

## **RULE FOUR: BUSINESS OF THE SENATE**

- 4.01 The Student Senate shall meet during Academic terms, as defined by the University Academic Calendar.
- A. Neither the Senate nor Committees shall meet on official University holidays.
  - B. During periods of final examinations, the Student Senate shall not meet.
  - C. The Speaker of the Senate shall post a schedule of meetings during periods during academic terms so that no lapse between Senate meetings exceeds two (2) consecutive weeks.
- 4.02 **Special Sessions:**
- A. Special Sessions must be scheduled to start between the hours of 8:00 am and 7:00 pm, Monday through Friday.
  - B. Special Sessions of the Student Senate may only be called in the following manner:
    1. By the Speaker of the Senate or Senate President Pro Tempore, provided that each Senator shall receive twenty-four (24) hours notice of such a meeting, by memorandum and email, signed by the Speaker of the Senate or Senate President Pro Tempore, and cosigned by the Senate Secretary.
    2. The Speaker of the Senate or Senate President Pro Tempore must call a Special Session if requested to do so via written petition of a majority of those currently holding Student Senate seats at the time of the request.
  - C. The Senate Secretary shall clearly note the exact time and date of dissemination on each memorandum.
  - D. Dissemination shall be defined as: "The distribution of a written memorandum, sent to each Senator's email, and posting of the memorandum in the Senate workroom".
  - E. The memorandum shall include the following: date, time and meeting location of the Special Session; and the subject matter and/or intent of the Special Session.
  - F. No other business shall be entertained during this Special Session.
  - G. The exact number of Senators currently holding seats shall be verified by the Senate Secretary, and shall be clearly noted on the top of the petition.
  - H. The Special Session shall start no sooner than twenty-four (24) hours following the dissemination of the memorandum.
  - I. The petition shall only be posted on the door of the office of the Senate President Pro Tempore and shall not be removed from that office.
  - J. The petition shall not be posted on windows.
  - K. Each Senator must personally affix his/her signature to the petition.

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4.03 **The Daily Order:** The daily order shall be as follows:

- A. Call to Order
- B. Pledge of Allegiance
- C. Singing of National Anthem (if available)
- D. Roll Call & Verification of Quorum
- E. Approval of the Minutes and Agenda
- F. Open Forum (Any Non-Senator may address the Senate on any pertinent issues affecting the Student Body)
- G. Announcements from the Student Body President
- H. Announcements from the Student Body Vice President
- I. Comptroller's Report
- J. Cabinet Forum
- K. Announcements from the Chief Justice
- L. Announcements from the Chair
- M. President Pro Tempore Report [Five (5) minute time limit]
- N. Fiscal Committee caucus time [Fifteen (15) minutes may be allocated by the Chair to any fiscal committee requesting a caucus]
- O. Fiscal Committee Reports
  1. Financial Allocations for Organizations (FAO) Committee.
  2. Conference Registration and Travel (CRT) Committee
  3. Fiscal Ad Hoc Committees (if any)
- P. Fiscal Legislation
  1. Notice of Fiscal Legislation on First Reading:
    - a. Constitutional Amendments
    - b. Bills
    - c. Resolutions
    - d. Special Acts
  2. Notice of Fiscal Legislation on Third Reading:
    - a. Constitutional Amendments
    - b. Bills
    - c. Resolutions
    - d. Special Acts
  3. Notice of Fiscal Legislation on Second Reading:
    - a. Constitutional Amendments
    - b. Bills
    - c. Resolutions
    - d. Special Acts
- Q. Advisor's Report
- R. Legislative Assistant Report [Five (5) minute time limit] [if appointed]
- S. Internal Committee Caucus Time [Fifteen (15) minutes may be allowed by the Chair to any internal committees requesting a caucus]
- T. Internal Committee Reports:
  1. Legislative, Judicial and Rules (LJR) Committee
  2. Services and Public Relations (SPR) Committee
  3. Operations Review Committee (ORC)
  4. Governmental Affairs Committee (GAC)
  5. Elections and Appointments (EA) Committee
  6. Internal Ad Hoc Committees (if any)

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### U. Confirmations

### V. Internal Legislation:

1. Notice of Internal Legislation on First Reading:
  - a. Constitutional Amendments
  - b. Bills
  - c. Resolutions
  - d. Special Acts
2. Notice of Internal Legislation on Third Reading:
  - a. Constitutional Amendments
  - b. Bills
  - c. Resolutions
  - d. Special Acts
3. Notice of Internal Legislation on Second Reading:
  - a. Constitutional Amendments
  - b. Bills
  - c. Resolution
  - d. Special Acts

W. Senate Forum [Any Senator may address the Senate with any pertinent information he/she feels the Senate should know. Any discussion of pending legislation shall not be in order at this time. Thirty (30) minute time limit, five (5) minute maximum per speaker.]

X. Senate Deliberations [Any Senator may bring forth a subject for open discussion and deliberation before the Senate for a period of up to thirty (30) minutes; there shall be only one Deliberation Session per Senate meeting.]

