

**Florida International University Student Government Association**  
**Senate Rules of Procedure**

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1. Executive Leadership of the Senate

a. Elections (Further outlined in Section 3004 of the Statutes)

- i. The election takes place at the first scheduled meeting of the Summer term.

b. Meetings

- i. Senate Leadership is required to meet at least once a week with the Advisor.

2. Committee Leadership and Membership

a. Procedure for Leadership Assignment

- i. Senators must fill out a Panther Connect form within one week of all Senate Leadership positions being elected to indicate interest in Committee leadership.
- ii. In this application, Senators are required to provide their resume and a minimum 250-word summary of qualifications.
- iii. The Senate President will send an email to the Senate with Chair and Vice Chair assignments, as well as the membership of each committee, within two weeks of all Senate Leadership positions being elected.

b. Responsibilities of Leadership

i. Chair (Further outlined in Section 9001.2 of the Statutes)

1. Create and send the agenda to committee members prior to the start of the weekly meetings.
2. Regularly check minutes on the SGA Website and Teams.
3. Establish communication standards in committees.
4. Keep track of all legislation entering and leaving committees.
5. Send report to Senate President by 24 hours after committee meeting via email.

- a. This report is a brief (50-250 words) summary of the minutes.  
Report the progress of ideas, initiatives, legislation, what was discussed, and any votes that were taken.

6. Present the report sent to the Senate President to the Senate meeting.
7. Check and respond to the Committee email.

ii. Vice Chair

1. Create a list of committee members and contact information.
2. Take minutes for committee meetings.
3. Send minutes to committee members.
4. Publish minutes to SGA Teams and send to Advisor to publish on SGA Website.
5. Ensure committee folder is up to date.
6. Assist Chair when needed and present report at Senate Meeting if Chair is absent.
7. Share unexcused absences from Committee meeting with Floor Leader.

c. Procedure for Assigning Committees

- i. Senators are required to fill out a Panther Connect Form indicating their top four committee preferences.
- ii. Senate Leadership will create an excel sheet with all the preferences to best assign Senators to their preferred Committees.
- iii. Senate President will send an email to Senate with Committee assignments within two weeks of All Senate Leadership positions being elected.

3. Senator Requirements

- a. (Further outlined in Section 9001 of the Constitution)
  - b. Three office hours per week
  - c. Weekly Senate meetings (4 unexcused absences are allowed).
  - d. Weekly Committee meetings.
  - e. Attend SGA events and trainings.
  - f. Senators shall be individually required to meet with their school, college, or division Dean(s) or administration and at least two (2) times per Fall and Spring semester.
    - i. Individuals of a school, college, or division delegation may schedule meetings together.
    - ii. Housing Senators are required to meet with Department of Housing and Residential Life.
    - iii. Online Senators and Lower/Upper Division Senators shall have the option to meet with academic Deans, join other Senators in their Dean meeting, or join other delegations in their Dean meetings to fulfill this requirement. They are additionally permitted to meet with the University Ombudsman, Senior Vice President of Student Affairs, or Assistant Vice President of Student Affairs to fulfill this requirement.
    - iv. Proofs of meeting occurrence and confirmation of attendance shall be provided to the Attorney General and the Senate President.
      1. This proof can consist of emails that schedule the meeting or an administrator sends an email confirming the attendance of the meeting.
4. Meetings of Senate
- a. All meetings must be hybrid.

- b. Throughout Senate meetings, anyone wishing to speak must use a microphone to speak to the Senate floor.
  - c. Regular
    - i. Location: MMC: GC 150, BBC: WUC 155, and Zoom
    - ii. Time: 4:00pm-6:00pm
    - iii. When: Mondays
  - d. Special
    - i. As outlined in the Constitution (Line 5.05.5 and Line 5.03.1.15), the Senate President, the Student Body President, or a supermajority of the Senate can call a special meeting with 48 hours' notice and during University Business Days from 8:00am-6:00pm.
    - ii. The prior notice must be sent by the Senate President or their designee via email and include the purpose of the meeting and agenda.
    - iii. As outlined in the Constitution (Line 4.09.1.7 and Line 5.03.1.15) attendance to special Senate meetings is mandatory, and unexcused absences to the special meeting shall count towards the limit of four unexcused absences permitted for each Senator.
5. Attendance of Senate
- a. Roll Call
    - i. In alphabetical order by delegation and Senator's Last Name will determine the order of the roll call.
    - ii. Senate Leadership shall be the final three Senators called to during roll call to increase impartiality in the Senate. The Floor Leader, then the President Pro

Tempore, and then the Senate President shall be the final Senators called, in that order.

