boards and inform the Senate of any relevant actions.
- F. Conduct other business and undertake such other business as the Senate may determine.

**7.03 The Senate Judiciary Committee shall:**

- A. Debate, amend, reject or recommend for passage measures pertaining to the Student Body Constitution or Statutes.
- B. Review the Student Body Constitution and Statutes and suggest possible amendments to these documents.
- C. Approve or disapprove appointments or nominations to the Student Government Supreme Court, University Defender's Office and General Counsel's Office, pending the approval of the full Senate.
- D. Review, consider, and if necessary, initiate impeachment proceedings against all officers of the Student Body, as mandated in the Student Body Constitution and Statutes.
- E. Conduct other hearings and undertake such other business as the Senate may determine.

**7.04 The Senate Internal Affairs Committee shall:**

- A. Conduct thorough interviews and hearings for all nominations to offices in Student Government by the Student Body President not including those approved by any other Senate Committee. The Senate shall confirm or deny all nominees for appointment approved by the Senate Internal Affairs Committee.
- B. The Senate Internal Affairs Committee shall determine what format Student Government applications will take. Once a format has been originally selected, the Internal Affairs Committee may propose any changes it deems necessary, which must pass the committee as well as the Senate by a two-thirds (2/3) vote in order to be formally adopted. Any format or changes to the form shall be in compliance with Chapter 202.11 of the Student Body Statutes. Should the Senate President desire approval or disapproval from the full Senate on a candidate, he/she must notify the Internal Affairs Committee within three days of receiving that candidate's application or forwarding papers.
- C. The Internal Affairs Committee shall create and maintain a Master Senate Calendar, with the dates, times and

locations of major campus events, as submitted by any student organization, agency, bureau or other student program, to be distributed to all Senators with their weekly agenda. With this Calendar, the committee will assign representatives of the Senate to attend these events to show support and to give a report to the entire Senate body during the closing announcements portion of the Senate each week. It is the responsibility of the Internal Affairs Chairman to input the information received into the SGA Master Calendar.

- D. Bureaus shall be annually reviewed by the Internal Affairs Committee, which shall recommend to Senate if a Bureau shall continue to exist or not in compliance with Chapter 900.7, of the Student Body Statutes.
- E. Members of the committee must be present for the interview, in its entirety, to be allowed to vote.

**7.05 The Senate Student Affairs Committee shall:**

- A. Review organizations funded by Student Government to determine their compliance with the Student Body Statutes and policy.
- B. Review issues pertaining to student body and inform the Senate as to any pertinent action.
- C. Oversee and develop new services and projects for the Student Body.
- D. Conduct other hearings, investigations, and undertake such other business as the Senate shall determine.

**RULE The Rules and Calendar Committee Shall:  
EIGHT**

- 8.01**
- A. Be composed of the Senate President, Senate President Pro Tempore, and the chairpersons of each of the standing committees. The Senate President Pro Tempore shall serve as chairperson of the committee.
  - B. Review and suspend Senators for excessive absences as provided for in sections 13 and 14 of these Rules.
  - C. Debate, amend, reject, or recommend passage of any amendments to the Senate Rules of Procedure.
  - D. Approve or disapprove of the nominations of appointed Senators, pending the approval of the full Senate.

- E. Review, consider, and if appropriate, write and debate resolutions of censure against members of the Senate, pending approval of two-thirds (2/3) of the full Senate.
- F. Facilitate communication between the officers of the Senate.
- G. Set the Calendar for the Senate.

**8.02 The Senate Affairs Committee**

- A. Be composed of the Vice Chairs of the Standing Committees.
- B. Add and delete members to the SGA Blackboard link as is necessary.
- C. Post amendments made to legislation on the Blackboard site as they are made in Committee.
- D. Update Student Government contacts.
- E. Oversee group discussion in Blackboard forum regarding legislation.
- F. Submit committee reports to the SGA Blackboard link.
- G. All additions to the SGA Blackboard link must be made within 24 hours of the Committee meeting.
- H. The Chair of the Senate Affairs Committee shall not serve on the Rules and Calendar Committee.

