

RULES OF THE SENATE

PREFACE

It is axiomatic that neglect or departure from the practice and procedure of parliamentary law tends to give the majority inordinate power. It is the belief of the Committee on Rules and Administration that the proposed Standing Rules will operate as a check and control on the actions of the majority, and as a shelter and protection for the minority. It is always within the power of the majority to prevent any improper measure. The minority's only protections are the forms of proceedings contained in these rules. Strict adherence to procedure should not be viewed as obstructionism but as a method to insure the orderly conduct of the Senate's business and a means to insure the rights of both the majority and the minority. Thomas Jefferson indicated the real importance is not what the rules are but that there are specific rules and uniform proceedings not subject to the caprices of the presiding officer or the members themselves. It is essential that order, decency, and regularity be preserved in a dignified public body. By assiduously adhering to these rules, the Senate can safeguard itself against captiousness and such hackneyed appellatives as "circus," no matter how relevant the issue under consideration.

Gary Lambert, Chairman Committee on Rules and Administration - Eighth Session

Amended September 20, 1990

Amended October 4, 1990

Amended February 21, 1991

Amended March 28, 1991

Amended April 4, 1991

Amended September 5, 1991

Amended November 25, 1991

Amended March 26, 1992

Amended February 4, 1993

Amended February 3, 1994

Amended February 27, 1997

Amended October 9, 1997

Amended February 1, 2001

Amended November 6, 2003

Amended February 19, 2004

Amended February 19, 2004

Amended April 6, 2006

Amended October 19, 2006

Amended March 10, 2011

Amended June 1, 2012

Amended April 24th, 2014

Amended May 2017 Amended
May 2018

Amended May 2019

Amended May 2020
Amended May 2025

RULES OF THE SENATE TABLE OF CONTENTS

OFFICERS OF THE SENATE

RULE I	DUTIES AND RIGHTS OF THE PRESIDENT
RULE II	DUTIES AND RIGHTS OF THE PRESIDENT PRO TEMPORE
RULE III	DUTIES OF THE PARLIAMENTARIAN AND SERGEANT-AT-ARMS
RULE IV	DUTIES AND RIGHTS OF THE ADVISORS OF THE FIRST YEAR ENGAGEMENT PROGRAMS
RULE V	DUTIES OF THE JOURNAL CLERK

MEMBERSHIP

RULE VI	MEMBERSHIP
RULE VII	STANDARDS OF CONDUCT
RULE VIII	DECORUM AND DEBATE

COMMITTEES

RULE IX	STANDING COMMITTEES
RULE X	ORGANIZATION, POWERS, AND DUTIES OF COMMITTEES
RULE XI	COMMITTEE OF THE WHOLE SENATE
RULE XII	INTERIM COMMITTEES

ORDER OF BUSINESS

RULE XIII	THE ORDER OF BUSINESS
RULE XIV	CALENDARS AND THE COMMITTEES ON RULES AND ADMINISTRATION

LEGISLATION

RULE XV	RESOLUTIONS
RULE XVI	CONCURRENT RESOLUTIONS
RULE XVII	BILLS
RULE XVIII	APPROPRIATION BILLS AND THE COMMITTEE ON BUDGET AND FINANCE

THE LEGISLATIVE PROCESS

RULE XIX	READINGS
RULE XX	PRIVILEGED MATTERS
RULE XXI	QUESTIONS OF PRIVILEGE

RULE XXII MOTIONS
RULE XXIII AMENDMENTS
RULE XXIV THE PREVIOUS QUESTION
RULE XXV RECONSIDERATION
RULE XXVI PRINTING OF PAPERS

VOTING

RULE XXVII VOTING
RULE XXVIII ROLL CALLS AND CALLS OF
THE SENATE

NOMINATIONS

RULE XXIX NOMINATIONS
RULE XXX EXECUTIVE SESSION

COMMUNICATIONS

RULE XXXI MESSAGES, PETITIONS, AND MEMORIALS

ADMISSION TO THE SENATE

RULE XXXII ADMISSION TO THE SENATE

JOURNAL

RULE XXXIII THE SENATE JOURNAL AND THE LEGISLATIVE RECORD

MEETINGS

RULE XXXIV MEETINGS AND SESSIONS

VETOES

RULE XXXV PRESIDENTIAL VETOES

THE STANDING RULES

RULE XXXVI DELEGATES TO CONFERENCES AND CONVENTIONS
RILE XXXVII SUSPENSION OF THE RULES
RULE XXXVIII AMENDMENTS TO THE RULES
RULE XXXIX WHEN RULES ARE SILENT

RULE I (1)

DUTIES AND RIGHTS OF THE PRESIDENT

Section 1. The Vice President for Internal Affairs of the Student Government Association shall, by virtue of their Office, be President of the Senate but shall be entitled to vote only if the Senate be equally divided.

Section 2. The President of the Senate shall preside over the senate meetings on each day precisely at the hour to which the Senate shall have adjourned or recessed at its lasting sitting and shall immediately call the Senators to order.

Section 3. The President shall preserve order and decorum. In case of disturbance or disorderly conduct in the galleries, they may cause these areas to be cleared on their own order. The President shall see that the members of the Senate conduct themselves in a proper manner in accordance with accepted standards of parliamentary conduct. The President shall determine if any Senator is dressed inappropriately and shall instruct the Sergeant at Arms to remove said senator. The Sergeant-at-Arms shall enforce, apply and interpret these Rules in all deliberations of the Senate.

Section 4. The President shall present before the Senate its business in the order indicated by the Rule XIII. Additionally, the President shall receive propositions made by Senators, and put them to the Senate, and shall enforce the Rules of the Senate and the legislative rules prescribed by the Code of Ethics and Constitution of the Student Government Association.

Section 5. The President shall rise to put a question, and they shall put the question distinctly in this form, to wit: "All those in favor (here state the question or proposition under consideration), say "Aye", and after the affirmative vote is expressed, "All those opposed say "Nay." If the President is in doubt as to the result, or if a division is called for, the Senate shall divide.

Section 6. The President shall decide on all questions of order subject to an appeal to the Senate made by any Senators. Pending an appeal, the President shall call a member to the Chair who shall not have the authority to entertain or decide any other matter or proposition until the appeal has first been determined by the Senate. The question on appeal is, "Shall the Chair be sustained?" No member shall speak more than once on an appeal unless he is given leave by a majority of the Senate. No motion shall be in order, pending an appeal, except a motion to adjourn, a motion to lay on the table, a motion for the previous question, or a motion for a Call of the Senate. Appeals may not be taken from parliamentary inquiries or from decision of recognition made by the President. At no time shall the President entertain or decide on a question involving the constitutionality of a piece of legislation or some action of the Senate

Section 7. The President shall appoint all standing, special, and select committees of the Senate in accordance with Rule X unless otherwise specifically directed by the Senate. The President shall also name the chair and vice chair of each standing committee, in accordance with the provision of Rule X, shall name the chair of each

special and select committee, and may if they so desire, also name the vice chair thereof. When the Senate is not in session, the President shall have the authority to appoint interim committees in such numbers, for such purposes, and with such powers and may be designated in accordance with Rule XII. These committees shall meet as often as necessary to transact effectively the business assigned to them.

