

# Student Senate Rules and Procedures

## **Article I—Authority**

### **Section 1—Establishment**

1.1 In order to effectively and efficiently represent the students of Florida Gulf Coast

**University, the members of the Student Senate do hereby establish the following Rules and Procedures for the Florida Gulf Coast University Student Body Senate.**

### **Section 2—Constitutional and Statutory Conformity**

2.1. The Rules and Procedures shall not conflict with The Florida Gulf Coast University Student Government Constitution. It may, however, further define any section of Constitution that is applicable to the operation of the Senate.

## **Article II – Offices and Staff**

### **Section 1 -Officers of the Senate**

1.1 The officers of the Senate shall be the Student Senate President, the Student Senate Pro Tempore and the Student Senate Secretary.

#### 1.2 Student Senate President; Powers and Duties

- 1.2.1 To preside over all meetings of the Senate and preside over the Senate Executive committee in the absence of the Student Senate Pro Tempore
- 1.2.2 To recognize Senators who have the floor and to keep track of the speaking order of the Chamber
- 1.2.3 To decide all points of order
- 1.2.4 To sign all documents that requires the Senate President's signature
- 1.2.5 To serve as the ceremonial representative of the Senate as necessary
- 1.2.6 To appoint the membership of all standing committees, except for the Senate Executive Committee
- 1.2.7 To appoint the chairs of all standing committees, except for the Senate Executive Committee, with confirmation by a two-third (2/3) vote of the Senate
  - a) .To appoint the chairs for all subcommittees.
- 1.2.8 To create Senate ad-hoc committees as deemed necessary and appoint the chairs and membership of all Senate ad-hoc committees
- 1.2.9 To prepare and submit an annual budget for the Senate
- 1.2.10 To serve as a non-voting ex-officio member of all Senate committees.  
In the capacity the Student Senate President shall count towards quorum of the committee when present, but shall not count against quorum when absent
- 1.2.11 To communicate and be held accountable to communicate with committee chairs, Senate Executive, and give regular Senate reports on matters concerning Student Government, Florida Student Association, and other matters deemed pertinent to the Senate

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### 1.3 Senate Pro Tempore; Powers and Duties:

- 1.3.1 To Chair the Senate Executive Committee, and in the absence of the Student Senate President, to chair all Senate Meetings
- 1.3.2 To assist the Student Senate President in the completion of his/her duties
- 1.3.3 To serve as the Senate Sergeant-at-Arms and has the right to delegate the responsibility to another member of the Senate as they see necessary
- 1.3.4 To serve as a non-voting ex-officio member of all Senate committees. In this capacity the Student Senate Pro Tempore shall count towards quorum of the committee when present but shall not count against quorum when absent
- 1.3.5 To coordinate and setup interviews with interested students for vacant seats in Senate. To notify and communicate regularly to the Senate Executive Committee about these interviews

### 1.4 Student Senate Secretary; Powers and Duties

- 1.4.1 To prepare the Senate agenda for distribution based on instructions from the Senate Executive Committee
- 1.4.2 To be responsible for collaborating with the Dean of Students' Office when creating memorial Resolutions for a member of the Student Body
- 1.4.4 To be responsible for Bill drafting training for all Senators
- 1.4.5 To call roll at the beginning and adjournment of each Senate meeting and maintain accurate record of the senator attendance
- 1.4.6 To call roll for votes on legislation and maintain an accurate record of how each Senator voted on all legislation
- 1.4.7 To record accurate minutes of Student Government meetings and prepare them for distribution and approval seventy-two (72) hours following the meeting. With the following Student Government meetings being required: Senate meetings, Senate Executive meetings, Executive meetings, Judicial hearings, and other meetings as assigned

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- 1.4.8 To maintain accurate records of Senate business including but not limited to copies of all legislation, copies of meeting minutes, copies of attendance and voting records

## **Section 2 – Elections**

### 2.1 Election of Student Senate Officers; General Provision

- 2.1.1 Senate Officers shall be elected at the first meeting of the new administration.
- 2.1.2 The Student Body Vice President shall preside over the session of the meeting at which the election or confirmation of a new Senate President shall take place. The election of officers shall be the first order of business at this meeting
- 2.1.3 Elections shall be held in the following order: Student Senate President, Student Senate Pro Tempore, and Student Senate Secretary
- 2.1.4 Newly elected officers shall take office immediately upon election and shall serve until a successor is elected following the next election
- 2.1.5 Candidates who do not win may run for another position

### 2.2 Election of Student Senate Officers; Procedures

- 2.2.1 The presiding officer will open the floor for nominations. Any Senator is eligible to make a nomination. Nominees must be present and accept the nomination to enter into the election.
- 2.2.2 Each candidate will give a speech no longer than five (5) minutes in the order they were nominated. This time period may not be extended. All other candidates will leave the room while a candidate is speaking.

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- 2.2.3 There will then be time for two (2) speakers to speak on behalf of each candidate for no longer than two (2) minutes each.. All candidates shall leave the room during these speeches. These time periods may not be extended.
- a. Speakers for the candidates shall alternate in turn.
- 2.2.4 There will then be time for Senators to ask questions to the candidates. The total time for questions will be ten (10) minutes for each candidate. Each candidate will have one (1) minute to answer each question. Senators may only ask questions that each candidate can answer; candidates will have the opportunity to answer each question. The opportunity to answer a question first will rotate in the order the candidates were nominated. Question time may be extended by a two-thirds (2/3) vote of the Senate.
- 2.2.5 All candidates will then leave the room and a roll call vote will be held. A candidate must capture a majority of those present and voting in order to win the office. If no candidate receives a majority then the candidate receiving the least amount of votes will be eliminated and another roll call vote will be taken. This process will continue until one (1) candidate captures a majority.
- 2.2.6 In the event of a tie, the presiding officer shall cast the deciding vote.