**RULE Senate Rules of Order  
NINE**

- 9.01** The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Senate in all cases to which they are applicable and not inconsistent with the Student Body Constitution, Statutes, or these Senate Rules.
- 9.02** The Senate President, or other presiding officer, shall declare all votes. However, if any Senator rises to contest a vote, upon the request of any five Senators, the Senate President or other presiding officer shall determine the vote by roll call.
- 9.03** In cases of roll call votes, the Senate Program Assistant shall call the roll of the Senate, in alphabetical order, recording the vote of each Senator. The Senate President's, or other

presiding officer's, name shall be called last, and only when his/her vote will be decisive. When the vote has been completely recorded, the Senate President, or other presiding officer, shall announce the result to the Senate.

- 9.04** Before the result of a roll call vote has been announced, a Senator may advise the Senate Program Assistant of his/her wish to be added to the vote or to change his/her vote.
- 9.05** In no case shall a Senator cast a vote for another Senator who is absent from the chambers or committee meeting. No person who is not a Senator shall vote in place of a Senator. No proxy voting shall be allowed under any circumstances. Violations of this provision shall be punished as the Senate shall deem proper.
- 9.06** A Senator shall be permitted to enter into the record a written explanation of not more than two hundred words for any vote or action he/she may take.
- 9.07** Senators present in the Chamber during a roll call vote may vote for or against the matter in question, or abstain from the vote. Abstentions and/or blanks shall not be counted in determining the outcome of the vote.
- 9.08** Any Senator may appoint one or more Legislative Aides to assist them in the performance of their duties as a Senator. Legislative Aides shall serve at the sole discretion of their appointing Senator, can only be dismissed by their appointing Senator, and may not vote in the Senate or attend official meetings in the place of their appointing Senator.

**RULE Senate Business  
TEN**

- 10.01** When in session, the Senate shall meet weekly on Wednesday. The meeting shall be called to order at 7:30 p.m.
- 10.02** All regularly scheduled meetings of the Student Senate shall be publicly posted or advertised in the Student Government Page of a local newspaper or advertised in the Florida State University campus newspaper. Any such advertisement shall include the time and place of the Senate meeting. This section shall be administered by the Senate President, or his/her designee.

**10.03****Special Sessions**

The President of the Senate shall be empowered to call a special session of the Senate if requested by a majority vote of the Senate. All Senators shall be notified of this special session by the Senate Program Assistant at least 24 hours prior to the special session being held.

- a) Call to Order
- b) Pledge of Allegiance
- c) Moment of Silent Reflection
- d) Roll Call
- e) Verification of Quorum
- f) Correction and Approval of the Journal
- g) Student Comments
- h) Special Introductions and Announcements
- i) Messages from the Executive Branch
- j) Messages from Executive Agencies, Bureaus and Affiliated Projects Directors, and SGA Organization Officers and Employees
- k) Messages from the Senior Class Council.
- l) Messages from the Congress of Graduate Students
- m) Messages from the Judicial Branch
- n) Messages from the Union Board
- o) Report of the Student Body Auditor
- p) Report of Committees and Senate Confirmations
- q) First Reading - Bills, Constitutional Amendments and Resolutions
- r) Notice of Introduction and Referral of Measures
- s) Consent Calendar
- t) Second Reading - Bills and Constitutional Amendments
- u) Unfinished Business
- v) New Business
- w) Closing Announcements
- x) Final Roll Call and Adjournment

**10.04**

The Calendar shall govern the order of consideration of measures by the Student Senate.

**10.05**

The Calendar cannot be changed on the Senate floor of a Senate meeting without a two-thirds vote to unlock the Calendar.

**10.06**

The Calendar must be accepted by two-thirds vote of the Senate.

**10.07** Any bill or constitutional amendment, to be included on the calendar of a Senate meeting, must be filed in the Office of the Senate President no later than noon on the day before the said meeting of the Senate.

Any bill or constitutional amendment that is introduced for First Reading or tag-on (compound motion) for immediate consideration on the Senate floor must be accompanied with adequate copies for current Senate body membership.

**10.08** Any resolution, to be included on the calendar of a Senate meeting, must be filed in the Office of the Senate President no later than 4:00 p.m. on the day before the said meeting of the Senate.