- iii. The roll call will be called at the start of every meeting, as well as for any quorum call or roll call vote.

b. Absence Excuses

- i. Senators must send written notice via email to Senate President and CC President Pro Tempore, Floor Leader, and Advisor 24 hours in advance if they are unable to attend weekly Senate Meetings due to an excused absence.
- ii. Senators must send written notice via email to their Committee email or Chair email and CC Senate President, President Pro Tempore, Floor Leader, and Advisor 24 hours in advance if they are unable to attend weekly Committee Meetings due to an excused absence.
- iii. Senators must send written notice via email to Senate President and CC President Pro Tempore, Floor Leader, and Advisor 24 hours in advance if they are unable to attend their regularly scheduled office hours.
- iv. If there was an emergency that prevented the email to be sent not 24 hours in advance, that absence will be deemed as excused at the discretion of the Senate President.
- v. As outlined in the Statutes, at least four unexcused absences (including Senate meetings, Committee meetings, or weekly office hours) will be permitted per Senator. This number may be increased at the discretion of the Senate President.

- vi. After four unexcused absences (including Senate meetings, Committee meetings, or weekly office hours), the Floor Leader will file a Writ for Judicial Review on Removal to the SGA Attorney General.
- vii. Senators are required to arrive on time and stay for the duration of the meeting.
- viii. Senators who arrive at a Senate or Committee meeting more than fifteen (15) minutes late without providing prior notification or documented proof of being tardy must send a written email to the Senate President and CC Senate President Pro Tempore, Floor Leader, and Advisor by the end day (11:59 P.M.), or their attendance for that meeting will be marked as an unexcused absence.
- ix. If a Senator leaves prior to a meeting being adjourned without letting the Chair know, their attendance for the meeting will be marked as an unexcused absence. If a Senator communicates there was an emergency situation the absence will be excused.
- x. Senators that have a class that interferes with the Senate meetings because it is the only one offered and will affect graduation must send a written email to the Senate President and CC the Senate President Pro Tempore, Floor Leader, and Advisor to be excused for absences for that semester. Under any other circumstances, class being held at the same time as Senate meetings shall not constitute a valid excuse for absence from the Senate.

## 6. Quorum

- a. The Senate Rules of Procedure cannot override the quorum of the Senate outlined in the Constitution, which is set as a simple majority of the membership of the Senate.

- b. Any Senator may raise a point of order regarding the presence of a quorum, at which point the Senate President must direct that a roll call be taken.
- c. Seating
  - i. Committee Chairs must sit in the front row in GC 150 and in front of the projector in WUC 155.
  - ii. Senators will be assigned seating based on their delegations during Fall and Spring Semesters.
- d. Leaving a meeting after being counted for attendance.
  - i. Need to inform Senate Leadership if you are leaving the meeting by utilizing “Point of Privilege”. The presiding officer of the Senate shall have discretion whether to grant a Point of Privilege.

## 7. Floor Rules and Privileges

- a. Chair of Senate
  - i. As outlined in the Statutes, the Student Body Vice President chairs the first meeting of the new term to conduct the Senate President election.
    - 1. Should the Vice President not have been elected to office or has expressed absolute unavailability to attend the meeting, the Senate shall be temporarily chaired by the most senior Senator present, or their designee, who must be a Senator. The most senior Senator shall be the Senator who has served the longest amount of time as Senator, including non-consecutive terms in the Senate; and should there be a tie, it shall be resolved by alphabetical order of surname. This Senator shall be the chair until the Senate elects a presiding officer in that same meeting.