### **Section 3- Senate Officer Replacements and Vacancies**

- 3.1 In case the Senate President is absent/tardy from a particular Senate meeting, the Senate Pro Tempore shall serve as the presiding officer. If the Senate Pro Tempore is unable to perform the duty, the line of succession should be as follows in the descending order: Chair of the Legislative Committee, Chair of the Appropriations Committee, Chair of the University Outreach Committee, Chair of the University Relations Committee and the Chair of the Special Conference and Travel Committee.
- 3.2 In the case the Senate Pro Tempore or the Senate Secretary is absent/tardy from a particular Senate meeting; the presiding officer should appoint a Senator to fill the appropriate vacancy.
- 3.3 Should the Office of the Senate President become vacant, the Senate Pro Tempore shall become Senate President with a simple majority confirmation vote of the Senate. If the Senate Pro Tempore is unable to assume the Office, the line of succession should be used, as listed in Section 3.1 of this Article, with a simple majority confirmation vote of the Senate.

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- 3.3 Should the Office of the Senate Pro Temp or the Office of the Secretary become vacant, an election should be held in accordance with section 2.2 of this Article.

## **Section 4- Removal of Officers**

- 4.1 Vote of No Confidence
- 4.1.1 Any Senator may call for a Vote of No Confidence against an officer of the Senate or a standing committee chair.
- 4.1.2 A Vote of No Confidence is a call for removal of that officer or committee chair from their respective position. This does not remove them from their seat as a Senator.
- 4.1.3 This vote may be called for at any time motions are in order.
- 4.1.4 There will be fifteen (15) minutes of question and debate. Debate may be extended by a vote of senate.
- 4.1.5 Following debate there shall be a roll call vote. A two-thirds (2/3) vote is required to remove a Senator from a Senatorial Office.

## **Article III- Rights and Expectations of Senators**

### **Section 1 - Expectations of a Senator**

- 1.1 Senators are expected to attend all meetings of the Senate and their designated committees.
- 1.2 Roll will be called at the beginning and end of each Senate meeting.
- 1.2.1 Roll shall be called upon return of recess.

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- 1.3 The Senate Secretary shall keep an accurate record of each Senator's attendance.

## **Section 2 - Points of Discipline**

- 2.1 A Senator shall not receive more than two (2) points per meeting for any reason.
- 2.2 Any Senator receiving five (5) points in one semester will be subject to impeachment in front of the Student Senate.
- 2.3 Points shall be levied as follows:
  - 2.3.1 One (1) point for failure to answer roll call at the beginning of a Senate meeting. One (1) point for failure to answer roll call at the end of a Senate meeting.
  - 2.3.2 One (1) point shall be levied for failure to answer roll call upon the return of recess.
  - 2.3.3 One (1) point for failure to answer a roll call vote.
  - 2.3.4 One (1) point for failing to attend a Senate committee meeting; under the discretion of the Committee Chair.
  - 2.3.5 One (1) point for failing to attend a required Senate activity, for which the Senator is accountable for attending, as determined by the Student Senate President.
  - 2.3.6 One (1) point for failure to comply with the dress code standards.
  - 2.3.7 One (1) point for inappropriate behavior upon discretion of the Senate Executive.
  - 2.3.8 Senators must be pointed within two (2) weeks of the unexcused absence.
- 2.4 Senators may be excused from a Senate meeting, committee meeting, or Senate activity by a majority vote of the Senate Executive Committee.
  - 2.4.1 No points shall be levied for excused absences.
  - 2.4.2 Absences must be submitted to the Senate Executive Committee 24 hours in advance of a Senate meeting or event.
    - a. Absences to committee meetings are to the discretion of the chair.
- 2.5 A Senator may appeal a point to the Executive Committee.

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- 2.5.1 An appeal must be submitted within two Senate Executive meetings following the notification of the point to the Senator
  - a. Must follow all submission guideline as stated in the Rules and Procedures for submission to the Executive Committee
  - b. Three quarters vote (3/4) the Executive Committee may overturn the assigned point
  - c. If in the case a Senator is receiving their fifth (5) point, their appeal process may be found in the following section

### **Section 3- Relinquishment of Senate Seat**

- 3.1 All Senators are duty bound to maintain and subscribe to the Rules and Procedures of the Student Senate.
  - 3.1.1 Failure to maintain these requirements set forth by the University violates the intrinsic value and integrity of the Senate.
  - 3.1.2 As such, if parameters set forth by these governing documents and superseding documents are failed to be met, then the seat of the Senator is relinquished under the inability of the Senator to hold office.
  - 3.1.3 In the case a Senator is found in violation of *FGCU-PR4.005*, “Student Activities Eligibility” the Senator shall relinquish their seat.
- 3.2 If in the case a Senator receives five (5) points as defined in Section 2 of this Article within an academic term as referenced in Article IV, Section 1, they shall relinquish their seat upon notification of their fifth (5) point.
  - 3.2.1 A Senator upon being notified of their fifth point, may appeal the point to the Senate Executive Committee by the next scheduled meeting under New Business.
  - 3.2.2 A three fourths (3/4) vote is needed to overturn the point.
  - 3.2.3 If overturned, the Senator reclaims their seat.

### **Section 4- Censure**

- 4.1 A censure is a written reprimand.
- 4.2 A Senator can be censured for one or more of the following offenses:
  - 4.2.1 Malfeasance
  - 4.2.2 Misfeasance



4.2.3 Nonfeasance

- 4.3 Any Senator may author a Resolution to censure a member of the Senate and shall submit it to the Senate Executive Committee.
- 4.4 This Resolution shall be a statement of the charges against the Senator.
- 4.5 The normal procedures of a bill will be followed.