**10.09** The Senate Program Assistant shall publish the calendar.

**10.10** The Senate Program Assistant shall record the Journal of the official proceedings of the Senate.

**10.11** The Senate Program Assistant shall publish the Senate Journal each week no later than **twenty-four hours** prior to a regular session of the Senate. Journal entries shall include, but not be limited to:

- a) Hours of convening and adjournment.
- b) A List of Senators present and absent for first roll call.
- c) Name of presiding officer(s).
- d) Messages from the Executive Branch.
- e) A description of all measures introduced and date of entry.
- f) Messages of the Senate President and names of all guests introduced.
- g) A summary of all committee reports.
- h) Engrossing, enrolling, and transmittal of all bills and constitutional amendments.
- i) Description of any floor amendments or committee amendments offered and their disposition.
- j) Any material votes required by the Student Body Constitution, Statutes, or these rules, ordered by the Senate or determined necessary to report the proceedings of the Senate.

- k) All roll call votes.
- l) A list of Senators present and absent for the final roll call.

**10.12** A copy of each bill and/or resolution shall be provided to each Senator prior to and available at each meeting at which it will be considered.

**10.13** Reports and other presentations to Senate may not take longer than five (5) minutes, unless Senate agrees to waive this provision by a two-thirds (2/3) vote for that report or presentation. This rule may also be waived by the Presiding Officer.

**10.14** Any student wishing to speak during the Student Comments section of the agenda will fill out a "Request to Speak" card, providing their names and subject matter.

**RULE**            **Introduction of Measures and Motions**  
**ELEVEN**

**11.01** A "Constitutional Amendment" shall be any measure proposing a change, deletion or addition to the Student Body Constitution.

**11.02** A "Bill" shall be any measure proposing an amendment to the Student Body Statutes or any measure appropriating money.

**11.03** "Resolutions" shall be any substantive measure which is not a bill, or constitutional amendment.

**11.04** A "Nomination" shall be the name of any person who has been named to candidacy to fill a vacant position in Student Government that requires confirmation by the Senate.

**11.05** "Confirmation" shall be defined as the approval of a nominee by the Senate, in which case the nominee shall then immediately assume office.

**11.06** A Senator shall file all bills, constitutional amendments or resolutions for consideration by the Senate in accordance with **Sections 10.08 and 10.09** of these Senate Rules.

- 11.07** Any bill or resolution filed on time shall be drawn up by the Senate Program Assistant and distributed to members of the Senate.
- 11.08** Any bills affecting Student Government funds which are restrictive shall state all restrictions, earmarks, stipulations and provisions as part of the body of the bill.
- 11.09** All appropriations bills unless they concern the Senate accounts, must be accompanied by an information form detailing the need for the money, the specific uses for the money, and alternative methods of funding which have been investigated. Any bill appropriating money to a student organization shall include a copy of their expense statement. This information shall be provided and signed by a member of the requesting group or organization and shall be provided at the time bills are placed on first reading.
- 11.10** All bills shall include a statement of legislative intent. No bill shall be placed on second reading without such a statement.
- 11.11** All constitutional amendments, bills, and resolutions shall be submitted on the appropriate forms as designated by the Senate President.
- 11.12** Any measure being brought before the Senate for the first time shall be placed on first reading. Unless otherwise objected to by a Senator, measures shall be considered read by publication.
- 11.13** After first reading, the Senate President shall refer all bills, and constitutional amendments to the appropriate standing committee(s) for consideration and action. The Senate President may refer any resolution to committee(s) or directly to the calendar for second reading, except for changes to the Rules of Procedure, which must go to Rules and Calendar.
- 11.14** Should a Senator desire a measure referred to a particular committee, the Senator shall so move. The motion must be passed by a majority vote of the Senate. This provision

shall not be interpreted as limiting the Senate President's discretion to refer any measure to any other committees.

**11.15** Any measure reported out of committee(s) and committee amendments shall be placed on second reading. Any measure on second reading is in order for consideration by the Senate.

