



Standing Rules of the Student Senate Student Association of the University of Tulsa

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I. Meetings

A. Order of Business

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Report of Officers:
 - i. Senate President
 - ii. President
 - iii. Secretary
 - iv. Treasurer
5. Other Officers at the Discretion of the Senate President
6. Reports of Deans and Advisors
7. Guest Speakers
8. Reports of Committees
9. All Other Reports
10. Unfinished Business
11. New Business
12. Discussion and Comments
13. Adjournment

B. Agenda

1. An agenda shall be distributed prior to Senate. The Senate President shall create the agenda.
2. Items on the agenda shall be assigned time limits by the Senate President. The time limits shall be determined prior to each meeting and listed on the agenda and shall not exceed four hours.
3. The body may vote by a simple majority to extend the allotted time. There shall be no debate on this motion.

C. Minutes

1. Minutes shall be taken of all Senate meetings by the Secretary.
2. Minutes of the previous meeting shall be approved by a majority vote.
3. Minutes shall paraphrase all comments and specify the speaker on all reports, appointees, and legislation.
4. An electronic copy of the minutes shall be available within forty-eight hours of the conclusion of the Senate meeting.

D. Absences

1. Failure to appear prior to the call to order shall constitute one absence to Senate. However, if a senator arrives after the call to order but within thirty minutes of the appointed starting time, the absence shall be reduced to a tardy. Leaving Senate prior to adjourning shall constitute

either an early departure or full absence, at the discretion of the Senate President or the Secretary. A tardy or early departure shall constitute one-half of one absence to Senate. It is the responsibility of the Senator to notify the Secretary of any late arrival or early departure.

2. Each senator is allowed two unexcused absences to Senate per term of office. Upon a Senator exceeding two unexcused absences, the Secretary shall announce the absence during his report. The Senate President shall announce the seat vacant at that time.
3. An unexcused absence to a committee meeting will count as one-half of one absence to Senate.
4. Failure to fulfill the Cabinet attendance requirement as stated in the Duties and Privileges of Senators will count as one-half of one absence to Senate. Failure to attend the parliamentary workshop as stated in the aforementioned section will count as one-half of one absence to Senate, as will failure to attend the new Senate orientation.
5. Failure to fulfill the "Meet Your Senator" event attendance requirement as stated in the Duties and Privileges of Senators will count as one-half of one absence to Senate for each event missed.
6. Absences, tardies, and early departures to or from Senate meetings may be excused at the discretion of the Senate President or the Secretary.
7. Excused absences for a committee meeting will be granted at the discretion of the Senate President, the committee chairperson or the committee secretary.
8. Senators removed from their duty due to excessive absences may be reinstated upon a motion by a senator. The motion shall require three-fourths of a roll call vote to pass.

E. Term of Office

1. A senator shall serve from the time of installation until their term expires.
2. A fall term shall expire upon the completion of the fall elections the following year. A spring term shall expire upon the completion of the spring elections the following year.

F. Speaking Privileges

1. All officers of the Student Association (SA) shall have full speaking privileges. These include:
 - i. Senators
 - ii. Executive Officers
 - iii. Cabinet Members
 - iv. Judicial Council Justices
2. The SA Advisor and the Senate Advisor shall also have full speaking privileges.
3. Any person with business before Senate shall have speaking privileges during the consideration of that business at the discretion of the Senate President. This includes, but is not limited to, designated organizational representatives and appointees. Organizational representatives may not be SA Officers.

4. During discussion and comments, any person present at the meeting shall have speaking privileges for no more than two minutes. Speaking privileges shall be signified by the passing of the gavel around the room.

G. Recording Privileges

1. The Secretary shall make an audio recording of all Senate meetings. During the Report of the Secretary, the Secretary shall announce his intention to record the session and then immediately do so. The Secretary shall create a separate recording when entering a closed session. The recording shall be destroyed the meeting subsequent to the approval of the minutes by Senate.
2. Notwithstanding the preceding section, all other audio or video recordings are expressly forbidden unless Senate votes to extend recording privileges to a particular individual or organization as described in subsequent subsections.
3. The motion to extend recording privileges shall not be allowed during closed sessions. Notwithstanding requirements of the preceding section, if recording permission has been granted prior to entering a closed session, permission is automatically withdrawn and recording devices must be turned off for the entirety of the closed session.
4. In order to record the entire meeting, the Senate President must be made aware of the request for recording privileges prior to the start of Senate. The motion, when made, shall be considered directly following roll call.
5. Motions to extend recording privileges shall include the reason for which recording privileges are requested. The vote to extend recording privileges shall require a two-thirds majority.
6. Senate can withdraw recording privileges at any time with a two-thirds majority vote.

