

**THE SIXTY NINTH STUDENT SENATE**  
**RULES OF PROCEDURE**  
**UPDATED - MAY 11, 2017**

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## **PART I: SENATE STRUCTURE AND COMPOSITION**

### **RULE ONE: Election and Vacancies of the Office of Student Senate President and Student Senate President Pro Tempore**

- 1.1** Following the Fall Inauguration and installation of the new Student Senate, the Student Body Vice President shall call to order an organizational meeting of the Senate for the purpose of electing a Student Senate President. During that meeting, the Senate Rules of Procedure from the previous session shall be adopted in order to conduct business.
- 1.2** At least three-fourths of the membership of The Senate must be present in order for the election of the Student Senate President and Student Senate President Pro Tempore to occur. Election shall be by secret ballot and shall require a majority vote in order to elect a candidate. If no candidate receives a majority, a runoff election will be held between the two candidates who received the most votes in the first round.
- 1.3** In the case that Student Body Vice-President is unable to chair the meeting, the most senior Senator will assume the chair. If he or she accepts a nomination for Student Senate President, then the next most senior Senator will chair, and so on. The Chairperson, shall have the right to cast a vote for election of the Student Senate President in such cases where his/her vote would be decisive.
- 1.4** Nominations for Student Senate President and Student Senate President Pro Tempore shall be taken from the floor and shall require a second. The Student Senate President and Student Senate President Pro Tempore shall be elected from among the membership of the Senate.
- 1.5** Each candidate shall be allowed, in alphabetical order, to give a presentation to the Senate for no more than five (5) minutes. Immediately following each candidate's presentation, no more than two (2) Senators will be allowed to address a question to the candidate who just presented. The Chairperson shall allow two minutes of pro-debate 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.
- 1.6** Upon election, the Student Senate President shall immediately take the oath prescribed for Student Body Officers in §202.7, Student Body Statutes, assume the chair, and proceed with the election of the Student Senate President Pro Tempore. The Student Senate President shall have the right to cast a vote for the election of the Student Senate President Pro Tempore in such cases where his/her vote would be decisive. The Student Senate President Pro Tempore shall be administered the same oath and assume office immediately upon election. The oath shall be administered by the presiding officer at the time of the election. The Student Senate President and Student

Senate President Pro Tempore are to continue in office until their successors are chosen and qualified or until the expiration of their term, whichever occurs first.

- 1.7 In the event of permanent vacancy in the office of Student Senate President, the Student Senate President Pro Tempore, at the next scheduled Senate meeting, shall assume the chair and immediately call for election of a new Student Senate President following the same procedure above. If the current Student Senate President Pro Tempore is nominated for the office of Student Senate President, or the positions of Student Senate President and Student Senate President Pro Tempore are vacant simultaneously, the following shall be the order of succession: Chairperson of Judiciary, Chairperson of Internal Affairs, Chairperson of Budget, Chairperson of Finance, and Chairperson of Student Affairs. Any person in this line of succession who shall become acting Student Senate 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 Student Senate President. In the case where the President Pro Tempore and all Committee Chairpersons are nominated or unable to Chair, then the Student Body Vice President shall immediately assume the chair for the purposes of conducting the election. The Student Senate President Pro Tempore shall reserve the right to retain their position as Student Senate President Pro Tempore if they are nominated and do not win.

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

- 2.1 The Student Senate President, furthermore referred to as the President, shall be the chief legislative officer of the Student Body and shall perform duties as provided by law and Senate Rules of Procedure.
- 2.2 The 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, and preside over the Senate.
  - a. The 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.
  - b. When not holding the chair or presiding over the Senate, the President shall retain all the rights, privileges and responsibilities of any other Senator.
- 2.3 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.
- 2.4 The President shall have the authority to appoint the members of all Senate committees.

- 2.5** The President may compel any committee of the Senate to meet at a specific time with at least a 24 hour notice to the appropriate Chairperson and committee members.
- 2.6** The President shall have the authority to appoint, subject to Senate confirmation, the Senate Parliamentarian, Senate Clerk, Sergeant-at-Arms, and other officers as needed. The President has sole power of appointment within the Legislative Office and may dismiss any individual serving under them at their discretion.
- 2.7** The President shall, within eight (8) school days, 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 points 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.
- 2.8** 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. If anyone wishes to video record or voice record the Senate Proceedings, the individual or group shall simply inform the President, who shall then inform the Senate of such occurrence. This provision is not to restrict the recording of Senate, but is a sign of courtesy to inform the Senate that their likeness or voice will be recorded by an individual or group.
- 2.9** The President shall have the authority to assign Senators to serve as liaisons to campus entities. The President shall appoint a liaison to the Faculty Senate, who shall provide a report of the Faculty Senate meeting to the Senate.
- 2.10** The President shall be the administrator of any official social media account of the Legislative Branch and can appoint this power to any appointed officer of the Student Senate. All social media pages, including the Senate Facebook Page must be kept on the lowest privacy levels and must be open for all to read.