**11.16** All nominees to Student Government offices requiring Senate confirmation shall have their completed applications forwarded to the appropriate Senate committee for consideration. The committee shall interview and question the nominee and then vote on whether to recommend approval or rejection of the nominee to the full Senate. Following the vote of the committee, all nominees shall be called to the floor of the Senate at its next meeting and may be questioned by any Senator wishing to do so, for a period of time to be determined by the presiding officer. Following the period of questioning, any Senator shall move to confirm the nominees, either individually, or in block. Prior to any vote for confirmation being taken, but after the questioning period has expired, any Senator may move to enter into a period of pro/con debate on any of the nominees, which must be approved by a majority vote of the Senate. Such a motion shall state which nominees are to be debated, and they shall be permitted to remain in the Senate Chamber while the debate is going on if they so choose. After all rounds of debate have expired, each nominee being debated shall have five (5) minutes to give a closing argument as to why they should be confirmed. At no time shall the presiding officer allow any debate that involves personal attacks or slander against a nominee, although pertinent debate related to character and suitability for office shall be permitted.

**11.17** A measure or motion shall be considered properly introduced for consideration and property of the Senate upon the reading of the question/measure by the Senate President, or other presiding officer, after such measure has been properly moved and seconded.

- 11.18 The primary sponsor of any bill, constitutional amendment or resolution may withdraw consideration of the document from the Calendar of the Senate at any time.
- 11.19 Any amendment to a measure must be submitted in written form and must contain the number or title of the measure to be amended, the exact language of the proposed amendment including that which shall be inserted, deleted, and/or substituted.
- 11.20 The Senate may, at any time following the proper motion of the Senate President, Senate President Pro Tempore, standing committee chairperson or vice chairperson, move to committee caucus for the purpose of expediting the consideration of any measure. A motion to move to committee caucus for fifteen (15) minutes or less shall require a majority vote of the Senate. A motion to move to committee caucus for more than fifteen minutes shall require a **two-thirds** vote of the Senate. The Senate President, or other presiding officer, shall reconvene the Senate at the end of the allocated caucus time.
- 11.21 Any Senator may, at any time, move to meet as a committee of the whole for the purpose of discussing informally any Senate business. A motion to convene as a committee of the whole shall require a **two-thirds** vote of the Senate. A motion to adjourn such a committee meeting and return to a regular Senate meeting shall require a majority vote.
- 11.22 The Senate President, or other presiding officer, shall preside over any meeting of a committee of the whole.
- 11.23 All amendments to bills that appropriate or transfer funds to organizations that are not part of the originally submitted bill must be individually debated on the Senate floor, regardless if the sponsor accepts them as friendly or unfriendly. Such amendments shall require the normal majority vote of the Senate to become part of the main bill.

#### **RULE Decorum and Debate on the Floor of the Senate**

##### **TWELVE**

- 12.01 No person who is not a Student Senator or a Senate officer shall be recognized to speak before the Senate unless the Senate votes by majority to allow such a speaker.

- 12.02** Only Student Senators and Senate officers shall be allowed on the floor of the Student Senate while the Senate is meeting, except for the SGA Advisor and the Senate Program Assistant.
- 12.03** The Student Government Advisor, Senate Program Assistant and SGA Business Manager shall be allowed to speak during debate, other Rules of Procedure notwithstanding, in order to provide information or advice (only) to Senators.
- 12.04** Rules 12.01 and 12.02 shall not apply to individuals invited to address the Student Senate whose name or purpose of address appears on the Senate Calendar.
- 12.05** A Senator who wishes to gain the floor shall raise his/her hand and wait for recognition by the Senate President, or other presiding officer.
- 12.06** Any Senator recognized by the Senate President, or other presiding officer, shall rise to address the Senate.
- 12.07** No Senator shall speak a second time unless all other Senators wishing recognition for the same side of debate (pro/con) have had an opportunity to address the Senate. No Senator shall speak more than twice, unless recognized by the Presiding Officer at his/her discretion.
- 12.08** A Senator who moves a measure shall have the option of both opening debate and closing debate. Opening debate shall be limited to five minutes. Closing debate shall be limited to two minutes.
- 12.09** The mover of a measure shall have the option of closing debate in all cases including when a motion passes to cease debate. In such cases, the mover of the measure shall have closing debate after the vote to call the question and prior to the putting of the question to the body.
- 12.10** Each round of debate other than closing and opening shall be limited to three (3) minutes.
- 12.11** Any Senator may yield his/her remaining time to any other Senator except on closing debate. By sitting down after speaking, the Senate waives the remaining debate time.
- 12.12** The remaining time on any side of debate (pro/con) on a main or secondary motion shall be returned to that side of debate upon

completion of any amendment considered unfriendly by the primary sponsor or the completion of any motion and continue to the next side of debate.