- ii. The line of succession shall be as follows: The Senate President will hold chair of the Senate; or in the Senate President's absence, first the Senate President Pro Tempore, second the Floor Leader, third Vice-President of the Student Body, fourth Chair of the Rules and Administration Committee, fifth Chair of Appropriations Committee, sixth Chair of Graduate and Professional Student Committee, and seventh a Senator elected from the Senate body.
- iii. The Senate President may designate any Senator or SGA member as chair of the meeting, with at least 24 hours' notice to the Senate, as per Constitution Line 4.09.2.3.
- iv. The chair will call meetings of the Senate to order. If fifteen minutes have elapsed since the designated start time of the meeting, any member of the Senate may call the meeting to order and surrender the chair to whoever is first in the above line of succession. If none of these members are present, the Senate will be chaired by the most senior Senator present until the Senate elects a temporary chair from the floor who will be elected in the same manner as the President of the Senate.
- v. The chair will rule on all points of order and issues of parliamentary procedure and will deny the hearing of any dilatory motions.
  - 1. A dilatory motion is any motion seeks to disrupt the business of the Senate, is frivolous or absurd, or contains no rational proposition.  
The chair does not have to recognize any motion that they hold the independent subjective belief is dilatory.
- vi. The Senate may appeal any decision of the chair with a simple majority vote.

1. When a decision of the chair on a question of order is appealed, the appeal will be considered non-debatable, not amendable, and can not be reconsidered.
2. Points of order related to responses of parliamentary inquiries, points of information, and decisions of recognition made by the chair may be challenged.

b. Limits on Debate

- i. The limit on all debate will be set to no longer than 30 minutes. Debate that has extended longer than thirty (30) minutes will be considered a filibuster. Once a debate has been ruled a filibuster, the chair of the meeting may end the debate. The decision to end the debate may be appealed with a simple majority vote in order to continue the debate past the 30 minute limit.

1. A filibuster shall be defined as a political procedure in which one or more members of a legislative body prolong debate on proposed legislation to delay or entirely prevent a decision.

c. Floor Privileges

- i. All Senators have floor rights, voting powers, and the right to participate in debate.
  1. Senators may yield their time to the chair, or to another Senator. To yield to another Senator, a Senator must state their intention to do so to the chair, who will then recognize the Senator to whom the time was yielded, for the amount of time left that the previous Senator had remaining.

- ii. The Student Body President, the Student Body Vice-President, the Governor of the Biscayne Bay Campus shall have floor rights when present at Senate meetings.
- iii. The Senate President has the ability to grant floor rights to any University Administrative Officer or Dean present at the Senate meeting.
- iv. As outlined in Executive Order 02-03, by the discretion of the Senate President, floor rights may be extended to Agency and Bureau Presidents / overall directors, or a member with equivalent rank as chief executive of the organization, who shall be entitled to floor rights before the Senate and shall be granted time, whenever present and willing, to make reports and convey success to the Senate.

d. Readings

- i. Any member may call for the reading of any section of the Student Body Constitution and Statutes, Rules and Procedures of the Student Senate, or Robert's Rules of Order as it pertains to any motion, parliamentary inquiry, or point of order being heard.
- ii. If any member should object to the reading, the question of entertaining the reading will be put to a vote without debate, requiring a supermajority majority for the reading to be entertained.
- iii. Should the call for the reading proceed without objection or if the motion passes, the chair of the meeting will read the section that was moved to be read.

e. Discussions

- i. The standard discussion time is 10 minutes, with the option of two more 5-minute extensions. To change the standard discussion time requires a simple majority vote.

## 8. Voting

### a. Roll Call

- i. All legislation requires a roll call vote.
- ii. All votes requiring two-thirds (2/3) of the Senate body will be conducted through a roll call vote.
- iii. No Senator may abstain from a vote except in cases wherein voting would present a conflict of interest.
  - 1. A conflict of interest exists whenever a Senator stands to gain an individual benefit from the matter being considered.
  - 2. Senators who abstain from voting in a roll call vote due to a conflict of interest must indicate a reason for the abstention on the vote record, and upon conclusion of the vote, raise and state the reason for the abstention.

### b. Standard Voting Procedure

- i. All other votes will be determined by motions on the Senate floor on whether they will be unanimous, Roll Call, or placard (unless otherwise stated).
- c. Senators will be given a chance to change their vote after all votes are taken but before the decision is announced by the chair.
- d. No Senator may raise a privileged motion not related to the vote while a vote is taking place.

- e. The chair will declare the outcome of all votes.