Section 8. All bills and resolutions which have passed the Senate shall be attested by the signature of the President of the Senate. In event of their resignation or disability, said bills and resolutions shall be attested by the President Pro Tempore, either under that Office or as President of the Senate, and such substitution shall be noted with the signature.

Section 9. In the President's absence, the President Pro Tempore of the Senate shall call the Senate to order and preside during the President's absence.

Section 10. All officers of the Senate, including the Parliamentarian, Journal Clerk, Sergeant-at-Arms, and the Staff and Faculty Senate Liaisons, shall be selected and appointed by the President of the Senate, subject to specific constitutional and statutory regulations, and the President of the Senate shall have the right to discharge any of them.

RULE II (2)

DUTIES AND RIGHTS OF THE PRESIDENT PRO TEMPORE

Section 1. The Senate shall, at the beginning of each session and at other times as may be necessary, elect one of its Senators who has served at least one (1) term in the senate as President Pro Tempore, who shall perform the duties of the President of the Senate in any case of absence or of disability of that officer and whenever the Office of Vice President for Internal Affairs shall be vacant (Constitution of the Student Government Association, Article II, Section 2, Clause 3).

Section 2. The President Pro Tempore, by virtue of their Office as Senator, may vote on any measure or proposition before the Senate, unless they are presiding as chair.

Section 3. The President Pro Tempore shall have the right to name in open Senate, or if absent, in writing, a Senator to perform the duties of the President of the Senate.

RULE III (3)

DUTIES OF THE PARLIAMENTARIAN, THE SERGEANT- AT-ARMS, HISTORIAN, FACULTY SENATE LIAISONS, AND STAFF SENATE LIAISONS

Section 1. The President of the Senate shall, at the beginning of each session and at other times as may be necessary, appoint a Parliamentarian, a Sergeant- at-Arms, Historian, faculty Senate Liaisons and Staff Senate Liaisons.

Section 2. The Senior Parliamentarian shall advise the Presiding Officer of the Senate on all matters relating to parliamentary law. The appointed Senior Parliamentarian shall have served at least one (1) term in the Senate and must currently hold a senatorial seat.

Section 3. The Junior Parliamentarian shall advise the Presiding Officer of the Senate on all matters relating to parliamentary law alongside the Senior Parliamentarian. The appointed Junior Parliamentarian shall be in their first year of service in the Senate and must currently hold a senatorial seat.

Section 4. The Sergeant-at-Arms shall be a member of the Senate, sit on the Rules and Administration Committee, and shall attend all Senate meetings to maintain order under the direction of the President of the Senate or another presiding officer.

Section 5. The Sergeant-at-Arms shall enforce strictly the Rules of the Senate relating to privilege of the Floor, and shall perform such other duties as directed by the President of the Senate or other presiding officer.

Section 6. Subpoenas issued by committees of the Senate in accordance with these Rules and the legislative rules prescribed by the Code shall be delivered by the Sergeant-at-Arms to the proper officials affected by the subpoena.

Section 7. The Historian shall be charged with reading over old Senate Journals and Legislative Records, when time permits, and aiding the President of the Senate into research of the legislative history of the Senate.

Section 8. Liaisons shall be charged with attending the meetings and reporting the happenings of either the Staff or Faculty Senate to the President of the Senate. The President of the Senate is empowered to appoint as many Liaisons as they deem necessary.

RULE IV (4)

DUTIES OF THE ADVISORS OF THE FIRST YEAR ENGAGEMENT PROGRAMS

Section 1. The President of the Senate at the beginning of each session, and at other times as may be necessary, may appoint an advisor(s) to the First Year Council, and an advisor(s) to the First Year Leadership Association, subject to approval by the Senate. The number of advisors appointed to each program will be based on the need that year.

Section 2. Advisors of first year programs shall be a senator who has previously served on either First Year Council or First Year Leadership Association. It is preferable that this person has previously served as a member to the group they will advise.

Section 3. The advisors will work under the direction of the First Year Engagement Director with supervision from the President of the Senate. It is the responsibility of the

advisors from both of these organizations to keep the First Year Engagement director informed in all affairs of these groups.

Section 4. First Year Council and First Year Leadership Association shall meet regularly and shall work together to advocate for and foster engagement of first year students, and the advisors shall ensure that members of the first-year programs conclude their term with basic knowledge of the Student Government Association.

Section 5. Members of the first year programs shall be required to attend Senate Meetings in order to better understand the procedures of the Student Senate.

Section 6. It will be the responsibility of the advisors of the First Year Engagement Programs to work in conjunction with one another in coordinating an initiative event reaching out to the first year class each year.

Section 7. Each advisor shall give a report on updates and initiatives of first year programs to the senate at every meeting during Standing Committee Reports.

RULE V (5)

DUTIES OF THE JOURNAL CLERK

Section 1. The President of the Senate shall, at the beginning of each session and at other times as may be necessary, hire a Journal Clerk of the Senate who shall be given wages by University Policy. The Journal Clerk must have served at least one (1) term in the Senate or First Year Engagement Program before the appointment and must not hold a senatorial seat during their term as Journal Clerk.

Section 2. The Journal Clerk shall number all bills and resolution in their order of filing with a separate sequence for each.

Section 3. The Journal Clerk shall keep a complete record of introduction and action on all bills and resolutions. This record shall include the number, author, brief description of the subject matter, and committee reference. It shall also show in time sequence the action taken on all bills and resolutions so as to reflect at all times their status in the legislative process.

Section 4. The Journal Clerk shall keep a journal of the proceedings of the Senate, in which all proceedings shall be entered as precisely and accurately as possible, except when the Senate shall be in executive session. There shall be entered in the Journal the number, author and caption of every bill and resolution introduced. Unless otherwise ordered by the Senate, all motions, amendments, questions of order and decisions thereon, messages from the President shall be printed in detail in the Journal. Reports made by standing, special and select committees shall be listed in the Journal. Special messages or letters shall be printed in the Journal on the order of the President of the Senate.

Section 5. Every record vote or roll call of the Senate shall be entered in the Journal with a concise statement of the action and of the result.

Section 6. All names shall be entered in the Journal as a part of a Roll Call vote. Reasons for vote may be filed with the Journal clerk for publication in the Journal. Senators may have their votes recorded in the Journal as "Yea" or "Nay" on non- record votes by filing such information with the Journal Clerk.

Section 7. The Senate Journal for each meeting the Senate is in session shall be printed and copies thereof shall be provided to each member of the Senate by the Journal Clerk within 10 days of the meeting.

Section 8. The Journal Clerk shall be responsible for the typing of all Senate bills and resolutions that have passed third reading, and were amended on second or third reading, and are ready to be signed and presented to the President of the Senate and the President of the Student Government Association.

Section 9. The Journal Clerk shall perform such other clerical work for the Senate as ordered by the President of the Senate.

Section 10. The Journal Clerk is authorized to correct formatting, grammar, and amend the captions of all Senate Bills and Resolution which are passed, to conform to the bodies of such Bill or Resolutions; provided, however the change is approved by the author.

