



**Florida Gulf Coast University
Student Body Senate**

Rules and Procedures

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Article I – Authority

Section 1 - Establishment

- 1.1 In order to effectively and efficiently represent the students of Florida Gulf Coast University, we, the members of the Student Body Senate, have established these Rules and Procedures for the Florida Gulf Coast University Student Body Senate.
- 1.2 The Student Body Senate is authorized by the Student Government Constitution (Article 2, Section 4, Clause 2) to write, approve, and operate by its own Rules and Procedures.

Section 2 - Constitutional Conformity and Precedence of Documents

- 2.1. The purpose of these Rules and Procedures is to further expand upon the powers vested in the Senate by the Student Government Constitution. While this document may supplement and further define provisions within the Constitution, it shall not conflict with the Constitution.
- 2.2 The Senate shall be governed by, in order of precedence, the Student Government Constitution, these Rules and Procedures, and the newest version of *Robert's Rules of Order, Newly Revised*. The Senate shall also defer to all applicable state and federal law, when germane to the operations of the Senate.

Article II – Officers, Chairs, and Elections

Section 1 - Officers of the Senate

- 1.1 The officers of the Senate shall be the Student Body Senate President, the Student Body Senate President Pro Tempore and the Student Body Senate Secretary.
- 1.2 Duties of the Student Body Senate President:
 - 1.2.1 To serve as the chief administrative officer of the legislative branch, and to oversee and operate the business and processes of the Senate in a neutral, unbiased manner.
 - 1.2.2 To preside over all meetings of the Senate.
 - 1.2.3 To sign all documents that require the Senate President's signature, including, but not limited to, all enrolled bills, subpoenas issued by the Senate or its committees, and minutes of Senate meetings.
 - 1.2.4 To serve as the representative of the Senate as necessary.

- 1.2.5 To appoint the members of all standing committees, except for the Senate Executive Committee.
 - 1.2.6 To create, dissolve, and appoint Senate ad-hoc committees as deemed necessary.
 - 1.2.7 To prepare and submit an annual budget for the legislative branch.
 - 1.2.8 To serve as an ex-officio member of all Senate committees, and as a voting member of the Senate Executive Committee. In their ex-officio capacity, the Senate President shall count towards the quorum of the committee when present but shall not count against the quorum when absent.
 - 1.2.9 To communicate with senators, committee chairs, other branches of Student Government, and other campus entities, and to give regular reports to the Senate on matters pertinent to the legislative branch. The Student Body Senate President shall report directly to the Student Body Senate.
 - 1.2.10 For the purpose of this document and colloquially, to be referred to as the “Senate President.”
- 1.3 Duties of the Student Body Senate President Pro Tempore:
- 1.3.1 To assist the Student Senate President in the completion of their duties and perform the duties of the Senate President in their absence. The Student Body Senate President Pro Tempore shall report directly to the Senate President.
 - 1.3.2 To chair the Senate Executive Committee.
 - 1.3.3 To enforce decorum within the Senate and advise the Senate President on matters relating to preserving order within the chamber.
 - 1.3.4 To establish, coordinate, and oversee a thorough interview and appointment process for filling vacant seats within the Senate.
 - 1.3.5 To establish proper decorum in the form of a published dress code expectation, and enforce these expectations at all meetings of the Senate.
 - 1.3.6 To serve as an ex-officio member of all Senate committees. In this capacity, the Senate Pro Tempore shall count towards the quorum of the committee when present but shall not count against the quorum when absent.
 - 1.3.7 For the purpose of this document and colloquially, to be referred to as the “Senate Pro Tempore,” or the “Pro Tempore.”

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1.4 Duties of the Student Body Senate Secretary:

- 1.4.1 To prepare and distribute the Senate agenda at least twenty-four (24) hours prior to all meetings based on direction from the Senate Executive Committee.
- 1.4.2 To call roll at the beginning, adjournment, and end of recess of each Senate meeting and to maintain an accurate record of each senator's attendance.
- 1.4.3 To call roll on all votes as directed by the presiding officer, and to maintain an accurate record of how each senator voted on each action considered by the Senate.
- 1.4.4 To record accurate minutes of Senate meetings, Senate Executive Committee meetings, and other meetings as assigned by the Senate President.
- 1.4.5 To prepare all final bill sheets, including all passed amendments, for appropriate signatures within seventy-two (72) hours of the adjournment of the meeting where the bill was approved.
- 1.4.6 To maintain accurate electronic records of Senate business including, but not limited to, copies of all enrolled bills, copies of meeting minutes, and copies of attendance and voting records.
- 1.4.7 To regularly report the minutes of all Senate meetings to the entirety of the Senate. The Senate Secretary shall report directly to the Senate President.
- 1.4.8 To collaborate with the Dean of Students' Office to author memorial resolutions for any member of the student body, as necessary.
- 1.4.9 For the purpose of this document and colloquially, to be referred to as the "Senate Secretary."

Section 2 – Elections

2.1 Election of Senate Officers

- 2.1.1 Senate officers shall be elected at the first meeting of the newly-elected Senate following the Spring general elections; typically, this meeting will be held in early April.
- 2.1.2 The Student Body Vice President shall preside over meetings of the Senate until a Senate President is elected and hired. In the instance that the Vice Presidency is vacant, the Student Body President shall preside over the meeting. In the instance that the Presidency is vacant, the Student Government Advisor shall select a former senator to preside over this meeting. The election of officers shall be the first order of business at this meeting.

- 2.1.3 The presiding officer shall appoint a Student Body Supreme Court Associate Justice to take minutes of this Senate meeting until the Senate Secretary is elected. If no Associate Justice is available, the presiding officer shall designate a senator to take the minutes.
 - 2.1.4 Elections shall be held in the following order: Senate President, Senate President Pro Tempore, and Senate Secretary.
 - 2.1.5 Newly elected officers shall assume their office and begin their duties immediately upon election and hiring.
 - 2.1.6 Should there be no nominations for a position, the position will be left vacant until another election can be held. The presiding officer shall make provisions to temporarily fill the vacancy until such time as a senator is elected.
- 2.2 Election of Senate Committee Chairs
- 2.2.1 Chairs will be elected at a Senate meeting following a presentation of chair responsibilities by the Senate officers.
 - 2.2.2 Elections shall be held in the following order: Legislative Chair, Appropriations Chair, Outreach Chair, University Relations Chair, Special Conference and Travel Chair, and Special Allocations Chair.
 - 2.2.3 Elected chairs shall assume their office and begin their duties immediately upon Election and hiring.
 - 2.2.4 Should there be no nominations for a position, the position will be left vacant until another election can be held. The Senate President shall make provisions to temporarily fill the vacancy until such time as a senator is elected.
- 2.3 Procedures for Election of Senate Officers and Committee Chairs
- 2.3.1 The presiding officer shall open the floor for nominations. Any senator is eligible to make a nomination, including self-nominations. Nominees must be present and accept the nomination to enter into the election. Once all nominations have been brought forward, the presiding officer shall declare nominations closed.
 - 2.3.2 Each candidate may give a speech no longer than five (5) minutes in the order they were nominated. This time period may not be extended. All other candidates will leave the room while a candidate is speaking.
 - 2.3.3 There will be time for senators to ask questions to the candidates. The total time for questions will be ten (10) minutes. Each candidate will have one (1) minute to answer each question. Senators may only ask questions that each candidate can

answer; candidates will have the opportunity to answer each question. The presiding officer may refuse to entertain questions deemed not germane to the candidate's qualifications, merits, goals, or to the specific position for which they are being nominated. The opportunity to answer a question first will rotate in the order the candidates were nominated. Time for questions may be extended by a two-thirds (2/3) vote of the Senate.

- 2.3.4 There will then be open discussion for five (5) minutes about the candidates. All candidates shall leave the room during discussion. This time period may be extended for up to fifteen (15) minutes by a two-thirds (2/3) vote of the Senate.
- 2.3.5 After open discussion, a roll call vote will be held. A candidate must capture a plurality of those present and voting in order to win the office. The candidate who receives the most votes, even if they do not capture a majority, shall be elected.
- 2.3.6 In the event of a tie, the presiding officer shall cast the deciding vote.
- 2.3.7 Candidates who do not win may run for another position.