## 9. Committees

- a. Committees shall allow sponsors of legislation to be present during a committee meeting. Sponsors shall be given the ability to answer questions and present their legislation for a minimum of 2 minutes. The committee chair may enter a debate regarding the legislation without the presence of the sponsors. Sponsors must be notified 24 hours prior to the meeting in which their legislation may be brought up.
- b. Committee members must meet and establish a quorum in order to vote or conduct business. Committees cannot cast votes via text or proxy, all votes cast must be made by present members (in person or on Zoom).
- c. Standing (Further outlined in Section 4.10 of the Constitution)
  - i. Responsibilities (Further outlined in Section 3006 of the Statutes)

### 1. Appropriations Committee

- a. The Appropriations Chair and Vice Chair is responsible for overseeing appropriation request forms on Panther Connect. The Chair is responsible for putting requests on the Appropriations Committee agenda and copying students that submitted request to the email that will sent out.
- b. The request must be submitted 6 weeks prior to when funded is needed to be allocated.
  - i. This can be changed by the discretion of Chair and Vice Chair of Appropriations.
- c. When the Appropriations Committee reviews requests, the students that submitted the request will be allowed to be

present during a committee meeting. Students shall be given the ability to answer questions and present their request for a minimum of 2 minutes. The committee chair may enter a debate regarding the request without the student presence.

- d. The Appropriations Committee is able to deny the request, allocate the full amount, or a portion of the amount requested.
  - i. The motion to vote on the request must state how much is being allocated.
  - ii. If the request is denied or not fully allocated the reason must be stated on the Committee minutes.
- e. If the request is approved, the Committee Chair and Vice Chair are responsible for creating the Appropriations Bill with the contents of the appropriations request form if the request was submitted by an individual outside of Senate. If a Senator was the one to submit the request, Committee leadership assists but is not responsible for writing the Appropriations Bill. Committee leadership delegates tasks to Committee members to assist with the process of creating and reviewing legislation.
- f. The Appropriations Bill must pass in the Appropriations Committee and Rules and Administration Committee before being placed on the Senate Agenda.

## 2. Student Life and Academic Concerns Committee (SLAC)

- a. SLAC shall be responsible for the processing of all petitions submitted to the Senate for the creation of an Agency or Bureau.
  - b. The Senate President is required to send all petitions for the creation of an Agency or Bureau to SLAC.
  - c. SLAC shall review all such petitions. The Committee shall invite the individual who submitted the petition, as well as any other individual involved in the organization petitioning for Agency or Bureau status, to come before the committee to give a 2 minute address and answer questions.
  - d. The committee shall announce all received petitions during the committee report during Senate. Senators interested in serving as a sponsor on the bill to form the Agency or Bureau shall contact the SLAC chair, and CC the Senate President, to inform them of their interest in sponsoring the legislation for the Agency or Bureau.
  - e. Committee chairs will assist with creating the Bill for creation of bureau.
  - f. The procedure for the creation of the Agency or Bureau shall proceed as outlined in SGA Statutes 3012.1 and Statutes 3006.5.
- d. Ad-Hoc (Further outlined in Section 4.10 of the Constitution)
- i. Ad-Hoc Committees may be created by a resolution passed by a simple majority of the Senate, or at the discretion of the Senate President.

- ii. Ad-Hoc Committees shall dissolve upon the conclusion of a legislative year.
- iii. Responsibilities for Ad-Hoc Committees need to be outlined upon creation.

e. Meetings

- i. Committee meetings will be held weekly during the Fall and Spring semesters. During the Summer semester, Committee meetings will begin following the Senate leadership election; meetings can be held bi-weekly.

10. Reports

- a. No report will exceed 5 minutes in length.
- b. Reports are given at every Senate meeting.
- c. Executive Board
  - i. Executive board members are not required to give a report to the Senate at every meeting; those that are present will be recognized if in attendance.
  - ii. Reports shall cover what was discussed at Executive Board meetings, progress on initiatives, and status of position requirements.
  - iii. Senate Leadership provides important upcoming dates, requirements of Senators, and relevant updates related to the Senate.
- d. Committees
  - i. Chairs are required to report a summary of the minutes from every committee meeting to the Senate Floor.
  - ii. If Chairs are absent, Vice Chairs deliver the report to Senate; in the absence of the Chair and Vice Chair, the presiding officer of the Senate shall designate a member of the committee to deliver the report.
  - iii. Reports shall cover progress on ideas, initiatives, legislation, what was discussed, and any formal votes that were taken.



e. Advisors

- i. Advisors report any requirements needed from Senators, upcoming important dates, and other announcements that are relevant to the Senate.