Section 11. For all legislation passed by the Senate, the Journal Clerk shall be responsible for providing the date of final passage, and the vote on final passage, if a record vote was taken to the President of the Student Government Association. In the event that no record vote was taken, such fact shall be noted as "Non-Record Vote" and if the bill was amended, this fact shall also be noted.

Section 12. The Journal Clerk shall call the roll of the Senate in alphabetical order of the names of the Senators when ordered to do so by the Presiding Officer. The Journal Clerk shall prepare official copies of all record votes for the Journal. The Journal Clerk shall not make any additions, subtractions, or other changes in any record vote or direct to do so by the President of the Senate.

Section 13. The Journal Clerk shall send out all legislation approved by the Committee on Rules and Administration by 24-48 hours before any regular or specially called meeting of the Senate.

Section 14. The Journal Clerk shall be required to submit all legislation, the corresponding votes, whether passed or failed, and the Journal to whomever is responsible for updating the Student Government Association website. The Journal Clerk shall ensure that the aforementioned documents be accessible on the Student Government Association website two weeks from the date of the meeting they pertain to. All legislation that is introduced on first reading at Senate meetings should be put online by 5 P.M. the following Tuesday. As the legislation moves to second reading and so on, it should be properly reflected online. The Journal Clerk shall be required to make sure that the duties of updating and mandating the website are executed.

RULE VI (6)

MEMBERSHIP

Section 1. Following the certification of the results of a Student Government Association General Election or Special Election, the Committee on Rules and Administration shall prepare a roll of those Senators and Executive Officers who have been certified as elected to serve in a new session of the Senate.

Section 2. Upon presentation of the roll of Senators certified as elected, which roll shall become the official roll of the Senate, the President of the Senate shall administer the oath of office to the Senators. Such oath of office shall be the same as the prescribed for executive officers (Constitution of the Student Government Association, Article II, Section 9).

Section 3. The first alternate shall be defined as a person who receives the most votes without being elected, and receiving at least two-thirds of the number of votes received by the elected Senator receiving the fewest number of votes in the same ballot position. The alternate must also meet the eligibility requirements as stated in the Student Government Association Constitution for Student Senators. The alternate, having met the above requirements, will be the first choice in the filling of a vacancy in their respective college or At-Large position, with the advice of the Rules and Administration Committee, and the consent of the Senate. In the event the first alternate shall refuse or be unable to fill a Senate vacancy, the next alternate will be selected upon the same basis of the first alternate.

Section 4. Senators selected to the Rules Committee and confirmed by the Senate shall take the same oath of office as prescribed in Section 2 of Rule VI.

Section 5. Vacancies in the Senate, except those provided for in Section 3 and Section 4, shall be filled by action of the Rules and Administration Committee with the advice and consent of the Senate. Such nominations issued by the Rules Committee shall follow the procedure prescribed in Section 4 and Section 8 of Rule XXIX.

Section 6. Senators shall serve from the time of their inauguration until such time as their successors shall have received the oath of office.

Section 7. The Committee on Rules and Administration will conduct interviews between the students tied for the same alternate position in the event of a vacancy to determine the best-qualified candidate.

Section 8. The candidate not chosen to fill the vacancy shall assume the title of alternate of that college, unless the tie is between three or more people, in which case, the procedure should be repeated in the event of another vacancy.

Section 9. Student Senators shall meet all requirements listed in the Article II, Section 3 of the Constitution of the Student Government Association.

Section 10. If any Senator changes colleges/schools during their term of office, thereby changing their constituency, that Senator shall vacate their office immediately. At-Large Senators are not affected by a change in colleges/schools.

Section 11. The Director of Student Government Association shall have the authority to verify the following information for each Senator and will inform status of eligibility to the President of the Senate: (a) semester grade point average for Senate membership requirements; (b) enrollment status in college/school for Senate membership requirements. At the end of the spring and fall semesters, the President of the Senate shall report the name of individual Senators, who do not meet membership requirements, to the Committee on Rules and Administration.

Section 12. When a Senator wishes to resign from the Senate, they must present a letter of resignation, in written or electronic form, to the President of the Senate, stating the reasons for resignation. The resignation may be retracted until the next meeting of the Committee on Rules and Administration is held, at which point the resigning Senator is relieved of all senatorial privileges, including but not limited to speaking and voting at Senate functions.

Section 13. All senators must submit an absentee form on the Monday prior to each Senate meeting for which they will be absent. All absentee forms must be submitted no later than 5:00 p.m. All senators who fail to properly submit an absentee form will claim one (1) unexcused absence.

Section 14. The Rules and Administration Committee, upon review of all absentee forms submitted, has final say in determining whether an absentee is deemed "excusable" or "inexcusable." All senators who fail to properly submit an absentee form or who sustain an "inexcusable" absence will be notified by the Rules and Administration Committee.

Section 15. The President of the Senate shall create a program to educate and instruct all Senators of Parliamentary Procedure.

Section 16. In order to maintain membership in the Student Senate, each Senator will be required to write two action pieces and one congratulatory piece of legislation each semester.

Section 17. Each Student Senator will be required to present one action piece before the Student Senate each semester.

Section 18. Senators shall be required to complete a minimum of three (3) SGA service hours per semester through participation in tabling events or other official Student Government Association-sponsored activities.

Section 19. Each college will be required to meet with their respective dean once a semester and provide proof of your meeting to the President of the Senate. At-Large and University Studies Senators will be required to meet with a director of programs housed within the Provost Office. At-Large and University Studies Senators will coordinate with the President of the Senate for the proper university contact.

Section 20. Each Senator is required to hold one tabling event, that equates to one hour (60 minutes), in their respective colleges or area per semester as a senate committee and provide proof and documentation of your event to the President of the Senate.

Section 21. Each Senator will be allowed two unexcused absences for the entirety of the session. After two unexcused absences, Senators will subsequently be under membership review by the Rules and Administration committee and subject to impeachment. Failure to attend the Senate Retreat shall result in two (2) unexcused Senate absences.

Section 22. Each Senator will be required to attend bi-weekly college and committee meetings. One unexcused committee meeting absence will be equivalent to ½ an unexcused Senate absence.

Section 23. Senators will be required to post available hours, up to two hours biweekly, that they are available to their constituents or be present two hours bi-weekly in the SGA office.

Section 24. Senators who do not meet their requirements each semester will be subsequently be under membership review and subject to impeachment. Requirements will be checked at the end of each semester and will be due prior to the last two Senate meetings of each semester.

RULE VII (7)

STANDARDS OF CONDUCT

Section 1. No Senator shall appoint themselves from the sessions of the Senate without leave and no Senator shall be excused on their own motion. The names of all absentees shall be printed in the Journal.

Section 2. All members shall conduct themselves in a proper manner in accordance with accepted standards of parliamentary conduct. Proper respect shall be shown for the Rules of the Senate and especially those Rules governing decorum and personal conduct.

Section 3. All Senators shall appear at meetings dressed in business professional attire as determined by the President of the Senate.