Section 3 - Senate Officer Temporary Replacements and Vacancies

- 3.1 If the Senate President is absent or tardy from a particular Senate meeting, the Senate Pro Tempore shall serve as the presiding officer. If the Senate Pro Tempore is unable to perform the duties of the office of Senate President, the line of succession in Article 2, Section 8 of the Student Body Constitution shall be employed.
- 3.2 If Senate Pro Tempore or the Senate Secretary is absent/tardy from a particular Senate meeting, the presiding officer shall appoint a senator to temporarily fill the appropriate vacancy.
- 3.3 Should the Office of the Senate President become vacant, the Senate Pro Tempore shall become Senate President with a simple majority confirmation vote of the Senate. If the Senate Pro Tempore is unable to assume the office of Senate President, the line of succession in Article 2, Section 8 of the Student Body Constitution shall be employed by a simple majority vote.
- 3.4 Should the Office of the Senate Pro Tempore or the Office of the Secretary become vacant, an election shall be held in accordance with Section 2 of this Article.

Section 4 – Removal of Officers

- 4.1 Vote of No Confidence
 - 4.1.1 A vote of no confidence is a call for removal of an officer or committee chair from their respective position. This does not remove them from their seat as a senator. In order to remove an officer or chair, the senator making the motion

must offer evidence of a clear violation of the Senate Rules and Procedures or the Student Government Constitution.

- 4.1.2 Any senator may call for a vote of no confidence against an officer of the Senate or a standing committee chair during new business. Ordinarily, the senator making the motion should notify the presiding officer of their intent to do so prior to the meeting where the motion is being made.
- 4.1.3 When the motion has been made and seconded, the presiding officer will immediately proceed to consideration of the action. There will be fifteen (15) minutes of debate. Debate may be extended by a two-third (2/3) vote of the Senate. The accused party is entitled to stay in the room, to debate, and to vote, if applicable, on the matter.
- 4.1.4 When considering a vote of no confidence, the question before the Senate shall be “Does the Senate recognize the violation of the Rules and Procedures or Student Government Constitution and wish to remove the officer/committee chair?” A two-thirds (2/3) vote shall be required to remove the officer or committee chair.
- 4.1.5 Votes of no confidence may be called for any senator or Student Government official to express the sense of the Senate that it does not possess confidence in the official. However, votes of no confidence shall only be binding for (and may only remove) Senate officers and committee chairs.

Article III – Roles, Rights, and Expectations of Senators

Section 1 – The Role of Senators

- 1.1 Student Body Senators at Florida Gulf Coast University serve as the official voice of the student body, and exercise the student body’s legislative powers on its behalf. Senators represent their constituents within the college they represent, advocate for student autonomy, ensure that student money is directed towards activities and services that serve the best interests of the student body in a fiscally accountable manner, sponsor legislation and bills as assigned, and encourage the expansion of student influence, rights, and privileges. Senators are responsible for working individually on behalf of their constituents, and collectively with the entire Senate, to accomplish meaningful actions for the student body.
- 1.2 Non-officer/chair positions are unpaid positions. The Senate Executive Committee shall make provisions annually to confer with the Office of Service Learning and Civic Engagement with regard to possible service learning hours for senators.

Section 2 - Rights of Senators

- 2.1 All senators are entitled to certain rights while serving in their positions.
- 2.2 These rights include, but are not limited to:
 - 2.2.1 the right to equal voice and vote
 - 2.2.2 the right to introduce business
 - 2.2.3 the right to appeal a point levied by the Senate Executive Committee
 - 2.2.4 the right to understanding pending proceedings before the Senate
 - 2.2.5 the right to request information
 - 2.2.6 the right to raise motions as defined in these Rules and Procedures and *Robert's Rules of Order*, such as points of order, points of information, points of inquiry, and points of personal privilege
 - 2.2.7 the right to expect reasonable communication from officers and committee chairs
 - 2.2.8 the right to be governed by the will of the majority while being protected in the minority

Section 3 - Expectations of Senators

- 3.1 All senators are expected to fulfill certain duties and obligations while serving in their positions.
- 3.2 These expectations include, but are not limited to:
 - 3.2.1 attendance at all meetings of the Senate and a senator's designated committee(s)
 - 3.2.2 adhering to any requirements set by the Senate Executive Committee
 - 3.2.3 reading and, when necessary, returning communication from officers and committee chairs within a reasonable amount of time
 - 3.2.4 demonstrating respect for other senators, the presiding officer, and the institutions of Senate, Student Government, and Florida Gulf Coast University by demonstrating positive decorum in speech, dress, and conduct.

Section 4 - Points of Discipline

- 4.1 The Senate Executive Committee may levy points by a majority vote when senators are found to have violated any of these expectations. A point is a written warning that is given to a senator.
- 4.2 The Senate Executive Committee may not levy more than two (2) points per Senate meeting to any one senator.
- 4.3 Points may be levied at the discretion of the Senate Executive Committee for violations including, but not limited to:
 - 4.3.1 One (1) point for failing to answer roll call at the beginning of a Senate meeting.
 - 4.3.2 One (1) point for failing to answer roll call at the end of a Senate meeting.
 - 4.3.3 One (1) point for failing to answer roll call upon the return of any recess.
 - 4.3.4 One (1) point for failing to attend a Senate committee meeting.
 - 4.3.5 One (1) point for failing to attend a required Senate activity, for which the senator is accountable for attending.
 - 4.3.6 One (1) point for failing to comply with dress code standards at the discretion of the Pro Tempore.
 - 4.3.7 One (1) point for inappropriate behavior.
 - 4.3.8 One (1) point for abstaining from a vote and failing to provide an adequate justification as to the reason for abstention.
 - 4.3.9 One (1) point to the chair of a standing or ad-hoc committee for failing to publicly notice a meeting.
 - 4.3.10 One (1) point for failing to adhere to provisions outlined elsewhere within these Rules and Procedures.
- 4.4 If the Senate Executive Committee perceives a violation and wishes to issue a point, such action must be taken within two (2) weeks of the violation. Failure to do so will result in automatic invalidation of the point.
- 4.5 The Senate Secretary shall inform the senator of the levied point and the reason for the point being levied via email within three school days of the Senate Executive Committee's action. Failure to do so will result in automatic invalidation of the point.
- 4.6 Senators may be excused from a Senate meeting or Senate activity by a majority vote of the Senate Executive Committee.
 - 4.6.1 No points shall be levied for excused absences.

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- 4.6.2 Senators shall submit their justification for excused absences from Senate meetings in writing to the Senate Executive Committee within a reasonable amount of time to match the reason provided. The Senate Executive Committee shall maintain discretion in what constitutes “reasonable”.
- 4.6.3 Senators shall submit their justification for excused absences to committee meetings in writing to the committee chair within a reasonable amount of time to match the reason provided. The committee chair shall maintain discretion over what constitutes “reasonable”.
- 4.6.4 If the committee chair does not agree with the justification offered by the senator, or does not consider the amount of time to be reasonable, they may present this information to the Senate Executive Committee. The committee chair may unilaterally excuse a senator from a committee meeting. However, only the Senate Executive Committee may levy a point.
- 4.7 A senator may appeal a point to the Senate Executive Committee.
 - 4.7.1 An appeal must be submitted in writing to the Senate Secretary within two (2) calendar weeks of the date the senator was notified of the point by the Senate Secretary.
 - 4.7.2 A two-thirds (2/3) vote of the Senate Executive Committee is necessary to overturn a point.

Section 5 - Abdication of Senate Seat

- 5.1 When a senator is deemed ineligible to serve by the Student Government Advisor in accordance with FGCU Regulation 4.005 and any other relevant rules governing student activities eligibility, the senator will automatically vacate their seat.
- 5.2 When a senator transfers between colleges, they shall automatically vacate their seat. If a Senate seat is open within the college to which the senator is transferring, they may, by a majority vote of the Senate, assume a seat within that college whenever a seat is open. If there are no open seats in the college, the senator shall be considered to have resigned from their position, and may be entered onto the Senate Executive Committee’s waiting list for open seats.
- 5.3 If a senator wishes to resign their Senate seat, a written resignation shall be submitted to the Senate President. The Senate President may accept this resignation on behalf of the Senate.
- 5.4 If in the case a senator receives five (5) points as defined in Section 3 of this Article within a semester, they shall automatically vacate their seat upon notification of their fifth (5) point. The senator may appeal the point to the Senate Executive Committee following

the process for appeal as described in Section 3. If the point is overturned, the senator shall reclaim their seat. While the appeal is pending, the senator shall retain the full rights and privileges of their office.

