



**73rd Student Senate  
Internal Affairs Committee  
Rules and Procedures  
Summer 2021**

## I. **AUTHORITY AND CHANGES TO THE COMMITTEE RULES**

- A. The Internal Affairs Committee shall be governed by, in order of precedence, the Constitution of the Student Body, the Statutes of the Student Body, the Rules of Procedure of the Student Senate, these Internal Affairs Rules of Procedure, and the latest version of Robert's Rules of Order Newly Revised.
- B. Changes to these Rules of Procedure shall require a majority vote of the committee.

## II. **MEETINGS OF THE COMMITTEE**

- A. Meetings of the committee may be called by the Chair as deemed necessary providing that 24 hours' notice of the date, time, place and subject matter of the meeting are given via public announcement.
- B. Unless a different date and time are set by the Chair pursuant to section (A) of this rule, committee meetings shall be held at 6:30 p.m. Eastern Time on Mondays during the regular session of the Student Senate. This shall be considered the regular meeting time at which committee business will be completed.
- C. The Chair, or presiding officer, shall call each meeting to order, which shall immediately be followed by a verification of quorum by the Vice-Chair.
- D. Committee members, either by motion or petitioning the Chair to take action, may request a bill, matter, or nomination on the agenda of the committee be held over until the next meeting of the committee.
- E. Only members of the committee are permitted to speak on any measure being considered by the committee. This rule may be waived via motion to allow a non-member to speak.
- F. All meetings are to be made open and available to the public. This is to ensure correct adherence to Chapter 203 of the Student Body Statutes.
- G. The chair or the presiding officer over the committee shall read the Land Acknowledgement at the start of the meeting.

## III. **INTERVIEW PROCEDURE**

- A. For a candidate to be heard by the committee, a forwarding letter naming the candidate must be received by the Chair at least two (2) business days prior to the scheduled meeting time. The committee must further abide by any additional time constraints and requirements as outlined in the Student Body Constitution or Student Body Statutes.
- B. The following procedure shall take place for all candidate confirmation hearings conducted by the committee:

1. The candidate shall be allowed to make an opening statement for up to, but not exceeding, three (3) minutes. Any remaining time shall be allotted to a closing statement.
2. The Chair shall entertain any technical, non-debatable, questions from committee members.
3. The committee shall enter a round of questioning. Questions may relate to, but are not limited to, the candidate's desired position, experience, character or future goals.
4. Any Senator(s) present who are not committee members may ask any additional questions not previously directed to the candidate by the committee.
5. The candidate shall be allowed to make a closing statement for up to, but not exceeding, any time remaining from their opening statement.
6. The committee shall enter a round of deliberation that shall not exceed fifteen (15) minutes.
7. The committee shall conduct a vote, the administration of which shall be at the discretion of the Chair, on whether the candidate shall be forwarded to the full Senate for consideration.

#### **IV. BILLS & RESOLUTIONS PROCEDURE**

- A. The following procedure shall take place for all bills and resolutions considered by the committee:
  1. The sponsor(s) shall be allowed to make an opening statement for up to, but not exceeding, five (5) minutes. Any remaining time shall be allotted to a closing statement.
  2. The Chair shall entertain any technical, non-debatable, questions from committee members.
  3. The committee shall enter a round of deliberation that shall not exceed thirty (30) minutes.
  4. The sponsor(s) shall be allowed to make a closing statement for up to, but not exceeding, any time remaining from their opening statement.
  5. The committee shall conduct a vote, the administration of which shall be at the discretion of the Chair, on whether the legislation shall be forwarded to the full Senate for consideration.

## V. **BUREAU REVIEW**

In accordance with Chapter 900.5 of the Student Body Statutes, the following procedure shall be followed when conducting the annual review of SGA Bureaus.

### A. Timeframe

1. The Bureau Review Process shall begin no earlier than the Certification of the Fall General Election and shall conclude no later than the certification of the Spring General Election.
2. At least two (2) weeks prior to the first day of presentations, the Chair must contact the Bureaus with the time, location, and guidelines for the content of the presentations.

### B. Bureau Presentations

1. The Chair shall request that Bureau leaders provide the following information:
  - i. The names and contact information of the current leadership.
  - ii. All relevant financial information and documentation.
  - iii. A list of previous and upcoming events (Including figures on turnout).
  - iv. A description of how the bureau is fulfilling their mission statement and the mission of Student Government as a whole.
  - v. Any other information as determined by the committee.

### C. Committee Questioning

1. Following a Bureau's presentation, the committee shall question the presenters using the following procedure:
  - i. The Chair shall entertain any technical, non-debatable, questions from committee members.
  - ii. The committee shall enter a round of general questioning.
  - iii. Any Senator(s) present who are not committee members may ask any additional questions not previously directed to the presenters by the committee.
  - iv. Any member of the public present may ask any additional questions not previously directed to the presenters by Senators.
  - v. The presenters may ask any questions of the committee.

### D. Deliberation

1. In the committee meeting immediately following the conclusion of all presentations and questioning, the committee shall enter deliberation via a motion.
  - i. The order in which the Bureaus will be considered for deliberation shall be determined by the committee.
  - ii. During deliberation, the committee shall not compare Bureaus with one another based on their presentations, proposals, or deliberations relating to another Bureau.
2. Following deliberation on a Bureau, a vote shall be held to determine whether the committee recommends the Bureau remains established.
  - i. Once the vote has concluded, the committee shall then further deliberate to provide some short reasoning behind the recommendation and shall provide any guidance and feedback for the Bureau.

#### E. Bureau Review Memorandum

1. Following the completion of deliberation, the committee shall create a memorandum to be forwarded to all members of the Senate as the official opinion of the Internal Affairs committee.
2. Each individual Bureau shall have their section wherein the committee explains the following:
  - i. The mission of the Bureau.
  - ii. A summarization of their presentation to the committee.
  - iii. The result of the committee's vote on recommending the retention or dissolution of the Bureau.
  - iv. The committee's reasoning for their decision and vote.
  - v. Proposed next steps and recommendations for the future of the Bureau.

## VI. QUORUM

- A. Quorum shall be defined as at least half of the total number of committee members are present, for the purpose of discussing and transacting business. At their discretion, the Chair of the committee may install ex-officio members as temporary committee members with voting rights.