11. Executive and Judicial Confirmations

a. Procedure (Further outlined in Section 4001.2 of the Statutes)

- i. Before the two-minute address, the Student Body President, Senate President, BBC Governor, or Chief Justice will read the description of the appointed position requirements.
- ii. Appointees then present a 2-minute address to the Senate.
- iii. Following the address, the Senate will enter a 5-minute Q&A session. If no one indicates interest to ask a question, the Q&A session will end.
- iv. Following the Q&A session, the Senate will enter a 10-minute discussion. The Senate may not extend this discussion past 20 minutes. No discussion for confirmations may extend 30 minutes in that Senate meeting. If no one indicates interest to speak, the discussion will end.
- v. The Senate may enter a motion to call a roll call vote, unanimous consent vote, or table the confirmation until next meeting.

12. Senate Forum

- a. Senate Forum is to bring up ideas, opinions, and concerns.
- b. The standard speaking time is two minutes for all those wishing to speak. A motion passed by a simple majority vote can change the standard speaking time.
- c. All Senators wishing to speak must have been allowed to speak once before a Senator is called on to speak a second time.

- d. All executive board members who have given a report at the meeting and have floor rights are considered to have spoken once and will not be called on until after all senators who are wishing to speak for the first time.

### 13. Public Forum/Guests

- a. Rights to Comment

- i. Any member of the Student Body may speak in public comment.
- ii. Individuals do not need to sign up prior to the meeting to be recognized.

- b. Public Forum Procedure

- i. During the portion of the Public Forum in the Senate Agenda, the chair of the Senate will ask if any member of the public is interested in making a public comment. The chair of the Senate will call on those who raise their hand.
- ii. The standard speaking time is two minutes. A motion passed by a simple majority vote can change the standard speaking time.
- iii. No Senators or SGA official are allowed to speak during Public Forum.

- c. Guests

- i. Check-In

- 1. All Guests must check in through a paper sign-in sheet in person or by signing up for Zoom online. The Chair will remind guests at the start of the meeting and if any join throughout the meeting.
- ii. Guests do not have floor privileges and may only be recognized during Public Forum.

### 14. Invited Speaker

- a. Procedure

- i. An invited speaker is someone representing an organization, department, initiative, or issue; and wants to speak directly to the Senate body.
- ii. Individuals seeking to be added to the invited speaker section of the agenda must email the Senate President at least 72 hours prior to the start of the meeting, stating their reason why and requested time allocation.
  1. Senate President has discretion to approve or deny speakers and choose the time slot (anywhere between 2 to 10 minutes).
  2. Senators can move for a Q&A period if the invited speaker consents to this.
- iii. Senate Leadership may organize trainings or presentations to the Senate that may be conducted by any willing FIU entity or organization. These trainings or presentations will be listed in the Invited Speakers section of the agenda and shall not last longer than an hour and a half.
  1. During the Summer term, there shall be no time limit for such trainings or presentations.

## 15. Vacancy Replacement

- i. Application
  1. The application for any vacant seat in the Senate must be up for at least one full week on Panther Connect.
- ii. Review of Qualifications
  1. The Senate President, President Pro Tempore and Floor Leader will interview all the applicants with a list of the same questions to ensure neutrality.

2. After every interview, there should be documented notes and answers to ensure transparency to Senate membership when sending an appointee to the Senate for confirmation.
3. The Senate shall be informed as to the decision-making process that was followed and shall be provided with the review of qualifications for the appointee if requested by any member of the Senate.

iii. Procedure

1. In accordance with the Constitution, the Senate President may appoint a substitute to fill the vacant seat until the next election, which will be included on the agenda prior to the meeting. If several applicants have applied to fill a vacant Senate seat, the Senate President may choose to hold an election of multiple candidates eligible to fill the vacant Senate seat.
2. In accordance with the Constitution, any appointee must receive a simple majority of votes by the Senate to be confirmed. If the Senate President has chosen to hold an election of multiple candidates to fill a vacant Senate seat, those voting shall cast their vote towards their preferred candidate by stating their name. If a candidate has not received a simple majority of votes by the Senate to be confirmed, then the top two candidates will enter a run-off election. The candidate must receive a simple majority of votes by the Senate to be confirmed.
3. The appointee shall be invited to make a two-minute address before the Senate. The Senate shall have 5 minutes to question the appointee

as to the merits of the individual and the qualifications they hold. The Senate shall then have the option to deliberate for a maximum of 10 minutes or move directly to a vote.

