**2021-2022 STUDENT SENATE STANDING RULES**

**Section 1. Pledge of Allegiance**

The Pledge of Allegiance shall immediately follow the calling to order of each Student Senate meeting.

**Section 2. Scheduled Open Period**

1. Any person wishing to speak during Scheduled Open Period must request to do so, in writing or email, giving topic and approximate time required a minimum of twenty-four hours prior to the meeting. The Student Senate Chair controls scheduling of this open period.
2. Each individual shall be allowed thirty minutes unless extended by majority vote. Such Open Period shall last not more than One Hour. After an Open Period speaker has concluded his/her presentation, those with speaking privileges may ask questions. Debate with the speaker will not be allowed.

**Section 3. Reports**

1. Reports shall be limited to not more than five minutes for each Report, unless the person giving the Report yields to another person. In such case, the person yielded to will be allowed a time limit of five minutes. Student Senate may allow either person to continue beyond five minutes by majority vote. Following each report will be a question period for those with speaking privileges that will last no longer than five minutes, unless extended by majority vote.
2. When legislation has been referred to more than one committee, Student Senate shall determine which of the committee reports presented to serve as the accepted legislation for Final Action.

**Section 4. Discussion**

1. Student Senators, Senate Executive Committee members, Cabinet members, Senate Interns, the Attorney General, designees of the Office of Student Life and the SGA Advisor shall have speaking privileges.
2. All SGA committee members shall have speaking privileges during questions and discussion on bills and resolutions sponsored by their committees. Committee members are allowed to ask questions on issues of relevance which have been assigned to their respective committees.
3. Individuals may speak only twice on the same Bill/Resolution
4. Individuals with speaking privileges, having been recognized by the Senate Chair, may speak and/or yield time to one individual without speaking privileges to ask questions or speak during discussion. The floor and any remaining time is relinquished to the person yielding time after the individual without speaking privileges has concluded his/her questions. Yielding time to discussion shall be recognized as a single discussion period for the individual yielding time.
5. There shall be a designated period on each piece of legislation and amendments thereto to provide time for individuals with speaking privileges to ask questions. Designees of the Collegian may address questions to legislation during Introduction of Legislation.
6. Any amendment brought in writing before the Senate Chair will take precedence to the speaker's list.
7. There shall be a time limit of twenty minutes for discussion on any bill or resolution. The student Senate Chair may extend time as necessary on a case-by-case basis.

**Section 5. Legislative Procedures**

1. A quorum of the Student Senate shall be required for legislation to be considered. A majority of those Senators then selected and qualified shall constitute a quorum. Proxies shall not be counted in determining a quorum. In the absence of a quorum, Senators present may take steps necessary to attain a quorum and/or penalize those not present. If no quorum can be obtained after appropriate measures, a roll call shall be taken before the meeting is adjourned.
2. All legislation shall be considered at two regular meetings, unless a motion to move special orders is adopted by a 2/3 vote. The first consideration shall be entitled Introduction of Legislation which shall consist of the reading of the legislation in its entirety followed by a question period only. A motion to dispense with a second is required for the bill to be read or summarized, no vote is necessary. The second consideration shall be entitled Final Action. Final Action shall consist of the reading of any changes to the legislation followed by a discussion period. If the legislation has been substantially amended in committee, it shall be reprinted. A motion to read the legislation during Final Action shall require a motion and a second.
3. Resolutions for the approval of appointments may be introduced and acted upon at the same meeting.
4. All legislation must be sponsored by the President, Vice-President, a Student Senator, the Student Senate Chair, a standing committee chair, a standing committee or a legislatively chartered ad hoc committee. The Student Senate Chair may individually sponsor resolutions of appointment, commendation, standing rules, and bills of impeachment.
5. All legislation, after Introduction of Legislation, shall be referred by the Senate Chair or a majority vote of the Student Senate to a standing committee(s) or an ad hoc committee. The legislation will be returned to Student Senate for Final Action at the next regular meeting, unless held by the committee.
	1. Each committee shall report the legislation with a recommendation that it either be passed or not passed, or without recommendation.
	2. The vote of the committee will be presented with the recommendation
	3. All committee recommendations, including vote totals, shall be printed next to the corresponding legislation on Student Senate agendas.
6. A Student Senator may not be an additional sponsor of legislation that has been sponsored by a committee of which he/she is a member.
7. A roll call vote shall be taken when division of the house is properly called. A vote, roll call or otherwise, shall be taken immediately after discussion has been concluded on an issue unless otherwise determined by a 2/3 vote of the Student Senate.
8. All bills and resolutions shall be typewritten.
9. Only those voting in the positive or negative will be used in determining a majority. Those not wishing to vote shall do so by abstaining. An abstention shall not be counted as a vote.
10. A Previous notice of 72 hours is required for a proposed Constitution and/or By-Laws amendment shall include the substance and intent of such an amendment, unless otherwise excused by the Student Senate Chair.