Y. Miscellaneous Business and Communications

Z. Final Roll Call

AA. Adjournment

## 4.04 The Agenda

- A. Effect of the Agenda: The agenda shall govern the “order of consideration” of measures by the Student Senate.
- B. Division of the Agenda: The sequence of consideration for measures shall be as follows:
  1. All measures shall be categorized as follows and considered in this sequence in the daily order:
    - a. Fiscal Legislation, defined for the purposes of this Rule to include all bills which include allocations of funds from one or more Senate accounts to registered student organizations.
    - b. Internal Legislation shall be defined as all legislation that is not Fiscal Legislation.
  2. All measures shall be further sorted into the following subcategories and considered in this sequence:
    - a. Legislation on First Reading, defined as measures to be newly introduced and be committed by the Chair of the Senate.
    - b. Legislation on Third Reading, defined as measure approved on Second Reading and ready for final vote.
    - c. Legislation on Second Reading, defined as measures which have been passed either favorably or unfavorably by the Senate Committee and are ready for debate by the full Senate..

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3. Within each reading the types of legislation defined in Rule 4.01 shall be considered the following sequence:
    - a. Constitutional Amendments
    - b. Bills
    - c. Resolutions
    - d. Special Acts
  4. Following the appropriate categorizations under the above, measures shall be considered in numerical order.
  5. A ten (10) minute recess shall occur as close as possible to two (2) hours following the posted meeting time of any regular and special Senate session, at the conclusion of any pending item, or at the discretion of the Chair.
- C. Agenda Deadline and Publication:
1. All new measures to be included on the Agenda for a session of Senate shall have been filed with the Chair of the Senate no later than seventy-two (72) hours to the beginning of that session, or twenty-four (24) hours for a special session.
  2. All new measures to be included on the Agenda for a regular session of the Senate shall have been filed with the Senate Secretary no later than forty-eight (48) hours prior the beginning of that session, or twenty-four (24) hours for a special session.
  3. All measures to be included on the Agenda for any session of the Senate which had previously been committed by the Chair shall be reported by the committee considering them as passing favorably or unfavorably no later than six (6) hours prior to beginning of that session.

### 4.05 **The Minutes of the Student Senate:**

- A. The Recording of the Minutes: The Senate Secretary shall record, in the minutes, the official proceedings of the Senate, both in-session and out-of-session; the minutes shall run week to week.
- B. Publication of the minutes: The minutes shall be published at the time of the publication of the agenda.
- C. Correction and Approval of the Minutes:
  1. At each session, the Minutes shall be corrected and approved.
  2. After the Agenda is corrected and approved, the Minutes shall be the "official record" of the meeting, and a motion to "expunge" shall not be entertained by the Chair.
- D. Minutes Entries: The Senate Secretary shall enter into the Minutes:
  1. The hour of convening and adjourning of the Senate;
  2. The name and title of the Presiding Officer;
  3. The content of oral messages from the Student Body President;
  4. The content of announcements made by the Chair;
  5. The content of the President Pro Tempore's Report;
  6. The reference of measures to committee(s); and
  7. Oral Committee Reports, and their substance;
  8. Engrossing, enrolling, and transmittal of Bills and Constitutional Amendments to the Student Body President;

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9. Amendments offered on the floor, including those made "in committee," verbatim, together with the movement and the disposition thereof;
  10. Rulings, by the Chair, on "points of order;"
  11. The votes on any motion, whenever they shall be ordered;
  12. All other entries required by these Rules, ordered by the Senate, or as necessary and proper to show the proceedings of the Senate.
- E. Any Senate material (Agenda, Minutes, Bills, Resolutions, Constitutional Amendments, etc.) under consideration by the Senate at any Senate meeting shall be made into "information packets," to be distributed to any interested individual, upon request.
- 4.06 A quorum is necessary for the conduct of official business at both Regular and Special Sessions of Senate.
- 4.07 Quorum: A quorum to conduct business shall be defined as more than fifty percent of the Senate membership consisting of those Senate Seats that are currently filled (not vacant) with members who are eligible to vote according to Student Government Statutes.

### **HISTORY:**

Res 13-03 (02/03/81) Res 13-15 (05/26/81) Res 13-21 (08/04/81)  
Res 15-10 (11/11/82) Bill 15-77 (07/28/83) Bill 16-05 (10/25/83)  
Res 19-03 (10/23/96) Res 19-35 (07/19/87) Res 21-17 (02/07/89)  
Res 21-20 (03/14/89) Res 22-06 (10/24/89) Res 26-24 (09/08/94)  
Res 27-27 (07/17/95) Res 29-11 (12/05/96) Res 30-07 (10/13/98)  
Res 32-10 (00/00/00) Res 32-25 (00/00/00) Res 34-07 (06/03/02)  
Res 35-09 (00/00/00) Res 36-37 (00/00/00) Res 36-39 (07/22/04)  
Res 38-03 (11/18/05) Res 38-10 (02/23/06) Res 38-24 (09/22/06)  
Res 39-13 (03/29/08) Res 40-03 (11/08/08) Res 40-26 (09/04/08)  
Res 40-29 (09/11/08) Res 41-10 (01/08/09) Res 41-30 (09/09/09)  
Res 42-13 (02/02/10)