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

- 3.1** The Student Senate President Pro Tempore, furthermore referred to as the Pro Tempore, shall assist the President and perform duties as provided by law and by Senate Rules of Procedure.
- 3.2** In the event of the President's absence or temporary vacancy, and if the President does not make any appointment pursuant to Rule 2.01, the Pro Tempore shall act as President during the President's absence for the duration of the absence.

- 3.3 The Pro Tempore shall administer the oath of office to all persons confirmed by the Senate. In the absence of the Pro Tempore this duty shall be vested in the officer presiding over the Senate at the time of confirmation.
- 3.4 The Pro Tempore shall be the Chairperson of the Senate Rules and Calendar Committee.

#### **RULE FOUR – Legislative Officers**

- 4.1 The President shall be responsible for the duties of all vacant Senate Officers.
- 4.2 The Senate Program Assistant shall be the official secretary of the Student Senate and shall perform all duties prescribed to that position by Statute and these rules.
- 4.3 The Parliamentarian shall advise the Senate on matters of procedure and pertinent laws, statutes, and constitutional provisions and enforce the rules relating to procedure. The Parliamentarian shall serve at the discretion of the President and shall perform any other duties that the President shall determine to be necessary.
- 4.4 The Sergeant-at-Arms shall maintain order in the Senate Chambers under the direction of the 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 Senate Program Assistant in other matters that the President shall determine to be necessary.
- 4.5 The Senate Clerk shall be responsible for distributing legislation, ballots, messages and other literature to Senators within the Chamber. The Clerk shall also perform any other duties that the Senate President shall determine to be necessary.
- 4.6 Legislative Aides shall assist Senators as needed in the Senate Chamber and during committee meetings, draft Legislative Aide reports after each Senate meeting, and compile research for proposed measures as requested.
  - a. Information about becoming a Legislative Aide shall be posted on the SGA website. Interested parties shall reach out to the Senate Pro Tempore for more information. All interested parties must fill out an SGA application before being confirmed.
  - b. Legislative Aides shall be confirmed by the Senate by unanimous consent. If there are any objections made, the aide must be confirmed by a majority vote.
  - c. The term of all Legislative Aides shall begin after the inauguration of the newest class of Senators and end at the next inauguration. Prospective Legislative Aides may apply anytime during this period.
  - d. The Legislative Aide program shall be overseen by the Senate President Pro Tempore.

- e. There shall be a monthly meeting with all Legislative Aides held by the Senate President Pro Tempore or a designee.

**4.7** The Sergeant-at-Arms, Parliamentarian, Clerk, Legislative Aide and any additional appointed legislative officers shall be appointed by the President from outside the membership of the Senate and shall be subject to confirmation from the Senate.

## **RULE FIVE – Committees**

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

- a. The Pro Tempore shall serve as an ex-officio voting member of the Senate Budget Committee.
- b. Ex-Officio members shall not be considered for the purpose of determining quorum, unless they have been granted the right to vote by the chair of the committee or these Rules.
- c. If the Senate President is absent during a committee meeting, the Senate President Pro Tempore shall have the capability to serve as an ex-officio member of that committee.

**5.2** Standing Committees shall consist of no less than five voting members.

**5.3** The 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.

### **5.4 Election and Removal of Standing Committee Chair and Vice Chair**

- a. Elections shall occur immediately after the reading of committee assignments following fall and spring inaugurations, and upon the resignation, impeachment or departure of a sitting Chair and Vice-Chair. Senate shall move to enter committee caucus for the purpose of electing Committee Chairs and Vice-Chairs.
- b. The overseer of the nominations, speeches, pro-debates, and vote for the Chair position of each of the standing committees shall be one of the following: SGA Director, SGA Associate Director, Senate Program Assistant, President, and Pro Tempore. In the event that one or more of these overseers are absent, the President shall designate any additional overseers as he or she sees fit.
- c. The Chairperson of a standing committee shall have served 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 that shall occur when the Senator is nominated to run for Chair.

