

UNIVERSITY OF FLORIDA

RULES AND PROCEDURES

OF THE

STUDENT SENATE

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Issued by the Office of the Student Senate  
Special Committee on Rules and Procedures  
October 2008

Amended through August, 2018



# RULES AND PROCEDURES OF THE STUDENT SENATE

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# LEGISLATIVE HISTORY

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During the Fall 2013 term, Senate President Cory Yeffet charged an Ad-hoc Committee on Rules & Procedures to review, clarify, and revise the version last updated by the Student Senate in the Spring of 2011. The Committee created a new document that replaced the Rules and Procedures amended in 2011 (Authorization 2011-116) and initially adopted by the Student Senate in 2008 (Resolution 2008-124).

## **MEMBERS OF THE AD-HOC COMMITTEE ON RULES & PROCEDURES OF THE STUDENT SENATE FALL 2013 SESSION**

SUSAN WEBSTER, Ad-hoc Chairwoman  
ELLIOT GRASSO, Senate President Pro-Tempore  
JOSEPH MICHAELS, Budget and Appropriations Chairman  
DAVIS BEAN, Allocations Chairman  
AUSTIN SHERMAN, Judiciary Chairman  
DYLAN FISHER, Rules and Ethics Chairman  
JAMIE LOWSTETTER, Information and Communications Chairwoman  
SAVANNAH BOWDOIN, Senate Majority Party Leader  
MICHAEL CHRIST, Senate Minority Party Leader

Adopted with Student Senate Resolution 2014-106



## RULE I OFFICERS OF THE SENATE

(AMENDED: 2011-116, 2014-106, 2016-117)

### 1. **Senate President:**

#### a. Elections:

The President of the Senate shall be elected at the first meeting of the Senate following the validation of Senate elections, or whenever the office otherwise becomes vacant. After nominations from the floor have closed, each nominee shall have five minutes to address the body, followed by a five-minute question and answer period. The President of the Senate shall be elected by roll call ballot from all Senators present and voting. A majority of all votes cast shall be required to win the election. In the event that no candidate receives a majority of all votes cast, the Senate shall hold a run off election between the two candidates that received the greatest number of votes.

#### b. Powers and Duties:

- i. The President of the Senate shall be the chief executive and administrative officer of the Senate.
- ii. The President of the Senate shall direct the legislative processes of the Senate.
- iii. The President of the Senate shall hold the chair at meetings of the Senate.
- iv. The President of the Senate shall preserve parliamentary law, maintain the decorum of meetings, and shall serve as a neutral arbiter of the Senate.
- v. The President of the Senate shall enforce the Rules and Procedures of the Senate.
- vi. The President of the Senate shall issue subpoenas and/or subpoenas duces tecum to Student Body Officers, Officials, Senators, and officers of Student Government-funded organizations on behalf of the Senate in cases of investigations.
- vii. The President of the Senate or the President's designee may administer oaths to Student Body Officers, Officials, Senators, and officers of Student Government-funded organizations in cases of investigations.
- viii. The President of the Senate shall submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the activities of that session and offer suggestions to future presidents.
- ix. The President of Senate shall have all other powers and duties listed in these Rules and Procedures.

### 2. **Senate President Pro Tempore:**

#### a. Elections:

The President Pro Tempore of the Senate shall be elected in the same manner and at the same time as the President of the Senate, or whenever the office otherwise becomes vacant.

- b. Powers and Duties:
  - i. The President Pro Tempore of the Senate shall serve as the Chair of the Senate whenever the elected Senate President is absent from the chair.
  - ii. The President Pro Tempore of the Senate shall assist the President of the Senate in fulfilling the duties of said office.
  - iii. The President Pro Tempore of the Senate shall serve as President of the Senate whenever that office becomes vacant, until such time as a successor may be chosen.
  - iv. The President Pro-Tempore of the Senate shall serve as the Chair of the Replacement and Agenda Committee.

### **3. Senate Parliamentarian:**

- a. Appointment:
  - i. The President of the Student Senate shall appoint the Senate Parliamentarian whenever the office becomes vacant.
  - ii. If the office of Parliamentarian remains vacant for more than two weeks, the Replacement and Agenda Committee shall begin to interview for the position and shall choose the Parliamentarian from those who apply.
  - iii. The Student Senate Parliamentarian shall be considered an exclusionary office in accordance with Chapter 130 of the Student Body Statutes.
- b. Powers and Duties:
  - i. The Parliamentarian shall assist the chair in presiding over meetings of the Senate.
  - ii. The Parliamentarian shall, upon request, instruct the Senate President, President Pro Tempore, and committee chairs and vice chairs on the proper methods for chairing meetings.
  - iii. The Parliamentarian shall work to better the Senate's general understanding of parliamentary law, and shall help any Senator with issues of parliamentary law.
  - iv. The Parliamentarian shall upon request from any Senator, issue in writing a non-binding opinion on matters of parliamentary law.

### **4. Sergeant-at-Arms:**

- a. Appointment:
  - i. The President of the Student Senate shall appoint the Sergeant-at-Arms whenever the office becomes vacant.
  - ii. If the office of the Sergeant-at-Arms remains vacant for more than two weeks, the Replacement and Agenda Committee shall begin to interview for the position and shall choose the Sergeant-at-Arms from those who apply.
  - iii. The Sergeant-at-Arms may hold other office in Student Government, including a Senate seat.

- b. Powers and Duties:
  - i. The Sergeant-at-Arms shall be tasked with maintaining order and preventing individuals from disrupting meetings of the Senate.
  - ii. The Sergeant-at-Arms will remove individuals disrupting meetings of the Senate as deemed by the President of the Student Senate. Prior to removal the disruptive individual shall be issued two warnings. The issuing of a warning on the basis of disruption shall be left to the discretion of the Senate President.
  - iii. The Sergeant-at-Arms shall guard the doors of the Senate chambers, preventing Senators entering the room from joining the voting body once a vote has begun or once a quorum call has been made.

**5. Senate Secretary:**

- a. A member of the Student Government office staff shall fill the role of the Senate Secretary.
- b. Powers and Duties:
  - i. The Senate Secretary shall record the minutes of all meetings of the Senate.
  - ii. The Senate Secretary shall perform other clerical duties as ordered by the Senate or as is otherwise necessary.

## RULE II SENATE LIAISONS

(AMENDED: 2010-113, 2010-117, 2014-106, 2017-110)

1. **Appointments:**
  - a. The President of the Senate shall appoint Senate Liaisons to the other branches of Student Government and University auxiliaries.
  - b. Senate Liaisons shall serve at the leisure of the President of the Senate.
  - c. If the office of a Senate Liaison remains vacant for more than two weeks, the Replacement and Agenda Committee shall begin to interview for the position and shall choose a Senate Liaison from those who apply.
  - d. Senate Liaisons may also hold Senate seats.
  - e. The Senate President shall meet regularly with the Senate Liaisons.
  
2. **Cabinet Executive Branch Liaison:**
  - a. The Cabinet Executive Branch Liaison shall attend meetings of the Vice Presidential Student Government Executive Cabinet, as defined by 201.63 and shall report on the meeting of the activities of the Vice Presidential Cabinet to the Student Senate after each meeting of the Vice Presidential Cabinet, as requested by the Senate or by the Senate President.
    - i. The report of the Executive Branch Liaison should include, but is not limited to a calendar of upcoming Vice-Presidential Cabinet events and Executive Agency heads.
  
3. **Judiciary Liaison:**
  - a. The Judiciary Liaison shall report to the Senate on the activities and cases heard by the Supreme Court.
  - b. The Judiciary Liaison shall report to the Senate after each meeting of the Supreme Court.
  - c. The Judiciary Liaison shall be ex officio a non-voting member of the Judiciary Committee, unless the Judiciary Liaison is already a voting member of the committee.
  
4. **Finance Liaison:**
  - a. The Finance Liaison shall report to the Senate on the activities of the Student Government Finance Office, including matters pertaining to organizations receiving Student Government funding and those organizations involved in the Activity and Service Fee budgeting process.
  - b. The Finance Liaison shall be ex officio a non-voting member of the Budget and Appropriations Committee and the Allocations Committee, unless the Finance Liaison is already a voting member of the committee in question.
  
5. **University Police Department Liaison:**
  - a. The University Police Department Liaison shall report to the Senate on the activities of the University Police Department, including matters pertaining to the Student Nighttime Auxiliary Patrol (S.N.A.P.), crime prevention, and

outreach programs each month and as requested by the Senate or by the Senate President.

6. **J. Wayne Reitz Student Union Liaison**

- a. The J. Wayne Reitz Student Union Liaison shall attend meetings of the Reitz Union Board of Managers and report on the activities of the J. Wayne Reitz Union to the Senate after each Board meeting and as requested by the Senate or the Senate President.
- b. The J. Wayne Reitz Student Union Liaison shall maintain an open and working relationship with the J. Wayne Reitz Union Executive Director as well as serve as facilitator between the Executive Director and the Senate. The liaison shall report on the activities of the Executive Director to the Senate after each meeting and as requested by the Senate or by the Senate President.