16. Procedure for Legislation (Further outlined in Section 3007 of the Statutes)

- a. All pieces of legislation shall have at least one sponsor, which must be a Senator. Non-Senators can write legislation but need at least one Senator to sponsor it.
- b. When legislation is complete, it shall be sent to the Senate President's official email.
  - i. If the Senate President chooses not to assign the legislation the reason must be stated via email.
  - ii. Once legislation is received, the Senate President will send it to Rules and Administration Committee last. Legislation can only be present in one Committee at a time and must pass before being sent to another Committee. At least two committees and a maximum of three must pass legislation to bring it to the Senate floor. The Committee on Rules and Administration must hear all legislation except when the Constitution or Statutes explicitly state otherwise.
  - iii. Legislation will be sent to Committee Chair and Vice Chair. Committee Chairs will be required to place legislation on the next Committee meeting agenda, only if this is sent 24 hours before the committee meeting. If the agenda has already been sent out but the Committee meeting has not happened, the Chair will be required to add it to the agenda and send legislation to Committee members.
- c. Should a piece of legislation fail in a committee, it shall be considered dead. Dead legislation may not be introduced on the Senate floor, unless the Senate votes to

discharge the dead piece of legislation from the committee through a two-thirds (2/3) vote of the Senate. In order to discharge a dead piece of legislation from the committee onto the Senate Floor, the following procedure must be followed.

- i. Any Senator may email the Senate President at least 24 hours before a Senate meeting to request that a motion to discharge a dead piece of legislation be included on the agenda. The Senate President is required to include this motion on the agenda of either the upcoming Senate meeting, or the next regularly scheduled Senate meeting after that. The motion shall be included in New Business, and shall specify the legislation being discharged and which committee(s) it is being discharged from. The Senate President shall also send a copy of the legislation to the Senate.
- ii. During the Senate meeting, once the agenda progresses to the motion to discharge the legislation, the chair of the meeting shall state the full title of the legislation, the committee(s) that voted it down, and which Senator(s) requested the motion to discharge the legislation. The chair of the meeting shall then entertain a vote to enter a full reading of the legislation, which must pass by a simple majority vote. Should this motion fail, only the full title of the legislation shall be read on the Senate floor. Should the motion pass, the text of the legislation shall be read in full by one or more of the sponsors.
- iii. Next, the committee(s) that voted down the legislation are required to state the reason why and present the rationale on Senate Floor. Each of these statements shall be presented by the chair of the committee, the vice chair, or in their absence, any member of the committee.

- iv. The chair of the Senate shall then entertain a motion to enter debate on whether to discharge the legislation. The motion to enter debate may pass with a simple majority vote. Should this motion pass, the debate shall not exceed 10 minutes, but this period of debate may be extended by simple majority. Should this motion fail, the Senate shall then immediately enter a vote on whether to discharge the legislation, which must pass with a two-thirds (2/3) vote.
- v. Once debate has elapsed, the Senate shall vote on whether to discharge the legislation. The motion must pass with a two-thirds (2/3) vote.
  1. Should the motion fail, the legislation shall be considered dead and unable to pass until the next legislative session (semester).
  2. Should the motion pass, the legislation shall no longer be considered dead, and it may therefore be able to be passed by the Senate without having been passed in one or any committees. This standard shall apply even if the legislation was only assigned to one committee and was voted down in that committee.
- vi. Should the motion to discharge the piece of legislation pass with 2/3<sup>rd</sup> vote:
  1. If the legislation was sent 48 hours in advance to the Senate, then the reading within the motion to discharge will count as the first reading. The piece of legislation will still need a second reading before entering a vote to pass the legislation.
  2. The Senate may vote to pass the legislation in the same meeting, or vote to postpone the consideration of the legislation until an upcoming meeting.