## **Article IV- Rules of Order**

### **Section 1- Definitions**

- 1.1 School is designated as “in session” on days that fall between the first and last days of classes for each respective term per academic calendar, with the exception of observed holidays and designated breaks. Senate will not convene while school is not in session.

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- 1.1.2 The Summer term will begin the first day of Summer Session A and conclude the last day of Summer Session C.
- 1.2 Legislative Day: shall be the time between the call to order and adjournment according to the Order of Business as listed in Section 3 of this Article. A legislative day shall not last more than five business days.
- 1.3 Business Day: shall consist of one twenty-four hour period, exclusive of Saturdays, Sundays, and University recognized holidays
- 1.4 Vote: shall be one of the following: yes or no
- 1.5 Quorum: The minimum requirement for quorum of the Senate shall be a simple majority of all Senators.
- 1.6 Point of Information: shall be a privileged motion. Any Senator may raise a Point of Information in order to raise a question, to clarify any unclear information, or to correct inaccurate information.
- 1.7 Point of Inquiry: shall be a privileged motion. Any Senator may raise a Point of Inquiry to ask about proper parliamentary procedure or Senate rules.
- 1.8 Point of Order: is the perceived violation of the Student Government Constitution, the Student Government Senate Rules and Procedures, or any other Student Government Law. Senate President, Senate Pro Tempore, and Senate Legislative Chair may raise a Point of Order or call the Presiding Officer, another Senator, or a non-member to order.
  - 1.8.1 The Senator who raises the Point of Order must specify the nature of the perceived violation.
- 1.9 Privileged Motion: a motion that is granted precedence over ordinary business

## **Section 2 – Voting**

- 2.1 All votes of the Senate on legislation shall be recorded by roll call votes. The Senate may vote on procedural motions by voice vote or show of hands.
- 2.2 No vote by the Senate may be conducted by secret ballot.

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- 2.3 No Senator may abstain from voting unless the legislation will provide them with a substantial personal gain.
  - 2.3.1 Any Senator who casts an abstention vote, besides a newly inducted Senator, must provide the Senate Executive Committee with a written statement explaining how the legislation would provide them a substantial personal and/or financial gain within forty-eight (48) hours of the Senate meeting at which the abstention vote was cast.
  - 2.3.2 Should the Senator fail to provide this statement they shall be levied one (1) point.
- 2.4 A newly inducted Senator at his/her first Senate meeting is not given voting privileges thus allowed to abstain without penalty. The only exception would include the first meeting following spring elections when all Senators are required to vote.
- 2.5 The Chair of the Senate meeting should only vote in the case of a tie, but he/she is not obligated to do so. If he/she chooses to abstain from voting, he/she can do so without explanation or penalty.

### **Section 3 - Senate Meetings**

- 3.1 Meetings of the Senate
  - 3.1.1 The Senate Executive Committee shall determine the time, day, frequency and place of the regular Senate meetings. The Senate may veto the Senate Executive Committee's decision through a motion to appeal the committee's decision. Such a motion shall only require two-thirds (2/3) vote to pass.
  - 3.1.2 The Student Senate President may call a special meeting of the Senate provided that all Senators are given notice of the special meeting at least seventy-two (72) hours in advance via electronic mail (Email).
  - 3.1.3 If Senate fails to meet the requirement of quorum, the only function to make announcement, then no official business, reports, or proceedings may take place.
  - 3.1.4 Senate Chairmanship
    - a. The chair shall have the ability to deny dilatory motions or call out of order dilatory speakers.
    - b. The chair shall have the power to extend time limits without a vote

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- c. The chair shall have the power to amend the agenda with additions without a vote

- 1) Additions must follow all parameters of legislative instrument qualifications for floor presentation.

### 3.2 Meeting Agenda

- 3.2.1 The agenda shall be closed twenty-four (24) hours prior to a Senate meeting. The Student Senate Secretary must distribute the agenda to Senators at least twenty-four (24) hours prior to the regular senate meeting.
- 3.2.2 The agenda for a Senate meeting may be amended on the Senate floor by a two-thirds (2/3) vote
  - a. No bills may be added to Second Reading.
- 3.2.3 No new bills may be added to the agenda unless the Senate Executive Committee has reviewed it during a regular Senate Executive meeting.
- 3.2.4 The agenda for a special meeting must be distributed to the Senators at least twenty-four (24) hours prior to the special Senate meeting by the Student Senate Secretary.
- 3.2.5 A Senate meeting agenda shall include the following items in the following order: Roll Call, Approval of the Minutes, Guest Speakers, Public Comment, Reports, Second Reading, First Reading, New Business, Announcements, and Roll Call.

### 3.3 Order of Business

- 3.3.1 Call to Order
  - a. The Presiding Officer shall announce the intention to begin the meeting
- 3.3.2 Roll Call
  - a. The Senate Secretary shall call each Senator's name in alphabetical order
  - b. After roll call, the Presiding Officer will announce quorum
- 3.3.3 Approval of the Minutes

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- a. Senators may offer corrections or amendments to the Minutes at this time
- b. The Senator will state the correction or amendment. A second is not needed. If there are no objections, the correction or amendment is made by general consensus of the Senate
- c. When all corrections and amendments are made, the Presiding Officer will approve the minutes without objection or a Senator may then motion to accept the new version of the Minutes.

#### 3.3.4 Guest Speakers

- a. An individual wishing to address the Senate as a guest speaker shall notify all members of the Senate Executive Committee of their desire to speak no later than forty-eight (48) hours prior to the Senate meeting
- b. A guest speaker must submit the topic of their speech to all members of the Senate Executive Committee and shall not be allowed to address any other topic
- c. Each guest speaker shall have no more than fifteen (15) minutes to speak. This time period may be extended by a two-thirds (2/3) vote of the Senate
- d. Guest Speakers may engage the Senate to answer questions under the discretion of the Chair.

