



Georgia Southwestern State University

RULES AND PROCEDURES
OF THE
STUDENT SENATE

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RULE I OFFICERS OF THE SENATE

1. **Senate President:**

a. Elections:

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

b. Powers and Duties:

- i. The President of the Senate will be the chief executive and administrative officer of the Senate.
- ii. The President of the Senate will direct the legislative processes of the Senate.
- iii. The President of the Senate will hold the chair at meetings of the Senate.
- iv. The President of the Senate will preserve parliamentary law, maintain the decorum of meetings, and will serve as a neutral arbiter of the Senate.
- v. The President of the Senate will enforce the Rules and Procedures of the Senate.
- vi. The President of the Senate can issue subpoenas and/or subpoenas duces tecum to Student Body Officers, Officials, Senators, and officers of Student Government-funded organizations on behalf of the Senate in cases of investigations.
- vii. The President of the Senate or the President's designee may administer oaths to Student Body Officers, Officials, Senators, and officers of Student Government funded organizations in cases of investigations.
- viii. May appoint freshman representatives with the senate's approval of majority.
- ix. The President of the Senate may issue warnings to Senators for disruptive conduct during meetings and any Senator who has received more than two warnings from the meeting will be considered absent. A Senator who is considered absent under this procedure will receive one-half absence for each roll call vote they miss up to one absence for the meeting.
- x. The President of the Senate will submit an end of session transition report at the end of each spring session to the Senate Secretary that will detail the activities of that session and offer suggestions to future Senate Presidents.
- xi. The President of the Senate will have all other powers and duties listed in these Rules and Procedures.

- xii. In the case of low membership, maxed 15, these powers and duties shall be bestowed unto the Student Body President.

2. **Freshman Representatives (FRs) and Registered Student Organizations (RSOs):**

a. Appointment:

The registered student organizations shall appoint one (1) representative to sit on Student Government Association (SGA). If an organization does not have one representative on SGA, the activity of that organization is frozen under the authority of the Office of Student Life, [Student Life | Georgia Southwestern State University \(gsw.edu\)](http://www.gsw.edu). Freshman representatives shall be appointed by the student senate president. This shall be done upon the first official meeting of the year. Names of registered student organizations and freshman representatives shall be given to the secretary of the senate at the end of the first meeting. The freshman representatives shall act as one and so shall the registered student organizations.

b. Powers and Duties

- i. The RSOs and FRs will serve as voting members of any legislation that is strictly of university concern:
 - 1 Proposals concerning academics, mental health, university programs, and social events for all students.
 - 2 And within their respectful committee.
- ii. 2/3rds of RSOs votes, whether nay or yes, will be the final vote of the collective RSOs as one vote. For example, if 2/3rds of the RSOs vote is yes then the vote cast is one vote of yes.
- iii. Likewise, for FRs, 2/3rds of FRs, whether nay and yes, vote will be the final vote of the collective FRs as one vote.

3. **Senate Parliamentarian:**

a. Appointment:

- i. The President of the Student Senate will appoint the Senate Parliamentarian whenever the office becomes vacant.
- ii. The Student Senate Parliamentarian will be considered an exclusionary office.

b. Powers and Duties:

- i. The Senate Parliamentarian will assist the chair in presiding over meetings of the Senate.
- ii. The Senate Parliamentarian will, upon request, instruct the Senate President, Principal Advisor of Elections and Cabinets, and committee chairs and vice chairs on the proper methods for chairing meetings.
- iii. The Senate Parliamentarian will work to better the Senate's general understanding of parliamentary law and will help any Senator with issues of parliamentary law.
- iv. The Senate Parliamentarian will upon request from any Senator issue in writing a non-binding opinion on matters of parliamentary law.
- v. The Senate Parliamentarian will be tasked with maintaining order and preventing individuals from disrupting meetings of the Senate.

- vi. The Parliamentarian will remove individuals disrupting meetings of the Senate as deemed by the President of the Student Senate. Prior to removal the disruptive individual must be issued at least three warnings. The issuing of a warning based on disruption will be left to the discretion of the Senate President.
- vii. The Senate Parliamentarian will appoint another RSO (Registered Student Organization) representative or FRs to guard the doors of the Senate chambers, preventing Senators entering the room from joining the voting body once a vote has begun or once a quorum call has been made.

4. Senate Secretary:

- a. A member of the Student Government office staff will fill the role of the Senate Secretary.
- b. Powers and Duties:
 - i. The Senate Secretary will record the minutes of all meetings of the full Senate.
 - ii. The Senate Secretary will perform other clerical duties as determined by Student Government Advising and Operations.
 - iii. The Senate Secretary will have all other duties listed in the Rules and Procedures.
 - iv. In the case of low membership, maxed 15 senators, these powers and duties shall be bestowed unto the student body Treasure.

RULE II

SENATE LIAISONS

1. **Appointments:**

- a. The President of the Senate may appoint Senate Liaisons to the other branches of Student Government and University auxiliaries.
- b. Senate Liaisons will serve at the leisure of the President of the Senate.
- c. Senate Liaisons may also hold Senate seats.
- d. The Senate President can meet with the Senate Liaisons at their leisure.
- e. Senate Liaison will meet with the Principal Advisor of Elections and Cabinets.
- f. Senate Liaisons will sit on in-house committees with no voting power.

2. **Judicial Branch Liaison:**

- a. The Judicial Branch Liaison will attend meetings of the Supreme Court and will report on the meeting of the Supreme Court to the Senate as requested by the Principal Advisor of Elections and Cabinets.
- b. The Judicial Branch Liaison will maintain an open and working relationship with the Chief Justice, as well as serve as a facilitator between the Chief Justice and the Senate.
 - c. The liaison will report on the activities of the Supreme Court to the Senate as requested by the Principal Advisor of Elections and Cabinets.

3. **Executive Branch Liaison:**

- a. The Executive Branch Liaison will attend meetings of the Executive branch and will report on the meeting of the Executive Branch to the Senate as requested by the Principal Advisor of Elections and Cabinets.
- b. The Executive Branch Liaison will maintain an open and working relationship with the Executive Branch, as well as serve as a facilitator between the Executive Branch and the Senate.
- c. The liaison will report on the activities of the Executive Branch to the Senate as requested by the Principal Advisor of Elections and Cabinets.

4. **University Police Department Liaison:**

- a. The University Police Department Liaison will report to the Senate on the activities of the University Police Department, including matters pertaining to the crime prevention, and outreach programs as requested by the Senate President.
- b. The University Police Department Liaison will maintain an open and working relationship with the Chief of Police, as well as serve as a facilitator between the Chief of Police and the Senate. The liaison will report on the activities of the Chief to the Senate as requested by the Principal Advisor of Election and Cabinets.

5. Department of Recreational Sports Liaison:

- a. The Department of Recreational and Wellness Liaison will attend meetings of the Department of Recreational and Wellness Board of Directors and report on the activities of the Department of Recreational and Wellness to the Senate as requested by the Senate President.
- b. The Department of Recreational and Wellness Liaison shall maintain an open and working relationship with the Department of Recreational and Wellness Director, as well as serve as a facilitator between the Director and the Senate.
- c. The liaison shall report on the activities of the Director to the Senate as requested by the Senate or by the Principal Advisor of Elections and Cabinets.

6. Student Activities and Involvement Liaison:

- a. The Student Activities and Involvement Liaison will report to the Senate on the activities of Student Activities and Involvement, including matters pertaining to student organizations and campus events, Sorority and Fraternity Affairs as requested by the Senate President.
- b. The Student Activities and Involvement Liaison will maintain an open and working relationship with the Student Activities and Involvement Director, as well as serve as facilitator between the Director and the Senate. The liaison will report on the activities of the Director to the Senate as requested by the Principal Advisor of Election and Cabinets.