7. **Department of Recreational Sports Liaison:**

- a. The Department of Recreational Sports Liaison shall attend meetings of the Department of Recreational Sports Board of Directors and report on the activities of the Department of Recreational Sports to the Senate after each Board meeting and as requested by the Senate or the Senate President.
- b. The Department of Recreational Sports Liaison shall maintain an open and working relationship with the Department of Recreational Sports Director as well as serve as facilitator between the Director and the Senate. The liaison shall report on the activities of the Director to the Senate after each meeting and as requested by the Senate or by the Senate President.

8. **Student Activities and Involvement Liaison:**

- a. The Student Activities and Involvement Liaison shall report to the Senate on the activities of Student Activities and Involvement, including matters pertaining to Student Organizations & Campus Events, Sorority & Fraternity Affairs, and the David and Wanda Brown Center for Leadership & Service each month and as requested by the Senate or by the Senate President.
- b. The Student Activities and Involvement Liaison shall maintain an open and working relationship with the Student Activities and Involvement Director as well as serve as facilitator between the Director and the Senate. The liaison shall report on the activities of the Director to the Senate as requested by the Senate or by the Senate President.

## RULE III MEETINGS OF THE SENATE

(AMENDED: 2014-106)

### 1. **Regular Meetings:**

- a. Regular meetings shall be conducted on campus at as consistent a time and location as is possible.
- b. The Replacement and Agenda Committee shall set the time and location for regular meetings, but this decision can be overturned by a majority vote of the Senate.
- c. The Replacement and Agenda Committee shall prepare the agenda for regular meetings.
  - i. The agenda may be amended from the floor at the specified time by a majority vote.
  - ii. The agenda shall include sections for Roll Call, Amendments to the Agenda, Amendments to the Minutes, Public Debate, Officer Reports, Committee Reports, Vetoed Legislation (if any), Second Readings (if any), First Readings (if any), Announcements, Final Roll Call, and any other matters which the Replacement and Agenda Committee deem necessary.
  - iii. If the Replacement and Agenda Committee fails to meet, prepare, and send the agenda by 4:00 PM on the day before the meeting of the Senate, the Senate Secretary shall prepare an agenda consisting only of Roll Call, Amendments to the Agenda, Amendments to the Minutes, Public Debate, Vetoed Legislation, Second Readings, Announcements, and Final Roll Call. This agenda may be amended from the floor at a specified time.
  - iv. All documents to be considered at a Senate meeting shall be provided to all Senators and shall be made accessible to the public no later than 9:00 AM the day of the meeting of the Senate for which the agenda will be used.

### 2. **Special Meetings:**

- a. The President of the Student Senate or the Student Body President may call special meetings of the Senate.
- b. The President of the Student Senate shall call for a special meeting of the Senate upon receiving a petition requesting such bearing the signatures of twenty Senators. This petition shall include the intended purpose for the special meeting, which shall be reflected in the call for the meeting and the agenda (see below).
- c. Notice must be given a minimum of twenty-four hours prior to the start of the meeting to all members of the Senate.
  - i. Notice may be given at a prior meeting of the Senate, so long as that meeting occurs more than twenty-four hours prior to the special meeting.

- ii. Notification may be given by email or telephone, so long as a log is kept. This log shall be made available at the special meeting. If a Senator cannot be contacted via telephone due to a disconnection of that Senator's phone service or due to incorrect information being provided to the Senate Office, indication of such must be placed on the call log for that special meeting, and that procedure shall satisfy this requirement for notification.
    - iii. The purpose of the meeting must be included in the call for the meeting.
  - d. The officer who called the special meeting shall prepare the agenda for that meeting.
    - i. The agenda must remain germane to the purpose of the meeting, as mentioned in the call for the meeting.
    - ii. The agenda may be amended from the floor at a specified time by a majority vote.

## RULE IV ATTENDANCE OF MEMBERS

(AMENDED: 2011-116, 2014-106)

- 1. Roll Call:**
  - a. The Chair of the Rules and Ethics Committee (or Vice-Chair in the Chair's absence) or his/her designee shall call the roll of the Senate whenever needed.
  - b. The roll shall be called at the start and end of every meeting, as well as for any quorum call or roll call vote.
  - c. Any Senator that fails to answer a roll call, quorum call, or roll call vote shall receive a one-half absence, with a maximum of one absence being given to a Senator per meeting.
  - d. Voting records (see Rule VII §1) may be used to determine the final roll call with a two-thirds vote.
  
- 2. Absence Excuses:**
  - a. If a Senator believes that an absence should be recorded as excused, that Senator must submit an excuse to the Rules and Ethics Committee no later than one week following the absence (see Rule XII §5).
  - b. The Rules and Ethics Committee shall submit their recommendations of excusal to the Senate for approval during the committee's report.
  
- 3. Quorum:**
  - a. A quorum to conduct business shall be a majority of the total membership of the Senate.
  - b. Any Senator may raise a point of order regarding the presence of a quorum, at which point the chair of the Senate shall instruct the Chair of the Rules and Ethics Committee (or Vice Chair or his/her designee) to call the roll.
  - c. The Sergeant-at-Arms shall prevent any Senators entering the chambers during the roll call from being recorded as present.
  
- 4. Compelling Attendance:**
  - a. At any meeting of twenty or more Senators, the members present may, by a three-fourths vote, compel the attendance of every Senator at the next meeting of the Senate under pain of penalty as outlined in Chapter 309 of the Student Body Statutes. Every Senator shall be notified of this meeting no later than forty-eight hours prior to the meeting under the same methods allowed to notify Senators of Special Meetings (see Rule III §2).
  - b. At any meeting at which a quorum call is made and a quorum is not established, the members present may, by a majority vote, instruct the Sergeant-at-Arms to seek the presence of Senators who have left the room.

## RULE V FLOOR RULES AND PRIVILEGES

(AMENDED: 2011-116, 2016-117)

### 1. **The Chair of the Senate:**

- a. The President of the Senate shall hold the chair of the Senate; or in the Senate President's absence, first the Senate President Pro Tempore, second the Chair of the Judiciary Committee, third the Chair of the Budget and Appropriations Committee, fourth the Chair of the Allocations Committee, fifth the Chair of the Rules and Ethics Committee, sixth the Chair of the Information and Communication Committee, and seventh a Senator elected from the body.
- b. The chair shall call meetings of the Senate to order. If fifteen minutes have elapsed since the start time proposed in the call for the meeting, any member of the Senate shall call the meeting to order and surrender the chair to whomever is first in the above line of succession. If none of these members are present, the Senate shall elect a temporary chair from the floor.
- c. The chair shall rule on all points of order and issues of parliamentary law.
- d. The chair shall deny the hearing of any dilatory motions.
- e. The Senate may appeal any decision of the chair with a three-fifths vote.

### 2. **Floor Privileges:**

- a. Senators who are rightfully able to vote shall be able to speak in debate on the floor.
- b. Speaking privileges may be granted to those without them by a two-thirds vote.
- c. The following people or their designees shall be allowed as much time before the Senate as is necessary to present items germane to their administrations, and shall have a total of five minutes each to yield to other speakers, so long as the presentation remains germane to the administration of the yielding individual.
  - i. The President, Vice President, and Treasurer of the Student Body
  - ii. The President-elect, Vice President-elect, and Treasurer-elect of the Student Body
  - iii. Any Student Government Cabinet Chair, Cabinet Director, or Agency Chair
  - iv. The President and President Pro Tempore of the Senate,
  - v. Any Justice of the Supreme Court of the Student Body
  - vi. The Chair of the Honor Court of the Student Body
  - vii. Any University Administrative Officer or Dean
- d. Any committee of the Senate shall be allowed as much time before the Senate as is necessary to report on the activities of the committee and to make recommendations to the Senate germane to the purview of the committee.

### 3. **Readings:**

- a. 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.

- b. If any member should object to the reading, the question of entertaining the reading shall be put to a vote without debate, requiring a majority for the reading to be entertained.
- c. The Parliamentarian of the Senate, or, in his/her absence, the President Pro Tempore of the Senate shall perform all readings to the Senate.
- d. Messages from any of the individuals listed in Section 2(c) of this Rule delivered to the President of the Senate shall be read in the place of their report.