**12.13** The Senate President, or other presiding officer, may reduce debate time limits for speakers and/or limit debate on the entire question, whenever necessary. Such a decision of the chair may be overturned by a majority vote of the Senate.

**12.14** Use of the Senate Chambers shall be reserved solely for the work and duties of the Student Senate, unless otherwise designated by the Senate President.

**CHAPTERS 12.15 THROUGH 12.70 SHALL BE ENTITLED THE STUDENT SENATE CONDUCT CODE.**

**12.15** All individuals in attendance of a Senate meeting shall demonstrate the proper respect for the business and procedures of the Student Senate and all other individuals in attendance.

**12.16** No use of tobacco products shall be allowed in the Senate Chambers.

**12.17** All individuals shall refrain from creating disturbances, especially loud conversation and noise, during official Senate proceedings.

**12.18** All individuals shall wear appropriate business and or business casual attire for public meetings while in the Senate chambers. Hats and shorts will not be tolerated. Failure to act in accordance with the said rule shall result in the dismissal of the individual from Senate Chambers at the discretion of the Senate President.

**12.19** No apparel shall be worn within the Senate chambers which substantially disrupts any official Senate proceeding.

**12.20** The Senate President shall ensure that no active student political party is advertised in the Senate Chambers. Such advertising shall consist of, but not limited to, t-shirts, stickers and buttons that advertise party names.

**12.21** Every member shall be within the Senate Chamber during its sittings unless excused or necessarily prevented, and shall vote on each questions put, except that no member shall be permitted to vote on any question immediately concerning his private rights as distinct from the public interest.

- 12.22** No member or any person shall take possession of an original bill with the intention of depriving the Senate of its availability for consideration. The responsibility for the safe-keeping of original bills shall vest in the Senate Program Assistant.
- 12.23** Senate office is a trust to be performed with integrity in the public interest. By personal example and by admonition to colleagues whose behavior may threaten the honor of the Senate, he shall watchfully guard the responsibility of his office and the responsibilities and duties placed on him by the Senate.
- 12.24** A member shall respect and comply with the law and shall conduct himself at all times in a manner that promotes public confidence in the integrity and independence of the Senate. Each member shall conduct himself at all times in a manner that promotes a professional environment in the Senate, free from discrimination.
- 12.25** A member of the Senate shall accept nothing which reasonably may be construed to improperly influence his official act, decision or vote.
- 12.26** A member shall scrupulously comply with the requirements of all laws related to the ethics of public officers.

**Rule Consideration of Vetoed Bills  
Thirteen**

- 13.01** Vetoed bills that have been returned to the Senate by the Student Body President shall be recognized and considered in the New Business category of the Calendar.
- 13.02** The Chair shall entertain a motion to override the veto or to reconsider the veto. If no motion is made or the motion fails the veto is automatically sustained. The original sponsor of the bill shall be permitted to address the Senate for three (3) minutes on why the veto should be overridden or reconsidered, if he or she so chooses.
- 13.03** A motion to override and reconsider shall not be considered a compound motion, however, it will require a two-thirds majority in the affirmative.
- 13.04** If the vetoed bill is amended in the course of reconsideration, it shall be considered new legislation and adhere to the Student Body Statutes 402.2 E.

- 13.05 If the veto is upheld, that bill cannot be resubmitted in identical form, for the remainder of that respective Senate.
- 13.06 All other issues arising from the reconsideration of a vetoed bill shall follow the laws as stipulated in Robert's Rules of Order.

