

STUDENT GOVERNMENT ASSOCIATION



SENATE RULES OF PROCEDURE

Senate Rules of Procedure – Florida International University Student Body Senate

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Rule 1 - Executive Leadership of the Senate

1. Elections (further outlined in Section 3006 of the Statutes)
 - a. Senate Leadership elections must take place at the first scheduled meeting of the Summer term.
 - b. Senate Leadership is defined as the Speaker of the Senate, the Speaker Pro-Tempore of the Senate, the Senate Finance Chair, and the Senate Floor Leader.
2. Meetings
 - a. Senate Leadership is required to meet at least once a week with the Advisor.
 - b. Senate leadership shall hold one meeting per semester with the Chairs of all committees present.
 - i. If the Chair cannot attend, they may elect their Vice Chair to attend.

Rule 2 - Committee Leadership and Membership

1. Responsibilities of Leadership
 - a. Chair
 - i. Create and send the agenda to committee members prior, at least 24 hours to the start of the weekly meetings.
 - ii. Regularly check minutes on the SGA website and teams.
 - iii. Establish communication standards in committees.
 - iv. Keep track of all legislation entering and leaving committees.
 - v. Send a report to the Speaker of the Senate, Pro Tempore, and Floor Leader within 48 hours after a committee meeting via email.
 1. This report is a brief summary of the minutes. Report the attendance, progress of ideas, initiatives, legislation, what was discussed, and any votes that were taken.
 - vi. Present the report at the next Senate meeting.
 - vii. Check and respond to the Committee email if created.

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- b. Vice Chair
 - i. Create a list of committee members and contact information.
 - ii. Take minutes for committee meetings.
 - iii. Send minutes to committee members 24 hours prior to the next meeting.
 - iv. Publish minutes to SGA teams and send to the Clerk of the Senate to publish on the SGA website.
 - v. Ensure the committee folder is up to date.
 - vi. Assist Chair when needed.
 - vii. Present report at Senate meeting if Chair is absent.
 - viii. Report unexcused absences from Committee meetings with the Floor Leader.
2. Procedure for assigning Senators to Committees
 - a. Senators are required to fill out a form indicating their top committee preferences.
 - b. Senate Leadership will create a sheet with all the preferences to best assign Senators to their preferred Committees.
 - c. The Speaker will send an email to the Senate with Committee assignments within four weeks of all Senate Leadership positions being elected.

Rule 3 - Senator Requirements

Senators are required to:

1. Complete three office hours per week
2. Attend weekly Senate meetings (4 unexcused absences are allowed).
3. Attend all committee meetings.
4. Attend mandatory SGA events and trainings.

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5. Senators shall be individually required to meet with their school, college, or division Dean(s) or administration at least one time per Fall and Spring semester.
 - a. Individuals of a school, college, or division delegation may schedule meetings together.
 - b. MMC Housing Senators are required to meet with the Department of Housing and Residential Life.
 - c. Proof of meeting occurrence and confirmation of attendance shall be provided to the Floor Leader. This proof can consist of emails that schedule the meeting, or an administrator sends an email confirming the attendance of the meeting.

Rule 4 - Senate Meetings

1. All meetings shall be hybrid.
2. Throughout Senate meetings, anyone wishing to speak must use a microphone to speak to the Senate floor.
3. Regular Senate meetings shall follow the following requirements:
 - a. Location — MMC: GC 150, BBC: WUC 155, and Zoom
 - b. Time — 4:00pm
 - c. Date — Mondays
4. Special Senate meetings shall be governed in the following manner:
 - a. The Speaker of the Senate, the Student Body President, or a supermajority of the Senate present at a Senate meeting can call a special meeting with 48 hours' notice and during University Business Days from 8:00am-6:00pm.
 - b. The prior notice must be sent by the Speaker, the Speaker's designee, or the Student Body President, via email, and shall include the purpose of the meeting and agenda.
 - c. 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. Any Senator may raise a point of order regarding the presence of a quorum, at which point the Speaker of the Senate must direct that a roll call be taken.
6. Seating
 - a. Committee Chairs must sit in the front row in GC 150.
 - b. Senators will be assigned seating based on their delegations.