Article IV- Rules of Order

Section 1 – Voting

- 1.1 All votes of the Senate on legislation shall be recorded by roll call votes. The Senate Executive Committee may authorize the conduction of these votes by electronic device, so long as each senator’s vote may still be recorded by the Senate Secretary. The Senate may vote on procedural motions by voice vote at the discretion of the presiding officer. The presiding officer may also order non-controversial motions approved by unanimous consent, if no senator objects. In these cases, the Senate Secretary shall record the vote as such and mark all senators present as voting “yes”.
- 1.2 No vote by the Senate shall be conducted by secret ballot.
- 1.3 No senator may abstain from voting on a motion or legislative instrument unless they feel that the result will provide them with a significant financial or personal gain or loss in accordance with Florida Sunshine Law section 112.311.
 - 1.3.1 Any senator who casts an abstention vote must provide the Senate Executive Committee with a written statement explaining the significant financial or personal gain or loss within a reasonable amount of time after the Senate meeting at which the abstention vote was cast.
 - 1.3.2 Should the senator fail to provide this statement, they shall be assessed one point.
 - 1.3.3 If the Senate Executive Committee does not feel the senator met the requirement to abstain, the senator shall be assessed one point.
- 1.4 The presiding officer shall vote in the case of a tie. Should it be necessary for the presiding officer to abstain on the grounds stated above regarding reason for abstention, the question shall automatically fail.
- 1.5 Unless otherwise specified in the Student Government Constitution or these Rules and Procedures, votes shall be tabulated against the number of senators present and voting, not the whole number of the Senate.

Section 2 - Senate Meetings

2.1 Meetings of the Senate

- 2.1.1 The Senate Executive Committee shall determine the time, day, frequency and place of the regular Senate meetings, given the Senate meets at least every other week when school is in session. Ordinarily, Senate shall meet on Tuesdays at 6:30 PM, unless the Senate Executive Committee chooses an alternative time and day. Any senator may offer a motion to overrule the decision of the committee, which shall require a majority vote to pass.
- 2.1.2 The Senate President may call a special meeting of the Senate, provided that all senators are given notice of the special meeting at least forty-eight (48) hours in advance via email.
- 2.1.3 The Senate may only convene when school is in session. School is designated as “in session” between the first and last days of classes for the Fall, Spring, and Summer terms. The Senate Summer term will begin on the first day of Summer Session A and will conclude the last day of Summer Session B. The Senate may not convene on university-sponsored holidays or university-designated breaks.
- 2.1.4 The quorum of the Senate for regular and special meetings shall be 50%+1 of all senators. The presiding officer shall count towards quorum. If the Senate fails to meet the threshold for quorum, no business may be transacted.
- 2.1.5 Senate meeting minutes shall be taken by the Senate Secretary and must be typed. Minutes shall include at least the following:
- the date of the meeting
 - the time the meeting was called to order
 - roll call being completed, showing that a quorum was present
 - that a vote was taken on any motions or bills before the Senate, and the vote tally
 - final roll call being completed, showing that a quorum was present
 - signatures by the presiding officer and the Senate Secretary

2.2 Authority of the Presiding Officer

- 2.2.1 The presiding officer shall have the authority to interpret the Senate Rules and Procedures on the floor of any Senate meeting.
- 2.2.2 The presiding officer shall have the ability to deny motions they deem dilatory, call dilatory speakers out of order, and call disrespectful or inappropriate conduct out of order upon the advice of the Pro Tempore.
- 2.2.3 The presiding officer shall have the power to add or reorganize the agenda

without a vote, and to subtract items from the agenda without objection from the Senate.

- 2.2.4 The presiding officer shall have the authority to decide points of order, to control the speaking time, to put questions before the Senate, to announce quorum, to certify votes, and to recognize speakers.
- 2.2.5 A motion to appeal from the ruling of the chair is always in order, given that it is offered at the time the ruling was made. The motion shall require a majority vote to pass.
- 2.2.6 The presiding officer shall control all time not being used by a senator or guest to speak. When time limits expire, control of time shall revert back to the presiding officer. The presiding officer may yield excess or remaining time to speakers as they deem appropriate.

2.3 Meeting Agenda

- 2.3.1 The agenda for regular Senate meetings shall be approved by the Senate Executive Committee and distributed by the Senate Secretary at least twenty-four (24) hours prior to the Senate meeting.
- 2.3.2 The agenda for special Senate meetings shall be approved by the Senate President in accordance with the call of the meeting and distributed by the Senate Secretary at least twenty-four (24) hours prior to the Senate meeting.
- 2.3.3 The agenda for a Senate meeting may be amended on the Senate floor by a two-thirds (2/3) vote. A new bill may not be added to the agenda unless the Senate Executive Committee has reviewed the bill, assigned the bill a number, and calendared the bill for First Reading. The Senate President shall have the authority to override this rule when necessary to add items to the agenda as needed in accordance with Section 2.2.2 of this Article.
- 2.3.4 A regular Senate meeting agenda shall include at least the following items: Call to Order, Roll Call, Approval of Prior Minutes, Guest Speakers, Public Comment, Reports, Second Reading, First Reading, New Business, Announcements, and Roll Call.
- 2.3.5 The Senate President shall specify agenda items for special meetings of the Senate in accordance with the call for the special meeting. Some, none, or all of the agenda items listed for regular meetings may be used in special meetings.

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2.4 Order of Business

2.4.1 Call to Order

2.4.1.1 The presiding officer shall announce their intention to begin the meeting and shall state the official time for the record.

2.4.1.2 This shall mark the beginning of the meeting, and shall be included in the minutes.

2.4.2 Roll Call

2.4.2.1 The Senate Secretary shall call the roll in alphabetical order by last name, or employ an electronic vote to achieve the same result. Each senator present shall respond “present” to indicate that they are present and voting.

2.4.2.2 After roll call, the presiding officer will announce whether a quorum is present.

2.4.3 Approval of the Minutes

2.4.3.1 The presiding officer shall open the floor to corrections or amendments to the minutes from senators.

2.4.3.2 Senators may state corrections or amendments. A second is not needed. If there are no objections, the correction or amendment may be accepted by the presiding officer.

2.4.3.3 When all corrections and amendments are made, the presiding officer will approve the minutes without objection or put the new minutes to a vote on approval.

2.4.4 Guest Speakers

2.4.4.1 An individual wishing to address the Senate as a guest speaker shall notify all members of the Senate Executive Committee of their desire to speak no later than the Senate Executive Committee meeting prior to the Senate meeting. The University Relations Committee may inform Senate of any guest speaker on behalf of the speaker.

2.4.4.2 A guest speaker must submit the topic of their speech to all members of the Senate Executive Committee and shall not be allowed to address any other topic.

2.4.4.3 Each guest speaker shall have no more than fifteen (15) minutes to speak. This time period may be extended by a two-thirds (2/3) vote of the Senate

or by the presiding officer without objection.

2.4.4.4 Guest speakers may engage the Senate to answer questions at the discretion of the presiding officer.

2.4.5 Public Comment

2.4.5.1 During public comment, any non-senator may be recognized to address the Senate.

2.4.5.2 The presiding officer shall inform those wishing to speak of the parameters governing public comment as stated in this section and other sections regarding addressing the Senate.

2.4.5.3 Each speaker during public comment will receive two (2) minutes to address the Senate. This time period may be extended by a two-thirds (2/3) vote of the Senate, or by the presiding officer without objection.

2.4.5.4 The total time for public comment shall be no more than twenty (20) minutes. This time period may be extended by a two-thirds (2/3) vote of the Senate, or by the presiding officer without objection.

2.4.6 Reports

2.4.6.1 The Senate will receive reports from the following entities. Reports are given to increase transparency, broaden communication between branches and committees, and inform the Senate on matters of general interest to the student body.

- the Executive Branch*
- the Judicial Branch*
- the Student Senate President
- each of the Senate's Standing Committees
 - Senate Executive
 - Legislative
 - Appropriations
 - University Outreach
 - University Relations
 - Special Conference and Travel
 - Special Allocations
- any existing ad-hoc committees
- the Student Government Advisor*

* = these entities are not required to produce a report.

2.4.6.2 Other Student Government entities may be granted a report by the Senate President or the Senate Executive Committee.