7. Diversity, Equity, and Inclusion Liaison

- a. The Diversity, Equity, and Inclusion Liaison will report to the Senate on the activities of the Office of the Diversity Chair and Multicultural & Diversity Affairs as requested by the Senate President.
- b. The Diversity, Equity, and Inclusion Liaison will maintain an open and working relationship with the Chief Diversity Officer and the Director of Multicultural and Diversity Affairs, as well as serve as a facilitator between these individuals and the Senate.
- c. The liaison will report on the activities of the Chief Diversity Officer and the Director of Multicultural and Diversity Affairs to the Senate as requested by the Principal Advisor of Elections and Cabinets.

RULE III

MEETINGS OF THE SENATE

1. **Regular Meetings:**

- a. Regular meetings will be conducted on campus at as consistent a time and location as is possible.
- b. The Replacement and Agenda Committee will set the time and location for regular meetings at the beginning of each academic term, but this decision can be overturned by a majority vote of the Senate.
 - i. The Senate Executive Board will release an amendable religious holiday calendar every fall, spring, and summer term. The Executive Branch will act in such a manner until the senator membership arises to 20 and above members.
- c. The Replacement and Agenda Committee will prepare the agenda for regular meetings.
 - i. The agenda may be amended from the floor at the specified time by a majority vote. The Senate may adopt the agenda by a majority vote and if passed, will end amendments to the agenda. This motion is non-debatable, non-amendable and does not yield to amendments to the agenda.
 - ii. The agenda will include sections for Roll Call, Amendments to the Agenda, Amendments to the Minutes, Public Comment, Student Body Officer Reports, Committee Reports, Vetoed Legislation (if any), Second Readings (if any), First Readings (if any), Announcements, Final Roll Call, and any other matters which the Replacement and Agenda Committee deem necessary.
 - iii. If the Replacement and Agenda Committee fails to meet, prepare, and send the agenda by 3:00 PM ET on the day before the meeting of the Senate, the Senate Secretary will prepare an agenda consisting only of Roll Call, Amendments to the Agenda, Amendments to the Minutes, Public Comment, Vetoed Legislation (if any), Second Readings (if any), Announcements, and Final Roll Call. This agenda may be amended from the floor during Amendments to the Agenda.
 - iv. All legislation to be considered at a Senate meeting will be provided to all Senators and will be made accessible to the public by being posted on the Student Government website and social media before the end of the week.
 - v. The agenda will begin with the following statement: “We will be respectful of each other even when we disagree. We will direct all comments to the issues. We will avoid personal attacks.” A Student

Senator who acts contrary to this statement, as determined by the Parliamentarian, will be issued a warning for disruptive conduct.

- d. The President of the Senate may cancel a regular meeting set by the Replacement & Agenda Committee at their individual discretion. The President of the Senate must cancel a regular meeting at least twenty-four (24) hours prior to the start of the regular meeting. The President of the Senate may cancel a regular meeting with less than twenty-four (24) hours' notices if a meeting space is not reserved or the meeting was not properly public noticed. The President of the Senate may not cancel two consecutive regular meetings unless quorum is unattainable due to vacancies.

2. **Special Meetings:**

- a. The President of the Student Senate or the Student Body President may call special meetings of the Senate.
- b. The President of the Student Senate will call for a special meeting of the Senate upon receiving a petition requesting such bearing the signatures of a majority of sitting Senators. This petition must include the intended purpose for the special meeting, which must be reflected in the call for the meeting and the agenda (see below).
- c. Notice must be given a minimum of forty-eight (48) hours prior to the start of the meeting to all members of the Senate.
 - i. Notice may be given at a prior meeting of the Senate, so long as that meeting occurs more than forty-eight (48) hours prior to the special meeting.
 - ii. Notification may be given by email
 - iii. The purpose of the meeting must be included in the call for the meeting.
- d. The officer who called the special meeting will prepare the agenda for that meeting.
 - i. The agenda must remain germane for the purpose of the meeting, as mentioned in the call for the meeting.
 - ii. The agenda may be amended from the floor during Amendments to the Agenda by a majority vote. The Senate may adopt the agenda by a majority vote and if passed, will end amendments to the agenda. This motion is non-debatable, non-amendable, and does not yield to amendments to the agenda.
 - iii. The agenda will begin with the following statement: "We will be respectful of each other even when we disagree. We will direct all comments to the issue at hand. We will avoid personal attacks." A Student Senator who acts contrary to this statement as determined by the Parliamentarian will be issued a warning for disruptive conduct.

3. Virtual Meetings:

- a. The Student Senate and the committees of the Student Senate may only conduct virtual meetings in the event of a federal, state, or local state of emergency or during the summer semester as determined by the Georgia Southwestern State University administration impacting the Student Senate's ability to meet in-person.
- b. Virtual meetings must comply with all applicable open meetings and public notice requirements as established by Student Body Law.
- c. Virtual meetings will be conducted in a manner consistent with these Rules and Procedures of the Student Senate. The Replacement and Agenda Committee may by a two-thirds vote adopt special rules to ensure the orderly conduct of virtual meetings.

RULE IV
ATTENDANCE OF MEMBERS

1. Roll Call:

- a. The Chairs of the Rules and Ethics Committee (or Co-Chair in the Chair's absence) or their designee will call the roll of the Senate whenever needed. If no members of the Rules and Ethics Committee are present for roll call, the Senate President may designate a Senator to call the roll of the Senate.
- b. The roll will be called at the start of every meeting, as well as for any quorum call or roll call vote.
- c. Any Senator that fails to answer a roll call; or quorum call, will receive a one-half absence, with a maximum of one absence being given to a Senator per meeting.
- d. Voting records (see Rule VII §1) will be used to determine the final roll call unless the final roll call is called for by a majority vote.
- e. If a Senator turns in an incomplete voting record for final roll call the Senator will receive one-half absence.

2. Absence Excuses:

- a. If a Senator believes that an absence should be recorded as excused, that Senator must submit an excuse to the Rules and Ethics Committee no later than one week following the absence (see Rule XII §5).
- b. The Rules and Ethics Committee will submit their recommendations of excusal to the Senate for approval during the committee's report.

3. Quorum:

- a. A quorum to conduct business will be a majority of the total membership of the Senate.
- b. Any Senator may raise a point of order regarding the presence of a quorum, at which point the Chair of the Senate will instruct the Chairs of the Rules and Ethics Committee (or Co-Chair or their designee) to call the roll.
- c. The Senate Parliamentarian will prevent any Senators entering the chambers during the roll call from being recorded as present.

RULE V

FLOOR RULES AND PRIVILEGES

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

- a. The President of the Senate will hold the chair of the Senate; or in the Senate President's absence, second the Chairs of the Judiciary Committee, third the Chair of the Budget and Appropriations Committee, fourth the Chairs of the Rules and Ethics Committee, fifth the Chair of the Information and Communication Committee, and sixth a Senator elected from the body.
- b. The chair will call meetings of the Senate to order. If fifteen minutes have elapsed since the start time proposed in the call for the meeting, any member of the Senate may call the meeting to order and surrender the chair to whomever is first in the above line of succession. If none of these members are present, the Senate will elect a temporary chair from the floor in the same manner as the President of the Senate.
- c. The chair will rule on all points of order and issues of parliamentary law.
- d. The chair will deny the hearing of any dilatory motions and will issue a warning for disruptive conduct to any Senator who has made a dilatory motion.
 - i. A dilatory motion is any motion that seeks to disrupt the business of the Senate, is frivolous or absurd, or contains no rational proposition. The chair does not have to recognize any motion that they hold the independent subjective belief is dilatory.
 - ii. Motions to reconsider a question will be ruled dilatory when the Senate President determines a vote has a clear and convincing majority.
 - iii. This section will also apply to incidental motions including, but not limited to, points of information and parliamentary inquiries.
- e. The Senate may appeal any decision of the chair with a majority vote by a rising vote.
 - i. When a decision of the chair on a question of order is appealed, the appeal will be considered non-debatable.
 - ii. Points of order related to responses of parliamentary inquiries, points of information, and decisions of recognition made by the chair may not be appealed.