#### 3.3.5 Public Comment

- a. Each speaker during public comment will receive two (2) minutes to address the Senate. This time period may be extended by a two-thirds (2/3) vote of the Senate.
- b. The total time for public comment shall be no more than twenty (20) minutes. The Senate may extend this time by a two-thirds (2/3) vote.

#### 3.3.6 Reports

- a. The senate agenda shall include a time segment for reports from the Executive Branch, the Judicial Branch, the Student Senate President, and each of the Senate's Standing Committees (Senate Executive, Legislative, Appropriations, University Outreach, and University Relations, Special Conference and Travel, and Student Government Advisor respectively) and any existing ad-hoc committees. These entities are not required by Senate to produce a report

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- b. Other Student Government entities may be granted a report by the Student Senate President or the Senate Executive Committee
- c. Each report shall be limited to five (5) minutes, except the Executive Branch report, which shall be limited to ten (10) minutes. The Senate may extend this time limit by a two-thirds (2/3) vote. There shall be no more than two (2) allowed time extensions per report
- d. Individuals or Student Government Entities must submit a written report of any verbal report given in the Senate Chamber to the Senate Secretary for proper minute documentation

#### 3.3.7 Second Reading

- a. The Senate shall consider all legislative instruments that have been placed on the agenda as a result of being read the first time and tabled

#### 3.3.8 First Reading

- a. The Senate shall consider all new legislative instruments

#### 3.3.9 New Business

- a. Senators who have submitted New Business will be given three (3) minutes to introduce their topic
- b. Written communication must be provided to all members of Senate Executive at least forty-eight (48) hours prior to the meeting of the Senate Executive Committee in order to be added to the regular Senate agenda
- c. The topic will then be discussed for fifteen (15) minutes, extendable by a two-thirds (2/3) vote from Senate. Each Senator will be allowed two (2) minutes per speaking privilege. There shall be no more than two (2) allowed time extensions
- d. No legislation that is currently in first or second reading, or is currently in committees may be discussed during this time

#### 3.3.10 Announcements

- a. Each announcement shall be limited to one (1) minute
- b. The total time for announcements shall be no more than ten (10) minutes

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- c. The Senate may extend this time by a two-thirds (2/3) vote

#### 3.3.11 Roll Call

- a. The presiding officer shall announce the intention to adjourn, without objections; or upon a motion, a second, and a majority vote by a Senator
- b. The Senate Secretary shall call each Senator's name in alphabetical order
- c. If no response has been recorded within a reasonable time, the Senator shall be considered absent

#### 3.3.12 Adjournment

- a. At the conclusion of the Roll Call, the presiding officer should adjourn the meeting.

### **Section 4 — Structure of Discussion**

- 4.1 For purposes of this section, “decorum” is defined as dignified propriety of behavior, dress, and speech.
  - 4.1.1 Decorum shall be enforced by the chair. For all situations not explicit in this section, the chair shall maintain discretion over what constitutes decorum, as described herein Senate Executive shall set decorum for dress for Senators. This section shall not conflict with provisions of The Constitution of the Student Body.
- 4.2 All those who intend to speak before the Senate must follow the procedures described in this document and must gain the recognition of the Presiding Officer before speaking.
- 4.3 No outbursts will be tolerated. Senators who speak out of turn, interrupt another speaker, or infringe upon the rights of another Senator to be heard, may be subject to disciplinary measures according to these Rules and Procedures.
- 4.4 All speakers shall be required to stand while addressing the Senate.
- 4.5 Guests shall stand and identify their name and title before speaking. Each guest who is not an author on current legislation must be yielded time by a Senator before speaking.
- 4.6 Any Senator who wishes to yield his/her recognized time during discussion to a non- Senator may do so.

## **Section 5 —Calling of Recess**

- 5.1 During a Senate meeting, the Presiding Officer, without objection from any Senator, or upon motion and second by any Senator and a simple majority vote of those Senators present and voting, may call for a recess, during which no official Senate business shall be conducted.
- 5.2 This recess shall last for a specified length of time as stated by the Presiding Officer or Senator making the motion. The time taken for any recess period shall count toward the maximum time allotted for a legislative day.

## **Section 6—Suspension of Rules and Procedures**

- 6.1 The Senate shall have the right to suspend its Rules and Procedures upon formal motion, second, and a two-third (2/3) vote of those Senators present and voting.
- 6.2 Rules regarding a fixed number of votes or quorum may not be suspended for any reason.
- 6.3 When suspending Rules and Procedures, the reason for suspension must be clearly stated and after the occurrence of the stated reason the Senate shall go back under the normal Rules and Procedures.
- 6.4 Time will be allotted to the Pro Tempore to insure suspected Rules and Procedures will not conflict with any other process or procedure of the here within found Rules and Procedures as well the Student Government Constitution.

## **Section 7 – Delegation of Litmus Authority**

- 7.1 All issues, questions or application of litmus regarding finance will be held in compliance with the Student Government Finance Code (SB 1011-024).
  - 7.1.2 The duty of interpretation of the above standards – falls to the Appropriations Committee.
- 7.2 All issues, questions or application of litmus regarding legality will be held in compliance with the Florida Gulf Cost University Student Government Constitution, FGCU Regulations and Polices, as well as Local, State and National Law.



- 7.2.1 The duty of interpretation of the above standards falls to the Legislative Committee.
- 7.2.2 Legal precedence serves as example, but non legally binding historical reference.

## **Article V – Legislative Procedure**

### **Section 1 – Guidelines**

- 1.1 All legislative documents requiring any form of approval of the Senate are legislative instruments. These may include but are not limited to: Bills of Law, Resolutions, Allocations, Reallocations, Authorizations, and Budgets.
- 1.2 The term of “*Bill*” may serve as a proxy name for any legislative document.
- 1.3 Each legislative document must be submitted under the guidelines of the current *Senate Bill Submission Form* , at which time it will be assigned a document number by the Student Senate Secretary.