- d.** Nominations for Committee Chair and Committee Vice-Chair shall be taken from the committee members and shall require a second. The nominee must accept the nomination. Each candidate shall be allowed, in alphabetical order, to address the standing committee for no more than three (3) minutes in the form of a speech.
- e.** The overseer shall allow no more than two committee members to speak in pro during debate. Each committee member's pro-debate shall last no longer than two (2) minutes. No con-debate shall be permitted during the election process. All nominees not addressing the standing committee shall be requested to leave the immediate area when not speaking, including during all debate on the candidates.
- f.** All members of the standing committee including the nominees will vote with a secret ballot for the Chair. Each committee member including the candidates for Chair shall cast their vote by writing the name of his or her desired candidate on a piece of paper and turning it in to the overseer.
- g.** The overseer will count the secret ballots to determine a majority vote and declare the winner. If no candidate receives a majority, a runoff election will be held between the two candidates who received the most votes in the first round. In the event of a tie in the final round, the President shall cast the tie breaking vote. The vote count shall not be announced.
- h.** At this point, the overseer's role in the election is completed. The Chair now conducts the election for Vice-Chair. The process for the nominations, speeches,

and pro-debates for the Vice-Chair shall be the same as that for Chair. The Chair shall cast a vote in the event of a tie.

- i. A Chair or Vice-Chair may be removed by a two-thirds (2/3) vote of the committee they serve on. Only those who have served on the committee for minimum of one (1) calendar month shall be eligible to vote on this motion. At least five (5) committee members eligible to vote on the matter must be present for the vote to be held.
  1. The Vice Chair shall preside over the motion and vote to remove the chair. In the case that the Vice Chair is unavailable, or the committee is voting to remove both the Chair and Vice Chair, the most senior member of the committee shall preside.

**5.5** 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 set the calendar, and he/she shall preside and keep order and decorum of the meetings.

- a. 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 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.
- b. 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 a 24 hour notice to committee members, the Senate Program Assistant and the Senate President by phone and/or e-mail.
- c. The Chairperson of a standing committee is authorized to invite any individual to appear before the committee for the purpose of submitting information.
- d. If the Chairperson wishes to debate a motion, he/she will do so in accordance with Robert's Rules of Order by relinquishing the chair to member who has not debated on the current motion. The Chairperson shall not resume the chair until after the question has been decided.

**5.6** 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, and the Chairperson shall receive one (1) full absence unless excused.

- a. 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 minutes to the Senate Program Assistant. The Vice-Chairperson shall also keep an active contact list of all committee members.
- b. 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.

**5.7** 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 voting members shall count towards quorum, but not against. However, other non-voting members shall not be counted for the purpose of obtaining quorum. Committees shall be allowed to create their own rules to cover any event which is not expressed in these rules of procedure, as long as those rules do not violate any rules in these Rules of Procedure, SGA Statutes, or the Student Body Constitution. The Committee Chairperson shall be responsible for the safekeeping of such rules. Committee rules of procedure must pass by a simple majority vote.

**5.8** Committee Referral: The President shall refer all bills and constitutional amendments to the appropriate standing committee for consideration and action, and the 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 all the relevant committees to be placed on Second Reading. Each committee shall hear the most recently passed version of the bill. 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.

- a.** Any senator can move to appeal a referral by the President and suggest a different or additional committee to hear the bill. Such motions require a majority vote to pass. This provision shall not be interpreted as limiting the President's discretion to refer any measure to any other committees.
- b.** A senator may also move that a bill on first reading be read in its entirety by the presiding officer and moved to second reading the same session it is introduced.
- c.** The President may refer any resolution to committee(s) or directly to the calendar for second reading, except for changes to the Rules of Procedure or resolutions commending a specific person or group, which must go to Rules and Calendar.

**5.9** 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. 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.

- a.** 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 President.
- b.** 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 waives the 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.

- c. Only those measures of which notice of introduction has been given and/or measures which have originated in committee may be acted upon at a committee meeting.

**5.10 Committee Reports:** Each committee shall file written reports. Committee reports must be filed with the Senate Program Assistant no later than noon of the day of the next Senate meeting. 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.
- g. Any accompanying documents.

**5.11** It shall be the responsibility of each committee to report back to the Senate on all measures referred to the committee. The Chairperson of a committee or his/her designee shall present the committee report on the Senate floor. Any member of a committee may also give an additional report on the committee's actions.

**5.12** The 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.

**5.13** The President may establish subcommittees of standing committees and shall appoint their members and Chairpersons. The President shall consult with the Chairperson of the parent committee regarding appointment of subcommittees.