2. **Floor Privileges:**

- a. Senators who are rightfully able to vote will be able to speak in debate on the floor.
- b. The following people or their designees will be allowed as much time before the Senate as is necessary to present items germane to their administrations and will have a total of five minutes each to yield to other speakers, so long as

the presentation remains germane to the administration of the yielding individual.

- i. The President, Vice President, and Treasurer of the Student Body
 - ii. The President-elect, Vice President-elect, and Treasurer-elect of the Student Body
 - iii. Any Student Government Cabinet Chair, Cabinet Director, or Agency Chair
 - iv. The President
 - v. Any Justice of the Supreme Court of the Student Body
 - vi. The Chairs of the Ethics Committee of the Student Body
 - vii. Any University Administrative Officer or Dean.
 - viii. The Senate Parliamentarian
- c. Any committee of the Senate will be allowed as much time before the Senate as is necessary to report on the activities of the committee and to make recommendations to the Senate germane to the purview of the committee.

3. Readings:

- a. Any member may call for the reading of any section of the Student Body Constitution and Statutes, Rules and Procedures of the Student Senate, or Robert's Rules of Order as it pertains to any motion, parliamentary inquiry, or point of order being heard.
- b. If any member should object to the reading, the question of entertaining the reading will be put to a vote without debate, requiring a majority for the reading to be entertained.
- c. The Parliamentarian of the Senate, or, in their absence, the chairs of the judiciary will perform all readings to the Senate.
- d. Messages from any of the individuals listed in Section 2(c) of this Rule delivered to the President of the Senate will be read in the place of their report.

RULE VI RULES GOVERNING DEBATE

1. **Consideration of Bills:**

- a. Any bill of law, authorization, special request, or resolution will be debated pursuant to this section.
- b. Readings will be by title only, except when otherwise called for by a majority of those present and voting, in which case the Senate Parliamentarian will read the bill in its entirety.
- c. The authors and sponsors of the bill will be afforded five minutes to present the bill to the Senate.
- d. Following bill presentation, five minutes shall be allowed for non-debatable technical questions of the bill's authors and sponsors.
 - i. A non-debatable technical question will be any question that can be answered with "yes," "no," or a known fact.
 - ii. The bill's authors and sponsors may not be compelled to answer a question.
 - iii. The question period may be extended by a majority vote.
 - iv. If there are no questions to be asked, the Senate will move into debate.
- e. Following the question period, there shall be a period of pro/con debate.
 - i. Debate will be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.
 - ii. Any Senator may yield their debate time to a specific Senator or to like-minded speakers.
 - iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
 - iv. If a Senator's speech is hostile to the side whose time they are using, that Senator will be issued a warning for disruptive conduct and any time used by that speech should be returned to the clock.
 - v. If, during the course of debate, it is deemed necessary to return to a question period, the Senate may do so with a three-fifth vote. The question period will again last for five minutes, then moving back into debate.
 - vi. If there are no Senators wishing to speak on concurrent rounds of con and pro, the Senate will move into amendments or final privilege.
- f. Amendments that have been filed with the Senate Secretary pursuant to Rule XV §2 or reported by committees will be heard following debate on the original bill or upon motion during debate.

- i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per round per side, and then one minute of final privilege will be in order when hearing amendments.
 - ii. Following the above debate procedure, the amendment will be put to a vote.
- g. Following the debate period, the authors and sponsors of the bill will be afforded three minutes of final privilege.
- h. Following final privilege, the chair will put the question and the Senate will vote on the adoption of the bill.
- i. Amendments from the floor are prohibited unless the amendment is made by unanimous consent. Amendments must be filed with the Senate Secretary pursuant to Rule XV §2 to be heard by the Senate unless the amendment is made by unanimous consent.

2. Consideration of Vetoed Legislation:

- a. Whenever the Student Body President has vetoed any legislation and returned it to the Senate, that legislation may be added to the agenda under Vetoed Legislation by the Replacement and Agenda Committee after the Judiciary Committee has re-evaluated the legislation on the established criteria and will be debated pursuant to this section.
- b. The Student Body President will have three minutes to explain the reasoning behind the veto to the Senate; alternately, the Senate President (if the student body president is acting as Senate president, then the parliamentarian) will read a statement from the executive not to exceed three minutes. Following this, the bill's authors and sponsors will have three minutes to again present the bill and respond to the executive veto.
- c. Following the presentation period, five minutes will be allowed for non-debatable technical questions for the bill's authors and sponsors or for the Student Body President.
 - i. A non-debatable technical question will be any question that can be answered with "yes," "no," or a known fact.
 - ii. The bill's authors and sponsors or the executive may not be compelled to answer a question.
 - iii. The question period may be extended by a majority vote.
 - iii. If there are no questions to be asked, the Senate will move into debate.
- d. Following the question period, there will be a period of pro/con debate, with pro being in support of overriding the veto and con in support of sustaining the veto.
 - i. Debate will be structured with three rounds of alternating con and pro with three minutes per side per round, followed by one round of four minutes per side.

- ii. Any Senator may yield their debate time to a specific Senator or to likeminded speakers.
 - iii. Debate may be limited or extended by a two-thirds vote so long as each side is afforded an equal amount of time.
 - iv. If a Senator's speech is hostile to the side whose time they are using, that Senator will be issued a warning for disruptive conduct and any time used by that speech will be returned to the clock.
 - v. If, during the course of debate, it is deemed necessary to return to a question period, the Senate may do so with a majority vote. The question period will again last for five minutes, then moving back into debate with all debate times being reset.
 - vi. If there are no Senators wishing to speak on concurrent rounds of con and pro, the Senate will move into amendments or final privilege.
- e. Amendments that have been filed with the Senate Secretary pursuant to Rule XV §2 will be heard following debate on the vetoed legislation or upon motion during debate.
- i. Two minutes of presentation, two minutes of non-debatable technical questions, two rounds of con and pro debate with one minute per round per side, and then one minute of final privilege will be in order when hearing amendments.
 - ii. Following the above debate procedure, the amendment will be put to a vote.
 - iii. If the Senate agrees to an amendment to vetoed legislation, said legislation will be treated as a second reading from that point forward.
- f. Following the debate period, the bill's authors and sponsors will be afforded two minutes of final summation. Following that, the executive who vetoed the bill will be afforded two minutes of final summation.
- g. Following final summation, the Chair will put the question and the Senate will vote on overriding the veto of the bill, with the affirmative in favor of overriding the veto.
- h. Amendments from the floor are prohibited unless the amendment is made by unanimous consent. Amendments must be filed with the Senate Secretary pursuant to Rule XV §2 to be heard by the Senate unless the amendment is made by unanimous consent.

3. Debate of Other Motions:

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

4. Special Rules Governing Debate:

- a. The Senate may add special rules to the agenda from the floor during Amendments to the Agenda pertaining to the structure of debate with two thirds of the vote of the Senate.
- b. The Replacement and Agenda Committee may add special rules to the agenda pertaining to the structure of debate with a two-thirds vote of the committee. The Senate may suspend these special rules by a two-thirds vote from the floor during Amendments to the Agenda.