2.4.6.3 The Judicial Branch report, the Senate President report, each committee report, and the Student Government Advisor report shall be limited to five (5) minutes. The Executive Branch report shall be limited to ten (10) minutes. This time period may be extended up to double the time of the original report by a two-thirds (2/3) vote of the Senate, or by the presiding officer without objection.

2.4.6.4 During reports, the Senate may act upon nominations placed before the body by the Student Body President, Senate President, or Senate Pro Tempore following the procedures listed here.

2.4.6.4.1 The presiding officer will recognize the person making the nomination to introduce the candidate and speak to their qualifications for office. The time limit for this speech shall be three (3) minutes. This time limit may not be extended.

2.4.6.4.2 The nominee will be recognized for up to five (5) minutes to give a presentation to the Senate. This time limit may not be extended.

2.4.6.4.3 There will be time for senators to ask questions to the nominee and the person making the nomination. The presiding officer may refuse to entertain questions deemed not germane to the candidate's qualifications, merits, goals, or to the specific position for which they are being nominated. The total time for questions will be fifteen (15) minutes. The nominee and/or nominator will be given one (1) minute to answer each question. Time for questions may be extended by a two-thirds (2/3) vote of the Senate, or by the presiding officer without objection.

2.4.6.4.4 There will then be open discussion for ten (10) minutes about the nominee. The nominee shall leave the room during discussion. This time period may be extended for up to fifteen (15) minutes by a two-thirds (2/3) vote of the Senate, or by the presiding officer without objection.

2.4.6.4.5 After this, a roll call vote will be taken. Nominees to Judicial Branch offices and vacant Senate seats must receive a two-thirds (2/3) vote of senators present and voting to be considered confirmed. Nominees to executive branch offices must receive a majority vote of senators present and voting to be considered confirmed.

2.4.7 Third Reading

2.4.7.1 Any bill that has received a veto by the Student Body President shall automatically go into third reading in accordance with the legislative procedures outlined in Article V of these Rules and Procedures.

2.4.8 Second Reading

2.4.8.1 The Senate shall consider all legislative instruments in second reading in accordance with the legislative procedures outlined in Article V of these Rules and Procedures.

2.4.9 First Reading

2.4.9.1 The Senate shall consider all new legislative instruments in accordance with the legislative procedures outlined in Article V of these Rules and Procedures.

2.4.10 New Business

2.4.10.1 Senators may request a new business discussion to be held on a specific topic. A written communication must be provided to the Senate Executive Committee to request this discussion.

2.4.10.2 Senators who have submitted New Business will be given three (3) minutes to introduce their topic.

2.4.10.3 The presiding officer shall open a speakers list, recording the names of all senators who wish to speak on the topic. Discussion shall continue until all senators have had an opportunity to speak. Each senator may speak one (1) time for up to two (2) minutes each. Senators who do not wish to speak on the topic may allocate their time to a senator who has already spoken and wishes to speak again, or to a member of the public.

2.4.10.4 No legislation that is currently in first or second reading, or is currently in committee, may be discussed during this time, unless specific provisions for such are made by the Senate Executive Committee.

2.4.10.5 The Senate Executive Committee shall review all new business discussions at the committee meeting following the Senate meeting, and may issue a report to the Senate on any pertinent action that may be taken on ideas proposed during the discussion.

2.4.10.6 Any other motions that are in order may be offered during the time designated for new business.

2.4.11 Announcements

2.4.11.1 Each announcement shall be limited to one (1) minute.

2.4.11.2 The total time for announcements shall be no more than ten (10) minutes.

2.4.11.3 This time period may be extended by a two-thirds (2/3) vote of the Senate, or by the presiding officer without objection.

2.4.12 Roll Call

2.4.12.1 The presiding officer shall announce their intention to adjourn without objection, or upon a motion, a second, and a majority vote.

2.4.12.2 The Senate Secretary shall call the roll in alphabetical order by last name, or employ an electronic vote to achieve the same result. Each senator present shall respond “present” to indicate that they are present and voting.

2.4.13 Adjournment

2.4.13.1 At the conclusion of the roll call, the presiding officer shall adjourn the meeting and state the official time for the record.

2.4.13.2 This shall mark the end of the meeting, and shall be included in the minutes.

2.5 During a Senate meeting, the presiding officer, without objection from any senator, or upon motion and second by any senator and a simple majority vote of all senators present and voting, may call for a recess, during which the proceedings of the meeting shall be paused. This recess shall last for a specified length of time as stated by the presiding officer or senator making the motion.

Section 3 - Structure of Discussion and Decorum

3.1 Decorum shall be enforced by the presiding officer and Senate Pro Tempore. For all situations not explicit in this section or in the Pro Tempore’s published dress code expectations, the presiding officer shall maintain discretion over what constitutes decorum. The Senate Pro Tempore shall establish decorum relating to dress for senators and, in doing so, shall make reasonable accommodations for senators needing flexibility given special circumstances.

3.2 All those who intend to speak before the Senate must gain the recognition of the presiding officer before speaking, and shall yield when directed to do so by the presiding officer.

- 3.3 No outbursts or inappropriate behavior, language, or gestures will be tolerated. Individuals who speak out of turn, interrupt another speaker, infringe upon the rights of another senator to be heard, or disrupt the business of the Senate, may be removed from the Senate chamber for the remainder of the meeting at the order of the presiding officer.
- 3.4 All speakers shall stand while addressing the Senate, with the exception of senators when seconding a motion, or any person who is physically unable to stand.
- 3.5 Except during public comment and guest speaker time, all guests must be yielded time by another senator in order to speak.

Section 4 - Suspension of Rules and Procedures

- 4.1 The Senate shall have the right to suspend these Rules and Procedures upon motion, second, and a two-thirds (2/3) vote of those senators present and voting.
- 4.2 These Rules and Procedures may only be suspended by the Senate. Neither individuals or committees may suspend the Rules and Procedures, unless authority to do so is granted by the Senate.
- 4.3 Rules regarding a fixed number of votes or quorum shall not be suspended for any reason.
- 4.4 When suspending the Rules and Procedures, the reason for the suspension shall be clearly stated. The presiding officer shall inform the Senate once the suspension has expired.
- 4.5 Before the vote on whether or not to suspend, the presiding officer and Pro Tempore shall ensure that the provisions being suspended do not conflict with any other existing provisions within these Rules, as well as the Student Government Constitution.

Section 5 - Interpretation of Governing Documents

- 5.1 The responsibility to interpret the Finance Code on the Senate floor shall belong to the Student Body Treasurer. If the Student Body Treasurer is not present, the presiding officer may direct the ability to interpret to any chair of the Appropriations, Special Conference and Travel, or Special Allocations Committees, or to the presiding officer.
- 5.2 The responsibility to interpret these Rules and Procedures on the Senate floor shall belong to the presiding officer. Other than on the Senate Floor, the Senate Executive Committee shall have the authority to interpret the Rules and Procedures as needed.
- 5.3 Only the Senate, Senate Executive Committee, and Senate President may speak on behalf of the Senate outside of its meetings. Only committee chairs may speak on behalf of their respective committees. Requests to speak on behalf of Senate in a public setting must be submitted in writing and approved by the Senate Executive Committee. Requests to

Speak on behalf of committees must be approved by the chairs of those respective committees.

Article V – Legislative Procedures

Section 1 – General Guidelines

- 1.1 All legislative documents requiring any form of approval of the Senate are legislative instruments. Per the Student Government Constitution, only bills and resolutions are valid legislative instruments.
 - 1.1.1 A bill shall be defined as any legislation seeking to enact a law, including monetary legislation seeking to allocate funding. This includes general requests, reallocations, any budget packages, and any funding authorizations. Bills shall be subject to a veto.
 - 1.1.2 A resolution shall be defined as a statement of the sentiment of the Senate. Resolutions may be used to express the sense of the Senate on a matter, to direct a Senate committee or a Senate officer to perform a certain duty, to approve amendments to any Senate documents, or perform any other purpose relating to the Senate. Resolutions shall not be subject to a veto.
- 1.2 Each legislative document must be submitted under the guidelines established by the Senate Executive Committee for bill submissions.
- 1.3 A senator must be a sponsor of a piece of legislation for it to be entered into first reading. Senators will be assigned to serve as sponsors by the Senate Executive Committee on the recommendation of the Senate President. This senator will be responsible for speaking on behalf of the organization requesting funding, interacting with the leadership of the organization, and ensuring appropriate and fair representation of the organization to the Senate.
- 1.4 Legislative document numbers shall reset with each new fiscal year. Documents shall be numbered with the fiscal year (Ex: 2021), then a dash, and then the number of the document in a three-digit format (Ex: 2021-001).
- 1.5 The Senate Executive Committee shall follow this process when receiving and processing bills.
 - 1.5.1 Legislative instruments shall be submitted through the current *Senate Bill Submission Form*, or any alternative method authorized by the Senate Executive Committee. Once a bill is received, it will be automatically committed to the Senate Executive Committee.