Section 4. When any Senator shall have consistently and flagrantly violated or abused the Rules of the Senate, the Committee on Rules and Administration or any Senator may demand that the aforementioned committee shall hold hearings to determine whether the actions of said Senator constitute malfeasance, neglect of duty or misconduct.

Section 5. The Rules and Administration Committee shall be required to keep a report of all absences of Senate Meetings and bi-weekly standing and college committees.

This committee shall also be required to issue written subpoenas to individuals with two unexcused absences in order to hold hearings to determine whether an individual's action constitutes neglect of duty or misconduct, after one unexcused absence the committee on Rules and Administration will be required to notify the Senator of the absence, and shall also have the power to recommend a resolution of impeachment for any Senator absent from four meetings and for each successive unexcused absence thereafter, and shall also be required to recommend a resolution of impeachment for any Senator with two unexcused absences and for each successive absence. Should a Senator served with subpoena fail to appear at the time and place designated therein, that Senator shall be credited with an additional unexcused absence.

Meetings shall be defined as; 1) all regular meetings according to Rule XXXIV, Section 1, and 2) the first meeting to which the Senate consents during the first meeting of a session as requires by the Constitution Section 5, subsection 1, and 3) any meeting to which the Senate consents during the first meeting session.

Attendance shall be evaluated through the official roll call in the Senate Journal. Absences shall be considered from one meeting as described here or excessive absence from Standing Committee meetings as decided by the individual committee and passed by a majority of the Committee during the first meeting of each.

The policy passed by each committee and the absences of members of that committee shall be reported to the Chairman of the Rules and Administration by the Secretary of each committee. These reports shall be due before the next meeting of the senate, following the committee meeting. Any senator removed from office as a result of this rule will be replaced by the committee on Rules and Administration as described in Rule VI, Section IV.

When legislation shall be introduced concerning making an event mandatory for each Member, the author of such legislation shall be required to introduce such legislation 30 days prior to the event, the only exception being the first meeting of the fall semester whereas Section 3, Rule XXXIV shall serve.

Section 6. Nothing in this Rule shall be construed as prohibiting any Senator from introducing a resolution of censure or impeachment, if action by the Committee on Rules and Administration shall fail to produce. However, the Presiding Officer shall not be authorized to recognize, nor shall they recognize, any Senator to introduce such a resolution until the Committee on Rules and Administration shall have had opportunity to exercise its judgment and initiative.

Section 7. Roll Call votes during impeachment and censure proceedings are expressly prohibited.

Section 8. Senators may be impeached by a 2/3 vote of the Senate. Malfeasance, neglect of duty, or improper conduct shall constitute reason for impeachment. Persons whose impeachment is being considered shall be entitled to an open hearing before the Senate (Student Government Association Constitution Article II, & Section 8, Subsection 1).

Section 9. Senators may be removed by a 2/3 vote of the Senate following the impeachment. Person whose removal is being considered shall be entitled to an open hearing before the Senate.

Section 10. Any committee member may be removed by a 2/3 vote of the Senate. Reasons for dismissal include malfeasance, neglect of duty, or improper

conduct. (Student Government Association Constitution Article II, & Section 8, Subsection 2)

Section 11. All Senators shall be automatically impeached after four unexcused absences be they consecutive or not.

RULE VIII (8)

DECORUM AND DEBATE

Section 1. When a Senator desires to speak or deliver any matter to the Senate, they shall rise and respectfully address their to "Mr. President or Madam President" and, on being recognized, may address the Senate, and shall confine themselves to the question under debate, avoiding personalities.

Section 2. When two or more Senators happen to rise at once, the Presiding Officer shall name the one who is first to speak and their decision shall be final and not open to debate or appeal.

Section 3. There shall be no appeal from the Presiding Officer's recognition but shall be governed by rules and usage in priority of entertaining motions from the Floor. When a Senator seeks recognition, the Presiding Officer may ask, for their information, "For what purpose does the Senator rise?" or "For what purpose does the Senator seek recognition?" and the Presiding Officer may then decide if recognition is to be granted.

Section 4. When a Senator has the Floor, another Senator shall not interrupt them for any purpose, unless they consent to yield to such other Senator. A Senator desiring to interrupt another should first address the Presiding Officer for permission of the Member speaking. The Senator who has the Floor may exercise their own discretion as to whether or not they will yield, and it is entirely within their discretion to determine when and by whom they shall be interrupted.

Section 5. When a Senator obtains the Floor on recognition of the Presiding Officer, the Senator may not be taken off the Floor by a motion, even the highly privileged motion to adjourn, but if the Senator yields to another to make a motion or to offer an Amendment, the Senator thereby loses the Floor.

Section 6. The mover of any proposition, or the Senator reporting any measure from a committee, as the case may be, or, in the absence of either of them, then any other member designated by such absentee, shall have the right of opening and closing the debate thereon.

Section 7. When the reading of a paper is called for, and objection is made, the matter shall be determined by a majority vote of the Senate, without debate.

Section 8. If any Senator, in speaking or otherwise, transgresses the Rules of the Senate, the Presiding Officer or Sergeant-at-Arms shall call the Senator to order, in which case the member so called to order shall immediately take their seat; provided,

however, such Senator may move for an appeal to the Senate, and if such appeal is duly seconded, the matter shall be submitted to the Senate for decision by majority vote. In such cases, the Presiding Officer shall not be required to relinquish the Chair, as they are required to do in cases of appeals from their decisions. The Senate shall, if appealed to, decide the matter without debate. If the decision be in favor of the member called to order, they shall be at liberty to proceed; but if the decision be against the member, the member shall not be allowed to proceed, and if the case requires it, the member shall be liable to the censure of the Senate, or for such other punishment as the Senate may deem proper.

Section 9. When a lead author on a piece of proposed legislation presents the bill, resolution, or concurrent resolution for third and final reading, that Senator must present said legislation from the front of the Senate Room floor in order to address the entire Senate congregation at once.

Section 10. Unless otherwise extended or restricted by the body, each senator may speak in general debate no more than twice, with each speech limited to a maximum of three minutes. A senator may yield time to another, or limit their own remarks, provided that the total time allotted to their side is not exceeded.

RULE IX (9)

STANDING COMMITTEES

Section 1. The distribution of seats in committees shall be at the discretion of the President of the Student Senate.

Section 2. ACADEMICS. To this committee shall be referred all proposed legislation, nominations, messages, petitions, memorials, and other matters relating to the broad area of academics at Texas Tech University.

Section 3. BUDGETING AND FINANCE. To this committee shall be referred all proposed legislation, nominations, messages, petitions, memorials, and other matters relating to the disbursement of funds and the financial welfare of students in general. The chair of this committee shall be required to create a Subcommittee for Graduate Student Organization Funding at the beginning of each legislative session whose purpose shall be to disperse monies to graduate student organizations with the approval of the standing committee for the funding bill. Graduate senators shall make up the majority of the subcommittee. This committee is also responsible for working with the Student Services Committee to allocate money from the Student Government Association Special Events Account.

Section 4. INTERGOVERNMENTAL RELATIONS. To this committee shall be referred all proposed legislation, nominations, messages, petitions, memorials and other matters relating to general areas of student rights as affected by local, state, and national activities. The Committee on Intergovernmental Relations is recommended to attend city council meetings at least once (1) per semester.

