



**Senate Budget Committee
Rules and Procedures
2019 –2020**

I. MEETINGS OF THE COMMITTEE

1. Meetings of the Committee may be called by the Chair as they may deem necessary on three days' notice of the date, time, place and subject matter of the meeting, or pursuant to the provision of the Standing Rules of the Senate, as amended.
2. Unless a different date and time are set by the Chair pursuant to (1) of this section, Committee meetings shall be held beginning at 8:00 p.m. on Mondays during the regular session of the Student Senate, which shall be the regular meeting day for the transaction of business.
3. At the request of any member, or by action of the Chair, a bill, matter, or nomination on the agenda of the Committee may be held over until the next meeting of the Committee.
4. The Committee shall provide a public announcement of the date, time, place and subject matter of any hearing to be conducted by the Committee at least 3 calendar days prior to the commencement of that hearing, unless the Chair determines that good cause exists to begin such hearing at an earlier date.
5. The Chair shall set an Agenda for every meeting and distribute said Agenda to all members of the committee before the next meeting. The Agenda shall at least include:
 - A. Call to Order
 - B. Verification of Quorum
 - C. Approval of the last meetings minutes
 - D. Announcements
 - E. Unfinished Business
 - F. New Business
 - G. Closing Announcements
 - H. Adjournment
6. The Presiding officer shall call each meeting to order, and immediately after the Vice-Chair shall verify quorum by a roll call vote.
7. 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.
8. All meetings are public, and space shall be made available in the meeting room for members of the general public to sit and listen. This rule is to ensure proper adherence to chapter 203 of the SGA Student Body Statutes.
9. The Presiding officer shall go through the Agenda from the top down and shall begin debate on business by stating the question before the committee. When a Bill or Resolution comes before the committee the rules outlined in Section II shall apply. When a nomination comes before a committee the rules in Section III shall apply.
10. No Senator may make any statement without first being recognized by the Presiding Officer.

II. Bills & Resolutions

1. The Presiding officer shall ask for a motion to open the floor to debate.
2. Senators must confine their remarks in debate to the pending questions. Personal remarks must not enter debate. All remarks must be addressed to the Presiding Officer. Any Senator violating these rules may, at the discretion of the Presiding Officer, lose the floor.
3. When a bill or resolution comes before the committee there shall be debate. Debate on a bill or resolution will begin with **structured debate**. Structured debate for a main motion consists of the following:
 - A. An Opening statement by the sponsor(s) of no more than five (5) minutes. No motions may be made during this round. No motions can be made at this time
 - B. The opening statement shall be followed by a questioning period. The presiding officer shall recognize each Senator on the committee in alphabetical order. Once a Senator is recognized they shall have five (5) minutes for their questions. If a Senator yields with time remaining, they may waive that time or use it after at least each Senator has been recognized at least once. The presiding officer will ask Senators if they wish to use their remaining time.
 - C. There shall be two (2) rounds of debate following questioning. In the first round of debate, the presiding officer shall recognize each Senator on the committee in alphabetical order. Once a Senator is recognized they shall have five (5) minutes for debate. In the second round of debate the Presiding officer shall ask to recognize any Senators wishing to speak in debate. Debate can be pro or con. No motion to amend may be made during the first round of debate. Any motion can be made in the second round of debate. If a motion to amend is made rules four (4) and five (5) shall be used. If a Senator does not use their remaining time in the second round of debate the chair may waive the remaining time.
4. A primary amendment is a change or addition to the main motion under discussion. A secondary amendment is a change or addition to a primary amendment. The sponsor of the matter under consideration must state whether they find the amendment friendly or unfriendly. Amendments shall be heard using the Structured debate on an amendment procedure in rule five (5), only if the sponsor of the matter under consideration finds the amendment unfriendly. All amendments must be presented to the chair in writing.
5. **Structured debate on an amendment** consists of the following:
 - A. An opening statement by the sponsor(s) of no more than five (5) minutes.
 - B. Following the opening statement there shall be a period of questioning. The Presiding Officer shall recognize each Senator on the committee in alphabetical order. Once a

Senator is recognized they shall have two (2) minutes for their questions. No motions can be made at this time

- C. Following the questioning period there shall be one (1), five (5) minute round of debate. Any Senator may be recognized by the chair. Debate shall be pro or con. During this time any motion can be heard.
 - D. If a motion to have a secondary amendment is made the sponsor of the primary amendment shall state whether it is found friendly or unfriendly, and the Presiding Officer shall stop the timer until consideration of the secondary amendment is done.
 - E. If a secondary amendment is found friendly it shall be adopted. If a secondary amendment is found unfriendly the sponsor shall have two (2) minutes for an opening statement. After the sponsor's opening statement, the Presiding Officer shall immediately call the motion to question.
 - F. A secondary amendment need only pass by a simple majority.
 - G. Once time expires, the primary amendment shall be called to question.
 - H. A primary amendment need only pass by a simple majority.
- 6. A Senator may yield his or her time to the Presiding Officer. No Senator may yield the remainder of their time to other Senators. Follow-up questions are permitted at the discretion of the Presiding Officer.
 - 7. A speech interrupted for a Point of Order or Point of Privilege will be charged against the speaker only if the interruption was caused by the speaker's misconduct or violation of the rules.
 - 8. After time has elapsed, the Presiding Officer will entertain a motion for the main motion to be called to question.
 - 9. When a motion is made to call the main motion to question the Presiding Officer shall conduct a roll call vote. All standing rules, and statutes will be observed to determine the success of a main motion.
 - 10. The Presiding Officer shall not vote, except to break a tie.

III. QUORUMS

- 1. Half the Members of the Committee, actually present, shall constitute a quorum for the purpose of discussing business, and transacting business. No bill, matter, or nomination shall be ordered reported from the Committee, however, unless a majority of the Committee is actually present at the time such action is taken and a majority of those present support the action taken. The Chair of the committee may, at their discretion, upgrade the Senate President and/or the Senate President Pro-Tempore from their statuses as ex-officio members, to voting members.

IV. ATTENDANCE RULES

1. Official attendance at all Committee business meetings of the Committee shall be kept by the Vice-Chair, and transmitted weekly to the Pro-Tempore.
2. Attendance at meetings is Mandatory and all rules regarding Attendance for the purposes of this committee shall match and reflect those found in the SEVENTY FIRST STUDENT SENATE RULES OF PROCEDURE, RULE THIRTEEN.