**Section 6. Limitations of Motions**

1. Modifications (friendly amendments) by the sponsor(s) may be made to legislation during the question period and may be made by unanimous consent during discussion.
2. The question shall not be called until at least three speakers in the affirmative and three speakers in the negative have been given the opportunity to present before the Student Senate
3. When a bill or resolution is divided into parts, each part of the original bill or resolution so divided shall have the original bill's or resolution's number with a letter of the alphabet added thereto. Each such new bill or resolution shall be presumed to have been read once previously. All allocations bills shall have separate numbers.
4. Amendments to amendments shall not be allowed. Amendments to a main motion shall be debated and decided upon before any other amendments shall be allowed.
5. No motion for adjournment shall be in order until the agenda of the Student Senate is completed, unless a quorum is lost and is unattainable.
6. A motion to reconsider final action on a bill or resolution requiring the signature of the Student Body President is in order at any meeting of the Student Senate, if the bill or resolution is still in the possession of the legislative branch.
7. Those who have been recognized by the Senate Chair, must stand while speaking, unless physically incapable.

**Section 7. Student Senate Voting**

1. A Student Senator may vote only when seated at a desk, unless there is no space.
2. The Senate Chair shall vote only in the case of a tie.

**Section 8. Committee Meetings**

1. A quorum for each standing committee shall be required for legislation to be considered. A quorum, unless otherwise provided, shall be a majority of the committee excluding the Chairperson.
2. All questions shall be considered informally in Student Senate committees. The total vote for or against each action shall be recorded in the committee minutes. The committee chair may vote only in the case of a tie.

**Section 9. Attendance Policies**

1. The Student Senate Secretary shall call the roll at the beginning and end of each Student Senate meeting – immediately following the Pledge of Allegiance and at the completion of the meeting agenda. Standing committee chairs and Student Senate Interns shall be included in both such roll calls. Roll calls missed shall count as ½ of an absence, unless the person is already excused for the meeting. No one can receive more than one unexcused absence for each meeting of Student Senate.
2. In order to be considered excused one must have submitted a proxy form to the secretary at least 8 hours before the scheduled SGA Meeting. Grounds for an excused absence are listed below, everything else shall be considered unexcused
	* 1. Medical and or Family Emergency
		2. Something related to your education that needs to be addressed
		3. Resident Emergencies (for RA’s)
		4. Inclement Weather as determined by the advisor(s), Senate Chair, and or the Secretary.
		5. In-Home Emergencies
		6. Work Overlap(must be given 8 hours in advance)
		7. An Excused Absence will be considered on a Case-by-Case basis
3. A total of three unexcused absences shall be grounds for impeachment.

**Section 10. Robert’s Rules of Order**

All procedures not specified in the SGA Constitution, By-Laws, or Student Senate Standing Rules shall follow Robert's Rules of Order, Newly Revised.

**Section 11. Amendments to and Continuance of Standing Rules**

1. Any changes to these Standing Rules shall be approved by a majority vote of Student Senate.
2. These Standing Rules shall continue in force and effect until amended.

Adopted on April 26, 2001

 Amended on April 30, 2002

 Amended on April 8, 2003

 Amended on August 31, 2004

 Amended on April 18, 2006

 Amended on September 23, 2008
 Amended on April 7, 2010

Amended on March 16, 2021