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7. Senators leaving a meeting after being counted for attendance need to inform the presiding officer by utilizing “Point of Personal Privilege”. The presiding officer of the Senate shall have discretion whether to grant a Point of Personal Privilege.

Rule 5 - Attendance of Senate

1. Roll Call

- a. In alphabetical order by delegation and Senator’s Last Name will determine the order of the roll call.
- b. Senate Leadership shall be the final four Senators called to during roll call to increase impartiality in the Senate. The Floor Leader, then the Finance Chair, then the Speaker Pro Tempore, and then the Speaker of the Senate shall be the final Senators called, in that order.
- c. The roll call will be called at the start of every meeting, as well as for any quorum call or roll call vote.

2. Absences

- a. Senators must send written notice via email to Speaker of the Senate and CC the Speaker Pro Tempore, the Floor Leader, and the Advisor 24 hours in advance if they are unable to attend weekly Senate Meetings due to an excused absence.
 - i. An excused absences will be granted for any of the following reasons:
 1. Illness
 2. Death of an immediate family member
 3. Military orders or officer training
 4. Jury duty/legal matters
 5. Religious observation
 6. Any other reason as deemed by the Internal Affairs Committee
- b. Senators must send written notice via email to their committee email or Chair email and CC the Speaker of the Senate, the Speaker Pro Tempore, the Floor Leader, and the Advisor(s) 24 hours in advance if they are unable to attend weekly committee meetings due to an excused absence.
- c. Senators must send written notice via email to the Speaker and CC the Speaker Pro Tempore, the Floor Leader, and the Advisor(s) 24 hours in advance if they are unable to attend their regularly scheduled office hours.

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- d. If there was an emergency that prevented the email from being sent 24 hours in advance, that absence will be deemed as excused at the discretion of the Internal Affairs Committee.
 - i. Emails outlining emergency situations must be sent within one week of the absence occurring.
- e. As outlined in the Statutes, at least four unexcused absences (including Senate meetings, Committee meetings, or weekly office hours) will be permitted per Senator.
- f. After four unexcused absences (including Senate meetings, Committee meetings, or weekly office hours), the Floor Leader will initiate expulsion proceedings within the Internal Affairs Committee.
- g. Senators are required to arrive on time and stay for the duration of the meeting.
- h. 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 Speaker of the Senate and CC the Speaker Pro Tempore, the Floor Leader, and the Advisor(s) by the end day (11:59 P.M.), or their attendance for that meeting will be marked as an unexcused absence.
- i. 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.
 - i. If a Senator communicates there was an emergency the absence will be excused.
- j. 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 Speaker of the Senate and CC the Speaker Pro Tempore, the Floor Leader, and the Advisor to be excused for absences for that semester.
 - i. Classes occurring during a special Senate meeting shall be considered excused provided written notice via email is sent to the Speaker of the Senate and CC'ed to the Speaker Pro Temp, Floor Leader, and Advisor 24 hours in advance of the meeting.

Rule 6 - Floor Rules and Privileges

1. Chair of the Senate

- a. As outlined in the Statutes, the Student Body Vice President chairs the first meeting of the new term to conduct the election of the Speaker of the Senate.
 - i. 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

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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.