## RULE VI RULES GOVERNING DEBATE

(AMENDED: 2011-116, 2016-117)

### 1. **Consideration of Bills:**

- a. Any bill of law, authorization, special request, or resolution shall be debated pursuant to this section.
- b. Readings shall be by title only, except when otherwise called for by two-fifth of those present and voting, in which case the Senate Parliamentarian shall read the bill in its entirety.
- c. The authors and sponsors of the bill shall be afforded five minutes to present the bill to the Senate.
- d. Following bill presentation, five minutes shall be allowed for non-debatable technical questions of the bill's authors and sponsors.
  - i. A non-debatable technical question shall be any question that can be answered with "yes," "no," or a known fact.
  - ii. The bill's authors and sponsors may not be compelled to answer a question.
  - iii. The question period may be extended by a majority vote.
  - iv. If there are no questions to be asked, the Senate shall move into debate.
- e. Speaking privileges shall be granted to authors without them for the term of bill presentation and non-debatable technical questions.
- f. Following the question period, there shall be a period of pro/con debate.
  - i. Debate shall be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
  - ii. Any Senator may yield his or her debate time to a specific Senator or to like-minded speakers.
  - iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
  - iv. If a Senator's speech is hostile to the side whose time he/she is using, that Senator shall be ruled out of order and any time used by that speech should be returned to the clock.
  - v. If, during the course of debate, it is deemed necessary to return to a question period, the Senate may do so with a three-fifths vote. The question period shall again last for five minutes, then moving back into debate.
  - vi. If there are no Senators wishing to speak on concurrent rounds of con and pro, the Senate shall move into amendments or final privilege.
- g. Amendments that have been filed with the Senate Secretary pursuant to Rule XV §2 or reported by committees shall be heard following debate on the original bill or upon motion during debate.
  - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per

round per side, and then one minute of final privilege shall be in order when hearing amendments.

- ii. Following the above debate procedure, the amendment shall be put to a vote.
- h. Following the debate period, the authors and sponsors of the bill shall be afforded three minutes of final privilege.
- i. Following final privilege, the chair shall put the question and the Senate shall vote on the adoption of the bill.
- j. Amendments from the floor shall be in order at any time following bill introduction and before final privilege. Amendments from the floor that have been moved and seconded shall be heard in the same manner as filed amendments at the time the motion is made (see above).

## **2. Consideration of Vetoed Legislation:**

- a. Whenever the executive has vetoed any legislation and returned it to the Senate, that legislation shall be added to the agenda under Vetoed Legislation and shall be debated pursuant to this section.
- b. The executive who vetoed the bill shall have three minutes to explain the reasoning behind the veto to the Senate; alternately, the Senate President shall read a statement from the executive who vetoed the bill not to exceed three minutes. Following this, the bill's authors and sponsors shall have three minutes to again present the bill and respond to the executive veto.
- c. Following the presentation period, five minutes shall be allowed for non-debatable technical questions of the bill's authors and sponsors or of the executive who vetoed the legislation.
  - i. A non-debatable technical question shall be any question that can be answered with "yes," "no," or a known fact.
  - ii. The bill's authors and sponsors or the executive may not be compelled to answer a question.
  - iii. The question period may be extended by a majority vote.
  - iv. If there are no questions to be asked, the Senate shall move into debate.
- d. Following the question period, there shall be a period of pro/con debate, with pro being in support of overriding the veto and con in support of sustaining the veto.
  - i. Debate shall be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
  - ii. Any Senator may yield his or her debate time to a specific Senator or to like-minded speakers.
  - iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
  - iv. If a Senator's speech is hostile to the side whose time he/she is using, that Senator shall be ruled out of order and any time used by that speech shall be returned to the clock.
  - v. If, during the course of debate, it is deemed necessary to return to a question period, the Senate may do so with a majority vote. The question period shall again last for five minutes, then moving back into debate with all debate times being reset.

- vi. If there are no Senators wishing to speak on concurrent rounds of con and pro, the Senate shall move into amendments or final privilege.
- e. Amendments that have been filed with the Senate Secretary pursuant to Rule XV §2 shall be heard following debate on the vetoed legislation or upon motion during debate.
  - i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per round per side, and then one minute of final privilege shall be in order when hearing amendments.
  - ii. Following the above debate procedure, the amendment shall be put to a vote.
  - iii. If the Senate agrees to an amendment to vetoed legislation, said legislation shall be treated as a second reading from that point forward.
- f. Following the debate period, the bill's authors and sponsors shall be afforded two minutes of final summation. Following that, the executive who vetoed the bill shall be afforded two minutes of final summation.
- g. Following final summation, the Chair shall put the question and the Senate shall vote on overriding the veto of the bill, with the affirmative in favor of overriding the veto.
- h. Amendments from the floor shall be in order at any time following bill introduction and before final privilege. Amendments from the floor that have been moved and seconded shall be heard in the same manner as filed amendments at the time the motion is made (see above).

**3. Debate of Other Motions:**

- a. When the Senate is hearing any other debatable motion, there shall be two rounds of alternating con and pro debate with one minute per round per side.
- b. The time afforded to all speakers may be limited or extended by a two-thirds vote, provided that any limitation applies to all subsequent speakers.
- c. Following the above debate procedure, the motion shall be put to a vote.

## RULE VII VOTING

(AMENDED: 2014-106, 2016-117, 2018-123)

### 1. **Standard Voting Procedure:**

- a. Unless otherwise stated, the standard method for all votes requiring a majority will be by voice, and the method for all votes requiring two-thirds or the one-fifth of the body will be done by rising (not counted) vote.
- b. The chair shall declare the outcome of all votes.
- c. Divisions shall be conducted by counted rising vote.
- d. No one may cast a vote for another Senator, under pain of penalty as outlined in Chapter 309 of the Student Body Statutes.
- e. Senators shall indicate how they voted on all main motions on voting records to be kept in the Senate's collection of public records.
- f. No Senator may abstain from a vote except in cases wherein voting would present a conflict of interest.
  - i. A conflict of interest exists whenever a Senator stands to gain an individual benefit from the matter being considered.
  - ii. Senators who abstain from voting in a voice vote due to a conflict of interest shall indicate a reason for the abstention on the vote record, and upon conclusion of the vote, rise and state the reason for the abstention.
- g. The chair is not required to vote except in the event of a roll call vote where his/her vote would affect the result.
- h. The following types of legislation will be subject to the number of readings as listed below.
  - i. Bills that require one reading:
    - a. An Authorization
    - b. A Line Item Transfer
    - c. A Referendum
    - d. A Resolution
    - e. A Rules and Procedures Change
    - f. A Special Request
  - ii. Bills that require two readings:
    - a. A Constitutional Amendment
    - b. A Reserve Transfer
    - c. A Statute Change
    - d. A Student Body Initiative
    - e. A Student Body Law
  - iii. Bills that require three readings:
    - a. A Vetoed Bill
- i. Unless stated otherwise, the standard method for hearing the Activity and Service Fee Budget will be as follows:
  - i. The Activity and Service Fee Budget must be presented to the Student Senate no less than six days prior to first readings.

- ii. The Activity and Service Fee Budget must be passed through two readings. If the budget is amended, the amended budget must pass through two readings with identical form.
- j. The proposed Student Government Funded Organizational Budget and the proposed Student Government Funded Academics Budget shall be submitted to the Student Senate for review at least six calendar days before consideration as a first reading. Amendments to the legislation must be submitted in writing to the Student Senate Secretary no later than six calendar days after the affected legislation has been submitted to the Senate. After this date, amendments to the bill of legislation may not be adopted; however, amendments to the amendments may be made from the Senate floor.

**2. Roll Call Votes:**

- a. When not otherwise called for, a roll call vote may be ordered by one-fifth of the Senators present and voting at any time before the next question is spoken on.
- b. The roll call will be conducted in accordance with Rule IV §1.
- c. Senators may abstain from voting in the roll call vote in cases of conflict of interest as described above.
  - i. When the Senator wishing to abstain has his/her name called, he/she shall explain the reason for the abstention to the Senate for consideration.
  - ii. The Senator abstaining shall write the reason for abstention on his/her voting record.
- d. Roll call votes will be recorded in the minutes of the meeting, indicating how each Senator present voted.

## RULE VIII EXECUTIVE NOMINATIONS

(AMENDED: 2011-116, 2016-117)

**1. Procedure:**

- a. Whenever the Student Body President (or his/her designee) makes a nomination that requires the approval of the Senate, the final question shall always be, “Will the Senate approve this nomination?”
  - i. This question shall be considered automatically, and as such it is unnecessary to make a main motion regarding executive nominations.
  - ii. Debate over this question shall begin with five minutes of questions of the Student Body President (or his/her designee) or the nominee in question.
  - iii. After the question period, debate shall be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
  - iv. The same parliamentary motions regarding question periods and debate in bill consideration shall be in order for executive nominations.

**2. Review of Qualifications:**

- a. Executive nominations shall be referred to the Replacement and Agenda Committee, except for those nominations made to the Judiciary Branch, which shall be referred to the Judiciary Committee no later than 12:00 PM ET, two days before to the Judiciary Committee’s meeting date.
- b. The above listed committees shall review each nominee and shall determine if they meet all qualifications required to hold the office for which they are appointed.
- c. The above listed committees shall be recognized to report their findings to the Senate when the Senate is considering the nomination in question.