**5.14 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 comprising the Rules and Calendar Committee.

**5.15 Senate Funds Distribution Committees** – Immediately following Spring Inauguration, the Senate shall elect one senator to serve as the Chair of the Resource for Travel Allocations Committee (RTAC) and one Senator to serve as the Chair of the programming Allocations Committee (PAC). The Chairs of RTAC and PAC will not serve on any Standing Committee according to §807.4C, Student Body Statutes.

- a. The decisions of both Senate Funds Distribution Committees shall be compiled into a resolution by each committee's chair weekly and placed on the Consent Calendar upon passage by the Finance Committee.
- b. Items on the Consent Calendar are considered to be passed by acclamation if less than ten senators in the chamber object when called for by the President. If 10 or more senators object, the bill will be considered following standard procedure.

**5.16 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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.

**5.17** In the event that the President refers any bill, resolution, or constitutional amendment, in accordance with Rule 5.07 to a committee, failure to call a meeting will result in an absence for the committee Chair and Vice Chair with the exclusion of breaks and holidays in accordance with the Florida State University Academic Calendar unless excused by the President.

## **RULE SIX - Standing Committees: Duties and Responsibilities**

- 6.1 The Senate Budget Committee shall:**
- a. Debate, amend, reject, or recommend passage of the annual A&S Fee Budget.
  - b. Debate, amend, reject, or recommend passage of budget revisions/transfers.
  - c. Review the annual A&S Fee process and inform the Senate as to any relevant action.
  - 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. Conduct other hearings and undertake such other business as the Senate may determine.

**6.2 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. Shall conduct reviews and provide legislative oversight for all A&S fee recipients and expenditures as deemed necessary by the Senate President in consultation with the committee Chairperson.
- d. Review the Senate Funds Distribution Committee consent resolutions and inform the Senate of any relevant actions.
- e. Conduct other business and undertake such other business as the Senate may determine.

**6.3 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 any officer 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.

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

- a. Conduct interviews and hearings for all nominations to offices in Student Government by the Student Body President not including those approved by any other Senate Committees. The Senate shall confirm or deny all nominees for appointment approved by the committee. Members of the committee must be present for the interview, in its entirety, to be allowed to vote. The committee shall be responsible for maintaining a list of suggested general and positions specific interview questions to be asked during the confirmation process. The Vice-Chair shall ensure that this list of interview questions is made available on the SGA website.
- b. Review and propose any changes deemed necessary to the format of Student Government applications. Changes 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.

- c. Conduct professionalism workshops to enable senate to better translate their senatorial duties and projects into professional skills.
- d. Create surveys for the senate and committees to determine satisfaction and provide recommendations to the President.
- e. Conduct other hearings and undertake such other business as the Senate may determine.

**6.5 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 the student body and inform the senate as to any pertinent action.
- c. Conduct forums for students to express their concerns. The committee is encouraged to work with the Executive Branch.
- d. Be responsible for maintaining the Senate table in the Union during Market Wednesdays and create a Monthly Newsletter including events funded by Student Senate.
- e. Conduct other hearings, investigations, and undertake such other business as the Senate shall determine.

**RULE SEVEN - The Rules and Calendar Committee**

- 7.1 Composition: The President, Pro Tempore, and the Chairs of each of the standing committees, including the Chairs of the two funding boards. The Pro Tempore shall serve as Chairperson of the committee. Vice-Chairs shall attend the Rules and Calendar meetings as ex-officio non-voting members. The presiding officer shall only vote to break ties.
- 7.2 The Rules and Calendar Committee shall:
  - a. Debate, amend, reject, or recommend passage of any amendments to the Senate Rules of Procedure.
  - b. Review and suspend Senators for excessive absences as provided for in these Rules.
  - c. Approve or disapprove of the nominations of appointed Senators, pending the approval of the full Senate.
  - d. Facilitate communication between the officers of the Senate and ensure that a contact list of all Senators is made and distributed to Senators.
  - e. Set the Calendar for the Senate.

**RULE EIGHT - Senate Business**

- 8.1 When in session, the Senate shall meet weekly on Wednesday. The meeting shall be called to order at 7:30 p.m.