Section 5. RULES AND ADMINISTRATION. To this committee shall be referred all proposed legislation, nominations, messages, petitions, memorials and other matters relating to internal operations.

Section 6. PUBLIC RELATIONS. To this committee shall be referred all proposed legislation, nominations, messages, petitions, memorials, and other matters relating to pre-collegiate and/or post-collegiate activities. The committee shall also be responsible for advertising each meeting of the Student Senate to the student body, and have access to the necessary channels for that.

Section 7. STUDENT LIFE. To this committee shall be referred all proposed legislation, nominations, messages, petitions, memorials, and other matters relating to activities and services offered to students both on-campus and off of a non-academic nature.

Section 8. CAMPUS INFRASTRUCTURE COMMITTEE. This committee shall be responsible for all legislation regarding improvements, or changes to the campus of Texas Tech University. This includes parking, grounds maintenance, facility improvements and construction, bike lanes, and road construction. At least one Senator enrolled in the College of Architecture, and one Senator enrolled in the College of Engineering shall serve on this committee.

Section 9. FIRST YEAR INVOLVEMENT. This committee shall be responsible for overseeing the First Year Council and First Year Leadership Association.

Section 10. COLLEGE COMMITTEES. Each senator shall be a member of a college committee based on the college from which they were elected. All Senators holding a bachelor's degree and who are currently enrolled in a post- baccalaureate degree program shall be considered a part of the Graduate Affairs Committee. At-Large Senators shall not be part of a college committee but shall still be considered a committee and shall work together to represent the needs of the university at large and be listed on Senate agendas under College Reports. A coordinator shall be created for the committee of Senators-At-Large. Because At-Large Senators represent the entire student body, the committee of these Senators shall meet with an available administrator as a group at least once a month in order to discuss matters that affect the university's students. College chairs shall attempt to set up a meeting with the Dean's of their respected colleges twice a year, and shall be responsible for planning a monthly outreach event within their respective college.

Section 11. INCLUSION COMMITTEE. To this committee shall be referred all proposed legislation regarding diversity and multiculturalism on Texas Tech University's campus. This committee shall also be responsible for celebrating, embracing, bringing awareness to and working towards an inclusive environment for the diverse sections of the student body, including but not limited to the four undergraduate classifications, international, transfer, and graduate students.

RULE X (10)

ORGANIZATION, POWERS AND DUTIES OF COMMITTEES

Section 1. Standing committees of the Senate, and the number of members and general jurisdiction of each, shall be as enumerated in Rule X. All proposed legislation shall be referred by the Presiding Officer to an appropriate standing committee, subject to correction by a majority vote of the Senate.

Section 2. At the beginning of each session, the President of the Senate shall appoint the full membership of the committees enumerated in Rule X including the chair and vice chair thereof, subject to the two-thirds advice and consent of the Senate. The membership of the College Committees is specified in Rule X, Sec. 11, and shall not be determined by the President of the Senate, however the President of the Senate shall have the authority to name their chair and vice chair as with other committees. Membership on these committees shall not bar a Senator from being appointed by the President of the Senate to serve on another non-college orientated standing committee.

Section 3. The chair for all committees must have served at least one full term on the committee for which they are being considered for as chair. Exemptions to this rules must be approved by The Rules and Administration Committee.

Section 4. The outgoing committee chair shall meet with the incoming committee chair and present a report containing a record of the outgoing committee's work in order to help establish continuity in the work of the committees.

Section 5. Should a vacancy occur on a standing committee subsequent to its organization, the President of the Senate shall appoint a Member to fill such vacancy subject to the two-thirds advice and consent of the Senate.

Section 6. The Rules of Procedure of the Senate shall govern the hearings and operations of each standing committee. Subject to the foregoing, and to the extent necessary for orderly transaction of business, each standing committee may promulgate and adopt additional rules and procedures by which it will function.

Section 7. The chair of each standing committee shall be with the responsibility for the effective conduct of the business of such committee. The chair shall appoint all subcommittees and determine the number of members to serve on each subcommittee, including the chair and vice chair of the subcommittee, subject to the two-thirds advice and consent of the standing committee. The chair shall appoint a member of the committee to serve as committee secretary whom will keep records and minutes of committee meetings. They shall schedule the work of the committee and determine the order in which the committee shall consider and act upon various bills, resolutions and other matters referred to the committee. All committee reports shall be prepared under the chair's direction and no committee report shall be official until signed by the chair of the committee, or by the person acting as chair. They shall determine the necessity for public hearings, schedule same at their discretion, and post or cause to be posted the notice thereof required by these Rules. The chair shall preside at all meetings of the committee and shall control its deliberations and activities in accordance with acceptable parliamentary procedure.

Section 8. No standing committee, or subcommittee, shall meet during the time the Senate is in order without permission being given by a majority vote of the Senate, except that the Committee on Rules and Administration shall be authorized to meet at any time.

Section 9. No committee action shall be valid unless quorum is met. A majority of a committee shall constitute a quorum.

Section 10. The chair, or the member acting as the chair, shall keep, or cause to be kept, a complete record of the proceedings in committee. This record shall show the time and place of each meeting of the committee, the attendance of committee members and an accurate record of all votes taken. This record shall also include such other information as the chair shall determine. Committee minutes shall be subject to correction only by direction of the chair and as authorized by a majority vote of the committee.

Section 11. No motion is in order in a committee considering a bill, resolution or other matter that would prevent the committee from reporting the same back to the Senate in accordance with the Rules of the Senate.

Section 12. No action by a committee on bills or resolutions referred to it shall be considered as final unless the same is in the form of a favorable report, an unfavorable report, or a report of inability to rescind a course of action.

Section 13. If majority of a committee abstains from voting there will be no report. If the committee votes as a tie it will be reported as neutral.

Section 14. Reports of standing committees shall be submitted by 5 PM the Monday prior to a senate meeting for distribution to the Senate. All committee reports must be in writing. Each report must be signed by the chair, or the member acting as chair, and shall contain a statement of the recommendations of the committee with reference to the matter which is the subject of the report. Each report shall contain the vote of each member who shall have cast their vote thereon.

Section 15. Minority reports may be recognized by the Senate if signed by two or more members of a committee who were present when the vote was taken on the legislation or other matter being reported who voted on the losing side. Minority Reports shall be submitted by 5PM the Monday prior to a Senate meeting for distribution to the Senate.

Section 16. No adverse report shall be made on any bill or resolution by any committee without first the author or sponsor having had an opportunity to be heard. If it becomes evident to the Senate that a bill or resolution has been reported adversely without the author or sponsor having had an opportunity to be heard as provided in this Rule, the Senate may, by a majority vote, order the bill or resolution recommitted even though no minority report was filed in the manner prescribed by these Rules.

Section 17. Recommendation by committees are not binding to the Senate.