RULE VII VOTING

1. **Standard Voting Procedure:**

- a. Unless otherwise stated, the standard method for all votes requiring a majority will be by voice, and the method for all votes requiring two-thirds, two-fifths, or one-fifth of the body will be done by raising (not counted) vote.
- b. The chair will declare the outcome of all votes.
- c. Whenever a member doubts the result of a voice vote or rising vote (not counted), either because the result appears close or because they doubt that the representative number of members present have voted, they can call for Division of the Assembly, thereby requiring the vote to be taken again.
 - i. Divisions will be conducted by counted rising vote.
 - ii. Divisions take precedence over any motion on which a vote is being taken or has just been taken. It may be called for from the moment the negative votes have been cast until the announcement of the result is complete, or immediately thereafter before any debate or business has intervened.
 - iii. Divisions can be applied to any motion on which the Senate is called upon to vote by voice or rising (not counted). No subsidiary motion can be applied to it. Divisions do not require a second, are non-debatable and are non-amendable.
 - iv. Divisions cannot be reconsidered.
 - v. When it is clear that there has been a full vote and there can be no reasonable doubt as to which side is in the majority, a call for Division is dilatory.
- d. No one may cast a vote for another Senator.
- e. Senators will indicate how they voted on all main motions on voting records to be kept in the Senate's collection of public records.
- f. No Senator may explain their vote when a vote is taking place. A Senator may only state yes, no, or abstain when voting. If a Senator does not comply with this provision, the Chair of the Senate will issue a warning for disruptive conduct.
- g. No Senator may raise a privileged motion not related to the vote while a vote is taking place.
- h. A Senator has the right to change their vote up until the result is announced.
- i. No Senator may abstain from a vote except in cases wherein voting would present a conflict of interest.
- j. A conflict of interest exists whenever a Senator stands to gain an individual benefit from the matter being considered. ii. Senators who abstain from voting

in a voice vote due to a conflict of interest must indicate a reason for the abstention of their voter record.

- k. RSOs will cast votes collectively and likewise for FRs refer to Rule I §3
- l. The chair will not be required to vote except in the event of a roll call vote where their vote would affect the result.
- m. The following types of legislation will be subject to the number of readings as listed below.
 - i. Bills that require one reading:
 - a. An Authorization
 - b. A Resolution
 - d. A Rules and Procedures Change
 - e. A Special Request
 - ii. Bills that require two readings:
 - a. A Constitutional Amendment
 - b. A Reserve Transfer
 - c. A Statute Change
 - d. A Student Body Law
 - iii. Bills that require three readings:
 - a. A Vetoed Bill
- 1. Unless stated otherwise, the standard method for hearing the Activity and Service Fee Budget will be as follows:
 - i. The Activity and Service Fee Budget must be presented to the Student Senate no less than six days prior to first readings.
 - ii. The Activity and Service Fee Budget must be passed through two readings. If the budget is amended, the amended budget must pass through two readings with identical form.

2. Roll Call Votes:

- a. When not otherwise called for, a roll call vote may be ordered by a majority of the Senators present and voting at any time before the next question is spoken on.
- b. The roll call will be conducted in accordance with Rule IV §1.
- c. Senators may abstain from voting in the roll call vote in cases of conflict of interest pursuant to Section 1(h) of this rule.
 - i. When the Senator wishing to abstain has their name called, they will explain the reason for the abstention to the Senate for consideration.
 - ii. The Senator abstaining will write the reason for abstention on their voting record.
- d. Roll call votes will be recorded in the minutes of the meeting, indicating how each Senator present voted.

3. Special Rules Governing Voting:

- a. The Senate may add special rules to the agenda from the floor during Amendments to the Agenda pertaining to voting with a two-thirds vote of the Senate.
- b. The Replacement and Agenda Committee may add special rules to the agenda pertaining to voting with a two-thirds vote of the committee. The Senate may suspend these special rules by a two-thirds vote from the floor during Amendments to the Agenda.

RULE VIII EXECUTIVE NOMINATIONS

1. **Procedure:**

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

2. **Review of Qualifications:**

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

RULE IX PUBLIC COMMENT

- 1. Rights to Comment:**
 - a. Each member of the Student Body may speak in public comment.
 - b. Students may sign-up for public comment by submitting an email to the SGA email that specifies the matter on which the student wishes to speak to the Senate President and Senate Secretary by 11:59 PM ET the day before the meeting of the Senate.
 - c. Students must be present in the Senate chambers to receive public comment time.

- 2. Procedure:**
 - a. Public comments must be held before any pending legislation or nominations are heard.
 - b. Each student signed up for a public debate must have five minutes to speak.
 - c. Students may only yield their speaking time to the Chair of the Senate.
 - d. If a student does not exhaust their speaking time, it will automatically be yielded to the Chair of the Senate.
 - e. The Senate is prohibited from extending or limiting the speaking time of any speaker.
 - f. Students may reserve their speaking time once during public comment, causing their name to be passed on the list.
 - g. Speakers must direct all comments to the Chair of the Senate. Any speaker that directs a comment at an individual other than the Chair of the Senate will be issued a warning for disruptive conduct. A speaker will automatically yield their time to the chair if they receive more than two warnings.
 - h. Speakers may project a presentation or other digital media during public comments. All materials projected must be submitted to the Senate President and Senate Secretary along with the electronic request to speak by 11:59 PM the day before the meeting of the Senate.

- 3. Goodbye Speeches:**
 - a. During the last meeting of the spring term before the validation of Senate election results, the Replacement & Agenda Committee will add a period following public debate for goodbye speeches for Senators not returning to the Senate.
 - b. A Senator who is giving a goodbye speech will be allowed the time necessary to adequately deliver their speech.
 - c. A Senator must notify the Senate President and Senate Secretary in writing by 11:59 PM ET the day before the meeting to give a goodbye speech.

RULE X COMMITTEES

1. **Types of Committees:**

- a. Standing Committees of the Senate will be established by Rule XI of these Rules and Procedures.
- b. Standing Committees will report verbally at every meeting of the Senate on their activities since they last reported to the Senate. Standing Committee reports can be sent electronically by a majority vote of the Senate in place of a verbal report.
- c. The Senate President may establish ad-hoc committees to hear business as established in their creation.
 - i. The Senate President will appoint the members and the chair of ad-hoc committees.
 - ii. The Senate President may discharge any ad-hoc committee of the Senate.
 - iii. The Senate may, by a two-thirds vote, discharge any ad-hoc committee of the Senate.
 - iv. The Senate President will be kept informed of any ad-hoc committee business.
- d. Ad-hoc committees may report to the Senate once they have completed the task(s) that they were created for.
- e. Ad-hoc committees may report to the Senate on their current activities and progress as needed.

2. **Authority Over Committees:**

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

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

RULE XI

STANDING COMMITTEES OF THE SENATE

1. **Replacement and Agenda Committee:**

- a. The Replacement and Agenda Committee will consist of the following members:
 - i. An Appointed Senator, as Chair
 - ii. The Senate President
 - iii. An RSO and FRs
 - v. A member of the Student Body that is appointed by the chair as the Replacement and Agenda Committee Liaison, who serves as the taker of minutes, for the Replacement and Agenda Committee, as an ex-officio non-voting, non-speaking member.
 - b. Duties:
 - i. The Replacement and Agenda Committee will prepare the agenda for regular meetings of the Senate in accordance with Rule III §1.
 - ii. The Replacement and Agenda Committee may add special rules to the agenda pertaining to the structure of debate and voting with two thirds of the vote of the committee. The committee may not change the threshold required to approve a nominee or legislation. The Senate may suspend these special rules by a two-thirds vote.
 - iii. The Replacement and Agenda Committee will recommend to the Senate the voting members of the other standing committees. The Senate shall hear these recommendations during the committee's report (See §7 of this Rule).
 - iv. The Replacement and Agenda Committee will recommend to the Senate the voting members of the other standing committees. The Senate shall hear these recommendations during the committee's report (See §8 of this Rule).
 - v. The Replacement and Agenda Committee will recommend the Senate replacement Senators to fill any vacant seats. The Senate will hear these recommendations during the committee's report (See Rule XIII).
1. Following a vote by the committee regarding a vacant position, the Replacement and Agenda Committee Chair will notify all applicants within twenty-four (24) hours of the committee's decision.
 - vi. The Replacement and Agenda Committee will review the qualifications of all executive nominations that require Senate approval, except for those nominations to the judicial branch, determining if they are eligible to hold said office.
 - vii. The chair of the committee will submit an end of session transition report at the end of each spring session to the Senate Secretary that

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

- c. The Replacement and Agenda Committee will meet at least once every two school weeks at the time and place determined by the chair, unless there is no business to be heard by the committee, and as otherwise ordered by the Senate by two thirds vote. The Chair may call additional meetings at their leisure.