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- 1.3.1 Legislative document numbers will reset with each new fiscal year. Documents shall be numbered with fiscal year (0910), then a dash, and then the number of the document in a three-digit format, (0910-001).
- 1.4 A Senator must be a sponsor of a piece of legislation for it to be considered at any stage of consideration or voting.
- 1.5 The legislation sponsor(s) will submit the bill following the guidelines set forth under the current *Senate Bill Submission Form*.
- 1.6 The Senate Executive Committee may place the legislation on the Senate agenda by majority vote. Any bill that is not placed on the agenda by the Senate Executive Committee may be added by a two-thirds (2/3) vote of the Senate.

## **Section 2 – Introduction, Debate, and Voting on Legislative Instruments**

- 2.1 All legislation must be presented before the Senate at two (2) separate Senate meetings and pass by a majority vote in second reading.
  - 2.1.2 All types of legislation must be presented to the Senate Executive Committee for review.
- 2.2 Legislative Process
  - 2.2.1 **First Reading.** During the First Reading, all time limits may be extended by a two-thirds (2/3) vote of the Senate. There shall be no more than two (1) allowed time extensions per legislative instrument under first reading
    - a. Introduction: The Senate sponsor(s) and/or author(s) shall introduce the legislative instrument. The introduction shall proceed without questioning for no more than three (3) minutes
    - b. Technical Questions: The Senate floor shall open for non-debatable technical questions for no more than five (5) minutes
    - c. Discussion. Then the floor will be open for discussion about the legislation for a period of twenty (20) minutes. Each Senator is limited to two (2) speeches of no more than two (2) minutes in length per bill during discussion (Aside from the bill sponsor). Senators seeking to give their first speech shall be given priority of recognition over those seeking to give their second speech. Senators may allocate their allotted time to another Senator or member of the gallery

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- d. Conclusion: The Sponsor(s) will be granted a total of three (3) minutes to conclude
- e. Tabling: The legislative instrument could either be assigned to a committee by the Presiding Officer without objection from any Senator or by a motion from any Senator, a second, or approved by a simple majority of those Senators present and voting. If no action is taken on the legislative instrument, the legislative instrument is placed on the agenda for the next Senate meeting where it shall be returned to the Senate under second reading

2.2.2 **Second Reading.** During the Second Reading, all time limits may be extended by a two-thirds (2/3) vote of the Senate

- a. Introduction: The Senate sponsor(s) and/or author(s) shall introduce the legislative instrument. The introduction shall proceed without questioning for no more than three (3) minutes
- b. Questions. The Senate floor shall open for non-debatable questions for no more than ten (10) minutes
  - 1. Time between each speaker regardless of which type of debate will be in the possession of the chair and will not count against time available to members.
  - 2. This may be extended by the Chair, or by two thirds (2/3) vote of present and voting members
- c. Opening Round of Debate:
  - 1. The time limit for debate shall be six (6) minutes: three (2) minutes shall be controlled by the first Senator to rise in opposition and the remaining three (3) minutes shall be controlled by the principal sponsor. Each Senator is limited to two (2) speeches.
  - 2. If the principal sponsor does not wish to speak for those three minutes, the first Senator to rise in support of the instrument shall be given control of the above three minutes

3. This time limit for the debate may be extended for an additional six (6) minutes with a motion, a second, and a super majority vote of those Senators present and voting. Or by the direction of the Chair. This time shall be divided equally between support and opposition
4. The Presiding Officer may end the round of debate before time has elapsed if there is no objection by any Senator.
5. If there is no speaker against, three (3) minutes will be allotted to the principal sponsor.

d. Amendment process:

1. Any Senator who wishes to amend the legislative instrument may motion to do so following opening debate and prior to final debate. The Senator shall provide a written copy of the proposed amendment
2. The amendment must then be seconded to be considered. A debate process on the amendment shall be as follow
  - i. The time limit for debate shall be six (6) minutes: three (3) minutes shall be controlled by the Senator proposing the amendment (for) and three (3) minutes shall be controlled by the first Senator to rise in opposition (against) to the amendment. The time limit may be extended for an additional six ( 6) minutes (to be divided as above) with a motion, a second, and a simple majority vote of those senators present and voting. Each Senator is limited to two (2) speeches.
  - ii. The amendment debate period may be ended before the time limits expire by the Presiding Officer, without an objection from any Senator
  - iii. A vote shall then be taken on the amendment in question

iv. An amendment is adopted if approved by a simple majority vote

3. After the vote on the amendment, any additional amendments will then be introduced and considered pursuant the above rules
4. The legislative instrument could either be assigned to a committee by the Presiding Officer without objection from any Senator or by a motion from any Senator, a second, and approved by a simple majority of those Senators present and voting. If no action is taken on the legislative instrument, the legislative instrument goes through final debate

e. Final Round debate:

1. A final debate period for the completed bill (including all approved amendments) shall follow the amendment process. The time limit for debate shall be six (6) minutes: three (3) minutes shall be controlled by the first Senator to rise in opposition and the remaining three (3) minutes shall be controlled by the principal sponsor
2. If the principal sponsor does not wish to speak for three (3) minutes, the first Senator to rise in support of the instrument shall be given control of the three (3) minutes
3. This time limit may be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a super majority vote of those Senators present and voting. Final debate may be ended by the Presiding Officer before time has elapsed if there is no objection by any Senator
4. Final debate maybe waved by the presiding officer, if no amendments were adopted after the opening debate
5. If there is no speaker against, three (3) minutes will be allotted to the principal sponsor.