Section 18. No committee shall have the power to amend, delete, or change in any way the nature, purpose or content of any bill or resolution referred to it, but may draft and recommend amendments thereto, said amendments becoming effective only if adopted by a majority vote of the Senate. The committee may adopt and report a complete committee substitute in lieu of an original bill, in which event the committee substitute

shall be the matter then before the Senate for its consideration, after proper action by the committee on Rules and Administration. Should the author or sponsor of the bill, resolution, or other proposal, not be satisfied with the final recommendation or form of the committee report, they shall have the privilege of offering on the Floor of the Senate such amendments or changes there to as they deem desirable, and their amendments or changes shall be given priority during the periods of time when original amendments are in order under the provision of Section 4 of Rule XXIV.

Section 19. Standing committees shall meet at such time as may be determined by the committee, or as may be called by the chair thereof. Subcommittees of standing committees shall likewise meet at such times as may be determined by the committee, or as may be called by the chair thereof.

Section 20. Standing committees may request for assistance from the first year engagement programs. All requests shall be directed to the President of the Senate.

Section 21. Special and select committees of the Senate shall be created through adoption by the Senate of a resolution; provided, however, the life of such committees shall not be for more than one session unless same shall have been authorized under the Permanent Rules of the Senate.

Section 22. Those Rules which govern the procedure for standing committees shall govern the procedure for special and select committees insofar as applicable.

Section 23. All meetings of standing, special, and select committees, and all extensions thereof, shall be open to the public moved to an executive session by a 2/3 of committee members present. A vote taken on any matter discussed under executive session shall be taken out of executive session. This Rule shall not be evaded under the guise of semantic variances to the term "meetings", to wit: "hearing or interviews".

Section 24. All committees shall possess the power of subpoena. Said subpoena power shall be used to compel the attendance of members of the Executive Departments and such papers as shall be deemed necessary for the orderly functioning of the committee. Said subpoenas shall be issued over the signature of the chair of the committee when authorized by majority vote of such committee. Subpoenas shall be delivered by the Sergeant-At-Arms of the Senate.

Section 25. Each committee, standing and college, shall yield a minimum of one legislative piece per semester. This piece shall include all committee members as primary authors. However, legislation produced by committees shall not count towards senator's point requirements unless explicitly approved by the committee on Rules and Administration.

RULE XI (11)

COMMITTEE OF THE WHOLE

Section 1. The Senate may resolve itself into a Committee of the Whole Senate, with 40% of the Senators in attendance at a regularly scheduled meeting, to consider any

matter referred to it by the Senate. In forming a Committee of the Whole Senate, the Presiding Officer shall vacate the Chair, and shall appoint a chair to preside in the committee.

Section 2. A bill or resolution committed to a Committee of the whole Senate shall be handled in the same manner as would be the case in any other committee; provided, however, amendments to such bill or resolution, adopted by the Committee, shall be considered a legal and binding part of same when reported from the Committee. When a bill or resolution is reported by the Committee of the Whole Senate, it shall be referred immediately to the Committee on Rules and Administration for assignment to the appropriate calendar, and shall follow the same procedure as any other bill on committee report.

Section 3. The Rules of Procedure of the Senate, and for committees, shall be observed in the Committee of the Whole Senate, to the extent that they are applicable.

Section 4. It shall be in order to move Call of the Committee of the Whole Senate at any time to secure and maintain a quorum, with 40% of the Senators in attendance at a regularly scheduled meeting. Proceedings under a Call of the Committee shall be the same as under a Call of the Senate.

Section 5. The Journal Clerk shall note in the Journal that the Senate sat as a Committee of the Whole Senate, but shall record only those motions offered by the members and votes thereon.

RULE XII (12)

INTERIM COMMITTEES

Section 1. The Senate may, from time to time as deemed necessary, create interim committees which shall function during the summer months.

Section 2. Interim committees shall be created through adoption by the Senate of a resolution which 1.) defines and limits the scope and operation of the committee, 2.) provide for some method of review of the activities of the committee by the full Senate, 3.) establishes a date certain for report by the committee, and 4.) specifically grants or refuses to grant spending power to the committee.

Section 3. Resolutions proposing the creation of interim committees shall be referred to the Committee on Rules and Administration for consideration. The Committee on Rules and Administration shall hold all such favorable reports until the last regular Senate meeting before issuing same, which reports shall be assigned to the Student Government Association Calendar and shall be privileged above all other matters except the General Appropriation Bill.

Section 4. The Presiding Officer shall not entertain any motion to suspend the method of consideration by the Senate of interim committees as prescribed in Section 3 of this Rule.

Section 5. The total membership of interim committees, the chair and vice chair thereof, shall be appointed by the President of the Senate subject to the two-thirds advice and consent of the Senate.

RULE XIII (13)

THE ORDER OF BUSINESS

The order of business for any meeting held under these Rules shall be as follows:

- 1.) Call to Order
- 2.) Roll Call
- 3.) Reading of the Senate Journal
- 4.) Remarks by Special Guests
- 5.) Open Forum
- 6.) Report of those members of the Executive Branch or the Judicial Branch
- 7.) Report of the Student Senate President
- 8.) Routine Motions and Other Business
- 9.) First Reading
- 10.) Student Government Association Calendar
 - Second Reading
 - Third Reading and Final Passage
 - Senate Calendar
 - Third Reading and Final Passage Consent Calendar
- 11.) Announcements
- 12.) Adjournment

RULE XIV (14)

CALENDARS AND THE COMMITTEE ON RULES AND ADMINISTRATION

Section 1. Legislative business of the Senate shall be controlled by a system of calendars, to consist of the following:

- a) STUDENT GOVERNMENT ASSOCIATION CALENDAR, to which shall be assigned all bills and resolutions to raise revenue or change student fees, all concurrent resolutions proposing amendments to the Student Government Association Constitution, all bills which appropriate money, all bills proposing amendments to the Election Code, all bills proposing amendments to the Rules of the Senate or proposing the creation of interim committees, and all other bills and resolutions deemed to be of such pressing and imperative nature as to demand immediate action.
- b) SENATE CALENDAR, to which shall be assigned all bills and resolutions, general and not emergency in nature, on which there is not general agreement and where opposition is probable.

c) CONSENT CALENDAR, to which shall be assigned all bills and resolutions, not emergency in nature, regardless of extent and scope, on which there is such general agreement as to render improbable any opposition to the consideration and passage thereof.

Section 2. No bill or resolution shall be considered by the Senate unless it shall have been placed on its appropriate calendar by the Committee on Rules and Administration; provided, however, that bills and resolutions of an emergency nature may be considered by the Senate under the provisions of Rule XXXIV.

Section 3. No bill or resolution shall be assigned to a calendar until it has been referred to and reported from its appropriate standing committee, either by favorable committee action, or by vote of the Senate to print such bill or resolution on minority report.

Section 4. All bills and resolutions on committee report shall be referred immediately to the Committee on Rules and Administration for assignment to the appropriate calendar.

Section 5. The Committee on Rules and Administration shall act promptly in assigning each bill and resolution to its appropriate calendar.

