

RULE EIGHT: SENATE FORMS

8.01 This section is intended to be a repository for official Student Senate Forms. The forms contained herein are to be used as required by statutes, rules, or procedures.

8.02 **Structure of Senate Forms**

- A. All forms shall be on 8.5” x 11” paper, consisting of as many pages as necessary
- B. All forms must include the following information:
 - 1. Title (located at the top center of form)
 - 2. Statute(s) Referenced (located under title)
 - 3. Date Last Modified (located at the bottom right of the form)
 - 4. Page Number of Total Pages (located under form number)
- C. Each form is to be placed at the end of this Senate Rule. Each form is to be placed individually on a page.

8.03 **Amending Existing Forms**

- A. An existing form may be changed in Rule 8 if the changes have been approved, via signature, by the Speaker of the Senate and President Pro Tempore.
- B. An existing form may be changed in Rule 8 by passage of a Senate Resolution.
- C. If the changes to an existing form have been approved, via signature of the Speaker of the Senate and President Pro Tempore, a memorandum stating the changes to the existing form must be posted in the Student Government Office.
- D. When an existing form is changed either by the appropriate signatures or Senate resolution, only the most recent version of the form is valid.
- E. Upon approval or passage of a resolution to change an existing form, only the “Date Last Modified” shall be changed.

HISTORY:

Res 41-07 (12/09/08) Res 41-28 (08/19/09)