## RULE IX PUBLIC DEBATE

(AMENDED: 2011-116, 2018-115, 2018-125)

- 1. Rights to Debate:**
  - a. Each member of the Student Body may speak in public debate.
  - b. There must be a clearly visible sign-up sheet for public debate at the front of the Senate chambers, upon which each student wishing to speak will write his/her full name.
  - c. Students must be present in the Senate chambers to receive public debate time.
  
- 2. Procedure:**
  - a. Public Debate must be held before any pending legislation or nominations are heard.
  - b. Each student signed up for public debate will have one minute to speak.
  - c. Students, once called, may yield some or all of their time to other members of the Student Body.
  - d. If a student does not exhaust their speaking time, it will automatically be yielded to the Chair of the Senate
  - e. No individual may speak for more than five minutes in public debate.
  - f. Students may reserve their speaking time once during public debate, causing their name to be passed on the list.
  - g. Senators may extend a speaker's time by majority vote, for a total maximum time of five minutes

## RULE X COMMITTEES

(AMENDED: 2011-116, 2016-117)

### 1. **Types of Committees:**

- a. There will be established by these Rules and Procedures Standing Committees of the Senate (see Rule XII).
- b. Standing Committees will report at every meeting of the Senate on their activities since they last reported to the Senate.
- c. The Senate may establish select committees to hear business specified in the motion or resolution to refer.
  - i. The members of select committees will be nominated and elected from the floor of the Senate.
  - ii. The Senate may elect the chair of a select committee, or, if the Senate does not specify a chair, the select committee will elect a chair at their first meeting.
- d. The Senate President may establish ad-hoc committees to hear business as established in their creation.
  - i. The Senate President will appoint the members and the chair of ad-hoc committees.
  - ii. The Senate President will discharge any ad-hoc committee of the Senate.
  - iii. The Senate may, by a two-thirds vote, discharge any ad-hoc committee of the Senate.
- e. Special (select and ad-hoc) committees will rise and report to the Senate once they have completed the task(s) that they were created for.
- f. Special committees may also report to the Senate on their current activities and progress as needed.

### 2. **Authority Over Committees:**

- a. The Senate may refer any legislation to a committee of the Senate (already in existence or to be newly created).
- b. Legislation that has already been referred or is automatically referred may be discharged from a committee by a two-thirds vote. To discharge legislation from a special committee which is the sole purpose of that committee's creation shall be to discharge that committee altogether.
- c. The Senate may order any committee to create a report to the Senate on any matter germane to that committee's normal duties.
- d. The Senate may, by a two-thirds vote, remove any member from a special committee or remove a member as Chair of a special committee (see Rule XII §§7 and 8 for removal from Standing Committees).

- e. The Senate may also receive minority reports following the regular report of any committee.
  - i. Minority reports may be issued by one or more members of a committee dissenting from the official report of the committee.
  - ii. If any Senator should object to the reading of a minority report, the support of one-fifth of those Senators present and voting is required for the report to be entertained.

## RULE XI

### STANDING COMMITTEES OF THE SENATE

(AMENDED: 2009-100, 2009-104, 2009-121, 2009-140, 2010-122, 2011-114, 2011-116, 2011-130, 2014-106, 2014-111, 2016-117, 2018-114, 2018-121)

#### 1. **Replacement and Agenda Committee:**

a. The Replacement and Agenda Committee shall consist of the following members:

- i. The Senate President Pro Tempore, as Chair,
- ii. The Senate President,
- iii. The leader of each political party or coalition (see Rule XVII),
- iv. Two members representing the Senate at-large, to be elected by the Senate in the same manner and at the same time as the Senate President, or whenever one of these seats is vacant.
- v. A member of the Senate that is appointed by the Senate President Pro-Tempore as the Replacement and Agenda Committee Clerk, who serves as the taker of minutes, for the Replacement and Agenda Committee, as an ex-officio non-voting, non-speaking member.
  1. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
  2. This position shall be held to the same attendance standards as the voting members of the committee

b. Duties:

- i. The Replacement and Agenda Committee shall recommend to the Senate the voting members of the other standing committees. The Senate shall hear these recommendations during the committee's report (see §8 of this Rule).
- ii. The Replacement and Agenda Committee shall prepare the agenda for regular meetings of the Senate in accordance with Rule III §1.
- iii. The Replacement and Agenda Committee may add special rules to the agenda pertaining to the structure of debate with a two-thirds vote of the committee. The Senate may suspend these special rules by a two-thirds vote.
- iv. The Replacement and Agenda Committee shall recommend to the Senate the chair of the other standing committees. The Senate shall hear these recommendations during the committee's report (see §7 of this Rule).
- v. The Replacement and Agenda Committee shall recommend to the Senate replacement Senators to fill any vacant seats. The Senate shall hear these recommendations during the committee's report (see section §8 of this Rule).
- vi. The Replacement and Agenda Committee shall choose the officers and liaisons listed in Rule I §3-4 and Rule II whenever the Senate President fails to fill the vacancy within two weeks.
- vii. The Replacement and Agenda Committee shall review the qualifications of all executive nominations that require Senate

- approval, except for those nominations to the judicial branch, determining if they are eligible to hold said office.
- viii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.

- c. The Replacement and Agenda Committee shall meet weekly at the time and place determined by the chair, and as otherwise ordered by the Senate. The Chair may call additional meetings at his/her leisure.

## 2. **Budget and Appropriations Committee:**

- a. The Budget and Appropriations Committee shall consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be the Committee Chair (see §8 of this Rule).
  - ii. A member of the Allocations Committee, chosen by the chair of that committee, as a non-voting member,
  - iii. The Senate Finance Liaison, as a non-voting member,
  - iv. The Student Body Treasurer, or his/her designee, as a non-voting member,
  - v. The Student Government Finance Manager, or his/her designee, as a non-voting member.
  - vi. A member of the Senate that is appointed by the Budget and Appropriations Committee Chair as the Budget Committee and Appropriations Clerk, who serves as the taker of minutes, for the Budget Committee, as an ex-officio non-voting, non-speaking member.
    - 1. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
    - 2. This position shall be held to the same attendance standards as the voting members of the committee
- b. Duties:
  - i. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate the Activity and Service Fee Budget.
  - ii. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate the Student Government-Funded Organizations Budget.
  - iii. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate the Student Government-Funded Academic Organizations Budget.
  - iv. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate all Supplemental Budget Requests.
  - v. The Budget and Appropriations Committee shall examine, amend as needed, and report to the Senate on any requests for line item budget changes, and reserve funds.

- vi. The Budget and Appropriations Committee shall submit into the Senate records all budget requests and other documents submitted to the committee.
  - vii. The Budget and Appropriations Committee shall (along with the Allocations Committee) work to educate organizations of the advantages and disadvantages of association with existing umbrella organizations.
  - viii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
- c. Student Government-Funded Organizations:
    - i. Before any Student Government-Funded Organization may be considered for funding, the organization must submit their current constitution to the Judiciary Committee for review (see §4(d) of this Rule).
    - ii. Any organization requesting funding through the Budget and Appropriations Committee shall submit all forms and documents required by the committee.
  - d. The Budget and Appropriations Committee shall meet at the Chair's leisure, or as otherwise ordered by the Senate.
  - e. The Budget and Appropriations Committee Chair shall send out to all senators any reserve transfer bills or changes to the originally approved budget to be considered twenty-four hours before the duly called budget meeting.

### **3. Allocations Committee:**

- a. The Allocations Committee shall consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be the Committee Chair (See §8 of this Rule).
  - ii. A member of the Budget and Appropriations Committee, chosen by the chair of that committee, as a non-voting member,
  - iii. A member of the Judiciary Committee, chosen by the chair of that committee, as a non-voting member,
  - iv. The Senate Finance Liaison, as a non-voting member,
  - v. The Student Body Treasurer, or his/her designee, as a non-voting member,
  - vi. A member of the Rules and Ethics Committee, chosen by the chair of that committee, as a non-voting member unless that person is already a voting member of both committees.
  - vii. A member of the Senate that is appointed by the Allocations Committee Chair as the Allocations Committee Clerk, who serves as the taker of minutes, for the Allocations Committee, as an ex-officio non-voting, non-speaking member.
    - 1. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
    - 2. This position shall be held to the same attendance standards as the voting members of the committee

- b. Duties:
  - i. The Allocations Committee shall examine, amend as needed, and report to the Senate all special requests for allocations (see below).
  - ii. The Allocations Committee shall submit into the Senate records all special requests for allocations and other documents submitted to the committee.
  - iii. The Allocations Committee shall examine, amend as needed, and report to the Senate on special request funds.
  - iv. The Allocations Committee shall (along with the Budget and Appropriations Committee) work to educate organizations of the advantages and disadvantages of association with existing umbrella organizations.
  - v. All requests are to be sent to each member of the Allocations Committee at least 24 hours in advance of the committee hearing at which said request should be heard.
  - vi. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
- c. Special Requests for Allocations:
  - i. Organizations submitting special requests for allocations must submit their current constitution to the Judiciary Committee for review (see §4(d) of this Rule).
  - ii. Any organization requesting funding through the Allocations Committee shall submit all forms and documents required by the committee.
- d. The Allocations Committee shall meet at the Chair's leisure, or as otherwise ordered by the Senate.