Section 6. When any bill or resolution shall have been in the Committee on Rules and Administration for two regularly scheduled meetings of a session, it shall be in order for a member to move that the bill or resolution be assigned to a specific calendar, without action by the Committee on Rules and Administration, which motion shall require a two thirds vote for adoption. During the last five regularly scheduled meetings of a session when any bill or resolution shall have been in the Committee on Rules and Administration for two regularly scheduled meetings of a session, it shall be in order for a member to move that the bill or resolution be assigned to a specific calendar, without action by the Committee on Rules and Administration, which motion shall require a majority vote for its adoption. A motion to assign a bill or resolution to a specific calendar is not a privileged motion and must be made during the routine motion period unless made under a suspension of the Rules.

Section 7. During the consideration of a consent calendar, the Presiding Officer shall allow the sponsor of each bill or resolution three minutes to explain the measure, and his time shall not be extended except by unanimous consent of the Senate. If it develops that any bill or resolution is to be contested on the floor of the Senate, the Presiding Officer shall withdraw the bill or resolution from further consideration and remove it from the calendar. Any bill or resolution on a consent calendar shall be considered contested if notice is given by five or more members that they intend to oppose such bill or resolution by the delivery of written notice to the Chair. A bill or resolution once removed from the consent calendar shall be returned to the Committee on Rules and Administration for further assignment to its appropriate calendar. The Committee on Rules and Administration, if it feels such action is warranted, may again assign such bill or resolution to the consent calendar. If such bill or resolution is the removed from such calendar a second time by objections from the Floor of the Senate, such bill or resolution shall not again be assigned to the consent calendar during that session of the Senate.

Section 8. It shall always be in order for the Committee on Rules and Administration to submit special orders, in the form of a simple resolution, to the Senate which attempts to regulate or fix the order of business or the manner of considering a measure.

Section 9. The Committee on Rules and Administration shall meet to establish the Order of Business for any regular or specially called meeting of the Senate held under these rules. The Committee on Rules and Administration shall:

- a) meet to establish the Order of Business at least forty-eight hours before a regular or specially called meeting of the Senate
- b) establish the Order of Business during a Senate meeting, the Presiding Officer shall not be authorized to, nor shall he recognize, any member to delete or take off any item or matter on the Order of Business which has been approved by the Committee on Rules and Administration for the regular or specially called meeting of the Senate.

Section 10. The Committee on Rules and Administration shall annually apportion the Senate according to Senate Reapportionment Act of 2012 (Senate Bill 47.25).

RULE XV (15)

RESOLUTIONS

Section 1. Proposed statement of fundamental and continuing policy or theory of the Student Government Association, proposed expression of the feeling of the Senate toward an issue, or proposed rules or changes in rules affecting only the Senate must be incorporated in resolutions, which shall consist of 1.) a title or caption, 2.) a statement of the object of the proposed measure if desired, 3.) a resolved clause, "Resolved, by the Student Senate of Texas Tech University", 4.) line numbers along the left margin and 5.) the resolution, proper.

Section 2. Resolutions shall be introduced by the filing of a copy thereof with the Journal Clerk, who shall number and record same. After numbering and recording, the Journal Clerk shall cause sufficient numbers of the resolution to be printed for distribution by the Journal Clerk to the members of the Senate.

Resolutions may be offered by one or more members, but may not be authorized by a committee as such except as authorized in Rule XI.

Section 3. All resolutions shall be referred to the appropriate committees decided on by the Presiding Officer.

Section 4. Unless privileged, resolutions shall be considered only at the time assigned for their consideration by the Rules of the Senate.

RULE XVI (16)

CONCURRENT RESOLUTIONS

Section 1. A proposed amendment to the Constitution of the Student Government Association or a proposed amendment to the Code of Student Affairs shall take the form of a concurrent resolution, which shall consist of 1.) a title or caption, 2.) a statement of the object of the proposed measure, if desired, 3.) a resolved clause, "Resolved, by the Student Senate of Texas Tech University" (the members of the Student Government Association concurring), and 4.) the resolution proper.

Section 2. A concurrent resolution shall be subject to the Rules which govern the proceedings on bills except, if on Third Reading and Final Passage, a concurrent resolution does not receive a two-thirds vote of the members present and voting, it shall fail of adoption.

Section 3. A concurrent resolution on committee report which fails to receive the necessary two-thirds majority required for adoption shall be held over to the next Senate meeting and then placed on its formal Third Reading and Final Passage. If the resolution shall fail to receive the necessary vote at that time, it shall fail of adoption.

Section 4. Concurrent Resolutions on committee report shall be referred to the committee on Rules and Administration in the same manner as bills for assignment to the appropriate calendar for Floor consideration.

Section 5. A concurrent resolution may be amended on Third Reading and Final Passage but such amendment shall not take effect unless adopted by two-thirds of the members present and voting.

Section 6. Following adoption of a concurrent resolution by the Senate, the Journal Clerk shall forward a copy of same to the Election Commission for placement before the Student Government Association in the required referendum.

RULE XVII (17)

BILLS

Section 1. Proposed laws or changes in laws of the Student Government Association must be incorporated in bills, which shall consist of 1.) a title or caption, beginning with the words, "A Bill to be Entitled An Act", 2.) a brief statement of the object of the proposed measure, if desired, 3.) an enacting clause, "Be It Hereby Enacted by the Student Senate of Texas Tech University the Following", 4.) line numbers along the left margin, and 5.) the bill proper.

Section 2. No bill (except general appropriation bills, which may embrace the various subjects and accounts for and on account of which moneys are appropriated) shall contain more than one subject, which shall be expressed in its title.

Section 3. Any member may become the sponsor of a bill or resolution by securing permission from the author. Any member may be added as a co- sponsor on the bill of the floor of the Senate with permission of the author. If a sponsor of a bill or resolution desires to withdraw from such status, he shall notify the Journal Clerk. Such action shall be reordered by the Journal Clerk in the appendix to the Journal.

Section 4. Bills shall be introduced by the filing of a copy thereof with the Journal Clerk, and shall number and record same. After numbering and recording, the Journal Clerk shall cause sufficient numbers of the bill to be printed for distribution by the Journal Clerk to the members of the Senate.

Section 5. Each bill shall be read the first time by caption and referred by the Presiding Officer to the proper committee. No bill shall be considered unless it has been first referred to a committee and reported therefrom.

Section 6. No bill shall be considered by the Senate that is introduced at the last two Senate meetings except emergency appropriations and emergency matters that are approved by the President of the Senate.

Section 7. All bills before the Senate shall be taken up and acted upon in the order in which they appear on their respective calendars, and each calendar shall have the priority accorded to it by the provisions of Rule XIV.

Section 8. All bills before the Senate shall be printed and copies made available to each Member before any action may be taken on such bills. A four-fifths vote of the Senate is necessary to order bills not printed.

Section 9. Each committee report with recommendations that a bill do pass with committee substitute shall not be considered by the Senate until such time as sufficient copies of the committee substitute have been printed and made available to each member of the Senate. Amendments by a committee which strike out all below the enacting clause shall be regarded as committee substitutes.

Section 10. After legislation has been considered and defeated by the Senate, no legislation containing the same substance shall be proposed into law during the same session.

Section 11. No bill shall be amended in its passage through the Senate so as to change its original purpose.