- 8.2** All regularly scheduled meetings of the Student Senate shall be publicly posted or advertised on the Student Government website. The Senate meeting shall also be announced via E-mail, posted on the SGA website, and on other SGA pages such as the Senate Facebook page. Any such advertisement shall include the time and place of the Senate meeting. This rule shall be executed by the President, or their designee.
- 8.3** The President 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, and shall follow the calendar as listed in Section 8.04.
- 8.4** The Calendar shall govern the order of consideration of measures by the Student Senate and shall be as follows:
- a. Call to Order
  - b. Pledge of Allegiance
  - c. Moment of Silent Reflection
  - d. Roll Call
  - e. Verification of Quorum
  - f. Corrections and Approval of the Journal
  - g. Student & Non-Budgeted RSO Comments
  - h. Special Introduction and Announcements
  - i. Messages from the Executive Branch
  - j. Messages from Agencies, Bureaus, Affiliated Projects, Directors, SGA Organization Officers and Employees.
  - k. Messages from the Executive Cabinet
  - l. Messages from the Class Councils
  - m. Messages from the Congress of Graduate Students
  - n. Messages from the Judicial Branch
  - o. Messages from the Union Board and SOAR Board
  - p. Report of the SGA Accounting Office
  - q. Report of Committees
  - r. Senate Confirmations
  - s. Consent Calendar
  - t. First Reading – Bills, Constitutional Amendments, and Resolutions
  - u. Second Reading – Bills, Constitutional Amendments, and Resolutions
  - v. Unfinished Business
  - w. New Business
  - x. Closing Announcements
  - y. Final Roll Call and Adjournment
- 8.5** The Calendar cannot be changed on the Senate floor of a Senate meeting without a motion to Unlock the Calendar. This motion may pass without objection, otherwise a two-thirds vote is required.

- 8.6** Any bill or constitutional amendment, to be included on the calendar of a Senate meeting, must be filed with the Senate Program Assistant no later than 12 p.m. on the day before the said meeting of the Senate.
- 8.7** 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.
- 8.8** The Senate Program Assistant shall publish the calendar.
- 8.9** The Senate Program Assistant shall record the Journal of the official proceedings of the Senate.
- 8.10** 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.** Times 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.
- 8.11** 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.
- 8.12** 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.
- 8.13** Any student wishing to speak during the Student and Non-Budgeted RSO Comments section of the agenda will fill out a "Request to Address" card.
- 8.14** Use of the Senate Chambers shall be reserved solely for the work and duties of the

Student Senate, unless otherwise designated by the President.

## **PART II: SENATE ORDER AND PROCEDURE**

### **RULE NINE - Governing Authority**

- 9.1** The rules contained in the most current edition of Robert's Rules of Order, Newly Revised shall govern the senate in all cases in which they are applicable and do not conflict with the Student Body Constitution, Statutes, or these Senate Rules.
- 9.2** Any Senator may raise a point of order to request that the presiding officer enforce the rules. The decision of the chair may be appealed by a majority vote.

### **RULE TEN - Submission and Consideration of Measures**

- 10.1** Definitions:
- a.** A "Constitutional Amendment" shall be any measure proposing a change, deletion or addition to the Student Body Constitution.
  - b.** A "Bill" shall be any measure proposing an amendment to the Student Body Statutes or any measure appropriating money.
  - c.** "Resolutions" shall be any substantive measure which is not a bill, or constitutional amendment.
  - d.** 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.
  - e.** "Confirmation" shall be defined as the approval of a nominee by the Senate, in which case the nominee shall then immediately assume office.
- 10.2** A Senator shall file all bills, constitutional amendments or resolutions for consideration by the Senate in the manner prescribed by statute and these Senate Rules.
- 10.3** Any bill or resolution filed on time shall be drawn up by the Senate Program Assistant and distributed to members of the Senate via email and/or packets distributed to Senate.
- 10.4** 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.

- 10.5** 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.
- 10.6** All bills and resolutions shall include a statement of legislative intent. All bills and resolutions shall be written in “people-first” language. No bill shall be placed on second reading without a statement of legislative intent or without “people-first” language.
- 10.7** All constitutional amendments, bills, and resolutions shall be submitted on the appropriate forms as designated by the President.
- 10.8** Any measure being brought before the Senate for the first time shall be placed on first reading, unless otherwise moved. Measures will be considered read by publication, unless a senator objects and moves that a bill be read in its entirety by the presiding officer. After first reading, all measures will be referred pursuant to rule 5.08.
- 10.9** 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.
- 10.10** Confirmations: 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 questions, any Senator shall move to confirm the nominees individually.
- a.** 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 during debate if they so choose. After all rounds of debate have expired, each nominee being debated shall have five (5) minutes to give a closing statement as to why they should be confirmed.
  - b.** 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.