- 1.5.2 The Senate Executive Committee will assign a senator or senators to serve as sponsor or sponsors and charge it to their care or refer it to a committee for consideration. The Pro Tempore will place the bill into either the “Bills Needing Sponsors” or “Bills Under Care” designations under the jurisdiction of the Senate Executive Committee.
- 1.5.3 No further action may occur on the bill until:
 - (1) the Senate Executive Committee has assigned a senator or senators to serve as sponsors for the bill, and, in the case of student organizations:
 - (2) the Office of Student Involvement has verified that the organization is in good standing and
 - (3) the Office of the Student Body Treasurer has verified that the organization has completed treasurer training requirements.In accordance with Chapter 202.5.4 of the Student Government Finance Code, the Senate President or Senate Executive Committee shall deny any bills on behalf of the Senate where these requirements are not complete.
- 1.5.4 The Senate Executive Committee will assign a number to the bill and move the bill from either the “Bills Under Care” or “Bills Needing Sponsors” designations to the “First Reading” designation on the Senate agenda, at which time it shall be considered discharged from the care of the Senate Executive Committee.
- 1.5.5 Should the Senate Executive Committee determine that a legislative instrument is not ready to be submitted to the Senate, it may deny the legislative instrument on behalf of the Senate with notification to the Senate, and shall notify the instrument’s author(s) and sponsor(s), providing a rationale for this decision.
- 1.6 No bills may be heard unless the sponsor(s) have been in contact with the bill’s author(s) or point(s) of contact in some way. If such contact is not achieved prior to first reading, the presiding officer shall remove the bill from the agenda.

Section 2 – Introduction, Debate, and Voting on Legislative Instruments

- 2.1 All legislation must be presented before the Senate at two (2) separate Senate meetings and pass by a majority vote in second reading.
- 2.2 For the purposes of acting upon legislation, a “reading” shall be of just the title, except for resolutions, which shall be read in full. Any senator may request that a bill be read in full, or that the full reading of a resolution be waived. This request may be approved by the presiding officer without objection, or by the Senate by a majority vote.
- 2.3 Legislative Process
 - 2.3.1 First Reading. During the legislative instrument’s first reading, all time limits may be extended by a two-thirds (2/3) vote of the Senate, or by the presiding officer without objection.

- 2.3.1.1 At any time during first reading, the sponsor may yield their time to the author of the legislative instrument to speak to it.
- 2.3.1.2 Reading: If the legislative instrument requires a reading of its contents in full, the sponsor shall read the entire instrument. There shall be no time limit for the reading of the instrument.
- 2.3.1.3 Introduction: The Senate sponsor(s) shall introduce the legislative instrument. The sponsor shall proceed without questioning for no more than three (3) minutes.
- 2.3.1.4 Non-Debatable Technical Questions: The floor will then be open for non-debatable technical questions for no more than five (5) minutes. These questions shall be questions that may be answered with “yes,” “no,” or a known fact. The presiding officer shall maintain discretion over what constitutes a non-debatable technical question.
- 2.3.1.5 Discussion: The floor will then be open for discussion about the legislation for a period of twenty (20) minutes. Each senator shall be limited to two (2) speeches of no more than two (2) minutes in length per bill during discussion. Senators seeking to give their first speech shall be given priority of recognition over those seeking to give their second speech. Senators may allocate their allotted time to another senator or member of the gallery, except for senators who have already given two (2) speeches, who may not be allocated time.
- 2.3.1.6 Conclusion: The sponsor(s) will be given three (3) minutes to conclude.
- 2.3.1.7 Tabling: When the sponsor finishes their conclusion, the bill shall be considered automatically tabled until its second reading, ordinarily at the next regular Senate meeting.
- 2.3.2 Second Reading. Unless otherwise specified below, all time limits may be extended by a two-thirds (2/3) vote of the Senate, or by the presiding officer without objection.
 - 2.3.2.1 Introduction: The Senate sponsor(s) shall re-introduce the legislative instrument. The introduction shall proceed without questioning for no more than three (3) minutes.
 - 2.3.2.2 Non-Debatable Technical Questions: The Senate floor shall open for non-debatable technical questions for no more than five (5) minutes. These questions shall be questions that may be answered with “yes”, “no”, or a known fact. The presiding officer shall maintain discretion over what constitutes a non-debatable technical question.

2.3.2.3 Opening Debate:

- 2.3.2.3.1 Opening debate shall be structured as a discussion. The floor will then be open for discussion about the legislation for a period of fifteen (15) minutes. Each senator shall be limited to two (2) speeches of no more than two (2) minutes in length per bill during discussion. Senators seeking to give their first speech shall be given priority of recognition over those seeking to give their second speech. Senators may allocate their allotted time to another senator or member of the gallery, except for senators who have already given two (2) speeches, who may not be allocated time.
- 2.3.2.3.2 Except for the provision above, senators may be recognized in the order of which they request to speak, at the discretion of the presiding officer. The presiding officer may also choose to recognize senators wishing to speak in support or opposition, as long as this recognition is split evenly between the two.
- 2.3.2.3.3 Debate may be extended or limited by a two-thirds (2/3) majority vote or by the presiding officer without objection. If extended, each side must be allotted equal amounts of time determined at the discretion of the presiding officer.
- 2.3.2.3.4 Senators may allocate their time to other senators and members of the gallery only during the opening round of debate.

2.3.2.4 Amendment Process:

- 2.3.2.4.1 A motion must be made to amend the legislation in question following the opening round of debate.
- 2.3.2.4.2 The amendment process will be structured with two (2) minutes of presentation by the sponsor, three (3) rounds of debate alternating between opposition and support with one (1) minute per side per round followed by a vote.
- 2.3.2.4.3 Debate may be extended by a two-thirds (2/3) majority vote or by the presiding officer without objection. If extended, each side must be allotted equal amounts of time determined at the discretion of the presiding officer.
- 2.3.2.4.4 A simple majority vote is required to pass any amendments

presented before the Senate.

- 2.3.2.4.5 All amendments will require a written document stating the text of the amendment to be signed by the Senate President and submitted to the Senate Secretary for minutes and recordkeeping.

2.3.2.5 Final Debate:

- 2.3.2.5.1 Final debate will be structured with three (3) rounds of debate, alternating between opposition and support. Each side will have a maximum of three (3) minutes per round of debate. Priority is given to the principal bill sponsor in the first round of support.
- 2.3.2.5.2 Debate may be extended by a two-thirds (2/3) majority vote or by the presiding officer without objection. If extended, each side must be allotted equal amounts of time determined at the discretion of the presiding officer.
- 2.3.2.5.3 Senators shall not be allowed to allocate time during the final round of debate.
- 2.3.2.5.4 The presiding officer will have the authority to forego final debate if there is no stated opposition to the legislation and no amendments have been offered.

2.3.2.6 Voting:

- 2.3.2.6.1 The presiding officer shall call for a vote on the legislative instrument, following final debate.
- 2.3.2.6.2 All votes shall be conducted by roll call vote. Unless otherwise specified in the Student Government Constitution, these Rules and Procedures, or the instrument, an instrument shall require a majority vote of those senators present and voting to be approved.
- 2.3.2.6.3 Approval of the instrument shall constitute the Senate's directing of the Senate President to sign the instrument on behalf of the Senate within a reasonable amount of time. Once this has happened, the instrument shall be considered enrolled, and sent to the Student Body President for approval when applicable.

2.2.3 Third Reading.

2.2.3.1 Introduction: The Student Body President will read aloud to the Senate their reasons for the stated veto to the originally passed bill.

2.2.3.2 Discussion: The floor shall open for discussion for ten (10) minutes. This time limit may be extended by a two-thirds (2/3) vote, or by the presiding officer without objection.