#### 4. **Judiciary Committee:**

- a. The Judiciary Committee shall consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be the Committee Chair (See §8 of this Rule).
  - ii. A member of the Allocations Committee, chosen by the chair of that committee, as a non-voting member,
  - iii. The Senate Judiciary Liaison, as a non-voting member.
  - iv. A member of the Senate that is appointed by the Judiciary Committee Chair as the Judiciary Committee Clerk, who serves as the taker of minutes, for the Judiciary Committee, as an ex-officio non-voting, non-speaking member.
    - 1. Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
    - 2. This position shall be held to the same attendance standards as the voting members of the committee
- b. Duties:
  - i. The Judiciary Committee shall review all non-budgetary bills, resolutions, and proposed constitutional amendments submitted to the Senate (see below).

- ii. The Judiciary Committee shall review the qualifications of all nominations to the judicial branch, determining if they are qualified to hold said office.
  - iii. The Judiciary Committee shall review the constitutions of any student organization requesting special allocations or requesting or again receiving an annual budget (see below).
  - iv. The Judiciary Committee shall, upon request from any Senator or Student Body Officer or Official, issue non-binding opinions as to questions of law regarding the Student Body Constitution and Statutes and the Senate Rules and Procedures.
  - v. The Judiciary Committee shall submit into the Senate records all non-binding opinions and other documents created by or submitted to the committee and make copies available at the next meeting of the Senate following their creation/submission.
  - vi. The Judiciary Committee shall, before every fall general election, submit to the Senate legislation regarding the apportionment of the Senate (see below).
  - vii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
  - viii. The Judiciary Committee shall once every semester draft and submit to the Senate a resolution honoring fallen Gators.
  - ix. The Judiciary Chair shall once every semester present a workshop on how to draft and submit legislation. This workshop can be done in conjunction with or separate from the new senator orientation.
- c. Review of Legislation:
- i. Proposed legislation that is to be reviewed by the Judiciary Committee shall be submitted to the committee no later than 12:00 PM ET, two days before the committee meeting at which it is scheduled to be heard.
  - ii. The Judiciary Committee shall review legislation as to its constitutionality, implication, legality, format, and clarity, and may submit to the Senate amendments to legislation reviewed by the committee.
  - iii. The Judiciary Committee reserves the right to debate, amend and review all bills.
  - iv. If a bill is amended by the Judiciary Committee, the author may withdraw his or her name from their bill. In this case, the Judiciary Committee shall become the author of said bill.
  - v. The Judiciary Committee may pass, table, or fail each bill:
    - 1) Each bill passed by the Judiciary Committee may be done so favorably, favorably with proposed committee amendment, favorably with committee amendment, no recommendation, or unfavorably.
    - 2) Each bill tabled by the Judiciary Committee shall be reviewed in the next committee meeting or it will be considered failed.

- 3) Each bill failed by the Judiciary Committee on the basis of the aforementioned review standards shall be sent back to the author.
  - 4) The Chair of the committee shall inform the author as to why it failed.
  - 5) Only bills passed by the Judiciary Committee shall be sent to the full Senate. The Chair of the committee shall give the committee's recommendation to the Senate during their report. Any bill sent to the floor that is recommended unfavorably must pass by a two-thirds vote.
- vi. Proposed legislation and nominations that are to be reviewed by the Judiciary Committee shall be sent to all senators by the Judiciary Committee Chair no later than 24 hours before the committee meeting at which it is scheduled to be reviewed.
- d. Review of Student Organizations Constitutions:
- i. Whenever an organization wishes to receive special allocations, to begin receiving an annual budget, or to continue receiving an annual budget (see §2-3 of this Rule), the Judiciary Committee shall review that organization's constitution.
  - ii. The Judiciary Committee shall review constitutions for their compliance with the Student Body Constitution and Statutes, University of Florida Rules and Regulations, and all applicable state and federal law.
  - iii. The Judiciary Committee shall, upon finding any failures in compliance, report these problems to the organization in question, detailing how to amend the constitution to eliminate these problems.
  - iv. The Judiciary Committee shall report their findings on an organization's constitution to the Budget and Appropriations or Allocations Committee, whichever is hearing the fiscal request of that organization. Whenever a problem is found with an organization's constitution, the Senate shall not agree to that organization's fiscal request until the constitution is resubmitted to the Center for Student Activities and Involvement.
- e. Apportionment of the Senate:
- i. The Judiciary Committee shall draft legislation to set the apportionment of the Senate, either reapportioning it with a bill amending the section of the Student Body Statutes regarding apportionment, or recommending to the Senate that the apportionment of the Senate be maintained in its current state.
  - ii. The committee shall begin drafting apportionment legislation no earlier than the start of the Summer A term, and shall submit the legislation to the Senate no later than three weeks before the fall general election.
  - iii. The legislation shall be presented to the Senate in the same manner as any other Student Senate Bill or Resolution, and may be amended from the floor as needed.

- iv. If the legislation proposed by the committee fails to be adopted by the Senate, the Senate may either recommit the legislation with instructions or may adopt other legislation setting apportionment.
- f. The Judiciary Committee shall meet weekly at the time and place determined by the Chair, unless there is no business to be heard by the committee for the week. The committee shall also meet as otherwise ordered by the Senate. The Chair may call additional meetings at his/her leisure.

**5. Rules and Ethics Committee:**

- a. The Rules and Ethics Committee shall consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be the Committee Chair (See §8 of this Rule).
  - ii. A member of the Senate that is appointed by the Rules and Ethics Committee Chair as the Rules and Ethics Committee Clerk, who serves as the taker of minutes, for the Rules and Ethics Committee, as an ex-officio non-voting, non-speaking member.
    - a) Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes.
    - b) This position shall be held to the same attendance standards as the voting members of the committee.
- a. Duties:
  - i. The Rules and Ethics Committee shall investigate, whenever a Senator files a petition with the Senate Secretary calling for a Senator's censure or expulsion, whenever ordered by the Senate, or otherwise at the discretion of the committee, the conduct of any Senator (see below).
  - ii. The Rules and Ethics Committee shall receive complaints from the student body regarding the compliance of Student Government funded organizations with the Student Body Constitution and Statutes, and University of Florida Rules and Regulations, and shall investigate complaints as deemed necessary by the committee (see below).
  - iii. The Rules and Ethics Committee shall review all absence excuses and recommend action on these excuses to the Senate.
  - iv. The Rules and Ethics Committee shall hear appeals from resignations by non-attendance and may expunge absences from a Senator's attendance record as outlined in Chapter 323 of the Student Body Statutes.
  - v. The Rules and Ethics Committee shall issue warning letters and letters of resignation by non-attendance to Senators as outlined in Chapter 323 of the Student Body Statutes.
  - vi. The Rules and Ethics Committee shall enforce constituency requirements as outlined in Chapter 324 of the Student Body Statutes.
  - vii. The Rules and Ethics Committee or Senate Secretary shall collect all voting records at meetings of the Senate and file them in the Senate office.
  - viii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate

Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.

b. Investigation of Senators:

- i. The Rules and Ethics Committee shall set dates and times for hearings regarding the investigation and shall set deadlines regarding evidence submission.
- ii. The Rules and Ethics Committee shall serve Senators with notice that they are being investigated by the committee and shall include in this or subsequent notice the times and locations of any hearings pertaining to the investigation no later than three days prior to a hearing.
- iii. The Rules and Ethics Committee shall issue all subpoenas required to conduct the investigation as outlined in Chapter 308 of the Student Body Statutes.
- iv. The Senator(s) that filed the resolution of censure or expulsion shall act as the plaintiff(s) in any hearing regarding the investigation, presenting evidence calling for disciplinary action against the Senator(s) under investigation. The plaintiff(s) may obtain a student designee to represent them at hearings of the committee. When conducting an investigation on orders from the Senate or on the committee's own initiative, the Rules and Ethics Committee shall appoint a willing Senator to act as the plaintiff, unless another Senator is chosen to act as the plaintiff by the Senate.
- v. The Senator(s) being investigated shall be considered the defendant(s) in any hearing regarding the investigation. The defendant(s) may obtain a student designee to represent them at hearings of the committee.
- vi. Both sides may present opening statements to the committee before evidence is heard, with the plaintiff presenting first.
- vii. Following opening statements, both sides shall present their arguments to the committee. During the presentation of arguments, members of the committee may interject to ask questions, but such questioning and answers thereof shall not use time afforded to the side presenting its arguments.
- viii. Following the presentation of arguments, both sides may present closing remarks to the committee, with the plaintiff presenting first.
- ix. The Rules and Ethics Committee may impose time restrictions on each stage of the hearing, so long as each side is afforded an equal amount of time for each stage of the hearing.
- x. Following closing remarks, the committee shall move into deliberations. No new evidence may be presented and only committee members shall be recognized to speak.
- xi. If the committee deems that the charges presented are well founded, the committee shall report to the Senate a resolution calling for the defendant's censure or expulsion. If the committee deems the charges to be not well founded, the committee shall recommend to the Senate that the defendant be exonerated.