**RULE Senate Attendance**  
**FOURTEEN**

- 14.01 Each and every Senator and Senate Officer must attend all Student Senate meetings and all meetings of the standing and subcommittees on which he/she serves.
- 14.02 An attendance roll call shall be conducted at the beginning and end of all Senate Sessions and at each standing and subcommittee meeting.
- 14.03 Failure to attend any Senate meeting shall constitute **one full** absence.
- 14.04 Failure to attend standing committee or subcommittee meetings, or a substantial portion thereof, as determined by the committee chairperson, will constitute **one-full** absence.
- 14.05 Meetings other than the regularly scheduled Senate sessions may, upon the concurrence of President and President Pro Tempore, be considered mandatory absence at which will constitute one-full absence. The Senate may overturn this provision at any time before or after such an event by a two-thirds vote.
- 14.06 Absence from any Senate meeting attendance roll call will constitute as a tardy. A tardy will count as one-half ( $\frac{1}{2}$ ) absence, except in the case where the roll call missed is accepted as final roll call, in such instances it shall count as one full absence, provided that the Senator who is tardy does not check in with the Senate Program Assistant upon re-entry into the Senate Chambers.
- 14.07 Any absence from a roll call called to verify quorum in Senate shall constitute **one-half** absence. In the event that quorum is not achieved and business must end, the quorum roll call shall be deemed to be the final roll call. Final roll call shall occur after final announcements except where final roll call occurred with a preceding bill. Before a quorum roll is called, the Senate President, or other presiding officer, shall allow a **three-minute recess** to allow Senators to return to the chambers.

- 14.08** Under no circumstances shall any Senator receive more than one full absence during any one Senate meeting.
- 14.09** The Rules and Calendar Committee shall determine if an absence of a Senator shall be deemed excused or unexcused.
- 14.10** The Rules and Calendar Committee shall consider the following as an excused absence:
- a) Documented illness.
  - b) Documented attendance of a class or class-related activity.
  - c) Study session or studying for a documented exam on the day following the absence.
- 14.11** The Rules and Calendar Committee may, by a **two-thirds (2/3)** vote, also consider the following as an excused absence:
- a) Travel associated with a student organization.
  - b) Attendance of an event or meeting sponsored by a student organization.
  - c) Undocumented illness.
  - d) Any other reason as determined by the Rules and Calendar Committee.
- 14.12** The Rules and Calendar Committee may require any reasonable documentation from a Senator prior to making any determination regarding the status of an absence.
- 14.13** Any Senator absent from any Senate meeting, Senate attendance roll call, Senate quorum roll call, committee meeting, or subcommittee meeting shall be required to provide a written excuse to the chairperson of the committee to which the Senator is a member, within six (6) school days of the absence. Failure to submit a written excuse within this time period may result in the absence automatically being declared unexcused.
- 14.14** Any Senator accumulating seven (7) unexcused absences, in any one term shall be suspended from the Senate pending impeachment proceedings.

- 14.15** The Senate Rules and Calendar Committee shall suspend any Senator who has exceeded the allowable number of absences as set forth in these Rules.
- 14.16** The Rules and Calendar Committee shall determine which Senators have been deemed suspended as a result of excessive absences. Suspended Senators shall not be considered in determining quorum, nor shall they be entitled to any rights or privileges of a Senator except those related to the due process of impeachment proceedings. Suspended Senators shall be forwarded to the Judiciary Committee. The Judiciary Committee shall contact the suspended Senator by phone message of the arranged impeachment proceedings.
- 14.17** A Senator shall be considered as having no absences at the beginning of their term in office. Absences will accumulate over their term in office and will be counted against the Senator regardless of any change in the academic term, or any intervening election in which their seat is not up for consideration.

**14.18 Leave of Absence**

All Senators shall be permitted to take a leave of absence during the summer session by informing the Senate Program Assistant in writing at least 2 weeks before the last Senate meeting in the Spring Semester. Any Senate seats temporarily vacated in this manner shall be advertised and filled in the same manner as other vacant Senate seats, although any Senator who has taken a leave of absence shall resume office at the beginning of the fall semester. Any Senators wishing to take a leave of absence at other times must first get the permission of the Rules and Calendar Committee before doing so.

**RULE Senators: Duties and Discipline**  
**FIFTEEN**

- 15.01** Each Senator is expected to carry out faithfully their Senatorial duties as set forth by the Student Body Constitution, Student Body Statutes, and these Rules of Procedure.
- 15.02** The Chairperson of a standing committee shall be required to post notice of all committee meetings at least 24 hours prior to the Call to Order of said committee meeting. Failure to do so shall result in a one-half an unexcused absence against the Chairperson.
- 15.03** The Chairperson of a Standing Committee shall be required to review and sign a committee report (submitted by the Vice

Chairperson to the Senate Program Assistant and the Chairperson of the Rules and Calendar Committee). Failure to sign the report shall result in one-half an unexcused absence against the Chairperson.