II. Attendance, Duties, and Vacancies

A. Duties and Privileges of Senators

1. Senators shall have one vote each. Absent senators shall lose all voting privileges for that meeting; voting by proxy shall be prohibited.
2. All senators are required to attend meetings of the committee(s) to which they are assigned.
3. Each senator shall be required to attend at least one Cabinet meeting each semester.
4. All newly elected or appointed senators shall be required to attend a parliamentary workshop and a new senator orientation conducted by the Senate President within two weeks of their installation to their office.
5. Each senator shall be required to attend at least one "Meet Your Senator" event each semester.
6. During the new senator orientation, all new senators shall receive a binder containing the Constitution, the Senate Standing Rules, all committee guidelines, and any other documents deemed necessary by the Senate President.
7. No senator shall act as an organizational representative in speaking before the Senate or other governing body of the Student Association.

8. All senators shall behave with respect and shall exhibit integrity, honesty, and professionalism.

B. Vacancies

1. A vacancy shall be defined as an open Senate seat with three or more weeks before a regularly scheduled Senate election.
2. The Senate President shall recommend students for appointment to vacant Senate seats in accordance with the Constitution.
3. Senators who are unable to complete a full term of office shall be removed from their position upon formal announcement to Senate and their seat shall become vacant.

C. Duties and Privileges of the Senate President

1. The Senate President shall preside over Senate meetings and shall use Robert's Rules of Order as a general guide. If a Senator raises objections to procedural activities, the Senate President shall default back to Robert's Rules of Order.
2. The Senate President shall prepare the agenda for the Senate meeting.
3. The Senate President shall conduct a parliamentary workshop and a new senator orientation following Senate elections and any Senate appointments.
 - i. The workshop shall include an overview of parliamentary procedure.
 - ii. The orientation shall include an introduction to Senate procedure. It shall also include an overview of SA as a whole and any other topic deemed necessary by the Senate President.
4. The Senate President shall assign each senator to one of the standing committees.
5. The Senate President shall review all legislation to be introduced directly to the floor from a committee and may use discretion in subsequently approving the introduction of that legislation.
6. The Senate President shall oversee the creation and introduction of all Special Orders of Business.
7. The Senate President shall assign all legislation introduced in Senate to a committee or to the Senate body as a whole and assign a number to the legislation.
8. The Senate President shall recommend students for appointment to vacant Senate seats as specified in the Constitution.
9. The Senate President shall preside over Summer Senate.
10. The Senate President shall organize the "Meet Your Senator" events.

III. Standing Committees

A. Duties and Privileges

1. Each committee shall elect by majority vote of the committee members a chairperson, a secretary, and any other committee level officers which the committee deems necessary. All committee officers must be Senators assigned to the applicable committee in order to hold their office.

- i. The chairperson shall preside over all committee meetings and inform the Senate President of all legislation to be referred to Senate for the next Senate meeting.
 - ii. The secretary shall take attendance and minutes at each committee meeting; the secretary shall forward this report to the Senate President and the Secretary.
 2. All legislation introduced in Senate and all appointments shall be referred to a Senate committee.
 3. The assigned committee shall discuss the legislation or appointment; the chairperson shall report the conclusion of their discussions to Senate at the following Senate meeting.
 4. Committees shall not amend any legislation that is brought before Senate as a whole for approval only; this includes, but is not limited to the annual defining of the Residential Districts and all appointments. The committee has the right to amend all other legislation.
 5. All legislation referred to a committee shall require a simple majority in order to be submitted to Senate as a whole. All appointments must be submitted to Senate as a whole.
 6. If legislation is produced in committee and is passed by a majority of that committee, the legislation shall be distributed to Senate a minimum of twenty-four hours prior to the next Senate meeting and shall be discussed during Unfinished Business, so long as it is pertinent to that committee's duties.
 7. All SA Officers are welcome to all Senate Standing Committee meetings as guests.
- B. Financial Appropriations Committee (FAC)
1. FAC shall be responsible for advising Senate on appropriation concerns and legislation.
 2. Their duties shall include, but not be limited to, the following:
 - i. Conduct the allocations process.
 - ii. Annually review the FAC Guidelines for the allocation of Senate Contingency Funds.
 - iii. Keep organizations informed of the FAC Guidelines.
 - iv. Work with the Treasurer and SOC to insure organizations receiving SA funds have filed all necessary documents.
 - v. Review all monetary bills and report their findings to Senate during the last Senate meeting of each semester.
- C. Government Operations Committee (GOC)
1. GOC shall be responsible for advising Senate on legislation and concerns regarding the internal operations of SA.
 2. Their duties shall include, but not be limited to, the following:
 - i. Review and report to Senate on the activities of Summer Senate.
 - ii. Interview all appointments and present recommendations to Senate regarding the appointees.
 - iii. Review current SA documents and present legislation to Senate in order to update and revise these documents.