- b. The line of succession shall be as follows: The Speaker of the Senate will hold chair of the Senate; or in the Speaker's absence, first the Senate Speaker Pro Tempore, second the Finance Chair, third the Floor Leader, fourth the Chair of the Graduate and Professional Student Committee, fifth the Chair of the Rules Committee, sixth the Chair of the Student Life and Academic Concerns Committee, seventh the Chair of the BBC Legislative Council, eighth the Vice Chair of the Finance Committee, and ninth, the Vice Chair of the Internal Affairs Committee, tenth through thirteenth, the Vice Chairs of the committees listed above in the listed order, and lastly a Senator chosen by the Senate.
- c. 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 Speaker of the Senate.
- d. The chair will decide on all points of order and issues of parliamentary procedure and will deny the hearing of any dilatory motions.
 - i. A dilatory motion is any motion that 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.
- e. The Senate may appeal any decision of the chair with a simple majority vote.
 - i. When a decision of the chair on a question of order is appealed, the appeal will be considered non-debatable, not amendable, and cannot be reconsidered.
 - ii. Points of order related to responses of parliamentary inquiries, points of information, and decisions of recognition made by the chair may be challenged.

2. Limits on Debate

- i. The limit on all debate will be set to no longer than 30 minutes. Debate that has extended longer than 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 to continue the debate past the 30 minute limit.

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- ii. 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.

3. Floor privileges

- iii. All Senators have floor rights, and the right to vote and participate in debate.
- iv. 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.
- v. All members of the University-Wide Council shall have floor rights when present at Senate meetings.
- vi. The Speaker of the Senate can grant floor rights to any University Administrative Officer or Dean present at the Senate meeting.
- vii. At the discretion of the Speaker of the Senate, floor rights may be extended to the President of a Bureau, Director of an Executive Agency, or any Student Government Association Official, 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.

4. Readings

- g. Any member may call for the reading of any section of the Student Body Constitution and Statutes, Rules of Procedure of the Student Senate, Robert's Rules of Order, piece of legislation, executive order, or judicial decision from the Student Government Association website as it pertains to any motion, parliamentary inquiry, legislation on the floor, 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 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 in question.

5. Discussions

- i. The standard discussion time is at the discretion of the Speaker of the Senate, but may not exceed 10 minutes, with the option of two extensions not exceeding 10 minutes total time. To change the standard discussion time requires a simple majority vote.

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Rule 7 - Voting

1. Roll Call
 - a. All legislation requires a roll call vote.
 - b. All votes requiring two-thirds (2/3), three-fifths (3/5), or three-fourths (3/4) of the Senate will be conducted through a roll call vote.
2. Standard voting procedure
 - a. 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).
 - b. Senators will be given a chance to change their vote after all votes are taken but before the decision is announced by the chair.
 - c. No Senator may raise a motion not related to the vote while a vote is taking place.
 - d. A Senator may abstain from a vote; however, the Senator must state a reason for abstention.
 - e. Senators reserve the right to vote for none of the options presented by casting a no vote.
 - i. If a no vote reaches a simple majority of votes cast, none of the options presented are approved and the meeting continues similar to if a presented option had received the simple majority. A no vote on all presented options is treated as if each individual option failed.

Rule 8 - Committees

1. 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 to the start of the meeting in which their legislation may be brought up, unless the legislation was assigned to the committee less than 24 hours prior to the meeting.
2. Committee members must meet and establish a quorum 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).
3. Standing Committees
 - a. Finance Committee

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- i. The Finance Chair and Vice Chair are responsible for overseeing appropriation request forms on Panther Connect. The Chair is responsible for putting requests on the Finance Committee agenda and copying students that submitted the request to the email that will be sent out.
 - ii. The request must be submitted 4 weeks prior to when funding is needed to be allocated. This can be changed by the discretion of the Finance Chair and Vice Chair.
 - iii. When the Finance 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 Chair may enter a debate regarding the request without the student presence.
 - iv. The Finance Committee can deny the request, allocate the full amount, or a portion of the amount requested.
 1. The motion to vote on the request must state how much is being allocated.
 2. If the request is denied or not fully allocated the reason must be stated on the Committee minutes.
 - v. If the request is approved, the Finance 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 the 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.
 - vi. The appropriations bill must pass in the Finance Committee before being placed on the Senate Agenda.
- b. Student Life and Academic Concerns Committee (SLAC)
- i. SLAC shall be responsible for the processing of all petitions submitted to the Senate for the creation of an Executive Agency or Bureau.
 - ii. The Senate Speaker is required to send all petitions for the creation of an Executive Agency or Bureau to SLAC.
 - iii. 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 leadership of the organization petitioning for Agency or Bureau status, to come before the committee to give a 2minute address and answer questions.