**15.04** The Vice Chairperson of a Standing Committee shall be required to submit to the Chairperson of the Rules and Calendar Committee and to the Program Assistant a committee report as outlined in **6.23** of the Rules of Procedure by the next Senate meeting. Failure to do so shall result in one-half an unexcused absence against the Vice Chairperson.

**15.05** Failure to carry out other specific duties as provided for in the Student Body Constitution, Student Body Statutes and the Senate Rules of Procedure, may result in the passage of a resolution of censure against the Senator in question by a **two-thirds** (2/3) vote of the Rules and Calendar Committee and the full Senate.

**15.06** Filing of Complaints

The Chairman of the Rules and Calendar Committee shall receive and review allegations of improper conduct that may reflect upon the Senate, as well as violations of these Rules of Procedure.

(1) Review of Complaints. The Chairman of the Rules and Calendar Committee shall review each complaint submitted to the Rules and Calendar Committee relating to the conduct of a member of the Senate.

(2) Complaints

(a) A complaint submitted to the Chairman of the Rules and Calendar Committee shall be in writing and under oath, setting forth in simple, concise statements the following:

(i) The name and legal address of the party filing the complaint.

(ii) The name and position or title of the member or officer of the Senate alleged to be in violation of the Senate Rules of Procedure, or other statutorily established standards of conduct.

(iii) The nature of the alleged violation based upon the personal knowledge of the complainant,

including, if possible, the specific section of the Senate Rules of Procedure or statute that was allegedly violated.

- (iv) The facts alleged to have given rise to the violation.
  - (b) All documents in the possession of the complainant that are relevant to, and in support of, the allegations shall be attached to the complaint.
- (3) Processing of the Complaint and Preliminary Findings
- (a) Upon the filing of a complaint, the Chairman of the Rules and Calendar Committee shall notify the Senator against whom the complaint has been filed and give such person a copy of the complaint.
  - (b) The Chairman of the Rules and Calendar Committee shall examine each complaint for jurisdictional defect and for compliance with these Rules of Procedure.
  - (c) Should the Chairman of the Rules and Calendar Committee determine that a complaint is jurisdictionally defective or does not comply with the Rules of Procedure, the complaint shall be dismissed and returned to the Complainant.
  - (d) Should the Chairman of the Rules and Calendar Committee determine that the complaint is not jurisdictionally defective and is in compliance with these Rules of Procedure, he/she shall notify the respondent of the time and location of the next meeting of the Rules and Calendar Committee, where reprimand proceedings shall take place. The Chairman shall conduct these public proceedings in a fair and impartial manner at his or her discretion, and the committee shall vote at the conclusion of the meeting whether or not the respondent is guilty or not guilty. No respondent shall be judged guilty unless two-thirds (2/3) of the committee so proclaims. Upon a verdict of guilty, the committee shall then decide on whether the respondent shall be orally reprimanded or formally censured by the Senate. If the committee or the full Senate fails to obtain the required vote for censure, then the

respondent shall be orally reprimanded by the committee Chairman at an appropriate time, to be determined by the Chairman.

- (e) All resolutions of censure shall require a two-thirds (2/3) vote of the Senate, preceded by a two-thirds (2/3) vote of the Rules and Calendar Committee. Any Senator receiving two or more resolutions of censure in any one year shall be automatically suspended from the Senate and referred to the Senate Judiciary Committee for impeachment.

**15.08** Nothing in these Rules shall be construed as to prohibit the initiation of impeachment proceedings against the accused Senator by the Judiciary Committee in the manner prescribed by the Student Body Constitution and Student Body Statutes.

**RULE Amendments and Waiving the Rules.**

**SIXTEEN**

**16.01** Temporary waiving of the Rules may be accomplished by a **two-thirds** vote of the Student Senate. A motion to waive the Rules is not debatable.

**16.02** These Rules may be permanently amended by a **two-thirds** vote of the Senate.

**16.03** Any amendment to these rules shall be presented to the Senate in the form of a resolution.

**16.04** A resolution to amend the rules shall be sent to the Rules and Calendar Committee for consideration and report. In cases where the resolution to amend originated in the Rules and Calendar Committee, the resolution nonetheless, shall be put on first reading for at least one week before consideration by the Senate.