2. Budget and Appropriations Committee:

- a. The Budget and Appropriations Committee will consist of the following members:
 - i. Three or four Senators named to the committee by the Senate (See §7 of this Rule), one of which will be the Committee Chair (See §8 of this Rule).
 - ii. A member of the Student Body that is appointed by the Budget and Appropriations Committee Chair as the Budget and Appropriations Committee Liaison, who serves as the taker of minutes, for the Budget and Appropriations Committee, as an ex-officio non-voting, nonspeaking member.
- b. Duties:
 - i. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate the Activity and Service Fee Budget.
 - ii. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate on all student organization operational budgets.
 - iii. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate on all student organization event requests.
 - iv. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate on all student organization travel requests.
 - v. The Budget and Appropriations Committee will examine, amend as needed, and report to the Senate on any requests for line-item budget changes and reserve funds.
 - vi. The Budget and Appropriations Committee Chair will submit into the Senate records all budget requests and other documents submitted to the committee.
 - vii. The Budget and Appropriations chair of the committee will submit an end of session transition report at the end of each spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
- c. Student Government-Funded Organizations:

- i. Any organization requesting funding through the Budget and Appropriations Committee must submit all forms and documents required by the committee.
 - ii. All Student Government-funded organization requests are to be sent to all Senators at least twenty-four (24) hours in advance of the committee hearing at which said request should be heard.
- d. The Budget and Appropriations Committee will meet at least once every two school weeks at the time and place determined by the Chair unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chair may call additional meetings at their leisure.
- e. The Budget and Appropriations Committee Chair must send any reserve transfer bills or changes to the originally approved budget to all Senators twenty-four (24) hours before the duly called budget meeting.

3. **Judiciary Committee:**

- a. The Judiciary Committee shall consist of the following members:
 - i. Three or four Senators named to the committee by the Senate (See §7 of this Rule).
 - ii. The Judiciary Committee shall be a committee within the Supreme Court.
 - iii. The Supreme Court shall appoint two justices as Co-Chairs with approval from the senate.
 - iv. A member of the Student Body that is appointed by the Judiciary Committee Chair as the Judiciary Committee liaison who serves as the taker of minutes, for the Judiciary Committee, as an ex-officio nonvoting, non-speaking member.
- b. Duties:
 - i. The Judiciary Committee will review all non-budgetary bills, resolutions, and proposed constitutional amendments submitted to the Senate (see below).
 - ii. The Judiciary Committee will review the qualifications of all nominations to the judicial branch, determining if they are qualified to hold said office.
 - iii. The Judiciary Committee will submit into the Senate records all documents created by or submitted to the committee and make copies available at the next meeting of the Senate following their creation/submission.
 - iv. The Judiciary Committee will, before every spring general election, submit to the Senate legislation regarding the apportionment of the Senate (see below).
 - v. The Judiciary Committee Chairs will submit an end of session transition report at the end of each spring session to the Senate

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

- vi. The Judiciary Committee Chair will once all spring terms present a workshop on how to draft and submit legislation. This workshop can be done in conjunction with or separate from the new Senator orientation.
- c. Review of Legislation:
- i. Proposed legislation that is to be reviewed by the Judiciary Committee will be submitted to the committee no later than 12:00 PM ET, two days before the committee meeting at which it is scheduled to be heard.
 - ii. The Judiciary Committee will review legislation as to its constitutionality, implication, legality, format, and clarity, and may submit to the Senate amendments to legislation reviewed by the committee.
 - iii. The Judiciary Committee reserves the right to debate, amend and review all bills. The process of review shall be as follows:
 - 1) Five minutes of presentation from an author or sponsor
 - 2) Five minutes of question-and-answer period
 - 3) Five minutes of debate
 - 4) Two minutes of final privilege
 - iv. If a bill is amended by the Judiciary Committee, any author or sponsor may withdraw their name from the bill. If the bill then has no listed author, the Judiciary Committee will become the author of said bill.
 - v. The Judiciary Committee may pass, postpone, table, or fail each bill:
 - 1) Each bill postponed by the Judiciary Committee shall be reviewed in the next committee meeting or it will be considered failed.
 - 2) The Judiciary Committee Chair of the committee will inform the author of the bill as to why it failed using the aforementioned criteria in the meeting the bill was reviewed.
 - 3) Only bills passed by the Judiciary Committee will be sent to the full Senate.
 - vi. Proposed legislation that is to be reviewed by the Judiciary Committee will be sent to all Senators by the Judiciary Committee Chair no later than twenty-four (24) hours before the committee meeting at which it is scheduled to be reviewed.
- d. Apportionment of the Senate:
- i. The Judiciary Committee will draft legislation to set the apportionment of the Senate, either reapportioning it with a bill amending the section of the Student Body Statutes regarding apportionment or

- recommending to the Senate that the apportionment of the Senate be maintained in its current state.
- ii. The committee will begin drafting apportionment legislation no earlier than the start of the fall term and must submit the legislation to the Senate no later than three weeks before the spring general election.
- iii. If the legislation proposed by the committee fails to be adopted by the Senate, the Senate may either recommit the legislation with instructions or may adopt other legislation setting apportionment.
- e. The Judiciary Committee will meet at least once every two school weeks at the time and place determined by the Chair unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chair may call additional meetings at their leisure.
- f. All Committee chairs of the Supreme Court are disqualified from hearing a case more than once as it moves to higher court. No chair shall hear a case twice, to preserve objectivity.
- g. For specific orders and procedures of hearing and appeals refer to procedures of the Supreme Court.

4. Rules and Ethics Committee:

- a. The Rules and Ethics Committee will consist of the following members:
 - i. Three or four Senators named to the committee by the Senate (See §7 of this Rule).
 - ii. The Rule and Ethics Committee shall be a committee within the Supreme Court.
 - iii. The Supreme Court shall appoint two justices as Co-Chairs with approval from the senate.
 - iv. A member of the Student Body that is appointed by the Rules and Ethics Committee Chair as the Rules and Ethics Committee Liaison who serves as the taker of minutes, for the Rules and Ethics Committee, as an ex-officio non-voting, non-speaking member.
- b. Duties:
 - i. The Rules and Ethics Committee will investigate whenever a Senator files a petition with the Supreme Court calling for a Senator's censure or expulsion, whenever ordered by the Senate, or otherwise at the discretion of the committee, the conduct of any Senator (see below).
 - ii. The Rules and Ethics Committee will receive complaints from the student body regarding the compliance of Student Government funded organizations with the Student Body Constitution and Statutes, and Georgia Southwestern State University and Regulations, and shall investigate complaints as deemed necessary by the committee.

- iii. The Rules and Ethics Committee will review all absence excuses and recommend action on these excuses to the Senate.
 - iv. The Rules and Ethics Committee will issue warning letters and letters of resignation by non-attendance to Senators.
 - v. The Rules and Ethics Committee will enforce constituency requirements.
 - vi. The Rules and Ethics Committee or Senate Secretary shall collect all voting records at meetings of the Senate and file them in the Senate office.
 - vii. The chair of the Rules and Ethics Committee Chair will submit an end of session transition report at the end of each spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
- c. The Rules and Ethics Committee will meet at least once every two school weeks at the time and place determined by the Chairs unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chairs may call additional meetings at their leisure.
 - d. No Senator who is currently on probation for not completing constituency requirements may be appointed to the Rules and Ethics Committee. Any Senator on the Rules and Ethics Committee placed on constituency probation will be automatically removed from the committee.
 - e. All Committee chairs of the Supreme Court are disqualified from hearing a case more than once as it moves to higher court. No chair shall hear a case twice, to preserve objectivity.
 - f. For specific orders and procedures of hearings and appeals refer to procedures of the Supreme Court.
 - g. If Plaintiff pleads for an appeal, then the Plaintiff must be referred to the Appeals Committee.