- 10.11** 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.
- 10.12** **Amendments:** Any amendment to a measure must be submitted to the Senate Programs Assistant 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.
- a.** Motions to amend shall be made during any round of debate and shall require a second. If the proposed amendment is not objected to, the presiding officer shall ask the primary sponsor if the amendment is favorable. If the sponsor assents, the original measure shall be amended and debate shall proceed on the measure as amended.
  - b.** If the motion to amend is objected to and/or the sponsor does not find the amendment favorable, debate on the primary measure shall halt and the Senate shall consider the amendment as a stand-alone measure. The Senator who made the motion to amend shall be considered the sponsor for purposes of debate.
    - 1.** Debate on the amendment shall not address the merits of the original measure, unless it is pertinent to the merits of the amendment. Additionally, questions and points of information should only inquire on the facts of the amendment itself.
  - c.** A motion to amend shall require a majority vote to pass.
  - d.** An amendment may be amended following the same procedure above, but a motion to amend an amendment to an amendment shall not be entertained.
  - e.** All amendments 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.
- 10.13** **Committee caucus:** The Senate may, at any time following the proper motion, 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 President, or other presiding officer, shall reconvene the Senate at the end of the allocated caucus time.
- 10.14** **Committee of the whole:** Any Senator may, at any time, move to meet as a committee of the whole for the purpose of discussing any Senate business. A motion to convene as a committee of the whole may pass by consent or, if objected to, 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.

- a. The President shall preside over a committee of the whole, unless he or she chooses to relinquish the chair.
- b. When the Senate reconvenes, any senator may move to accept the decision of the committee as the decision of the whole

## **RULE ELEVEN - Debate and Voting**

- 11.1 No person who is not a Student Senator, Senate officer, the SGA Advisor, the Senate Program Assistant, or the SGA Business Manager shall be recognized to speak before the Senate unless a motion is made and seconded to allow such a speaker. Senators may object to the motion in which case a majority vote will be necessary to allow such a speaker.
- 11.2 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.
- 11.3 Rules 11.01 and 11.02 shall not apply to individuals invited to address the Student Senate whose name or purpose of address appears on the Senate Calendar.
- 11.4 A Senator who wishes to gain the floor shall raise his/her hand and wait to be recognized by the President, or other presiding officer.
- 11.5 Any Senator recognized by the President, or other presiding officer, shall rise to address the Senate.
- 11.6 When a measure or motion comes before the Senate for consideration, the structure of debate shall be as follows:
  - a. Opening statement by the sponsor(s) of no more than five (5) minutes. No motions may be made during this round.
  - b. Technical, non-debatable questions, which shall consist of factual inquiries directed toward the sponsor(s). The amount of questions asked shall be at the discretion of the presiding officer. No motions or points of information shall be made during this time.
  - c. Three (3) rounds of pro debate and three (3) rounds of con debate, in alternation. Each round shall be three minutes long.
  - d. Closing statement by the original sponsor. The length of this statement shall be whatever remaining time the sponsor yielded after his or her opening. No motions may be made during this round.
  - e. Vote
- 11.7 No Senator shall speak more than once during any one round of debate. No Senator shall speak in debate more than twice across all rounds of debate, unless recognized by the Presiding Officer at his/her discretion.

- a. No senator shall debate in both pro and con of any motion or measure, unless v the motion or measure was substantively amended on the floor.
  - b. These speaking limitations shall not be applied to motions or points.
- 11.8** Points and motions do not count against time during any timed round. The remaining time on any side of debate shall be returned to that side of debate upon completion of any motion or matter that arises, including amendments deemed unfriendly.
- 11.9** Any Senator may yield his/her remaining time to any other Senator except on closing debate. By simply sitting down after speaking, the Senate waives the remaining debate time. If no Senator wishes to speak when called on by the presiding officer, the current round is extinguished.
  - a. The presiding officer shall have the authority to replenish the remaining time in a round of debate if it is waived before time expires.
  - b. If it is determined that a Senator purposefully waived the remaining debate time in order to stifle opposition and debate, he or she may be subject to disciplinary action in accordance with these rules and applicable statutes.
- 11.10** A motion to call the question shall not be made or entertained until the second round of pro debate.
- 11.11** The Senate President, or other presiding officer, may reduce or extend debate time limits for speakers and/or limit debate on the entire question, whenever necessary. Any senator may move to extend or limit debate, subject to a two-thirds (2/3) vote.
- 11.12** Any decision by the presiding officer to limit or extend any portion of debate or technical non-debatable questions may be overturned by a majority vote.
- 11.13** The presiding officer shall declare all votes. If not prescribed in statutes or these rules, the presiding officer shall determine the manner in which the vote is taken, however a senator may move for a vote by iClicker, hand count, or roll call.
  - a. 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.
  - b. Before the result of a roll call vote has been announced, the presiding officer shall ask if any Senator wishes to add their vote or change their vote.
- 11.14** In no case shall a Senator cast a vote for another Senator who is absent from the chambers or committee hearing. No person who is not a Senator shall vote. No proxy voting shall be allowed under any circumstances. Violations of this provision shall be punished as the Senate shall deem proper.
- 11.15** A Senator shall be permitted to enter into the record a written explanation of no more than two hundred (200) words or any vote or action he/she may take.