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- iv. 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 Speaker, to inform them of their interest in sponsoring the legislation for the Agency or Bureau.
 - v. Committee chairs will assist with creating the Bill for the creation of the Agency or Bureau.
 - vi. The procedure for the creation of the Agency or Bureau shall proceed as outlined in the SGA Statutes.
- c. Meetings
- i. Committee meetings will be held weekly or biweekly during the Fall and Spring semesters. During the Summer semester, Committee meetings will begin following the Senate leadership elections; meetings can be held bi-weekly.

Rule 9 - Reports

1. No report will exceed 5 minutes in length.
2. Reports are given at every Senate meeting.
3. University-Wide Council
 - a. University-Wide Council members are not required to give a report to the Senate at every meeting; those that are present will be recognized if in attendance.
 - i. A member of the University-Wide Council may send a designee to deliver their report in their absence provided they inform the Speaker of the Senate 24 hours in advance.
 - b. Reports shall cover what was discussed at University-Wide Council meetings, progress on initiatives, and status of position requirements.
 - c. Senate Leadership provides important upcoming dates, requirements of Senators, and relevant updates related to the Senate.
4. Committees
 - a. Chairs are required to report a summary of the minutes from every committee meeting to the Senate floor.
 - b. If Chairs are absent, Vice Chairs deliver the report to the Senate; in the absence of the Chair and Vice Chair, the presiding officer of the Senate shall deliver the report emailed to them.

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- c. Reports shall cover progress on ideas, initiatives, legislation, what was discussed, and any formal votes that were taken.
5. Advisor(s)
 - a. Advisor(s) report any requirements needed from Senators, upcoming important dates, and other announcements that are relevant to the Senate.

Rule 10 - Executive and Judicial Confirmations

1. Procedure

- a. Before the two-minute address, the Student Body President, Speaker of the Senate, or Chief Justice will read the description of the appointed position requirements.
- b. Appointees then present a 2-minute address to the Senate.
- c. 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.
- d. Following the Q&A session, the Senate may 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.
- e. The Senate may enter a motion to call a roll call vote, counted placard vote, or table the confirmation until the next meeting.

Rule 11 - Senate Forum

1. 1. The purpose of senate forum is to bring up ideas, opinions, and concerns to be discussed during senate meetings.
2. 2. 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.
3. 3. All Senators wishing to speak must have been allowed to speak once before a Senator is called on to speak a subsequent time.
 - a. All University-Wide Council 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 have spoken

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Rule 12 - Public Forum and Guests

1. Rights to Comment
 - a. Any member of the Student Body may speak in public comment.
2. Public forum procedure
 - a. Prior to the senate meeting being called to order, members of the public present at the meeting will be allowed to fill a form indicating they would like to speak during Public Forum.
 - b. During the portion of the Public Forum in the Senate agenda, the form will be shared for a second time for any additional members of the public that wish to speak.
 - c. The chair of the Senate will recognize members of the public in the order responses to the form where received.
 - d. Once all responses to the Public Forum have been addressed, the chair 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.
 - e. The senate may by simple majority limit the number of speakers or total time of public forum. These limits shall not be fewer than 10 speakers or 20 minutes.
 - f. The standard speaking time is two minutes. A motion passed by a simple majority vote can change the standard speaking time.
 - g. No Senators or University-Wide Council members are allowed to speak during Public Forum.
3. Guests
 - a. 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.
 - b. Guests do not have floor privileges and may only be recognized during Public Forum.