3. The procedure for legislation is stated below (clause e through j).
  - vii. The Senate may only consider a motion to discharge the same piece of legislation once per legislative session (semester).
  - d. All legislation needs two readings unless legislation is sent at least 48 hours in advance to all Senators.
  - e. Readings may be full readings or by title only. By default, readings shall be full readings in which one of the sponsors of the legislation shall read the text of the legislation in its entirety. Alternatively, the Senate may conduct a reading by title, when called for by a simple majority vote. For a reading by title, the full title of the legislation shall be read and this shall constitute a reading of the legislation.
  - f. When sponsors present legislation on the Senate Floor, each sponsor has the right to deliver an opening statement or presentation.
    - i. Opening statements or presentations shall not exceed five minutes.
    - ii. Opening statements or presentations are to only present the contents and effect of the bill.
    - iii. Opening statements or presentations are not to present on the merits or defense of the legislation.
  - g. Following the reading the Senate will enter a five-minute Question and Answer with the Sponsors of the legislation.
    - i. Only non-debatable technical questions are allowed.
    - ii. A non-debatable technical question will be any question that can be answered with “yes,” “no,” or a known fact.
    - iii. There is no cross talk or follow up questions.
    - iv. The sponsors may not be compelled to answer a question.



- v. The question period may be extended by a simple majority vote.
  - vi. If there are no questions to be asked, the Senate will move into a discussion of the legislation.
- h. Following the Q&A period, the Senate will enter the standard discussion time. Once this elapses, the Senate may vote to extend or end the discussion.
- i. To submit amendments to a piece of legislation, they must be sent to the Senate President's email prior to the roll call vote for the legislation.
- i. Amendments agreed to by all of the sponsors of the legislation shall be considered friendly amendments and shall be automatically added to the legislation without debate.
  - ii. Amendments that do not have the approval of one or more of the sponsors of the legislation are considered unfriendly amendments and shall require a 2/3 vote of the Senate in order to be added to the legislation. The Senate may choose to entertain debate on the amendment before entering a vote on whether to adopt the amendment to the legislation.
- j. Following the readings, discussion, and any amendments, the Senate shall vote whether to pass the legislation.
- i. Senators not present at the call for the vote will not be permitted to vote. No Senator may enter or leave the Senate Chamber during voting procedure.
  - ii. Should a piece of legislation be voted down, it may not be re-introduced until the next legislative session (semester). However, legislation that is failed or dead legislation shall be permitted to be introduced in the same legislative session, provided that it is sent to the Senate President as a new piece of legislation.

1. Requirements to be a new piece of legislation.
  - a. A new document is one that does not use the exact language in the legislation as the one before.
  - b. Language must be different and re-written.
  - c. The legislation can be similar in the sentiment, ideas, and actions but cannot be identical to the one prior.
- iii. Following the passage of legislation, the Senate President Pro-Tempore shall have 2 University Business Days to fill out the transmission form and Presidential signature form for the desired piece of legislation and send it to the Student Body President along with the legislation.
- k. If the Student Body President vetoes a piece of legislation, the legislation may be amended and again presented to the Student Body President, or the Senate may overturn the veto with a constitutionally prescribed majority.
  - i. When a piece of legislation has been vetoed, the Student Body President holds the responsibility to present a two-minute address to the Senate regarding why the legislation was vetoed. After this address, the Senate may entertain motions to overturn the veto, or to amend the vetoed legislation.
  - ii. A motion to overturn the veto shall require a constitutionally prescribed majority in order to pass.
  - iii. The Senate may pass amendments to the vetoed legislation in response to concerns brought up by the Student Body President. These amendments must be passed with a two-thirds ( $2/3$ ) vote of the Senate. If vetoed legislation has successfully been amended by the Senate, then the Senate President Pro-Tempore shall present it to the Student Body President to

once again be considered for signature or veto. Should the Student Body President once again veto the legislation, then the Senate may not attempt to amend it again, but may entertain a motion to overturn the veto, which must pass with a constitutionally prescribed majority.

## 17. Agenda and Minutes

### a. Agenda for Senate Meetings

- i. Call to Order
- ii. Roll Call of Senators Present & Verification of Quorum
- iii. Approval of Last meetings Minutes
- iv. Adoption of the Agenda
- v. Invited Speakers
- vi. Public Forum
- vii. Committee Reports
- viii. Executive Board Reports
- ix. Vetoed Legislation
- x. Unfinished Business
- xi. New Business
- xii. Senate Forum
- xiii. Advisors Reports
- xiv. Adjournment

### b. Procedure

- i. Senate President creates and sends the agenda, along with a copy of the last meeting minutes, at least 24 hours in advance to the Senate via email.