2.2.3.3 Amendments: No amendments or subsidiary motions shall be made during third reading.

2.2.3.4 Voting: The Senate will vote to uphold or override the stated veto. Line item vetoes shall be voted on separately. A two-thirds (2/3) vote of senators present and voting is needed to override a veto.

Section 3 - Records of Legislative Instruments

3.1 Copies of legislative instruments passed by the Senate shall be collected by the Senate Executive Committee and be placed in sequential order based on the number assigned to the instrument. This collection may be housed in a virtual repository, provided that reasonable access is given to all members of the public and all senators. The Senate Executive Committee shall also make provisions to transmit Senate records to the FGCU University Archives at the end of each semester.

Section 4 - Motions in Order During First and Second Reading

4.1 Unless otherwise specified within the Student Government Constitution or these Rules, the following motions shall be permitted during first and second reading within the following constraints. The following motions are not the only motions which may be introduced. The purpose of this section is to further define the role of specific motions within the Senate.

4.1.1 Motion to lay on the table. This is a motion to temporarily set aside a pending business to permit business that is deemed more urgent to be addressed. Except when being used automatically to end first reading, this motion is only in order when a senator believes that more pressing and unexpected business has arisen before the Senate that must be immediately considered. This motion is not debatable and requires a majority vote to pass.

4.1.2 Motion to take from the table. Once the Senate has dispensed with the pressing business specified in the previous clause, a motion to take from the table may be offered to call back to the floor a pending motion that was previously laid on the table. This motion is not debatable and requires a majority vote to pass.

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- 4.1.3 Motion to call the previous question. This is a motion to end debate and order a vote on the motion or legislative instrument under consideration. Given the Senate's strict parameters for debate, this motion is only in order during second reading once amendments have been dealt with. The motion is not debatable and requires a two-thirds (2/3) vote to pass.
- 4.1.4 Motion to commit. This is a motion to send a legislative instrument to a committee for consideration before being brought back to the Senate floor. This motion is always in order; when being made, the senator offering it must specify which committee the instrument will be referred to. If no committee is offered, the Senate President shall determine which committee to refer the instrument to. This motion is debatable and requires a majority vote.
- 4.1.5 Motion to amend. This is a motion to issue a change to a pending motion or legislative instrument. This motion may only be offered in second reading in accordance with the provisions specified within Section 2 of this article.
- 4.1.6 Motion to postpone indefinitely. This is a motion to dismiss a legislative instrument indefinitely, in effect serving to kill it. This motion is only in order during second reading. It is debatable and requires a two-thirds (2/3) vote to pass.
- 4.1.7 Points. Points of order, inquiry, information, and personal privilege are always in order.
 - 4.1.7.1 Points of information shall be used to request information on any unclear information on the matter currently pending before the Senate.
 - 4.1.7.2 Points of inquiry shall be used to ask questions about the proper use of parliamentary procedure and the rules of the Senate.
 - 4.1.7.3 Points of order shall be used to raise a perceived violation of the Student Government Constitution or the Senate Rules and Procedures. The senator who raises the Point of Order must specify the nature of the perceived violation. The chair shall maintain the authority over whether to sustain or overturn the Point.
 - 4.1.7.4 Points of personal privilege shall be used to address issues pertaining to noise, personal comfort, or other personal issues a senator may encounter that pertains to their ability to fulfill their role during the meeting.
- 4.2 Other motions specified within *Robert's Rules of Order, Newly Revised*, may be in order. The discretion of which motions to entertain belongs to the presiding officer.

Article VI - Senate Committees

Section 1 – Formation of Committees

- 1.1 The standing committees of the Senate shall be the Senate Executive Committee, the Legislative Committee, the Appropriations Committee, the University Outreach Committee, the University Relations Committee, the Special Conference and Travel Committee, and the Special Allocations Committee.
- 1.2 New standing committees may be formed upon a motion from any senator and a two-thirds (2/3) majority vote of the total membership of the Senate.
- 1.3 Ad-Hoc Committees may be created and dissolved at the discretion of the Senate President.

Section 2 – Membership of Committees

- 2.1 The Senate President shall appoint the members of all standing committees. No senator may serve on more than one standing committee. No senator shall chair more than one standing committee. The Senate President, Senate Pro Tempore, and Senate Secretary shall not chair a standing committee other than the Senate Executive Committee, unless circumstances demand that a committee meet when the chair position is vacant. Under such circumstances, any of these officers may serve as a temporary chair as needed.
- 2.2 The Senate President shall have the power to create, dissolve, and appoint the chair and members of Senate ad-hoc committees.
- 2.3 Each committee shall have a vice chair appointed by the chair of the committee.
- 2.4 Each committee chair shall have the power to create and dissolve sub-committees as needed.

Section 3 – Quorum

- 3.1 The quorum for committee meetings shall be a majority of members (50%+1).
- 3.2 A quorum of committee members is necessary for any committee to meet and conduct business. The Senate President and Pro Tempore may count towards establishing a quorum, but may not count against it.

Section 4 – Committee Meetings

- 4.1 Each committee chair is responsible for establishing and reporting the date, time, and location of regular committee meetings no later than twenty-four (24) hours in advance to members of the committee, as well as the Senate Executive Committee.

- 4.2 Each standing committee shall meet at least every other week.
- 4.3 Should either of the above provisions not be followed, the committee chair may be subject to pointing.

Section 5– Standing Committees

- 5.1 There are seven (7) standing committees of the Senate, each with the following duties and responsibilities.

- 5.1.1 Senate Executive Committee:

- 5.1.1.1 To act as the Steering Committee of the Senate. The Senate Executive Committee shall be chaired by the Senate Pro Tempore and shall be composed of the Senate President, the Senate Secretary, and one (1) representative of the six other standing committees. This representative shall be the chair, unless the chair is unable to attend a Senate Executive Committee meeting, in which case the vice chair or the first available committee member shall be entitled to voice and vote in their place.

- 5.1.1.2 To author and approve the agenda of regular Senate meetings. Bills may be calendared for consideration in accordance with the provisions of Article V, Section 1 of these Rules and Procedures.

- 5.1.1.3 To levy points and determine whether any excuses provided by senators are valid.

- 5.1.1.4 To interview qualified candidates to fill vacant Senate seats and submit them to the Senate for confirmation.

- 5.1.1.5 To publish and maintain the *Senate Bill Submission Form* and any additional forms.

- 5.1.1.6 With the Senate President, to set the overall direction for the Senate, and to provide means for senators to succeed in their positions.

- 5.1.1.7 To interpret these Rules and Procedures outside of meetings of the Senate.

- 5.1.1.8 To annually confer the Ben H. Yaffe Senator of the Year Award upon a sitting senator who has demonstrated dedication and passion to the work of the Senate.

5.1.2 Legislative Committee:

5.1.2.1 To evaluate Senate apportionment in the Fall semester and author legislation to make any necessary adjustments or reaffirm current apportionment.

5.1.2.2 To conduct a review of the Senate Rules and Procedures annually and suggest improvements when needed.

5.1.2.3 To be responsible for new senator training and continuing education for senators on topics including, but not limited to, rules and procedures, parliamentary training, and rights and expectations of senators.

5.1.2.4 To review all legislative instruments committed by the Senate Executive Committee or the Senate, as well as instruments referred by the Senate President.

5.1.3 Appropriations Committee:

5.1.3.1 To conduct the annual budget request process for Registered Student Organizations and campus departments.

5.1.3.2 To review all legislative instruments committed by the Senate Executive Committee or the Senate, as well as instruments referred by the Senate President.

5.1.4 University Outreach Committee:

5.1.4.1 To work creatively and purposefully to increase interaction between Student Government, Senate, and members of the Student Body through tabling, programming, advertising of meeting times, and any other socially interactive means that committee deems appropriate.

5.1.4.2 To work in conjunction with the Student Government Executive Branch, especially with the Director of Communication and Marketing, on outreach initiatives on behalf of Student Government as a whole.

5.1.4.3 To communicate with student media outlets to keep students informed of the work of the Senate.

5.1.4.4 To plan and organize interactive opportunities within the Senate, including networking opportunities and social events.