- f. Conclude. The Sponsor(s) will be granted a total of three (3) minutes to conclude
- g. Voting
  - 1. The Presiding Officer shall call for a vote on the legislative instrument, without objection from any Senator, following final debate. Any Senator may also motion for a final vote, a second, and a simple majority vote of those Senators present and voting
  - 2. All legislative instruments shall be subjected to a final vote. All final votes, (a final vote is defined as a simple majority vote which passes or fails a particular legislative instrument), shall be taken by Roll Call vote by those Senators present and voting at a Senate meeting

### **Section 3—Records of Legislative Instruments**

- 3.1 All legislative instruments passed by the Senate shall be collected and titled — Acts of the Student Government Senate, {fiscal year}. This collection shall be divided according to the type of legislative instruments passed and each particular instrument shall be placed in sequential order based on the number assigned to the instrument. This collection shall also be archived in electronic format

## **Article VI - Senate Committees**

### **Section 1 – Formation of Committees**

- 1.1 The standing committees of the Senate shall be the: Senate Executive Committee, the Legislative Committee, the Appropriations Committee, the University Outreach Committee, the University Relations Committee and the Special Conference and Travel Committee.
- 1.2 New committees may be formed upon a motion, from any Senator, and a simple majority of those Senators present and voting. New Committee may also be created at the discretion of the Senate President

### **Section 2 – Membership of Committees**

- 2.1 The Student Senate President shall determine the chair and members of all standing committees. No Senator shall serve on more than one standing committee. No Senator shall chair more than one committee. The Student Senate President, Student Senate Pro Tempore and Student Senate Secretary shall not chair the Legislative Committee, the Appropriations Committee, the University Outreach Committee, the University Relations Committee, or the Special Conference and Travel Committee.
- 2.2 The Student Senate President shall have the power to create and determine the chair and membership of Senate ad-hoc committees.
- 2.3 Each committee shall have a Vice Chair appointed by the chair of the committee. The Vice Chair has the right to accept or decline the appointment
- 2.4 Each committee chair shall have the power to make sub-committees
- 2.5

### **Section 3 – Selection of Committee Chairs**

- 3.1 The President of the Senate shall appoint each Committee Chair. The Committee chair- appointee must then receive a simple majority vote from the present voting members of the senate to be officially confirmed.

### **Section 4 – Quorum**

- 4.1 A quorum of committee members is necessary for any committee to meet and conduct committee business. Quorum for committee meetings may include Student Government Senate Executive committee members. Quorum must include three members of the committee, including the committee chair
- 4.2 Quorum is majority of the committee membership

### **Section 5 – Committee Meetings**

- 5.1 Each committee Chair is responsible to report the date, time, and location of the committee meeting no latter than twenty four (24) hours to the Committee, and all executive members

- 5.2 Proper documentation of the meeting must be filled no later two (2) full business day encompassing forty eight (48) hours with the Executive Secretary of the Student Government
- 5.3 Each committee shall meet physically at the designated date, time, and locations. Such date and time shall be used for the committee meeting only. Each committee shall hold meetings weekly (at a minimum)

## **Section 6 – Standing Committees**

- 6.1 There shall be six (6) Standing Committees of the Senate, Each with the following duties and responsibilities

- 6.1.1 Senate Executive Committee responsibilities:

- a. The Senate Executive Committee shall be chaired by the Student Senate Pro Tempore and shall be composed of the Student Senate President, the Student Senate Secretary, and the chairs of the standing committees
- b. To control the agenda of the Senate meeting. In regards to bills, Senate Executive determines the content of the agenda under the following provisions
  - 1. The bill is submitted to Senate Executive by the designated bill deadline, a minimum of twenty-four (24) hours before the Senate Executive Committee meeting is called to order. It is at the discretion of the Student Senate Pro Tempore to extend this minimum
  - 2. The bill follows proper bill format, the organization requesting funds is a registered student organization or department and that proper quotes are submitted in financial cases when necessary as outlined in the Student Government Finance Code
    - i. To insure proper procedure under Article IV of this Rules and Procedures.
- c. The Senate Executive Committee shall notify authors and sponsors of bills when they do not meet the provisions here within Senate’s Rules and Procedures.
- d. To determine whether a Senator’s absence from a Senate meeting or committee meeting is excused.



- e. To nominate qualified candidates to fill vacant Senate seats and submit them to the Senate for approval. A two-thirds (2/3) vote of the Senate shall be required to confirm the nominated individual to the seat.
  
- f. Maintain and publish the *Senate Bill Submission Form, and the Senate Committee Report Form*”

6.1.2 Legislative Committee responsibilities:

- a. To review all legislation to ensure that it is properly numbered and formatted and present recommendations to the Senate at first reading
  
- b. To evaluate Senate apportionment in the fall semester and author a legislation to make any necessary adjustments or reaffirm current apportionment
  
- c. To review all non-monetary legislation and to recommend appropriate action to the Senate at first reading
  
- d. To conduct a review of the Student Body Statutes and Senate Rules and Procedures and author improvements annually

To be responsible for new senator training, which includes and is not limited to the instruction of: Rules and Expectations of Senators, Rules of Order, and Legislative Procedure.