4. Appeals Committee:

- c. The Appeals Committee will consist of the following members:
 - i. Three or four Senators named to the committee by the Senate (See §7 of this Rule).
 - ii. The Appeals Committee shall be a committee within the Supreme Court.
 - iii. The Supreme Court shall appoint two justices as Co-Chairs with approval from the senate.
 - iv. A member of the Student Body that is appointed by the Appeals Committee Chairs as the Appeals Committee Liaison who serves as

the taker of minutes, for the Appeals Committee, as an ex-officio non-voting, non-speaking member.

d. Duties:

- i. The Appeals Committee will investigate whenever a Senator files an appeal with the Supreme Court calling for a rehearing for a particular case.
 - ii. The Appeals Committee will rehear a case on the bases of bias, unjust punishment, improper handling of case and/or new evidence is brought forth.
 - iii. The Appeals Committee shall have the right not to rehear a case.
 - iv. The Appeals Committee will hear appeals from resignations by non-attendance and may expunge absences from a Senator's attendance record.
 - v. The Appeals Committee will issue new censures or expulsion if deemed just.
 - vi. The Appeals Committee shall not interfere or be asked to investigate other cases, besides appeals.
 - vii. The Appeals Committee shall record/or document meetings of the rehearing and file them in the Senate office. These shall be shared with Senate at the meetings.
 - viii. The chair of the Rules and Ethics Committee Chair will submit an end of session transition report at the end of each spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.
- h. The Appeals Committee will meet at least once every two school weeks at the time and place determined by the Chairs unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chairs may call additional meetings at their leisure.
 - i. No Senator who is currently on probation for not completing constituency requirements may be appointed to the Appeals Committee. Any Senator on the Appeals Committee placed on constituency probation will be automatically removed from the committee.
 - j. All Committee chairs of the Supreme Court are disqualified from hearing a case more than once as it moves to higher court. No chair shall hear a case twice, to preserve objectivity.
 - k. For specific orders and procedures of hearings and appeals refer to procedures of the Supreme Court.

5. Parking Ticket Committee:

- e. The Parking Ticket Committee will consist of the following members:
 - i. Three or four Senators named to the committee by the Senate (See §7 of this Rule).
 - ii. The Parking Ticket Committee shall be a committee within the Supreme Court.
 - iii. The Supreme Court shall appoint two justices as Co-Chairs with approval from the senate.
 - iv. A member of the Student Body that is appointed by the Parking Ticket Committee Chair as the Parking Ticket Committee Liaison who serves as the taker of minutes, for the Parking Ticket Committee, as an ex-officio non-voting, non-speaking member.

- f. Duties:
 - i. The Parking Ticket Committee will investigate parking tickets appeals.
 - ii. The Parking Ticket Committee will receive complaints from the student body regarding parking infractions from the Office of Public Safety.
 - iii. The Parking Ticket Committee will review all appeals stated in the online portal.
 - iv. The Rules and Ethics Committee or Senate Secretary shall collect all voting records at meetings of the Senate and file them in the Senate office.
 - v. The chair of the Rules and Ethics Committee Chair will submit an end of session transition report at the end of each spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.

- l. The Parking Ticket Committee will meet at least once every two school weeks at the time and place determined by the Chairs unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chairs may call additional meetings at their leisure.
- m. No Senator who is currently on probation for not completing constituency requirements may be appointed to the Parking Ticket Committee. Any Senator on the Parking Ticket Committee placed on constituency probation will be automatically removed from the committee.
- n. All Committee chairs of the Supreme Court are disqualified from hearing a case more than once as it moves to higher court. No chair shall hear a case twice, to preserve objectivity.

- o. For specific orders and procedures of hearings refer to procedures of the Supreme Court.

6. Information and Communication Committee:

- a. The Information and Communication Committee shall consist of the following members:
 - i. Three or four Senators named to the committee by the Senate (See §7 of this Rule), one of which will be selected as the Committee Chair (See §8 of this Rule).
 - ii. This shall be governed by the Communications Director or Assistant to the President for Communications.
 - iii. A member of the Student Body that is appointed by the Information and Communication Committee Chair as the Information and Communication Committee Liaison, who serves as the taker of minutes, for the Information and Communication Committee, as an ex-officio non-voting, non-speaking member.
- b. Duties:
 - i. The Information and Communication Committee will help organize Senate social events.
 - ii. The Information and Communication Committee will administer orientation sessions for all new Senators, Senators-elect, and Replacement and Agenda Committee nominees to vacant seats (see below).
 - iii. The Information and Communication Committee will organize at least one Senate retreat during the fall, spring, or summer Senate semesters (see below).
 - iv. The Information and Communication Committee shall be responsible for the Senate's public relations.
 - v. The Information and Communication Committee will post information regarding any open Senate seats in a conspicuous place at the Marshal Student Center and Canes Central or any other popular place on campus no later than four days before the Replacement and Agenda Committee conducts interviews for any open seats.
 - vi. The Information and Communication Committee will ensure that information regarding any open Senate seats is posted in a conspicuous place on the official Student Government website no later than four days before the Replacement and Agenda Committee conducts interviews for any open seats.
 - vii. The Information and Communication Committee may, at its discretion, distribute information regarding any open Senate seats to

electronic mailing lists maintained by Student Government Advising and Operations

- viii. These notices must be posted no later than four days before the Replacement and Agenda Committee interviews for any open seats.
- ix. The Information and Communication Committee will, at the request of any committee chair or Senate officer, distribute relevant information to Student Government agencies, cabinets, officers and officials, Student Government-funded organizations, faculty members, or other campus and community officials.
- x. The Information and Communication Committee will be responsible for live streaming all Senate meetings from a set location in the Senate Chamber that allows all speakers to be always visible. The Information and Communication Chair or their designee will be responsible for starting and ending the live stream.
- xi. The Information and Communication Committee Chair will submit an end of session transition report at the end of each spring session to the Senate Secretary that will detail the committee's activities of that session and offer suggestions to future chairs.

c. Orientation Sessions:

- i. The Information and Communication Committee will hold an orientation session prior to any new Senator's second regular meeting of the Senate. These orientations will be mandatory and any Senator failing to attend will be removed from Senate. The Rules and Ethics Committee may excuse this absence in the same manner as any other Senate absence.
 - 1. If a Senator is excused from an orientation session, they will be required to attend a make-up session within a two-week period.
 - 2. Failure to attend a make-up session will result in removal from Senate.
- iii. The orientation session will include, but not be limited to, instruction regarding the Student Body Constitution, the Student Body Statutes, the Senate Rules and Procedures, parliamentary procedure (as it applies to meetings of the Senate), the drafting of Senate legislation, and the requirements of Senators.
- iv. Senators and Senators-elect in attendance will be given directions to find the Student Body Constitution, Student Body Statutes, and the Senate Rules and Procedures, as well as a supplement containing all amendments to these documents made after the date, they were last revised.
- v. The orientation session will include all other activities deemed necessary to prepare new Senators for their positions. These may include mock Senate sessions, clinics for drafting legislation or parliamentary law, and question and answer sessions with existing Senators.

- d. Senate Retreats:
 - i. During the fall or spring semesters, Senate retreats will be held no earlier than the second week of classes and no later than seven days before the first day of final exams.
 - ii. During the summer semester, the Senate retreat will be held no earlier than the second week of the summer semester and no later than seven days before the first day of final exams for the summer semester.
 - iii. Senate retreats should not be held during any university-recognized break or holiday if possible.
 - iv. The retreat will not be held in the Senate Chamber and should be held at a location where no formal Senate business occurs if possible.
 - v. Senators who attend a retreat will receive a one-half absence credit on their attendance record.
- e. The Information and Communication Committee will meet at least once every two school weeks at the time and place determined by the Chair unless there is no business to be heard by the committee. The committee will also meet as otherwise ordered by the Senate by a two-thirds vote. The Chair may call additional meetings at their leisure.