c. Investigation of Student Organizations:

- i. The Rules and Ethics Committee shall inform the president of a student organization that their organization is being investigated by the committee and shall inform him/her of the times and locations of any hearings pertaining to the investigation no later than three days prior to the hearing.
  - ii. The investigation shall be conducted in the same manner as the investigation of Senators (see above), with the student(s) filing the complaint (or the designee of the committee) acting as the plaintiff, and the president of the organization or his/her student designee acting as the defendant.
  - iii. The committee may recommend to the Senate any appropriate action, including, but not limited to, the suspension or termination of Student Government funding.
- d. The Rules and Ethics Committee shall meet weekly at the time and place determined by the Chair, unless there is no business to be heard by the committee for the week. The committee shall also meet as otherwise ordered by the Senate. The Chair may call additional meetings at his/her leisure.
  - e. No senator who is currently on probation for not completing constituency requirements shall be appointed to the Rules and Ethics Committee. Any Senator on the Rules and Ethics Committee placed on constituency probation shall be automatically removed from the committee.

**6. Information and Communication Committee:**

- a. The Information and Communication Committee shall consist of the following members:
  - i. Nine Senators named to the committee by the Senate (See §7 of this Rule), one of which will be the Committee Chair (See §8 of this Rule).
  - ii. A member of the Senate that is appointed by the Information and Communication Committee Chair as the Information and Communication Committee Clerk, who serves as the taker of minutes, for the Information and Communication Committee, as an ex-officio non-voting, non-speaking member.
    - a) Should the chair choose not to fill this position, a committee member shall serve as the taker of minutes
    - b) This position shall be held to the same attendance standards as the voting members of the committee
- a. Duties:
  - i. The Information and Communication Committee shall maintain a calendar of all Senate meetings, committee meetings, and events and keep said calendar in the Senate offices.
  - ii. The Information and Communication Committee shall organize Senate social events.
  - iii. The Information and Communication Committee shall administer orientation sessions for all new Senators, Senators-elect, and Replacement and Agenda Committee nominees to vacant seats (see below).

- iv. The Information and Communication Committee shall organize at least one Senate retreat during the fall and spring Senate terms (see below).
- v. The Information and Communication Committee shall be responsible for the Senate's public relations.
- vi. The Information and Communication Committee shall post information regarding any open Senate seats in a conspicuous place at the following locations, no later than four days before the Replacement and Agenda Committee conducts interviews for the open seat:
  - For on-campus residence area seats, at the area office;
  - For college seats, at the College Council office, or, if the College Council of the college in question does not maintain an office, at the departmental office; the committee may, at its discretion, post notice electronically rather than physically, when electronic posting will have equal or greater impact;
  - For off-campus district seats, Freshmen seats, Sophomore seats, and Graduate seats, at no less than three of the following seven locations: Turlington Plaza, Library West, J. Wayne Reitz Union, Spessard L. Holland Law Center, J. Hillis Miller Health Science Center, the Park and Ride Lot, and Southwest Recreation Center.
- vii. The Information and Communication Committee shall ensure that information regarding any open Senate seats is posted in a conspicuous place on the official Student Government website no later than four days before the Replacement and Agenda Committee conducts interviews for an open seat.
- viii. The Information and Communication Committee may, at its discretion, distribute information regarding any open Senate seats to electronic mailing lists.
- ix. These notices must be posted no later than four days before the Replacement and Agenda Committee interviews for said open seat.
- x. The Information and Communication Committee shall, at the request of any committee chair or Senate officer, distribute relevant information to Student Government agencies, cabinets, officers, and officials, Student Government funded organizations, faculty members, or other campus and community officials.
- xi. The Information and Communication Committee shall be responsible for the Senate's public relations and shall provide timely press releases to the local media regarding noteworthy Senate events and actions.
- xii. The Information and Communication Committee shall be responsible for live streaming all Senate meetings from a set location in the Senate Chamber that allows all speakers to be visible at all time. The Information and Communication Chair, or their designee, will be responsible for starting and ending the live stream. The equipment utilized by the Information and Communication Committee to live stream Senate meetings must be owned by the Student Government.
- xiii. The chair of the committee will submit an end of session transition report at the end of each Fall and Spring sessions to the Senate

Secretary that will detail the committee's activities of that session and offer suggestions to future chairs. If this resolution is passed, it will take effect when the Information and Communication Committee deems it possible by a majority vote of the committee to fulfill the duty.

- b. Orientation Sessions:
  - i. The Information and Communication Committee shall hold an orientation session prior to any new Senator's second meeting of the Senate. These orientations shall be mandatory, and any Senator failing to attend shall be removed from Senate. The Rules and Ethics Committee may excuse this absence in the same manner as any other Senate absence.
    - 1. If a Senator is excused from an orientation session he or she will be required to attend a make-up session within a two week period.
    - 2. Failure to attend a make-up session will result in removal from Senate.
  - ii. The orientation session shall include, but not be limited to, instruction regarding the Student Body Constitution, Titles III and VIII of the Student Body Statutes, the Senate Rules and Procedures, parliamentary procedure (as it applies to meetings of the Senate), the drafting of Senate legislation, the activation of their respective Senate email account, and the requirements of Senators.
  - iii. Senators and Senators-elect in attendance shall be given directions to find the Student Body Constitution and Statutes and the Senate Rules and Procedures, as well as a supplement containing all amendments to these documents made after the date they were last revised.
  - iv. The orientation session shall include all other activities deemed necessary to prepare new Senators for their positions. These may include mock Senate sessions, clinics for drafting legislation or parliamentary law, and question and answer sessions with existing Senators.
- c. Senate Retreats:
  - i. Senate retreats shall be held no earlier than the second week of classes and no later than fourteen days before the first day of final exams.
  - ii. Senate retreats should not be held during any university-recognized break or holiday if possible.
  - iii. The retreat shall not be held in the chambers of the Senate, and should be held at a location where no formal Senate business occurs if possible.
  - iv. Senators who attend a retreat shall receive a one-half absence credit on their attendance record.
- d. The Information and Communication Committee shall meet at the Chair's leisure, or as otherwise ordered by the Senate.

**7. Assignment to Standing Committees:**

- a. The Replacement and Agenda Committee shall announce in their report to the Senate all open standing committee seats.

- b. Members of the Senate seeking a committee seat shall submit a request for the seat with the Replacement and Agenda Committee no later than 12:00 PM ET, two days before the meeting at which the interviews will be held.
- c. The Replacement and Agenda Committee shall interview all Senators who have requested open committee seats, and shall recommend to the Senate the Senator the committee deems best qualified for the seat.
- d. The Senate shall hear these recommendations individually, unless otherwise agreed to by a two-thirds vote.
- e. The appointment process for these recommendations shall be as follows: three minutes of presentation, three minutes of questions and answers, three rounds of alternating con and pro debate with three minutes per round per side, and two minutes final privilege.
- f. The Senate may, when considering the committee's recommendation, open the floor to nominations with the support of two-fifth of the members present.
  - i. If other nominations are made, elections shall be held for the committee seat by rising vote, unless ordered to be by a roll call vote or ballot.
  - ii. If a nomination from the floor is made, debate shall proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there shall still be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.
- g. If the Senate does not adopt the committee's recommendation, the floor shall immediately be opened to nominations, and elections shall be held for the committee seat by rising vote, unless ordered to be by a roll call vote or ballot.
- h. Senators may serve on no more than two standing committees at the same time.
- i. No person may serve simultaneously as a voting member of both the Budget and Appropriations Committee and the Allocations Committee.
  - i. Whenever a voting member of the Budget and Appropriations Committee is elected to serve as a voting member of the Allocations Committee, his/her seat on the Budget and Appropriations Committee shall be vacated.
  - ii. Whenever a voting member of the Allocations Committee is elected to serve as a voting member of the Budget and Appropriations Committee, his/her seat on the Allocations Committee shall be vacated.
- j. The Senate may, with a two-thirds vote, expel a member from a standing committee of the Senate; however, the Senate President, Senate President Pro Tempore, party and coalition leaders may not be expelled from the Replacement and Agenda Committee in this manner.

**8. Chairs of Standing Committees:**

- a. The Replacement and Agenda Committee shall announce in their report to the Senate all open chair positions of standing committees.