Rule 13 - Invited Speakers

1. Procedure
 - a. An invited speaker is someone representing an organization, department, initiative, or issue; that wants to speak directly to the Senate.

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- b. The Speaker of the Senate can place a limit on the number of representatives per specific organization, department, initiative, or issue, that will be given the right to speak. At least one speaker must be allowed.
 - i. Multiple people may choose to jointly represent an organization, department, initiative, or issue, and be recognized as one invited speaker.
- c. Individuals seeking to be added to the invited speaker section of the agenda must email the Speaker of the Senate at least 72 hours prior to the start of the meeting. The email must contain reason of request and time allocation.
 - i. The Speaker has discretion to choose the time allocated for invited speaker (ranging between 2 to 10 minutes).
 - ii. Senators can move for a Q&A period if the invited speaker consents to this.
- d. 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 30 minutes.
- e. Senate Leadership shall include on the agenda a small description of the reason why the invited speaker made the request to speak.

Rule 14 - Vacancy Replacement

1. To fill vacant Senate seat(s), the Senate may choose to call a special election through a bill or may fill the seat through an appointment process.
2. Should the Senate choose to fill vacancies through a special election, that election shall proceed in accordance with the elections code.
3. Should the Senate choose to fill vacancies through appointment, that process shall proceed in the following manner.
 - a. The application for any vacant seat in the Senate must be up for at least one full week on Panther Connect.
 - b. The Speaker of the Senate and the Speaker Pro Tempore will interview the applicants.
 - c. 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.

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- d. 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.
- e. If several applicants have applied to fill a vacant Senate seat, the Speaker shall include at least two and no more than four applicants as candidates to fill the vacancy, to be chosen in an election by the Senate.
- f. The appointee(s) 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.
- g. Any appointee must receive a simple majority of votes by the Senate to be confirmed. If there is more than one applicant vying to fill a vacant Senate seat, Senators shall vote for their preferred candidate by stating their surname. 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.
- h. If there are less appointees for a delegation than vacant seats for that same delegation, the Senate may choose to confirm all appointees in one vote or may split the confirmations into individual confirmation votes.

Rule 15 - Procedure for Legislation

1. All pieces of legislation shall have at least one sponsor, who must be a Senator. Non-Senators can write legislation but need at least one Senator to sponsor it.
2. When legislation is complete, it shall be sent to the Speaker of the Senate's official email and cc the Speaker Pro Tempore, Floor Leader, and Advisor.
 - a. To assign legislation to a committee, the Speaker of the Senate will send it to the 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, if it is sent 24 hours in advance.
3. To discharge a piece of legislation onto the Senate floor, the following procedure must be followed.
 - a. Any Senator must email the Speaker of the Senate at least 24 hours before a Senate meeting to request that a motion to discharge a piece of legislation be included on the agenda. The Speaker of the Senate is required to include this motion on the agenda of either the upcoming Senate meeting, or the next regularly scheduled Senate

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meeting after that. The motion shall be included in New Business, and shall specify the legislation being discharged, and where it is being discharged from. The Speaker of the Senate shall also send a copy of the legislation to the Senate.

- b. 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, any committee 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.
 - c. Next, if the legislation had been voted down in a committee, the committee that voted down the legislation is required to state the reason why and present the rationale on the Senate floor. These statements shall be presented by the Chair of the committee, the Vice Chair, or in their absence, any member of the committee.
 - d. The Chair of the Senate shall then entertain a motion to enter discussion on whether to discharge the legislation. The motion to enter discussion will pass with a simple majority vote. Should this motion pass, the discussion shall not exceed 10 minutes, but this period of discussion may be extended by simple majority. Should this motion fail, the Senate shall then immediately enter a vote on whether to discharge the legislation.
 - e. Once discussion has elapsed, the Senate shall vote on whether to discharge the legislation. The motion shall pass with a simple majority vote.
 - i. Should the motion fail, the legislation shall be considered dead and unable to pass until the next semester.
 - ii. Should the motion pass, the legislation shall no longer be considered dead, and therefore, it may be able to be passed by the Senate without having been passed in one or any committees.
 - iii. Should the motion pass, the legislation will automatically be added to the end of New Business and be considered as read once on the floor.
 - f. Should the motion to discharge the piece of legislation pass:
 - i. The Senate may vote on the legislation in the same meeting or vote to postpone the consideration of the legislation until an upcoming meeting.
 - g. The Senate may only consider a motion to discharge the same piece of legislation once per semester.
4. 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 formal title of the legislation shall be read, and this shall constitute a reading of the legislation.