- iv. Review the activities of all Executive Officers and Cabinet members and submit a formal report to Senate by the last meeting of each semester.
- v. Meet with all Executive Officers and Cabinet members each semester in order to write the above report.
- vi. One GOC member shall attend each Cabinet meeting and shall report on Cabinet activities during the GOC report following the report of the GOC chair.

D. Student Investigative Committee (SIC)

- 1. SIC shall be responsible for advising Senate on legislation and concerns regarding student and campus life excluding student organization affairs.
- 2. Their duties shall include, but not be limited to, the following:
 - i. Identify and investigate areas of student and campus life that could benefit from change.
 - ii. Monitor the status of resolutions and non-monetary bills passed by Senate and report findings to Senate at the last Senate meeting of each semester.
 - iii. Review by the last Senate meeting of each semester the activities of Senate committee chairpersons and the Senate President and report their findings in the above report.

E. Student Organization Committee (SOC)

- 1. SOC shall be responsible for advising Senate on legislation and concerns regarding the student organization affairs.
- 2. Their duties shall include, but not be limited to, the following:
 - i. Work with student organizations that wish to become SA chartered. This includes, but is not limited to, reviewing their constitutions.
 - ii. Maintain records of all SA chartered student organizations.
 - iii. Maintain an accessible, active calendar for SA funded organization events.
 - iv. Educate student organizations as to the documentation procedures and opportunities available to them through SA.
 - v. Report on the activities report on the results of SOC's activities for the semester and present to Senate during the last Senate meeting of each semester.

IV. Legislation

A. Types of Legislation

- 1. A "bill" shall be defined as legislation that deals with policy directives, governing documents excluding the Constitution, allocation of funds, or any other act that is directly effective on the SA, its members, its elected and appointed officers, or chartered organizations. Upon final passage of Senate and the approval of the President, a bill shall become a statute effective immediately unless otherwise specified in the bill.
- 2. A "resolution" shall be defined as legislation that is a formal statement of opinion to groups, organizations, or persons outside Senate or Cabinet. The statement contained in a resolution shall be non-binding.

Upon final passage of Senate and the approval of the President, a resolution shall be submitted to the University President and any other persons addressed in the legislation.

B. Introduction of Legislation

1. Legislation shall be submitted in electronic form to the Senate President and the Secretary prior to introduction.
2. Legislation shall be distributed to all members present at the Senate meeting prior to introduction.
3. Any new legislation shall be introduced during New Business.
4. The legislation shall be read aloud and must be seconded by a Senator who is not an author or sponsor of the legislation. A motion to waive the reading of the legislation shall be granted unless there is an objection by any member of Senate.
5. The Senate President shall refer all legislation that has been read and seconded by Senate to a Standing Committee within twenty four hours of its introduction and assign a number to the legislation. No other officer, including the President Pro-Tempore, shall refer legislation to a committee.

C. Introduction of Legislation from Committee

1. Legislation may be introduced directly to the floor and discussed only if the following conditions are met:
 - i. Senate has quorum.
 - ii. The legislation originated in a Senate Standing Committee.
 - iii. The legislation is pertinent to the duties of that committee.
 - iv. The legislation passes by a majority of the Standing Committee.
 - v. The Senate President has approved the introduction of legislation directly to the floor.
 - vi. The legislation has been distributed to all members of Senate a minimum of twenty-four hours prior to the Senate meeting in which the legislation is to be discussed.
 - vii. The legislation is available in the form of hard copies during the Senate meeting at which it is to be introduced.
 - viii. The legislation has been submitted in electronic form to the Senate President and the Secretary prior to introduction.
2. A motion shall be made during Unfinished Business to introduce legislation from Committee. The legislation shall then be read in its entirety and must be seconded by a Senator who is not on the committee from which the legislation originates. A motion to waive the reading shall not be allowed.
3. The Senate President shall assign a number to the legislation and refer the legislation to the Senate body as a whole.