**11.16** When making a point, a Senator shall adhere to the proper procedures outlined in Roberts Rules of Order, Newly Revised Edition.

**a.** Points do not relate directly to the substance of the pending motion, but rather the method of transacting the business of the motion. Incidental motions must be dealt with immediately.

**b.** Types of points used within Senate are listed but not limited to:

1. Point of Personal Privilege
  - a. To register a complaint about the environment of the meeting or make a personal request.
2. Point of Information
  - a. To request information of the Senate President.
3. Point of Clarification
  - a. To make a germane factual statement.
4. Point of Order
  - a. To enforce the rule(s).
5. Point of Parliamentary Inquiry
  - a. To ask a question regarding the rule(s)

## **RULE TWELVE - STUDENT SENATE CONDUCT CODE**

**12.1** 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.

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

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

**12.4** All Senators shall wear appropriate business and or business casual attire for public meetings while in the Senate chambers or committee meetings. 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 President. No apparel shall be worn within the Senate chambers which substantially disrupts any official Senate proceeding.

**12.5** No Senator shall refer to another Senator or speaker by name or gesture during debate.

**12.6** The Senate President shall ensure that no political party is advertised in the Senate Chambers. Such advertising shall consist of, but is not limited to, t-shirts, stickers and buttons that advertise party names. No International or US Federal, State, or Local candidate or political party shall be advertised in the Senate Chambers. This shall not

limit a person in announcing a statement of fact, such as he/she or another person is running for office.

- a.** Committee chairs shall be responsible for enforcing this rule in all committee meetings, and shall maintain impartiality toward all measures and appointments they oversee when acting in their official capacity.
  - i. This rule shall not be construed to prevent Chair from voting in the event of a tie.
- b.** Any Senator or Senate Officer who obstructs, delays, or otherwise interferes with Senate business for partisan reasons shall be subject to strict disciplinary actions in accordance with these Rules, Student Body Statutes, and the Student Body Constitution.

**12.7** 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.

**12.8** 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.

- 12.9** 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.
- 12.10** 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 him or herself at all times in a manner that promotes a professional environment in the Senate, free from discrimination.
- 12.11** A member of the Senate shall accept nothing which reasonably may be construed to improperly influence his official act, decision or vote.
- 12.12** All members shall scrupulously comply with the requirements of all laws related to the ethics of public officers.

#### **RULE THIRTEEN – Senate Attendance**

- 13.1** Attendance at the following meetings shall be considered mandatory for all Senators and Senate Officers. A roll call will be conducted at the beginning and end of each meeting for the purpose of determining quorum and attendance:
- a.** Regularly scheduled meetings of the Student Senate as a whole.
  - b.** All standing committees, sub committees, and ad hoc committees on which a Senator or Senate Officer serves.
  - c.** Any properly called special session of the Senate
  - d.** Any other meeting, upon concurrence of the President and Pro Tempore, with at least 24 hour notice to all the members required to attend.
    - 1.** The Senate may overturn this provision at any time before or after the meeting with a two-thirds vote.
- 13.2** 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 semester, or any intervening election in which their seat is not up for consideration.
- 13.3** Failure to attend any meeting listed in rule 13.01 in its entirety shall constitute **one full absence**.
- 13.4** Failure to be present for any one roll call that determines attendance or quorum shall constitute a tardy and count **as one-half absence**.
- a.** Senators who are tardy must check in with the Senate Program Assistant upon entry into the chamber.