- b. Senators seeking the Chair of a standing committee shall submit a request for chair with the Replacement and Agenda Committee no later than 12:00 PM ET, two days before the meeting at which the interviews will be held.
- c. The Replacement and Agenda Committee shall interview Senators who have requested to be a chair, and shall recommend to the Senate the Senator the committee deems best qualified to hold the Chair.
- d. The Senate shall hear these recommendations individually, unless otherwise agreed to by unanimous consent.
- e. The appointment process for these recommendations shall be as follows: three minutes of presentation, three minutes of questions and answers, three rounds of alternating con and pro debate with three minutes per round per side, and two minutes final privilege.
- f. The Senate may, when considering the committee's recommendation, open the floor to nominations of other members of the standing committee in question with the support of two-fifths of the members present.
  - i. If other nominations are made, elections shall be held for chair by rising vote, unless ordered to be by a roll call vote.
  - ii. If a nomination from the floor is made, debate shall proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there shall still be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.
- g. If the Senate does not adopt the committee's recommendation, the floor shall immediately be opened to nominations of other members of the standing committee in question, and elections shall be held for chair by rising vote, unless ordered to be by a roll call vote.
- h. The chair of a standing committee is not permitted to be a member of any other standing Senate committee.
- i. The Senate may remove a Senator as chair of a standing committee with a two-thirds vote. The Chair of the Replacement and Agenda Committee may not be removed in this manner.
- j. The chair of each committee shall rule absences from committee meetings as being either excused or unexcused and file attendance records with the Rules and Ethics Committee (see §9 of this Rule).
- k. Each committee chair shall be responsible for appointing a committee clerk who shall be responsible for recording the minutes of the committee, placing the finalized minutes in the respective committee file, and submitting a copy to the Senate Secretary, Senate President, and Senate President Pro Tempore before the following week's Senate meeting. In the event that the clerk is absent, the committee chair will designate a temporary clerk.
- l. The chair shall appoint a vice-chair, who shall carry out the duties of the Chair in his/her absence.
- m. In the Replacement and Agenda Committee, only a member-at-large may be the Vice-Chair.
- n. If the chair and vice-chair are not present at a meeting of a standing committee, the committee shall elect a temporary chair from among its membership.

- o. The Senate President may not act as the chair of any committee of the Senate, except for the Senate Executive Board.
- p. At the first meeting of the new Senate term, following the election of the Senate President and Senate President Pro-Tempore, the chair of each standing committee must vacate their chair and committee seat.

**9. Standing Committee Attendance:**

- a. Upon accumulating one unexcused absences from committee meetings in the fall or spring semesters, or one absence in either of the summer terms, the Rules and Ethics Committee shall notify a Senator that if another unexcused absence from that committee is added to his/her attendance record, he/she will resign from that committee by non-attendance.
- b. Upon accumulating two unexcused absences from committee meetings in the fall or spring semesters, or two absences in either of the summer terms, a committee member shall resign from that committee by non-attendance.
- c. Committee Chairs are responsible for reporting absences as excused or unexcused to the Rules and Ethics Committee.
  - i. For an absence to be excused, committee members must submit their excuse to their committee chair no later than one week following the absence in question. Committee chairs shall include these excuses in their attendance report to the Rules and Ethics Committee.
  - ii. Reasons for absences to be excused include, but are not limited to, exams, death in the immediate family, severe illness, or other extenuating circumstances as determined by the committee Chair.
  - iii. Committee members may appeal the committee chair's decision regarding absence excuses to the Rules and Ethics Committee.
- d. The *ex officio* members on the Replacement and Agenda Committee (Senate President, Senate President Pro Tempore, party and coalition leaders) cannot resign from the Replacement and Agenda Committee by non-attendance.
- e. Non-voting members serving as liaisons between committees (see §2-4 of this Rule) shall be kept to the same attendance standards as regular members of the committee.
  - i. When a non-voting liaison member resigns by non-attendance from a host committee, the committee chair who appointed this member shall appoint another liaison in his/her place.
  - ii. Resigning from a host committee shall not affect a member's status in the standing committee in which he/she has voting rights.

## RULE XII VACANCY REPLACEMENT

(AMENDED: 2010-122, 2014-106, 2016-120)

### 1. **Standard Vacancies in Senate:**

- a. Whenever a vacancy occurs in the Senate, the Replacement and Agenda Committee shall announce the vacancy in their report to the Senate, as outlined in Chapter 340 of the Student Body Statutes.
- b. Information regarding Senate vacancies shall be made public by the Information and Communication Committee as soon as is possible (see Rule XII §6).
- c. The Replacement and Agenda Committee shall interview all applicants for replacement Senate seats, and shall recommend to the Senate the applicant the committee deems best qualified for the seat.
- d. Applicants shall submit any documents required by the Replacement and Agenda Committee, including an affidavit affirming to the qualifications of the applicant to hold the seat in question, no later than 12:00 PM ET, two days before the meeting at which the interviews will be held.
- e. The appointment process for these recommendations shall be as follows: three minutes of presentation, three minutes of questions and answer, two rounds of alternating con and pro debate with one minute per round per side, and one minute final privilege.
- f. The Senate may, when considering the committee's recommendation, open the floor to nominations of the other applicants for the seat in question with the support of two-fifths of the members present.
  - i. If other nominations are made, elections shall be held for the Senate seat by rising vote, unless ordered to be by a roll call vote or ballot.
  - ii. If a nomination from the floor is made, debate shall proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there shall still be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.
- g. If the Senate does not adopt the committee's recommendation, the floor shall immediately be opened to nominations of the other applicants for the seat in question, and elections shall be held for the committee seat by rising vote.

### 2. **Summer Replacements:**

- a. Whenever a Senator is not enrolled in classes at the university's main campus in either of the summer terms, that Senator may appoint a summer replacement to hold his/her seat for the summer term(s) that he/she will not be enrolled in classes.

- b. The Senator retaining a replacement shall submit all necessary forms, including an affidavit affirming to the qualifications of the applicant to hold the seat in question.
- c. If a Senator's summer replacement resigns or is expelled from the Senate, the vacancy shall be filled pursuant to §1 of this Rule, provided that the original Senator shall still regain his/her seat at the start of the fall semester (or Summer B, if he/she is only not enrolled for Summer A).
- d. Whenever a Senator is not enrolled in classes at the university in either of the summer terms, that Senator may, instead of appointing a replacement, request that the Replacement and Agenda Committee interview for a summer replacement as outlined in §1 of this Rule, so long as that Senator submits this request within the same timeline outlined in Chapter 309 of the Student Body Statutes for appointing a replacement.

## RULE XIII

### CENSURE, EXPULSION, AND OFFICER REMOVAL

#### 1. **Censure:**

- a. Any Senator may request the censure of another Senator by filing a petition for censure with the Rules and Ethics Committee.
  - i. Censure shall be the official warning of the Senate to refrain from similar actions in the future.
  - ii. Senators may be censured for repeatedly disrupting the business of the Senate, inappropriate actions during the discharge of statutorily mandated duties, or for violations of Student Body Law.
- b. Upon receiving a petition for censure, the Rules and Ethics Committee will investigate the charges as outlined in Rule XII §5(c).
- c. If the Rules and Ethics Committee recommends censure to the Senate, the Senator subject to censure shall be informed by the Rules and Ethics Committee no later than three days before the meeting of the Senate at which the resolution for censure will be heard.
- d. The Senator subject to censure shall have final privilege when a resolution for censure is being debated in the Senate.
- e. A vote of two-thirds of the membership of the Senate is required to censure a Senator.
- f. When the Chair has called a Senator to order, and has subsequently named that Senator and asked the Senate of what actions should be taken, a Senator may move from the floor to censure that individual. The motion to censure in this case shall be heard immediately after being properly moved and seconded.
- g. If a Senator is censured twice within a one-year period, the Rules and Ethics Committee shall automatically investigate that Senator and may, at the committee's discretion, submit a resolution calling for that Senator's expulsion to the Senate.

#### 2. **Expulsion from the Senate:**

- a. Any Senator may request the expulsion of another Senator from the Senate by filing a petition calling for expulsion with the Rules and Ethics Committee.
- b. Upon receiving a petition calling for expulsion, the Rules and Ethics Committee will investigate the charges as outlined in Rule XII §5(c).
- c. If the Rules and Ethics committee fails to initiate proceedings within two weeks of the filing date of the petition or does not submit a recommendation to the Senate within four weeks, the full Senate shall take up the matter.
- d. If the Rules and Ethics Committee recommends expulsion to the Senate, the Senator subject to expulsion shall be informed by the Rules and Ethics Committee no later than three days before the meeting of the Senate at which the resolution for expulsion will be heard.
- e. The Senator subject to expulsion shall have final privilege when a resolution calling for expulsion is being debated in the Senate.
- f. A vote of two-thirds of the membership of the Senate is required to expel a Senator.