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5. 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 legislation.
 - iii. Opening statements or presentations are not to present on the merits or defense of the legislation.
6. Following the reading the Senate will enter a five-minute Question and Answer period 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 and Answer period may be extended by a simple majority vote but may not exceed 10 minutes.
 - vi. If there are no more questions to be asked, the Senate will move into a discussion of the legislation.
7. Following the Question and Answer period, the Senate will enter the standard discussion time. Once this elapses, the Senate may vote to extend or end the discussion.
8. Following the end of the discussion period, the Speaker of the Senate shall notify the Senate of any amendments submitted.
 - a.
 - i. To submit amendments to a piece of legislation, they must be sent to the Speaker of the Senate’s email prior to the roll call vote for the legislation.
 - i. Amendments agreed to by all 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 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.
9. Following the readings, discussion, and any amendments, the Senate shall vote whether to pass the legislation.

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- 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 semester. However, legislation that is failed or dead legislation shall be permitted to be introduced in the same legislative session, if it is sent to the Speaker of the Senate as a new piece of legislation.
 - iii. Following the passage of legislation, the Clerk of the Senate 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.
10. 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, refer the legislation to a committee, or to amend the vetoed legislation.
 - ii. A motion to overturn the veto shall require a constitutionally prescribed majority 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 simple majority vote of the Senate. If vetoed legislation has successfully been amended by the Senate, then the Clerk of the Senate 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.

Rule 16 - Agenda and Minutes

1. Agenda for Senate Meetings
 - a. Call to Order
 - b. Pledge of Allegiance and FIU Alma Mater
 - c. Roll Call of Senators Present & Verification of Quorum
 - d. Approval of Last Meeting's Minutes
 - e. Adoption of the Agenda

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- f. Invited Speakers
 - g. Committee Reports
 - h. University-Wide Council Reports
 - i. Public Forum (Option 1)
 - j. Vetoed Legislation
 - k. Unfinished Business
 - l. New Business
 - m. Senate Forum
 - n. Public Forum (Option 2)
 - o. Advisor Reports
 - p. Adjournment
2. The Speaker of the Senate may choose to allow Public Forum at the beginning or end of the Senate meeting at their discretion. This decision may be appealed by a simple majority vote.
 3. Procedure
 - a. The Speaker of the Senate creates and sends the agenda, along with a copy of the last meeting's minutes, at least 24 hours in advance to the Senate via email.
 - b. The Senate can add legislation that is eligible for a reading onto the agenda, if it is not already on the agenda, by a simple majority vote.
 - c. Agendas are required to have confirmations put on the agenda following the next meeting from appointment.
 - i. Confirmation of new senators shall occur as the first item under New Business.
 - d. The agenda is subject to change from when it is sent to the Senate to the start of the Senate meeting.
 - e. 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.
 - f. During the Senate meeting, the agenda may be amended through a simple majority vote before the agenda as a whole is adopted by a simple majority of the Senate. Once the agenda has been adopted, 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.
 4. Document Records and Archives

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- a. All minutes are to be uploaded to both the Senate Teams folder and the Student Government Association website.
- b. The Senate Teams Folder from every year must be archived and shared to the Senate in following years.