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5.1.5 University Relations Committee:

- 5.1.5.1 To act as a liaison between the student body and the deans of all academic colleges, informing deans on matters deemed pertinent to the student body, and requesting information on work of deans and faculty.
- 5.1.5.2 To set up appointments with senators and their respective deans in order for senators to best represent their academic college.
- 5.1.5.3 To provide senators with opportunities to represent their academic college by collaborating with the Outreach Committee to host networking events.
- 5.1.5.4 To build relationships with all faculty, administrators, and campus entities such as departments and governing bodies, on behalf of the Senate through appropriate programming.
- 5.1.5.5 To coordinate the recruitment and scheduling of guest speakers for Senate throughout the year.

5.1.6 Special Conference and Travel Committee:

- 5.1.6.1 To oversee the student organization travel request process by (1) receiving applications for travel funding, (2) communicating with student organizations about their travel requests, giving the opportunity to both the committee and the RSO to discuss the bill, (3) allocating funds from travel grants by a two-thirds (2/3) vote and (4) sending approved fund disbursements to the Senate for confirmation.
- 5.1.6.2 To ensure all travel funds have appropriate quotes as outlined in the Student Government Finance Code.
- 5.1.6.3 To work in conjunction with the A&S Budget Assistant and Office of Student Involvement to regulate the student organizational travel account.
- 5.1.6.4 To conduct an annual review of any documents governing student organizational travel and author improvements if necessary.
- 5.1.6.5 To review all legislative instruments committed by the Senate Executive Committee or the Senate, as well as instruments referred by the Senate President.

5.1.7 Special Allocations Committee:

- 5.1.7.1 To review all bills totaling less than \$750, allocate funding appropriately, and send approved fund disbursements to the Senate for confirmation.

- 5.1.7.2 To review all bills totaling more than \$7500 and either 1) make a positive recommendation to the Senate Executive Committee to calendar the bill before the Senate, or 2) deny the bill on behalf of the Senate if the total amount is not justified.
- 5.1.7.3 To oversee the disbursement of any special funds by (1) receiving applications for such funding, (2) communicating with student organizations about their funding requests, giving the opportunity to both the committee and the RSO to discuss the bill, (3) allocating funds from funding grants by a two-thirds (2/3) vote and (4) sending approved fund disbursements to the Senate for confirmation.
- 5.1.7.4 To act as a liaison between the Senate and student organizations that have become registered within the prior two (2) semesters, and to oversee disbursement of any special funds designed to help such organizations.
- 5.1.7.5 To review all legislative instruments committed by the Senate Executive Committee or the Senate, as well as instruments referred by the Senate President.

Section 6 - Chairs and Vice Chairs

6.1 Committee Chairs

- 6.1.1 The chair of the committee, or their designee, shall provide a verbal committee report at all regular Senate meetings and Senate Executive Committee meetings.
- 6.1.2 The chair of the committee shall be responsible for nominating a vice chair for the committee. The nomination must be submitted to the Senate President for approval. A vice chairs shall serve at the pleasure of the committee chair. The chair shall maintain a positive and professional relationship with their vice chair and may regularly delegate tasks they deem appropriate to their vice chair.
- 6.1.3 Chairs may designate their vice chairs, or the first available committee member, to speak, vote, and present reports on their behalf at meetings of the Senate and the Senate Executive Committee. On such occurrences, chairs are still required to submit excused absence justifications. Additionally, the chair shall tender a written notification to the Pro Tempore to inform them that the vice chair will be acting in their place.
- 6.1.4 The chair of the committee shall keep all meeting agendas and minutes as provided by the vice chair for review, evaluation, and submission to the Senate President.
- 6.1.5 The chair of the committee shall only vote within committee meetings in the case

of a tie. Should it be necessary for the chair to abstain on the grounds stated within these Rules and Procedures regarding reasons for abstention, the question shall automatically fail.

- 6.1.6 All committee chairs shall report directly to the President Pro Tempore, and indirectly to the Senate President.

6.2 Committee Vice Chairs

- 6.2.1 The vice chair of the committee shall assist the chair with the completion of their responsibilities and duties as requested by the chair.
- 6.2.2 The vice chair shall keep minutes at every committee meeting for the chair's review and shall distribute them to all members of the committee and to the Senate Executive Committee no more than seventy-two (72) hours after the meeting's close.
- 6.2.3 The vice chair shall act in the place of the chair when necessary. Vice chairs shall have voice and vote on behalf of their chairs at Senate Executive Committee meetings when chairs are unable to attend.
- 6.2.4 The vice chair of the committee shall become acting chair in the absence or resignation of the current committee chair. They shall perform this duty until a new chair is appointed by the Senate President.
- 6.2.5 All committee vice chairs shall report directly to the chair of their committee and shall regularly provide information pertaining to their duties.

Section 7 – Committee Business, Reports, and Minutes

- 7.1 All committees and subcommittees shall develop an agenda including at least the following: call to order, roll call, approval of prior minutes, public comment, new business, announcements, roll call, and adjournment.
- 7.2 Each committee shall report its activities to the Senate at each regular Senate meeting.
- 7.3 If the chair of any committee fails to provide a committee report to the Senate for a meeting or authorize their vice chair to do so, the chair shall be subject to pointing by the Senate Executive Committee.
- 7.4 If a legislative instrument is referred to the committee by the Senate President, Senate Executive Committee, or Senate, the committee shall report back on its consideration of the instrument. The committee may recommend the instrument favorably, unfavorably, with amendment, or without action as outlined below. The entity that referred the instrument to the committee may then discharge it from the committee's care. The Senate

President may discharge the instrument on behalf of the Senate or the Senate Executive Committee.

- 7.4.1 A favorable recommendation of the committee is its endorsement of the legislative instrument to the Senate, a recommendation that the Senate approve or adopt the instrument.
 - 7.4.2 An unfavorable recommendation of the committee is its lack of endorsement of the legislative instrument to the Senate, a recommendation that the Senate reject the instrument.
 - 7.4.3 A recommendation with amendment of the committee is the committee's favorable endorsement of the instrument with changes included, which may be made and incorporated into the legislative instrument on behalf of the Senate.
 - 7.4.4 A recommendation without action by the committee is the committee's statement that no action was taken or recommended on the legislative instrument. A recommendation without action does not encourage the Senate to vote favorably or unfavorably on the instrument.
- 7.5 Committee meeting minutes shall be typed. Minutes shall be reported to the Senate Executive Committee and distributed to the members of the committee. Minutes shall also be provided to the full Senate if requested, or provided upon request from any Student Government officer. Minutes shall include at least the following:
- the committee name and date of the meeting
 - the time the meeting was called to order
 - roll call being completed, showing that a quorum was present
 - that a vote was taken on any motions or bills before the committee, and the vote tally
 - final roll call being completed, showing that a quorum was present
 - signatures by the chair and the person taking minutes

Section 8 – Committee Vacancies

- 8.1 In the event of a vacancy in the chair of a committee, a new chair shall be appointed by the Senate President and confirmed by a vote of the Senate Executive Committee.

Article VII – Summer Senator Program

Section 1 - Definitions

- 1.1 Sitting Senator: a senator who has been elected or appointed to serve.
- 1.2 Senatorial Proxy: a student who assumes all powers and duties of a senator for the extent

of the summer term.

- 1.3 Virtual Senate: any meeting of Senate where the requirement of senators to be physically present in the chamber is waived and substituted for their presence in a virtual setting.

Section 2 - Procedures

- 2.1 The Student Government Advisor, in consultation with the Senate President, shall determine eligibility requirements for all senators and publish such information within a reasonable amount of time prior to the end of the Spring term.
- 2.2 The Senate President may, with the approval of the Senate Executive Committee, initiate a Virtual Senate environment for the term. The Senate President shall maintain discretion over which officers and chairs, if any, shall be required to be physically present for the completion of office hours and other duties during the Summer term.
- 2.3 Should a sitting senator recognize, due to ineligibility or inability to serve, that they cannot fulfill their duties to the Senate and respective committee for the Summer term, they may submit an application stating as such and identifying an eligible proxy.
- 2.4 The Senate Executive Committee shall publish a *Summer Senate Application Form* and create provisions mandating the approval of suggested senatorial proxies.
- 2.5 Upon commencement of Summer Senate meetings, the senatorial proxy shall assume the official role for the time stated in the Summer Senate Application Form.
- 2.6 Senatorial proxies are subject to all rights, privileges, and responsibilities as provided by Student Government policies, procedures and regulations.
- 2.7 Should the senatorial proxy receive a point, the point will be charged to the record of the sitting senator.
- 2.8 At the end of the Summer Term, the seat will automatically be reverted to the sitting senator.

