

## Senate Standing Rules SparkNotes

### General Information for Senators

- Term of office: Time of installation – Expiration of Term (Completion of Fall/Spring Elections)
- Attendance:
  - o One (1) unexcused absence for missing Senate
  - o One-half (1/2) unexcused absence for:
    - Tardy/Early departure from Senate
    - Missing Committee meeting
    - Failing to attend one Cabinet meeting per semester
    - Failing to attend parliamentary workshop
    - Failing to attend new Senator orientation (if newly elected)
    - Failing to attend one “Meet Your Senator” event
  - o After two unexcused absences, seat is declared vacant
    - Senate President may recommend appointees to fill vacancies
    - Senators removed due to absences may be reinstated (3/4 vote, roll call)

### Senate Meeting Info

- The Senate President:
  - o Presides over meetings using Robert’s Rules of Order
  - o Conducts the parliamentary workshop and new Senator orientation
  - o Assigns Senators to the standing committees
  - o Reviews and numbers legislation and refers it to committees
  - o Will provide an agenda for meetings with time limits
    - Time limits can be extended (majority vote)
- The Secretary will take minutes at each meeting
- Speaking Privileges:
  - o All SA officers have full speaking privileges
    - Senators
    - Executive Officers
    - Cabinet Members
    - Judicial Council Justices
    - SA Advisor and Senate Advisor
  - o People with business before Senate have speaking privileges during consideration of that business (i.e. organizational representatives, appointees)
    - SA Officers may not serve as Org. Reps
  - o During discussion and comments, anyone with the gavel has speaking privileges

## Standing Committees

- Each committee elects a chairperson and a secretary
- Legislation approved by a majority of the committee can be submitted to Senate
- The chairperson will report committee actions to Senate
- Financial Appropriations Committee (FAC)
  - o Conducts allocations
  - o Reviews FAC Guidelines for allocation of Senate Contingency Funds
  - o Informs organizations of FAC Guidelines
  - o Works with Treasurer and SOC to ensure that organizations file necessary documents
  - o Reviews all monetary bills and reports findings at last Senate meeting each semester
- Government Operations Committee (GOC)
  - o Reviews and reports on Summer Senate
  - o Interviews appointees and provides recommendations to Senate on appointments
  - o Reviews current SA documents for updates and revisions
  - o Reviews and reports on Executive Officers and Cabinet Members by end of semester
  - o One GOC member should attend each Cabinet meeting
- Student Investigative Committee (SIC)
  - o Identify and investigate areas of student and campus life that could benefit from change
  - o Monitor resolutions and non-monetary bills for report at last Senate meeting each semester
  - o Review and report on activities of committee chairs and Senate President
- Student Organization Committee (SOC)
  - o Works with organizations that seek SA charters
  - o Maintains records of all SA-chartered organizations
  - o Maintains calendar of SA-funded organizational events
  - o Educates organizations about SA documentation procedures
  - o Reports committee's activities at last Senate meeting each semester

## Legislation

- Types
  - o Bill - Policy directives, allocation of funds, changes to governing documents (except the Constitution), or anything else directly effective on SA. Goes into effect when passed by Senate and approved by the President.
  - o Resolution – Senate's formal statement of opinion on an issue; something that SA cannot accomplish on its own
- Introduction
  - o Submit electronically to Senate President and Secretary before introduction
  - o Can be introduced and read aloud during New Business (reading can be waived)
  - o Senate President will number the legislation and refer it to a committee

- Introduction from Committee
  - Legislation can be introduced directly to the floor under the following conditions:
    - Senate has quorum
    - Legislation originated in, is pertinent to, and has been passed by a majority of a Standing Committee
    - The Senate President approves of introduction directly to the floor
    - The legislation has been electronically submitted to the Senate President and Secretary and distributed to all Senators at least 24 hours before introduction
  - During Unfinished Business, the legislation is introduced and read in its entirety (no motion to waive reading)
  - Senate President will number the legislation and refer it to the Senate as a whole
- Introduction of Emergency Legislation
  - Legislation can be introduced as an emergency under the following conditions:
    - Senate has quorum
    - Legislation has a clause of immediate concern
    - The Senate President approves of introduction directly to the floor
    - The legislation has been electronically submitted to the Senate President and Secretary and distributed to all Senators before introduction
  - During Unfinished Business, the legislation is introduced and read in its entirety (no motion to waive reading)
  - Senate President will number the legislation and refer it to the Senate as a whole
- Introduction of Emergency Legislation
  - Legislation can be introduced as special business under the following conditions:
    - Senate has quorum
    - Legislation is non-traditional (i.e. annual budget, Senate residential districts)
    - The legislation has been electronically submitted to the Senate President and Secretary and distributed to all Senators before introduction
  - During Unfinished Business, the legislation is introduced and read in its entirety (no motion to waive reading)
  - Senate President will number the legislation and refer it to the Senate as a whole (cannot be assigned to a committee for review or amendment)
- Constitutional Amendments
  - Written as a resolution with specific wording for ballot
  - Not to be introduced as emergency legislation or directly from committee

## Senate Procedures

- Orders of Consideration
  - Legislation requiring an org. rep. will be considered before other legislation
  - Legislation will be considered in the order set on the agenda, but the order can be amended (majority vote)

- Procedure for Consideration
  - Legislation requiring an org. rep. that is not present is automatically tabled
  - The chairperson of the committee the legislation was referred to will make a report
  - The author/org, rep./appointee may make a report if relevant
  - Questions
    - Round-based
    - Senate President determines who speaks and whom they speak to
    - Question may not be called during questions
  - Discussion
    - Sergeant-at-Arms escorts org. rep./appointee from the room
    - Can speak only twice
  - Vote
    - Majority required for passage
    - Senate President determines voting method unless otherwise specified
    - If passed, submitted by Secretary to President for approval
- Appointees
  - Considered in blocks (but voted on separately)
    - Judicial Council appointees
    - Cabinet appointees
    - Other Presidential appointees
    - Vice-Presidential appointees
  - Committees conduct interviews, give reports to recommend confirmation or denial
  - Regular Procedure for Consideration applies (2/3 majority required for Judicial Council)
- Impeachment
  - Resolution to investigate accusations of “gross misfeasance or malfeasance” against an SA officer and form an ad hoc Impeachment Committee
  - Must include all charges and be distributed to all Senators and Executive Officers prior to introduction
  - During Unfinished Business, the legislation is introduced and read in its entirety (no motion to waive reading)
  - If approved by majority of Senate, Impeachment Committee is formed and the accused’s responsibilities, privileges, and duties are suspended
    - Impeachment Committee: Senate Advisor, SA Advisor, Executive Officers, and Standing Committee Chairpersons
    - If accused is one of the above, they are removed from the Committee
    - Committee does whatever necessary to investigate charges
  - If Impeachment Committee approves legislation (majority vote), presents findings to Senate during Unfinished Business
  - If impeachment legislation passes Senate (2/3 majority, roll-call vote), accused is removed from office
  - If impeachment legislation fails in committee or before Senate, accused’s responsibilities, privileges, and duties are reinstated

- Summer Senate
  - Composition
    - Seven Senators elected at last Spring meeting
    - Executive Officers (non-voting, ex-officio)
    - Presided over by Vice-President
    - Elects Secretary to record minutes
  - Procedures
    - Addresses any relevant legislation arising during the summer term
    - Must meet at least four times, with quorum of five, in whatever fashion is deemed most efficient