Rule 17 - Zoom

1. Any Senator, other than the Online Senator, I-75 Senators, and BBC Senators, needs to email the Speaker of the Senate and cc the Speaker Pro Tempore, Floor Leader, and Advisor. 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 at the discretion of the Speaker of the Senate.
2. 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 Speaker of the Senate.
3. If a Senator is unable to have their camera on, they must notify Senate Leadership via Email.
4. 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.
5. To be recognized to speak on Zoom, a Senator must raise their hand.
6. The chat is only allowed for questions and to vote.
7. Senate leadership must pay equal regard to those Senators present on Zoom and those present in person. All Senate Leadership positions must have the Zoom meeting open on their laptops.
 - a. 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.
 - b. 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.

Rule 18 - Censure and Removal

1. 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.
2. The process for expulsion from the Senate, Articles of Censure, and Articles of

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Impeachment is further outlined in the Statutes and shall be administered by the Internal Affairs Committee.

Rule 19 - Precedence of Documents

1. The Student Body Senate will be governed by, in order of precedence, Federal, State, and Local Laws, University Policies, the Student Government Association Constitution, the Statutes, these Rules of Procedure, and the latest version of Robert's Rules of Order Newly Revised.
2. 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.
 - a. The chair of the Senate may put this question before the Senate.
 - b. Any decision made by the chair in this manner may be appealed in the same manner as any other decision of the chair.

Rule 20 - Suspension and Amendment of the Rules

1. Suspension of the Rules
 - a. The provisions within these Rules of Procedure 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.
 - b. Rules may only be suspended to allow a particular course of action, which must be stated in the motion to suspend the Rules.
 - c. 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.
2. Amendments to the Rules of Procedure
 - a. Amendments to these Rules of Procedure may be submitted to the Speaker of the Senate as a bill, which shall require a simple majority vote in the Senate for adoption. The bill will not be subject to Presidential veto.
 - b. Amendments shall take effect immediately upon passage, unless otherwise stated.

Rule 21 – Office Hours

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1. All Senators are required to complete a number of office hours.
2. Office hours must be completed within an SGA office or online with permission from the Floor Leader
 - a. Any senator representing MMC or The College of Engineering may complete their office hours at the Engineering Center, provided they properly reserve a space and report their hours to the Floor Leader
 - b. Any senator representing BBC or FIU at I-75 may complete their office hours at FIU at I-75, provided they properly reserve a space and report their hours to the Floor Leader
3. Office hours may be used to engage with students, promote SGA resources, work on collaborations with other SGA officials, conduct research into a student issue, or maintain eligibility for office
4. Any event run directly by SGA, meeting with a department for SGA purposes, or any time spent tabling on behalf of SGA shall be able to be counted for office hours
5. Participation in a Senate Town Hall or other Senate run events may result in a waive of the requirement for the week during which the event occurred. Proof of participation must be sent to the Floor Leader for approval.
6. Senators attending a committee meeting or event within an SGA office may have their time spent in the office counted towards their required hours
 - a. Senators attending their assigned committee virtually will receive 30 minutes counted towards their weekly requirement
7. No senator may be clocked into office hours between the call to order of a Senate meeting and that meetings adjournment.
8. The Internal Affairs Committee is tasked with tracking office hours. They may set additional policies concerning office hours.
9. The Floor Leader shall be in charge of settling all disputes related to office hours. They may choose to defer their decision to the Internal Affairs Committee, who will then provide a binding ruling. Decisions by either the Floor Leader or the Internal Affairs Committee may be appealed to the Supreme Court.
10. If a Senator is unable to complete their office hours during a specific week, they must email the Floor Leader stating why they were absent by 11:59 PM on the Monday of the following week.
 - a. The list of reasons for an excused absence shall be the same as for a senate meeting.

Documents that have changed the Senate Rules of Procedure

1. SB 04 001
2. Executive Order 4-11