D. Introduction of Emergency Legislation

1. Legislation may be introduced as an emergency only if the following conditions are met:
 - i. Senate has quorum.

- ii. The legislation includes a clause demonstrating the necessity for immediate consideration.
 - iii. The legislation has been distributed to all members of Senate present within the Senate chambers prior to introduction.
 - iv. The legislation is available in the form of hard copies during the Senate meeting at which it is to be introduced.
 - v. The legislation has been submitted in electronic form to the Senate President and the Secretary prior to introduction.
2. A motion shall be made during Unfinished Business to introduce emergency legislation. The legislation shall then be read in its entirety. A motion to waive the reading shall not be allowed. The legislation will then require a second made by a Senator who is not an author or sponsor of the legislation.
 3. Following a second, Senate shall move into a vote to consider the legislation. Following approval of a majority of Senate, the Senate President shall assign the legislation a number and refer the legislation to the Senate body as a whole.

E. Introduction of Special Orders of Business

1. Legislation may be introduced as a Special Order of Business only if the following conditions are met:
 - i. Senate has quorum.
 - ii. The legislation falls into the category of non-traditional legislation, including for example but not limited to the approval of the annual budget and the annual approval of the Senate residential districts.
 - iii. The legislation has been distributed to all members of Senate present within the Senate chambers prior to introduction.
 - iv. The legislation is available in the form of hard copies during the Senate meeting at which it is to be introduced.
 - v. The legislation has been submitted in electronic form to the Senate President and the Secretary prior to introduction.
2. During Unfinished Business, the Special Order of Business shall be read by the President Pro Tempore. The legislation shall then be read in its entirety. A motion to waive the reading shall not be allowed. The legislation shall not require a second.
3. The Senate President shall then assign the legislation a number and refer the legislation to the Senate body as a whole.
4. Special Orders of Business must be addressed on the Senate floor and may not be assigned to a committee for review or amendment.

F. Resolutions Proposing Constitutional Amendments

1. An amendment to the Constitution shall be written as a resolution for referral to the student body in accordance with the Constitution.
2. A resolution proposing a constitutional amendment shall list all revisions made in a clear fashion.
3. A resolution proposing a constitutional amendment shall specify the wording of the ballot to be presented before the student body. The ballot

shall include a description of the amendment and one option signifying approval and one option signifying disapproval.

4. No resolution proposing a constitutional amendment shall be accepted as emergency legislation or introduced directly from any committee.

V. Senate Procedures

A. Orders of Consideration

1. Legislation and appointments referred by the committee for consideration by Senate shall be considered during Unfinished Business.
2. Legislation requiring the presence of an organizational representative shall be considered before all other legislation.
3. The order of consideration for legislation and appointments shall be determined by the Senate President and shall be indicated on the agenda.
4. A motion may be made to amend the orders of consideration. The motion must be seconded. The Senate President and the author of the motion may comment on the motion at this time; no other debate shall be allowed. This motion requires a simple majority to pass.

B. Procedure for Consideration

1. The Senate President shall specify which legislation is up for discussion according to the agenda.
2. If the legislation requires an organizational representative and one is not present, the legislation shall automatically be tabled.
3. The chair of the committee to which the legislation was referred shall present a report detailing its vote and an explanation of the legislation, amendments, or the appointee as well as any other information deemed necessary by the committee chair. In the committee chair's absence, another member of the committee may give this report. The committee chair, at his discretion, may yield this report to another member of Senate.
4. The author of the legislation, the organizational representative, or the appointee may offer a report or explanation if they so choose of the item under consideration.
5. The floor is then open to debate. Debate shall consist of questions followed by discussion.
 - i. Questions
 - a. Those with speaking privileges shall be allowed to speak at this time. Speaking order shall be round based with no one person being granted a question more than once per round. All those wishing to speak in the current round shall be allowed to do so before moving to the next round. Exceptions shall be granted by the Senate President.
 - b. The Senate President shall determine to whom questions may be addressed and shall refer questions to that person.
 - c. A motion to call the question cannot be made at this time.
 - d. The Senate President shall announce the conclusion of questions before moving on to discussion.
 - ii. Discussion