6. Assignment to Standing Committees:

- a. The Replacement and Agenda Committee will announce in their report to the Senate all open standing committee seats.
- b. Members of the Senate seeking a committee seat must submit a request for the seat with the Replacement and Agenda Committee no later than 12:00 PM ET, two days before the meeting at which the interviews will be held.
- c. The Replacement and Agenda Committee, alongside the oversight of the Principal Advisor of Elections and Cabinets, will interview all Senators who have requested open committee seats, and will recommend to the Senate the Senator the committee deems best suited for the seat.
- d. The Senate will hear these recommendations individually, unless otherwise agreed to by a two-thirds vote.
- e. The appointment process for these recommendations will be as follows: three minutes of presentation, three minutes of questions and answers, three rounds of alternating con and pro debate with three minutes per round per side, and two minutes final privilege.
- f. The Senate may, when considering the committee's recommendation, open the floor to nominations with the support of two-fifths of the members present.
 - i. If other nominations are made, elections will be held for the committee seat by rising vote, unless ordered to be by a roll call vote. ii. If a nomination from the floor is made, debate will proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there will still

be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.

- g. If the Senate does not adopt the committee's recommendation, the floor will immediately be opened to nominations, and elections will be held for the committee seat by rising vote, unless ordered to be by a roll call vote.
- h. Senators may serve on no more than two standing committees as a voting member at the same time.
- i. The Senate may remove a member from a standing committee of the Senate in accordance with Rule XIII. Members of the Replacement and Agenda Committee may not be removed in this manner.

7. Chairs of Standing Committees:

- a. The Replacement and Agenda Committee will announce in their report to the Senate all open chair positions of standing committees.
- b. Senators seeking the Chair of a standing committee will submit a request for chair with the Replacement and Agenda Committee no later than 12:00 PM ET, two days before the meeting at which the interviews will be held. If the Senator is not a member of the standing committee they are seeking to chair, they will also be considered for an open committee seat.
- c. The Replacement and Agenda Committee will interview Senators who have requested to be a chair and will recommend to the Senate the Senator the committee deems best qualified to hold the Chair.
- d. The Senate will hear these recommendations individually, unless otherwise agreed to by unanimous consent.
- e. The appointment process for these recommendations will be as follows: three minutes of presentation, three minutes of questions and answers, three rounds of alternating con and pro debate with three minutes per round per side, and two minutes final privilege.
- f. The Senate may, when considering the committee's recommendation, open the floor to nominations of other members of the standing committee in question with the support of two-fifths of the members present.
 - i. If other nominations are made, elections will be held for chair by rising vote, unless ordered to be by a roll call vote.
 - ii. If a nomination from the floor is made, debate will proceed with three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate. If more than one additional floor nomination is made, there will still be three alternating rounds of con/pro for each candidate, each to be one minute in length, followed by one round of two minutes per candidate.
- g. If the Senate does not adopt the committee's recommendation, the floor will immediately be opened to nominations of other members of the standing

committee in question, and elections will be held for chair by rising vote, unless ordered to be by a roll call vote.

- h. The chair of a standing committee is not permitted to be a member of any other standing Senate committee.
- i. The Senate may remove a Senator as chair of a standing committee in accordance with Rule XIII. The Chair of the Replacement and Agenda Committee may not be removed in this manner.
- j. The chair of each committee may rule absences from committee meetings as being either excused or unexcused and file attendance records with the Rules and Ethics Committee (See §9 of this Rule).
- k. Each committee chair may appoint a committee clerk who will be responsible for recording the minutes of the committee, placing the finalized minutes in the respective committee file, and submitting a copy to the Senate Secretary before the following week's Senate meeting.
- l. The chair will appoint a vice-chair, who will carry out the duties of the Chair in their absence.
- m. If the chair and vice-chair are not present at a meeting of a standing committee, the committee will elect a temporary chair from among its membership by a majority of those present and voting.
- n. The Senate President may not act as the chair of any committee of the Senate, except for the Senate Executive Board.
- o. At the first meeting of the new Senate term, after the validation of Senate election results each spring, following the election of the Senate President, the chair of each standing committee must vacate their chair and committee seat.

8. Standing Committee Attendance:

- a. Upon accumulating one unexcused absence from committee meetings in the fall or spring semesters, or one absence in either of the summer terms, the Rules and Ethics Committee will notify a Senator that if another unexcused absence from that committee is added to their attendance record, they will resign from that committee by non-attendance.
- b. Upon accumulating two unexcused absences from committee meetings in the fall or spring semesters, or two unexcused absences in either of the summer terms, a committee member will automatically resign from that committee by non-attendance.
- c. Committee Chairs are responsible for reporting absences as excused or unexcused to the Rules and Ethics Committee.
 - i. For an absence to be excused, committee members must submit their excuse to their committee chair no later than one week following the absence in question. Committee chairs must include these excuses in their attendance report to the Rules and Ethics Committee.
 - ii. Reasons for absences to be excused include, but are not limited to, exams, death in the immediate family, severe illness, or other extenuating circumstances as determined by the committee chair.

- iii. Committee members may appeal against the committee chair's decision regarding absence excuses to the Rules and Ethics Committee.
- d. Members of the Replacement and Agenda Committee cannot resign from the Replacement and Agenda Committee by non-attendance.

RULE XII

VACANCY REPLACEMENT

1. **Standard Vacancies in Senate:**

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

RULE XIII

CENSURE, EXPULSION, AND OFFICER REMOVAL

1. **Censure:**

- a. Any Senator may request the censure of another Senator by filing a petition for censure with the Rules and Ethics Committee.
 - i. Censure will be the official warning of the Senate to refrain from similar actions in the future.
 - ii. Senators may be censured for repeatedly disrupting the business of the Senate, inappropriate actions during the discharge of statutorily mandated duties, or for violations of Student Body Law.
- b. Upon receiving a petition for censure, the Rules and Ethics Committee will investigate the charges as outlined in Rule XII §5(c). The Rules and Ethics Committee may choose to not investigate a petition for censure that is substantially similar to a petition that has already been heard.
- c. If the Rules and Ethics Committee recommends censure to the Senate, the Senator subject to censure will be informed by the Rules and Ethics Committee no later than three (3) days before the meeting of the Senate at which the resolution for censure will be heard.
- d. The Senator subject to censure will have final privilege when a resolution for censure is being debated in the Senate.
- e. A vote of two-thirds of the membership of the Senate is required to censure a Senator.
- f. When the Chair has called a Senator to order and has subsequently named that Senator and asked the Senate what actions should be taken, a Senator may move from the floor to censure that individual. The motion to censure in this case will be heard immediately after being properly moved and seconded.
- g. If a Senator is censured twice within a one-year period, the Rules and Ethics Committee will automatically investigate that Senator and may, at the committee's discretion, submit a resolution calling for that Senator's expulsion to the Senate.

2. **Expulsion from the Senate:**

- a. Any Senator may request the expulsion of another Senator from the Senate by filing a petition calling for expulsion with the Rules and Ethics Committee.
- b. Upon receiving a petition calling for expulsion, the Rules and Ethics Committee will investigate the charges as outlined in Rule XII §5(c). The Rules and Ethics Committee may choose not to investigate a petition calling for expulsion that is substantially similar to a petition that has already been heard. A petition calling for expulsion of another Senator must have at least fifteen (15) signatures of support.

- c. If the Rules and Ethics Committee fails to initiate proceedings within two weeks of the filing date of the petition or does not submit a recommendation to the Senate within four weeks, the full Senate will take up the matter.
- d. If the Rules and Ethics Committee recommends expulsion to the Senate, the Senator subject to expulsion will be informed by the Rules and Ethics Committee no later than three (3) days before the meeting of the Senate at which the resolution for expulsion will be heard.
- e. The Senator subject to expulsion will have final privilege when a resolution calling for expulsion is being debated in the Senate.
- f. A vote of two-thirds of the membership of the Senate is required to expel a Senator.
- g. The expulsion of a Senator becomes effective immediately after the final announcement of the vote.