6.1.3 Appropriations Committee responsibilities:

- a. To review all monetary bills and make recommendations to the Senate at first reading
  
- b. To assure all monetary bills have appropriate account numbers and quotes as outlined in the Student Government Finance Code for the Senate at first and second reading
  
- c. To conduct the Student Organization and University Department budget request process
  
- d. To conduct a review of the Student Government Finance Code and procedures and author improvements if necessary
  
- e. To enforce the Student Government Finance Code

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6.1.4 University Outreach Committee responsibilities:

- a. To work creatively and purposefully to increase interaction between Student Government and the Student Body through Senate programming, advertising of meeting times, and any other socially interactive means that Senate deems appropriate
- b. To work in conjunction with the Student Government Executive Secretary to keep the Legislative Branch of the Student Government website up to date with Senate agendas, meeting minutes, bills, and voting records, as well as Senate contact information
- c. To work with student media outlets to keep students informed of Legislative matters
- d. To plan and organize all interactive opportunities within the Senate

6.1.5 University Relations Committee responsibilities:

- a. To act as a liaison for the Senate and the Deans of all respective colleges informing Student Government of all pertinent information for students
- b. To set up appointments between the chair of each committee and individual Senators with their respective Deans in order for Senators to represent their academic college
- c. To build relationships with all relevant faculty and administrators on behalf of Senate through appropriate programming
- d. To provide Senate with guest speakers throughout the year to enhance University Relations

6.1.6 Special Conference and Travel Committee responsibilities:

- a) To review and allocated funds from travel grant
- b) To conduct the Student Organization travel Request Process
- c) To assure all travel funds have appropriate quotes as outlined in the Student Government Finance Code

- d) To work in conjunction with the A&S Budget Assistant and office of Student Involvement to regulate the student Organizational travel account
- e) To inform the senate of all approved travel fund disbursements
- f) To conduct a review of the Travel Guideline and procedures and author improvements if necessary
- g) Two-thirds vote for all travel requests to be passed
- h) Chair of the committee cannot vote
- i) Minimum of 6 committee members on the committee
- j) There must be a four-business week minimum to submit a travel request that can be found in Eagle Link
- k) There needs to be at least a 24-hour reminder, letting the organization know that we are reviewing their request in the next committee meeting
- l) Travel chair should look over at travel requests before the Travel Committee meeting
- m) There needs to be two-thirds of senators in attendance to vote on any travel requests

Everyone should uphold a professional demeanor, and all parties of the travel request should remain respectful

## **Section 7- Committee Rules and Procedures**

- 7.1 All committees and subcommittees shall be guided by the Order of Business as listed in Article IV of these Rules and Procedures; however, Committee Rules and Procedures may be amended to more accurately portray the type of business undertaken by a committee
- 7.2 All Committee Rules and Procedures shall become part of these Senate Rules and Procedures once approved by each committee by a simple majority vote of those members present and voting
- 7.3 Committee members may be removed from their respective committees by a simple majority vote of those committee members present and voting and with the approval of the Student Senate President

## **Section 8- Power of Chairs**

### **8.1 Committee Chair**

8.1.1 The chair of the committee shall be responsible for nominating a Vice Chair for the committee, at which time the Vice Chair may accept or decline the nomination. The nomination must be submitted to the Senate President within one (1) week of the absence of a Vice Chair

8.1.3 The chair of the committee must provide a committee report at all regular Senate meetings and Senate Executive Committee meetings

8.1.4 The chair of the committee is to keep all meeting agendas and minutes as provided by the Vice Chair for review, evaluation, and submission to the Student Senate President

### **8.2 Vice Chairs**

8.2.1 The Vice Chair of the committee shall become acting chair in the absence or resignation of the current Committee Chair. They shall perform this duty until a new chair is appointed by the Student Senate President

8.2.2 If the Student Senate President fails to do so, the current Vice Chair of the committee shall take the position of Chair after two consecutive Senate meetings

8.2.3 The Vice Chair of the committee shall assist the Chair with his/her responsibilities and duties at the discretion of the Chair. The Vice Chair shall keep minutes at every committee meeting for the Committee Chair's review and shall distribute them to all members of the committee no more than seventy-two (72) hours of the meeting's close

## **Section 9– Committee Reports and Minutes**

9.1 Each committee shall report its activities to the Senate at each weekly Senate meeting. If an instrument was assigned to it by the Senate, the discussion and the committee action shall be included as a Committee Report.

- 9.2 Committee Reports shall not be considered committee meeting minutes; however, in the event a piece of legislation is tabled to a committee, a Committee Report shall follow the guidelines set forth in the current version of the “*Senate Committee Report Form*”
- 9.3 If a legislative instrument is reported Without Action or Report Not Finalized, the Senate may discharge of the instrument from the committee upon a motion, a second, and a simple majority vote of those Senators present and voting. The Senate President may also discharge the instrument.
- 9.4 If the Chair of any committee fails to provide a Committee Report to the Senate for a meeting, and such meeting was not canceled according to the Rules and Procedures, the Chair will be pointed.
- 9.5 Committee Meeting Minutes must be typed and must include all information discussed and/ or voted upon at that meeting. Meeting Minutes must be reported to the Senate Secretary and also to the President Pro-Tempore of the Senate. Meeting Minutes may also be provided to the full Senate at the discretion of the Chair, or upon request from any Student Government Officer.

## **Section 10 – Committee Vacancies**

- 10.1 In the event of a vacancy in the Chair of a committee, a new Chair shall be appointed by the President of the Senate in consultation with the President Pro-Tempore. This appointment must be a current Student Government Senator and a member of said committee.



# **Article VII – Summer Senator Program**

## **Section 1 – Summer Senator Program**

### 1.1 Definitions

1.1.1 Standing Senator: A currently seated Senator.

1.1.2 Senatorial Proxy Candidate: A nominated, but not confirmed Senatorial Proxy.

1.1.3 Senatorial Proxy: A student who assumes all power of a senator for the extent of the summer term.

1.1.4 Summer Term: All Senate meetings that take place during Summer A, B and C.

1.2 In the occurrence a standing Senator recognizes, due to lack of residency and accessibility, they cannot fulfill their duties to the Senate and respective committee for the Summer Term, may submit a letter of intent to select a Senatorial Proxy Candidate no later than three (3) weeks prior to the last Senate meeting of the Spring semester. The Senatorial Proxy candidate must be from the same college as the standing senator

1.2.1 The Senate Executive Committee by majority vote will confirm such request.

1.2.2 The Seated Senator shall select a Senatorial Proxy Candidate and complete the “Senatorial Proxy Request Form” and submit the form by 5:00 PM on the Wednesday two (2) weeks prior to the last Senate Session of the Spring semester. Consideration may be extended by discretion of the Senate Executive Committee.