Article VIII- Impeachment and Removal Procedures

Section 1- Impeachment

- 1.1 All Student Government officers may be subject to impeachment and subsequent removal. In order to impeach or remove any Student Government officer, there must be a clear violation of the officer's branch's Rules and Procedures or the Student Government Constitution.

1.2 For the purposes of this article, a “Student Government Officer” shall be defined as the Student Body President, Student Body Vice President, Student Body Treasurer, all appointed directors and officers of the Executive Branch, all student senators, and all justices of the Student Body Supreme Court.

1.3 While the endorsement of another branch is necessary for removal, the sole power of impeachment belongs to the Senate.

1.4 The following procedure shall be adhered to for the impeachment of Student Government Officers:

1.4.1 Formation of the Senate Impeachment Committee

1.4.1.1 Should any student or Student Government entity wish to initiate an impeachment investigation, they shall submit a memo detailing the alleged offenses, and the sponsorship of four (4) student senators, to the Senate Pro Tempore, who will add the creation of the Senate Impeachment Committee to the agenda for the next regular or special meeting of the Senate.

1.4.1.2 The committee will be formed of four senators elected by the Senate.

1.4.1.3 The Senate President and Senate Pro Tempore shall not serve on the committee.

1.4.1.4 The accused and the accuser(s) shall not serve on the committee.

1.4.1.5 The committee shall elect a chair from within its membership who will oversee the operations of the committee.

1.4.1.6 A staff advisor will be chosen by the committee and shall be present for all meetings of the committee. Ordinarily, this will be the Student Government Advisor, unless the committee makes other provisions.

1.4.1.7 The purpose of the committee shall be to independently investigate the alleged offenses and, if appropriate, to act as the prosecutorial organ if articles of impeachment are drafted and exhibited.

1.4.2 Committee Procedure

1.4.2.1 The committee chair shall call an initial meeting to discuss the memo and vote on whether the memo warrants investigation.

1.4.2.2 If the decision is made to continue, the committee will abide by the procedures as found within this section of the Rules and Procedures. The committee shall outline the specifics that they will follow throughout their investigation.

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1.4.2.3 Once this has been established, the committee will begin a full investigation into the accusations against the officer. The investigation shall not exceed ten (10) ~~business~~ school days.

1.4.2.4 If the memo calls for the investigation of multiple individuals, the committee may investigate all involved but must treat each officer separately.

1.4.2.5 Meetings of the committee shall be open to the public, including deliberations and questioning of involved parties. A public notice shall be posted twenty-four (24) hours in advance of the meeting.

1.4.2.6 The committee chair shall be required to report to the Senate at each regularly scheduled meeting. The Senate may, by a two-thirds (2/3) vote, terminate the committee and drop the investigation at any time, if necessary.

1.4.3 Articles of Impeachment

1.4.3.1 Should the committee find one or more of the accusations from the memo valid, they may draw up articles of impeachment. Articles must be drawn up separately for each officer being impeached.

1.4.3.2 The committee may draw up articles for offenses brought up in the memo as well as new offenses discovered during the investigation, given the new offenses are also perceived violations of the Student Government Constitution and/or the accused's branch's Rules and Procedures.

1.4.3.3 Each article shall quote the clause of the Student Government Constitution or the accused's branch's Rules and Procedures that has been deemed to have been violated.

1.4.3.4 The committee will submit the finalized articles to the Senate Pro Tempore who shall make them public and add them to the agenda for the next regular or special meeting of the Senate.

1.4.3.5 The committee shall ensure that the accused and accuser(s) receive a copy of the articles before the Senate meeting.

1.4.4 Senate Impeachment Process

1.4.4.1 In the Senate meeting, the committee chair shall read the articles before the Senate.

1.4.4.2 Following the presentation from the committee chair, there shall be a question and answer period where senators may ask questions to the

committee chair. The time limit for questions and answers is twenty (20) minutes, but may be extended by up to ten (10) minutes by majority vote. Only members of the committee shall be permitted to answer questions.

1.4.4.3 Following the question and answer period, the accuser(s) may be called to speak at the invitation of the Impeachment Committee. This may be done in question and answer form, with the accuser(s) acting as witnesses. If the accusers choose to do so, the collective time limit shall be ten (10) minutes, but may be extended by up to ten (10) minutes by majority vote.

1.4.4.4 Following this, the accused officer, or their designee(s), shall be invited to speak to present a defense. The time limit for the defense is twenty (20) minutes, but may be extended by up to ten (10) minutes by majority vote.

1.4.4.5 Following the speeches from these entities, senators may pose questions to either the accuser(s) or the accused. If the accuser(s) are not invited to speak by the Impeachment Committee, questions may not be posed to them. The time limit for questions and answers shall be ten (10) minutes per entity, totaling twenty (20) minutes.

1.4.4.6 After the question and answer period, the floor will be open for discussion. The time limit for discussion is twenty (20) minutes, but may be extended by up to ten (10) minutes by majority vote.

1.4.4.7 Any senator who is accused or is an accuser shall not have speaking or voting rights on the consideration of the articles, unless when speaking during the provisions outlined in 1.4.4.3 and 1.4.4.4.

1.4.4.8 Following discussion, the presiding officer will read out each article, one at a time, and shall call for a roll call vote on each. A two-thirds (2/3) in the affirmative of those senators present and voting on one or more of the articles is considered official impeachment, but not removal, of the officer.

1.4.4.9 In the event that articles are drawn up for more than one officer, the committee chair will read the next set of articles and the same procedure will be followed. The committee chair will continue to present the articles for each officer until they have all been voted on.

1.4.4.10 The committee will be dissolved at the conclusion of this meeting of the Senate.

1.5 If an impeached officer is involved in the procedures outlined in Section 2, that branch's line of succession shall be implemented for the purpose of fulfilling the provisions listed in this article.

Section 2 - Removal

- 2.1 In accordance with the Constitution, the following procedures shall take place for each officer impeached by the Senate.
 - 2.1.1 Executive Branch. When an officer of the executive branch has been impeached, the Senate President shall submit a memo to the Student Body Supreme Court outlining the articles on which the Senate impeached the officer within 48 hours of the conclusion of the meeting. The Chief Justice of the Student Body Supreme Court, or their designee, will be afforded seven (7) business days to respond, indicating the Supreme Court's vote on whether or not to remove the officer. If the vote is affirmative, the officer shall be considered removed upon the Senate President's confirmation of receiving a return memo from the Chief Justice.
 - 2.1.2 Legislative Branch. When an officer of the legislative branch has been impeached, the Senate President shall submit a memo to the Student Body Supreme Court and the Student Body President outlining the articles on which the Senate impeached the officer within 48 hours of the conclusion of the meeting. The Chief Justice of the Student Body Supreme Court, or their designee, and the Student Body President, will each be afforded seven (7) business days to respond, indicating either the Supreme Court's vote on, or the President's endorsement of, whether or not to remove the officer. If the response is affirmative, the officer shall be considered removed upon the Senate President's confirmation of receiving a return memo from the Chief Justice or Student Body President. Approval from only one of these entities is required to consider an officer removed.
 - 2.1.3 Judicial Branch. When an officer of the judicial branch has been impeached, the Senate President shall submit a memo to the Student Body President outlining the articles on which the Senate impeached the officer within 48 hours of the conclusion of the meeting. The Student Body President, will be afforded seven (7) business days to respond, indicating their endorsement or lack of endorsement on removing the officer. If the response is an endorsement, the officer shall be considered removed upon the Senate President's confirmation of receiving a return memo from the Student Body President.
- 2.2 Should any of the above procedures yield a lack of endorsement from the appropriate branch, the officer shall not be removed.

Article IX —Amendments

Section 1 – Regular Amendments

- 1.1 These Rules and Procedures may be amended by legislative instrument upon passing with two-thirds (2/3) vote of those senators present and voting. The effective date of the

newly adopted document will be April 1 unless another date is included on the legislative instrument.

Section 2 – Lexical Amendments

- 2.1 The Senate Executive Committee may amend these Rules and Procedures, but only to correct formatting, fix grammatical errors, remove clauses when Senate action overrules them, and amend provisions to be in compliance with any changes in the Student Government Constitution that supersede these Rules. Such amendments shall be published to the Senate and may be overturned by a simple majority vote of the Senate upon a motion to appeal.