3. Removal of Officers, Liaisons, and Committee Members:

- a. Senators may request the removal of a Senate Officer, Liaison, Committee Chair, or Committee Member from their respective offices in the same manner as requesting the expulsion of a Senator, namely by filing a report to the Rules and Ethics Committee to remove the Officer or Liaison.
- b. If the Rules and Ethics Committee recommends removal to the Senate, the Officer, Liaison, Committee Chair, or Committee Member subject to removal will be informed by the Rules and Ethics Committee no later than three days before the meeting of the Senate at which the resolution for removal will be heard.
- c. The Officer, Liaison, Committee Chair, or Committee Member subject to removal will have final privilege when the resolution calling for removal is being debated in the Senate.
- d. A vote of two-thirds of the membership of the Senate is required to remove a Senate Officer, Liaison, Committee Chair, or Committee Member.
- e. All requests for removal shall go through due process by the Rules and Ethics committee. Then it shall go before the Senate for confirmation of verdict.
- f. The following Officers and Liaisons may be removed using this procedure:
 - i. Senate President
 - ii. Freshman Representations and Registered Student Organizations
 - iii. Senate Parliamentarian
 - v. All Senate Liaisons
 - vi. All Committee Chairs
 - vii. All Committee Members

RULE XIV LEGISLATION

1. **Submitting New Legislation:**

- a. All bills of law, resolutions, authorizations, and special requests must be submitted to the chair of the committee assigned to hear that type of legislation by a Student Senator. If no committee is assigned to hear or is able to hear a piece of legislation that legislation will be referred to the Replacement and Agenda Committee so that it may be considered for addition to the agenda.
- b. All drafted legislation shall be presented to the Judiciary before it is presented to the Senate.
- c. All bills of law, resolutions, authorizations, and special requests may only be authored and sponsored by the following Student Government Officials:
 - i. Any Member of the Student Senate
 - ii. Any Standing or Ad-Hoc Committee of the Student Senate
 - iii. The President, Vice President, and Treasurer of the Student Body
 - iv. The President-elect, Vice President-elect, and Treasurer-elect of the Student Body
 - v. The Principal Advisor of Elections and Cabinets; any cabinets or election commissions
- d. If a committee creates legislation, that committee may directly submit legislation to the Replacement and Agenda Committee for addition to the agenda or may first refer that legislation to the committee normally tasked with hearing that type of legislation after it has been reviewed by the Judiciary.
- e. Legislation not added to the agenda by the Replacement and Agenda Committee may be added to the agenda from the floor with a majority vote if it has not previously been failed or postponed indefinitely by a committee of the Senate during the same term. Any legislation to be added to the agenda from the floor must be submitted to the Senate Secretary no later than 11:59 PM the day before the Senate meeting at which the legislation may be added to the agenda. Legislation may not be added to the agenda from the floor unless it has already been reviewed by the committee assigned to hear that type of legislation.
- f. Legislation may not be submitted for referral to a committee if it is substantially similar to legislation that has previously been failed or postponed indefinitely by a committee of the Senate or on the floor of the Senate until after the first meeting of the Senate following the validation of Senate election results each spring. Legislation may not be added to the agenda if it is substantially similar to legislation that has previously been failed or postponed indefinitely by a committee of the Senate or on the floor of the Senate until after the first meeting of the Senate following the validation of Senate election results each spring.

- g. Whenever any legislation particularly affecting one or more student organizations is to be heard by the Senate, the president(s) of the affected organization(s) must be notified by the Chair of the committee assigned to hear that legislation (or their designee) no later than three days prior to the first meeting of the Senate at which the legislation is to be heard. This provision does not apply if the affected organization(s) is bringing the legislation before the Senate.
- h. All outstanding legislation at the end of each academic semester and at the Senate meeting when validation of Senate election results occurs each fall and spring will be procedurally withdrawn.

2. Written Amendments to Legislation:

- a. Written amendments to legislation must be submitted to the Senate President and Senate Secretary no later than 11:59 PM ET the day before the meeting of the Senate at which the amendment is to be heard.
- b. Written amendments may be submitted and heard by the Senate to amend any legislation that is being considered in the first reading, or for legislation currently on the table, so long as that legislation is taken up from the table before the amendment is heard.
- c. Written amendments may not be submitted and heard by the Senate to amend any legislation that is being considered in second readings.
- d. All submitted amendments to legislation shall be labelled with the author(s) of said amendment to legislation.

3. Budget Requests:

- a. The Student Senate authorizes the Budget and Appropriations Committee to hear event, travel, and Student Organization Operational Budget requests from registered student organizations. These requests will not require a bill of law to be approved.
- b. The Budget and Appropriations Committee Chairperson will make the Student Senate aware of any approved travel, event, and Student Organization Operational Budget requests in writing within seventy-two (72) hours of final approval.
- c. A Student Senator, with signatures from ten voting members of the Student Senate, reserves the right to file a veto petition for any approved event, travel, or Student Organization Operational Budget, if the Senator believes the request violates a provision of the Codes. The Senator must cite the code being violated in the veto request and must submit the petition to the Senate Secretary no later than seventy-two (72) hours after the Budget and Appropriations Chairperson has made the Student Senate aware of the approved request.

- d. The veto petition will be added to the agenda and be heard under the committee report that approved the request. The veto petition will be debated in accordance with the established procedure for a bill under first readings. The veto petition will require a two-thirds vote of the members of the Student Senate present and voting at a regular meeting to be overturned.

RULE XV

SENATOR INFORMATION AND VOTING RECORDS

1. **Senator Information Forms:**

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

2. **Voting Records:**

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

RULE XVI
SENATE EXECUTIVE BOARD

1. Membership:

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

- i. The Senate President, as Chair
- ii. The Senate Parliamentarian
- iii. The Senate Secretary
- iv. The chairs of all standing committees

2. Purpose and Meetings:

- a. The Senate Executive Board will serve as a forum to allow for communication between the standing committees of the Senate and to aid the members in the completion of their duties.
- b. The Senate Executive Board will meet at the Chair's leisure, or as otherwise ordered by the Senate by a two-thirds vote. They shall also schedule meetings with the Principal Advisor of Elections and Cabinets.

RULE XVII

PRECEDENCE OF DOCUMENTS

(AMENDED: 2019-124, 2020-1064, 2021-1003)

1. Precedence of Documents:

- a. The Student Senate will be governed by, in order of precedence, the Constitution of the Student Body, the Statutes of the Student Body, and these Rules and Procedures of the Student Senate. The guiding, but non-binding, authority shall be first the rulings of the Senate President and then the latest edition of Robert's Rules of Order Newly Revised.
- b. The Senate will abide by all applicable state and federal law.
- c. If there is a question of procedure not discussed in any of these documents, the chair, with consultation of the Senate Parliamentarian, if possible, shall apply principles of justice and general parliamentary law to determine the correct course of action.
 - i. The Senate President may put this question before the Senate.
 - ii. Any decision made by the chair in this manner may be appealed in the same manner as any other decision of the chair.

RULE XVIII

SUSPENSION AND AMENDMENT OF THE RULES

1. Suspension of the Rules:

- a. The provisions within these Rules and Procedures and Robert's Rules of Order Newly Revised as a parliamentary authority may be suspended by a two-thirds vote at any time that no question is pending.
- b. Rules may only be suspended to allow a particular course of action, which must be stated in the motion to suspend the rules.
- c. The provisions within the following Rules may not be suspended by any means:
 - i. Rule I
 - ii. Rule III
 - iii. Rule IX
 - iv. Rule XII
 - v. Rule XIV
 - vi. Rule XV
 - vii. Rule XVII
 - viii. Rule XVIII
 - ix. Rule XIX (this Rule)

2. Amendments to the Rules and Procedures:

- a. Amendments to these Rules and Procedures will be submitted to the Judiciary Committee as a resolution and will require a two-thirds vote in the Senate for adoption and cannot be moved from the floor.
- b. Amendments will not take effect until signed by the Senate President or after ten (10) school days of the presentment.