- b. If a tardy Senator does not check in with the Senate Program Assistant, they will accrue one-full absence in circumstances where a previous roll call is accepted as final roll call.
  - c. **Quorum Calls:** At any time, any senator or presiding officer may move for a roll call to determine quorum.
    - 1. Before any quorum call is conducted, the Senate President or other presiding officer shall allow a three-minute recess to allow senators to return to the chamber.
    - 2. In cases where quorum is not achieved and business must end, that quorum call shall be considered final roll call.
- 13.5** Committee Chairs and Vice Chair Accrual: Failure of a Standing Committee Chair to give 24 hour notice of a committee meeting shall constitute a one-half unexcused absence against the Chair.
- a. Failure of a Vice Chair to prepare and submit a committee report in accordance with these rules shall constitute a one-half unexcused absence against the Vice Chair.
  - b. Failure of a Committee Chair to sign a Committee Report shall constitute a one-half unexcused absence against the Chair.
- 13.6** Under no circumstance shall any Senator receive more than one full absence during any one meeting, even if multiple quorum or roll calls are conducted.
- 13.7** **Excusing Absences:** When possible, a Senator shall notify the appropriate presiding officer of a planned absence in writing prior to any missed Committee Meeting or Senate Meeting.
- a. If prior notice is not possible, any Senator who accrues an absence pursuant to rules 13.03 or 13.04 shall be required to provide a written excuse to the presiding officer of the missed meeting within six (6) school days of the meeting. Failure to submit a written excuse within this period will result in the absence being declared unexcused.
    - 1. It is the responsibility of the absent Senator to ensure that the presiding officer received their written excuse.
  - b. With proper documentation, the following shall be considered excused per university policy:
    - 1. Documented Illness
    - 2. Documented Attendance of a class or class-related activity.
    - 3. Study session or studying for a documented exam on the day following the absence.
  - c. In any other circumstance, the presiding officer shall have the discretion to determine if an absence is excused or unexcused, subject to appeal by the absent senator before the Rules and Calendar Committee.
    - 1. The decision of the presiding officer shall be presented to the absent senator in writing and a copy shall be furnished to the Pro Tempore.

- d. The presiding officer shall be required to report all absences to the Pro Tempore within 24 hours after the meeting, and shall state whether or not the absence is excused or unexcused at that time,

**13.8 Penalties:**

- a. If a Senator is absent for three (3) committee meetings, they shall be required to meet with their Chairperson to determine whether or not they should be reassigned. If a decision is not reached in that meeting, the committee may, by a majority vote, expel a member who has received three (3) absences. The expelled member shall be reassigned to a different committee by the Senate President.
  - 1. If a senator knows that they will not be able to attend the regularly scheduled meetings of a committee, it is their responsibility to meet with the Senate President regarding a reassignment prior to absences being accrued.
- b. Any senator who accumulates five (5) unexcused absences shall be automatically suspended and forwarded to the Judiciary Committee for impeachment proceedings. Suspended senators shall not be considered in determining quorum, nor shall they be entitled to any rights or privileges of a Senator, except for those related to due process of impeachment proceedings.
  - 1. The Judiciary Committee shall contact the suspended Senator by phone of the impeachment proceedings at least twenty four (24) hours before any meetings, and shall conduct those meetings according to all of the laws and rules related to impeachment contained in these rules, Statutes, and the Constitution.

**13.9 Leaves 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 from the majority of the Rules and Calendar Committee before doing so.

**RULE FOURTEEN - Discipline**

- 14.1** 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.
- 14.2** Failure of a Senator to carry out specific duties as provided for in the Student Body Constitution, Student Body Statutes and the Senate Rules of Procedure, or violations of

provisions therein, may result in the passage of censure according the procedure set forth in these rules.

- 14.3** Filing of Complaints: The Chairperson 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.
- a.** The Chairperson 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.
  - b.** A complaint submitted to the Chairperson of the Rules and Calendar Committee shall be in writing and under oath, setting forth in simple, concise statements the following:
    - 1.** The name and legal address of the party filing the complaint.
    - 2.** 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.
    - 3.** 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.
    - 4.** The facts alleged to have given rise to the violation.
  - c.** All documents in the possession of the complainant that are relevant to, and in support of, the allegations shall be attached to the complaint.
- 14.4** Processing of the Complaint and Preliminary Findings
- a.** Upon the filing of a complaint, the Chairperson 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 Chairperson of the Rules and Calendar Committee shall examine each complaint for proper jurisdictional and for compliance with these Rules of Procedure.
    - 1.** Should the Chairperson 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.
  - c.** Should any Senator have two complaints deemed acceptable by the rules and calendar chair, they shall be 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 Chairperson at an appropriate time, to be determined by the Chairperson.
  - d.** All motions of censure shall require a two-thirds (2/3) vote of the Senate. Any Senators may motion for censure of any other Senator at any time during a Senate or committee meeting, provided they have just cause deemed reasonable the Chair. 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.

- 14.5** 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 FIFTEEN - Amendments and Waiving the Rules**

- 15.1** Temporary waiving of the Rules may be accomplished by a two-thirds vote of the Student Senate. The specific rule to waive must be stated. A motion to waive the Rules is not debatable.
- 15.2** These Rules may be permanently amended by a two-thirds vote of the Senate.
- 15.3** Any amendment to these rules shall be presented to the Senate in the form of a resolution.
- 15.4** 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 shall be put on first reading for at least one week before consideration by the Senate.