- a. Those with speaking privileges shall be allowed to speak twice. Before a person may speak for the second time, any other person wishing to speak for the first time shall be allowed to do so. Once the second round of speaking privileges has begun, any persons who did not speak during the first round forfeit their right to the first round speaking privilege. Exceptions shall be granted by the Senate President without objection.
 - b. If an organizational representative or appointee is present and is the subject of the business under consideration, the Senate President shall ask those persons to leave for this portion of debate and for the vote.
 - c. The Senate President shall announce the conclusion of discussion before moving on to a vote.
6. Following debate, the legislation or appointment shall be in line for a vote by Senate. A vote shall require a majority to pass and the Senate President may determine the method of voting unless stipulated otherwise by an SA governing document.
 7. Legislation that has been approved by the requisite majority of Senate shall be submitted to the President by the Secretary in accordance with the Constitution.
 8. The President shall notify Senate of a veto during his report. A motion may be made to appeal this veto during Unfinished Business.
 9. If at any time a motion is made to suspend the rules, the author of the motion and the Senate President may give a report or explanation regarding the suspension. There will be no debate on this motion and it shall require a two-thirds majority vote.

C. Appointee Procedure

1. All appointments are to be referred to committee for an interview.
2. Appointments shall be considered during Unfinished Business.
3. If an appointee is not present at Senate, the appointment shall automatically be tabled.
4. Appointees shall be considered in blocks but voted on separately. There shall be four blocks: one block for Judicial Council appointees, one block for Cabinet appointees, one block for all other presidential appointees, and one block for all vice-presidential appointees. The order of consideration for the blocks shall be determined by the Senate President and indicated on the agenda.
5. The committee chair shall give a report to specify whether the committee recommends the confirmation or denial of the appointees within a block and give an explanation as to its recommendation.
6. The person responsible for the appointment and the appointees within the block may give a report at this time.
7. All appointment blocks shall follow the rules of debate as specified in the Procedure for Consideration. Judicial appointees shall require a two-thirds majority to be approved.

8. Following the approval of the block, the appointees within that block shall be installed in their office.

VI. Impeachment

A. Impeachment Legislation Procedures

1. In the event that an SA officer is accused of gross misfeasance or malfeasance, a resolution may be presented to create an ad hoc committee to investigate the charges called the Impeachment Committee.
2. The legislation shall include all charges to be investigated and must be typed and distributed to all members of Senate present within the Senate chambers and the Executive Officers prior to its introduction.
3. A motion shall be made during Unfinished Business to introduce the impeachment legislation. The legislation shall then be read in its entirety. A motion to waive the reading shall not be allowed. The legislation will then require a second made by a Senator who is not an author or sponsor of the legislation.
4. Following a second, Senate shall move into a vote to consider the legislation. Following approval of a majority of Senate, the Senate President shall assign the legislation a number and refer the legislation to the Impeachment Committee. At this time, all responsibilities, privileges, and duties pertaining to the accused shall immediately be suspended.
5. If the Impeachment Committee approves the legislation by a majority, the committee will present their findings to Senate during Unfinished Business before any other business is considered.
6. The impeachment legislation shall require a roll call vote and will require a two-thirds majority vote in order to pass. Upon passage, the accused shall be removed from their position or office. If the legislation fails, all responsibilities, privileges, and duties pertaining to the accused are immediately reinstated.

B. The Impeachment Committee

1. The Impeachment Committee shall consist of the Senate Advisor, the SA Advisor, Executive Officers, and the chairpersons of the Standing Committees. The only exception is if the accused falls in one of the above categories and thus shall be automatically removed from the committee.
2. The committee shall investigate the charges and gather any data the committee deems necessary in an expedient fashion.
3. The committee's findings shall be presented before Senate at the next Senate meeting only if approved by a majority. If the legislation fails in committee, all responsibilities, privileges, and duties pertaining to the accused are immediately reinstated.

VII. Summer Senate

A. Composition

1. Summer Senate shall consist of seven senators to be elected by Senate during the last Senate meeting of the spring semester. Three alternate senators shall also be elected at this time.
2. The Executive Officers shall be non-voting, ex-officio members.

B. Procedures

1. Summer Senate shall be presided over by the Vice President. Should the Vice President be unable to fulfill this responsibility, another Executive Officer may fill this position.
2. Summer Senate shall elect a Secretary to record the minutes of all meetings which are to be submitted to committee prior to the first Senate meeting in the fall.
3. Summer Senate shall be responsible for addressing all relevant legislation that arises during the summer term. The committee shall have the full power of Senate during this time.
4. Summer Senate shall meet at least four times during the summer with a quorum of five. Excused absences may be issued by the presiding officer. On the second unexcused absence, a senator shall be removed from Summer Senate and an alternate shall assume his place.
5. Meetings shall be conducted in the fashion deemed most efficient by the members of Summer Senate.