- g. The expulsion of a Senator becomes effective immediately after the final announcement of the vote.

**3. Removal of Officers and Liaisons:**

- a. Senators may request the removal of a Senate Officer or Liaison from their respective offices in the same manner as requesting the expulsion of a Senator, namely by filing a petition to remove the Officer or Liaison with the Rules and Ethics Committee.
- b. If the Rules and Ethics Committee recommends removal to the Senate, the Officer or Liaison subject to removal shall be informed by the Rules and Ethics Committee no later than three days before the meeting of the Senate at which the resolution for removal will be heard.
- c. The Officer or Liaison subject to removal shall have final privilege when the resolution calling for removal is being debated in the Senate.
- d. A vote of two-thirds of the membership of the Senate is required to remove a Senate Officer or Liaison.
- e. The following Officers and Liaisons may be removed using this procedure:
  - i. Senate President
  - ii. Senate President Pro Tempore
  - iii. Senate Parliamentarian
  - iv. Sergeant-at-Arms
  - v. All Senate Liaisons

## RULE XIV LEGISLATION

1. **Submitting New Legislation:**
  - a. All bills of law, resolutions, authorizations, and special requests shall be submitted to the chair of the committee assigned to hear that type of legislation. If no committee is assigned to hear or able to hear a piece of legislation, that legislation shall be referred to the Replacement and Agenda Committee so that it may be considered for addition to the agenda.
  - b. If a committee creates legislation, that committee may directly submit legislation to the Replacement and Agenda Committee for addition to the agenda, or may first refer that legislation to the committee normally tasked with hearing that type of legislation.
  - c. Legislation not added to the agenda by the Replacement and Agenda Committee may be added to the agenda from the floor with a majority vote. Legislation to be added to the agenda from the floor must be submitted to the Senate Secretary, and informing the Secretary of the intent to add to the agenda from the floor, sufficient copies shall be made for the meeting of the Senate.
  - d. The Senate shall hear no new special request for allocations within seven days of the first day of the fall or spring elections, unless this provision is waived by a two-thirds vote.
  - e. Whenever any legislation particularly affecting one or more student organizations is to be heard by the Senate, the president(s) of the affected organization(s) must be notified by the Chair of the committee assigned to hear that legislation (or his/her designee) no later than three days prior to the first meeting of the Senate at which the legislation is to be heard. This provision does not apply if the affected organization(s) is bringing the legislation before the Senate (e.g. a special request for allocations).
  - f. All outstanding legislation at the end of a term of the Senate shall be procedurally withdrawn.
  
2. **Written Amendments to Legislation:**
  - a. Written amendments to legislation shall be submitted to the Senate Secretary no later than noon the day of the meeting of the Senate at which the amendment is to be heard.
  - b. Amendments may be submitted and heard by the Senate to amend any legislation that is being considered in first or second reading, or for legislation currently on the table, so long as that legislation is taken up from the table before the amendment is heard.

**RULE XV**  
**SENATOR INFORMATION AND VOTING RECORDS**

(AMENDED: 2008-157, 2014-106, 2018-122)

**1. Senator Information Forms:**

- a. All Senators shall be required to keep in the Senate office files an accurate record of their contact information.
- b. Included on the information form shall be the following information:
  - i. The Senator's full legal name,
  - ii. Senate seat held,
  - iii. Political party affiliation (see Rule XVIII),
  - iv. University classification, major and college,
  - v. Phone number, mailing address, permanent address (if different), and e-mail address.
- c. Senators shall submit updates to their information forms whenever the above listed information changes.

**2. Voting Records:**

- a. Senators are required to submit accurate voting records to the Rules and Ethics Committee or Senate Secretary for each meeting of the Senate.
- b. The content of these voting records shall be placed in a file associated with that Senator in the Senate office and shall be considered a matter of public record. The file may be located in a physical storage space or an electronic database accessible on the internet.
- c. If a Senator fails to submit accurate voting records, the Rules and Ethics Committee may consider that Senator for a half-absence.

RULE XVI  
SENATE EXECUTIVE BOARD

(AMENDED: 2011-116, 2014-106, 2016-120)

**1. Membership:**

The following Senators shall be members of the Senate Executive Board:

- i. The Senate President, as Chair,
- ii. The Senate President Pro Tempore,
- iii. The chairs of all standing committees.

**2. Purpose and Meetings:**

- a. The Senate Executive Board shall serve as a forum to allow for communication between the standing committees of the Senate and to aid the members in the completion of their duties.
- b. The Senate Executive Board shall meet once every two weeks at the time and place chosen by the Chair. The Chair may call additional meetings at his/her leisure.

## RULE XVII POLITICAL PARTIES AND COALITIONS

(AMENDED: 2016-120)

- 1. Affiliation:**
  - a. All new Senators must indicate their party affiliation when submitting their information forms to the Senate office.
    - i. Replacement Senators shall indicate their affiliation in the same manner as any other Senator.
  - b. Senators may choose to affiliate with any political party that has participated in Student Government elections within the past two election cycles, or may choose to be recognized as an independent.
  - c. Independents may join coalitions without affiliating with a political party.
  - d. Senators may change their affiliation at any time by submitting notification in writing to the Senate President, Senate President Pro Tempore, Senate Secretary, or other Senate office staff.
  
- 2. Composition of Parties and Coalitions:**
  - a. Political parties shall consist of all of the Senators who have properly indicated their affiliation with that party.
  - b. Coalitions may consist of multiple political parties and independents, so long as a coalition contains at least one political party that has participated in Student Government elections within the past twelve months.
  - c. Any political party or coalition with eight or more members shall receive representation on the Replacement and Agenda Committee (see Rule XII §1).
  - d. Political parties and coalitions shall select their party leaders by signing petitions for party leadership and presenting them to the Senate President or Senate President Pro Tempore. The party member who receives the signatures of a majority of the party shall be the party leader.
  - e. Political parties and coalitions may choose assistant party or coalition leaders in the same manner as a party or coalition leader, who shall represent the party at the Replacement and Agenda Committee in the event of the party or coalition leader's absence or in the event of a significant conflict of interest.
  - f. Any dispute arising out of political parties as entities within the Senate may be resolved with binding arbitration from the Supreme Court of the Student Body.

## RULE XVIII

### PRECEDENCE OF DOCUMENTS

**Precedence of Documents:**

- a. The Student Senate shall 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 Student Senate shall abide by all applicable state and federal law.
- 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 Senate President 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.

**RULE XIX**  
**SUSPENSION AND AMENDMENT OF THE RULES**

(AMENDED 2011-116)

- 1. Suspension of the Rules:**
  - a. 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 by a two-thirds vote.
  - b. Rules may only be suspended in order to allow a particular course of action, which shall be stated in the motion to suspend the rules.
  - c. The provisions within the following Rules may not be suspended by any means:
    - i. Rule I,
    - ii. Rule XII,
    - iii. Rule XIV,
    - iv. Rule XV,
    - v. Rule XVII,
    - vi. Rule XVIII,
    - vii. This Rule.
  
- 2. Amendments to the Rules and Procedures:**
  - a. Amendments to these Rules and Procedures shall be submitted to the Judiciary Committee as a resolution, and shall require a two-thirds vote in the Senate for adoption and cannot be moved from the floor.
  - b. Amendments shall not take affect until the following meeting of the Senate.

## LIST OF COMMON PARLIAMENTARY MOTIONS

(AMENDED: 2014-106)

(Listed In Order of Precedence)

<b>Motion</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>
To adjourn	No	No	Majority
To recess	No	Yes	Majority
Question of privilege	No	No	(May be raised any time)
Call for the orders of the day	No	No	(May be raised any time)
To lay on the table	No	No	Majority
Previous question	No	No	Two-thirds
To limit, extend, or close debate	No	Yes	Two-thirds
To postpone definitely	Yes	Yes	Majority
To commit/refer	Yes	Yes	Majority
To amend	Yes	Yes	Majority
To postpone indefinitely	Yes	No	Majority

## OTHER PARLIAMENTARY MOTIONS

(No Order of Precedence)

<b>Motion</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>
To suspend the rules	No	No	Two-thirds
To adopt special rules of order	Yes	Yes	Two-thirds
Use vote records for final roll call	No	No	Two-thirds
To order a roll call vote	No	No	One-fifth
To take up from the table	No	No	Majority
To divide a question	No	Yes	Majority
Object to considering a question	No	No	Two-thirds
Call for division	No	No	(Raised following a vote)
To open the floor to nominations	No	No	Two-fifths
To close nominations	No	Yes	Two-thirds
Adopt a committee report	Yes	Yes	Majority
Discharge a committee	Yes	Yes	Two-thirds
Point of order	No	No	(May be raised any time)
Appeal the decision of the chair	Yes	No	Majority
Point of information	No	No	(May be raised any time)

Point of parliamentary inquiry	No	No	(May be raised any time)
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