



Student Life and Academic Affairs

Rules of Procedure

Enacted – December 2nd 2019

Last Amended – December 2nd 2019

I. AUTHORITY AND CHANGES TO THE COMMITTEE RULES

A. The Student Life and Academic 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 Student Life and Academic Affairs Committee 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 they may deem necessary on 48 hours 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.

B. Unless a different date and time are set by the Chair pursuant to (A) of this section, Committee meetings shall be held beginning at 6:45 p.m. on Mondays during the regular session of the Student Senate, which shall be the regular meeting day for the transaction of business.

C. 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.

D. 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 48 hours prior to the commencement of that hearing, unless the Chair determines that good cause exists to begin such hearing at an earlier date.

F. The Presiding officer shall call each meeting to order, and immediately after the Vice-Chair shall verify quorum by a roll call vote.

G. 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.

H. 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.

J. No Senator may make any statement without first being recognized by the Presiding Officer.

III. PROCEDURES FOR HEARING BILLS & RESOLUTIONS

- 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. Round Table Discussion, the committee shall discuss how to move forward, and during this stage the presiding officer will accept motions to amend the legislation being heard.
- 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, will be done by roll call.

IV. QUORUM

- A. 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 resolution 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 statues as ex-officio members, to voting members.