- ii. Agendas are not required to include any legislation passed in Committees; however, the Senate can override the Senate President and add legislation to the agenda by a two-thirds vote.
- iii. Agendas are required to have confirmations put on the agenda following the next meeting from appointment.
- iv. The agenda is subject to change from when it is sent to the Senate to the start of the Senate meeting.
- v. During the Senate meeting, corrections to the minutes of prior meetings may be proposed by any Senator recognized by the chair of the Senate. Minutes are approved by simple majority.
- vi. During the Senate meeting, the agenda may be amended through a simple majority vote before the agenda as a whole is approved by a simple majority of the Senate. Once the agenda has been approved, any motions to modify the agenda or take up business out of its regular order shall require a two-thirds ( $2/3$ ) majority to pass, and identical or nearly identical motions of this nature may only be made once in a Senate meeting.

c. Document Records and Archives

- i. All minutes are uploaded to both the Senate Teams folder and the SGA Website.
- ii. The Senate Teams Folder from every year must be archived and shared to Senate in following years.

18. Decorum (Further outlined in Section 3005 of the Statutes)

a. Zoom

- i. Any Senator, other than the Online Senator and BBC Senators, needs to email the Senate President stating the reason why the individual is joining the Senate meeting through Zoom. Senators in extenuating and emergency circumstances will be deemed as a valid reason to be on Zoom, the Senate President has discretion to decide.
- ii. Senators present on Zoom are required to have their cameras turned on for the entirety of the meeting. Senators whose cameras are not turned on during roll call, or whose cameras are turned off for more than five minutes, shall be counted as unexcused absent, at the discretion of the Senate President.
- iii. If a Senator is unable to have their cameras on, they must notify Senate Leadership via Email.
- iv. If throughout the Senate meeting for whatever reason, a Senator must turn off their camera then they must call for Point of Privilege. Senators who need to turn off their cameras must state the duration of how long it will be off.
- v. To be recognized to speak on Zoom, a Senator must raise their hand.
- vi. The chat is only allowed for questions and to vote.
- vii. Senate leadership must pay equal regard to those Senators present on Zoom and those present in person. All three Senate Leadership positions must have the Zoom meeting open on their laptops.
  1. The Floor Leader will be tasked with monitoring the Zoom chat and notifying the chair of the Senate when a Senator present on Zoom has raised their hand.

2. If the Floor Leader is absent the President Pro Tempore will take over. If the President Pro Tempore and Floor Leader are absent the next in the line of succession will assist the Chair.

## 19. Advisors

- a. Responsibilities
  - i. Publish minutes to SGA website within 2 weeks of Senate and Committee meetings.

## 20. Censure and Removal

- a. In accordance with the Constitution, SGA officials can be censured and/or removed for malfeasance, nonfeasance, permanent inability to perform official duties, or conviction of a Federal or State felony.

## 21. Precedence of Documents

- a. The Student Senate will be governed by, in order of precedence, the Constitution of the Student Body, the Statutes of the Student Body, these Rules and Procedures of the Student Senate, and the latest version of Robert's Rules of Order Newly Revised.
- b. The Senate will abide by all applicable state and federal laws.
- c. If there is a question of procedure not discussed in any of these documents, the chair shall apply principles of justice and general parliamentary law to determine the correct course of action.
  - i. The chair of the Senate may put this question before the Senate.
  - ii. Any decision made by the chair in this manner may be appealed in the same manner as any other decision of the chair.

## 22. Suspension and Amendment of the Rules

- a. Suspension of the Rules

- i. The provisions within these Rules and Procedures and Robert's Rules of Order Newly Revised as a parliamentary authority may be suspended at any time that no question is pending by a two-thirds vote.
- ii. Rules may only be suspended to allow a particular course of action, which must be stated in the motion to suspend the rules.
- iii. Rules stemming from regulations delineated in the Constitution or Statutes may not be suspended under any circumstances. It shall be the discretion of the chair of the Senate whether a rule may be suspended.

b. Amendments to the Rules and Procedures

- i. Amendments to these Rules and Procedures must be submitted to the Senate President as a bill. This bill has to pass in two committees before coming to the Senate floor. This bill will require a simple majority vote in the Senate for adoption.
- ii. Amendments shall take effect immediately upon the passage of the bill.

23. Documents that have Changed Senate Rules of Procedure

- a. SB 04 001