1.2.3 The Standing Senator shall submit their request to Senate Executive Committee. Senate Executive Committee, by majority vote, shall approve the Senatorial Proxy Candidate to Appear on the agenda for Senate confirmation.

1.2.4 Upon confirmation of the Senatorial Proxy Candidate, they shall assume the role of a Senatorial Proxy. The Senatorial Proxy will remain seated as was indicated by the Seated Senator on the “Senatorial Proxy Request Form”.

- 1.2.5 Senatorial Proxies are subject to all rights, privileges, and responsibilities as provided by Student Government law, rules and regulations.
- 1.2.6 In the occurrence a Senatorial Proxy receives a Point, the Point will be charged to the record of the Original Senator.
- 1.2.7 If for any reason a seat belonging to a Senatorial Proxy becomes vacant, it becomes the duty of the Senate to fill it as prescribed in the Rules and Procedures of the Legislative Branch.
- 1.2.8 At the end of the Summer Term and at the start of the Fall Semester, the seat will automatically be reverted to the Seated Senator.



## **Article VIII- Impeachment**

### **Section 1- Impeachment**

- 1.1 All Student Government Officers may be subject to impeachment and subsequent removal.
- 1.1 The following procedure shall be adhered to for the impeachment of Student Government Officers:
  - 1.2 (Part 1): Forming the Senate Impeachment Committee
    - 1.3.1 Should any student or Student Government entity wish to bring up an impeachment investigation, they will need to submit a memo detailing the alleged offenses, and the sponsorship of four (4) Student Senators, to the Senate President Pro Tempore who will add the creation of the Senate Impeachment Committee to the agenda for the next regular or special meeting of the Senate.
      - a. The committee will be formed of four Senators who will be elected by the Senate.
      - b. The Senate President and Senate President Pro Tempore may not serve on the committee.
      - c. The accused and the accuser(s) shall not serve on the committee.
      - d. The committee will elect a chair from the committee who will oversee the operations of the committee.
      - e. A staff advisor will be chosen by the committee and shall be present for all meetings of the committee.
      - f. This committee will adhere to all rules as outlined in Article V of this Rules and Procedure.

#### 1.4 (Part 2): Committee Procedure

- 1.4.1 The committee chair shall call an initial meeting to discuss the memo and vote on whether the memo warrants investigation.
- a. If the decision is made to continue, then the committee will abide by the Standard Operating Procedures as found within this section of the Rules and Procedures. The committee will outline all the specifics that they will follow throughout their investigation.
  - b. Once this has been established, the committee will begin a full investigation into the accusations against the officer.
    1. The investigation may not exceed 10 business days
  - c. If the memo calls for the investigation of multiple individuals, the committee may investigate all involved but must treat each officer separately.
  - d. Meetings of the committee shall be open to the public, including deliberations, and questioning of involved parties. A public notice must be posted twenty four (24) hours in advance to the meeting.
  - e. The committee chair will be required to report to the Senate at each regularly scheduled meeting. The Senate may, by a majority vote, terminate the committee and drop the investigation at any time, if necessary.

#### 1.5 (Part 3): Articles of Impeachment

- 1.5.1 Should the committee find one or more of the accusations from the memo valid they will draw up Articles of Impeachment. Articles must be drawn up separately for each officer being impeached.
- 1.5.2 The committee may only draw up articles for offenses brought up in the memo.
- 1.5.3 The committee will submit the finalized articles to the Senate President Pro Tempore who will make them public and add them to the agenda for the next regular or special meeting of the Senate.
- 1.5.4 The committee will ensure that the accused and accuser(s) receive a copy of the articles.

#### 1.6 (Part 4) Senate Impeachment Process

- 1.6.1 In the Senate meeting, the committee chair will read the articles before the assembly
  1. There is no time limit for the reading of articles
- 1.6.2 Following the presentation from the committee chair, there will be a question and answer period where Senators may ask questions to the committee chair. Senators will not be permitted to ask for the personal opinion of the committee chair regarding the guilt or innocence of the accused officer
  - a. Each Senator is allocated two (2), two(2) minute speaking privileges and may be allocated privileges from fellow Senators
  - b. The time limit for question and answer is twenty (20) minutes, but may be extend my majority vote twice (2) more
- 1.6.3 After the question and answer period, there will be time for discussion which will be handled in accordance with Senate Rules and Procedures
  - a. Each Senator is allocated two (2), two (2) minute speaking privileges and may be allocated privileges from fellow Senators
  - b. The time limit for discussion is twenty (20) minutes, but may be extend my majority vote twice (2) more
- 1.6.4 Should a Senator be the accused or the accuser, the Senator will not have speaking or voting rights on this impeachment.
- 1.6.5 Following discussion, the Senate President will read out each article, one at a time, taking a roll call vote each time. A supermajority vote (2/3) in the affirmative on one or more of the articles is considered official impeachment of the officer.
- 1.6.6 In the event that articles were drawn up for more than one officer then the committee chair will read the next set of articles and the same procedure will be followed. The committee chair will continue to present the articles for each officer until they have all been voted on.
- 1.6.7 The committee will be dissolved at the conclusion of this meeting of the Senate.

- 1.6.8 If applicable, The Senate President will submit a memo to the Student Government Supreme Court outlining the articles on which the Senate impeach the officer within 48 hours of the conclusion of the meeting”

## **Article IX —Amendments**

### **Section 1 – Amendments**

- 1.1 These Rules and Procedures shall be effective immediately upon passage. These Rules and Procedures may be amended by legislative instrument upon passing with two-thirds (2/3) vote of those Senators present and voting