Section 12. When a bill is before the Senate on its second reading, any member may call for a full reading thereof, but such reading may be dispensed with by a majority vote of the Senate.

Section 13. Emergency measures submitted by the President of the Student Government Association, and emergency appropriation bills, shall have precedence on their appropriate calendar over all other bills.

Section 14. During the consideration of any bill or resolution, the Senate may, by a majority vote, order the bill or resolution to be considered section by section, or department by department, until each such or department shall have been given separate consideration. If such procedure is ordered, only amendments to the section or department under consideration at any given time shall be in order; provided however, that after each such section or department shall have been considered separately, the entire bill or resolution shall be open for amendment, subject to the provisions of Section 6 of Rule XXIII. Once the consideration of a bill section by section or department by

department shall have been ordered, it shall not be in order to move the previous question on the entire bill, to recommit it, to lay it on the table, or to postpone it, until each section or department shall have been given separate consideration or the vote by which section by section consideration was ordered is reconsidered.

Section 15. A motion to consider a bill section by section is debatable within narrow limits, that is, the pros and cons of such proposed consideration can be debated but not the merits of the bill.

RULE XVIII (18)

APPROPRIATION BILLS AND THE COMMITTEE ON BUDGET AND FINANCE

Section 1. No bill carrying appropriations shall be reported by any committee not having jurisdiction to report appropriations, nor shall an amendment proposing an appropriation be in order during the consideration of a bill reported by a committee not having that jurisdiction.

Section 2. A general law shall not be changed by the provisions in an appropriation bill; nor shall such an amendment thereto be in order, except such as being germane to the subject matter of the bill which shall promulgate restrictions or guidelines thereon or which shall promulgate audit procedures thereon.

Section 3. When a point of order is made against any provision of an appropriation bill or against an amendment thereto on the ground that such provision or amendment violates Section 2 of this Rule, the Rule shall be construed strictly and, in case of doubt, in favor of the point of order.

Section 4. When any provision of an appropriation bill shall have been challenged and such challenge sustained by the Presiding Officer, and the ruling of the Presiding Officer endorsed by the Senate if appealed, the Presiding Officer shall order the provision stricken from the bill. Such action shall not prejudice the bill or that section or department to which the stricken provision was attached.

Section 5. No appropriation bill shall be considered in the Senate until a printed committee report thereon shall have been available for the members for at least three calendar days, not including & Saturday and Sunday.

Section 6. Amendments to the Organizations Appropriation Bill offered from the Floor shall be in order and shall be considered adopted if approved by two-thirds of the members present. A motion to recommit shall be in order at any time until the previous question shall have been ordered. If the Organizations Appropriation Bill shall be recommitted, it shall do so without prejudice and shall be received by the committee as a new bill.

Section 7. No appropriation bill shall have the force of law until it has been read on three separate days, and free discussion allowed thereon; but in the case of imperative necessity, that portion of this Rule which requires that the Second Reading and the Third Reading and Final Passage be on two separate days may be suspended by three-

fourths of the members of the Senate, the Yeas and Nays being taken on the question of suspension and entered in the Journal.

Section 8. In the case of imperative necessity and an emergency situation (which , necessity and emergency shall be stated in the title or caption and in the body of the bill), the entire Rule requiring that an appropriation bill must be read on three separate days may be suspended by four-fifths of the members of the Senate, the Yeas and Nays being taken on the question of suspension and entered upon the Journal; provided, however, that copies of such bill must have been printed and available to the members for at least three calendar days, not including Saturday and Sunday, before the Presiding Officer shall be authorized to recognize a member under this Rule.

Section 9. An appropriation bill may be amended on Third Reading and Final Passage but such amendment shall not take effect unless adopted by two-thirds of the members.

Section 10. The Committee on Budget and Finance shall: 1.) Develop and publish each session a Funding Regulations Handbook; the aforementioned handbook shall be printed and made available, by September 1 of each fiscal year, 2.) Develop and publish each session a Funding Request Packet; the aforementioned packet shall be printed and made available, by the second week of the spring semester.

RULE XIX (19)

READINGS

Section 1. Except as otherwise provided by these Rules, every bill and resolution shall receive three readings previous to its passage, which readings shall be on two separate days, as follows:

- a) At the time of the introduction of a bill or resolution, which shall be known as First Reading
- b) At the time a committee report on a bill or resolution shall be taken up for consideration by the Senate, which shall be known as Second Reading
- c) At the time of final passage of a bill or resolution, which shall be known as Third Reading and Final Passage

Section 2. Any member may introduce legislation on first reading which the Presiding Officer shall read, or cause to be read, by title or caption and shall refer without debate to committee.

Section 3. A motion to suspend the Rules to introduce a bill or resolution and place it on Third Reading and Final Passage shall require two-thirds of those present and voting to approve the motion.

Section 4. When legislation has not been submitted by the deadline, the author may suspend the rules and introduce it to Senate by ordering the piece of legislation to not be printed. The legislation must be read in full and approved by four-fifths of those present to become property of the Senate, and the Presiding Officer will assign it a

number and refer it to the appropriate committee. If the author wishes the senate to consider the matter during the meeting in which it was introduced, and ordered not printed, he will move to suspend the rules for this purpose before the Presiding Officer refers the matter to the committee.

Section 5. At the proper time as designated by the tenth item of Rule XIII, the Presiding Officer shall call up committee reports on bills and resolutions as they shall appear on the calendars in accordance with the priority assigned them under Rule XIV. At each such report, the Presiding Officer shall read, or cause to be read, the title or caption of same. Any member may call for a full reading of the bill or resolution; but such reading may be dispensed with by a majority vote of the Senate.

Section 6. Any amendments offered by the committee or a member on a bill or resolution reported from a committee shall be in order only on Second Reading.

Section 7. Any bill or resolution which shall have been introduced and placed on Third Reading and Final Passage without benefit of a committee report shall be open to amendment on Third Reading and Final Passage.

Section 8. Legislation shall have been placed on Third Reading and Final Passage, the Presiding Officer shall read, or cause to be read, the title or caption of same.

RULE XX (20)

PRIVILEGED MATTERS

Section 1. Committees with jurisdiction over certain matters shall have leave to report same as privileged and call for immediate consideration thereon at any meeting of the Senate after general business, as designated in the first through seventh items of Rule XIV, has been disposed of and other business is not pending, as follows:

- a) censure and impeachment
- b) contested elections
- c) nominations
- d) rules and order of business
- e) vetoed bills

Section 2. The report of the Committee on Rules and Administration concerning rules and order of business is a highly privileged matter and shall always be in order. Pending the consideration thereof, the Presiding Officer may entertain one motion that the Senate adjourn; but after the result is announced, he shall not entertain any other dilatory motion until the said report shall have been finally disposed of.

Section 3. The reports on certain matters when reported from committee shall be privileged and shall be assigned to the Committee on Rules and Administration at the top of their appropriate calendars, as follows:

- a) Rules of Procedure
- b) General Appropriation Bills
- c) Student fees and revenue

- d) Constitutional amendments
- e) Code of Student Affairs
- f) Legal programs
- g) Organizations Appropriation Bills
- h) Academic recruiting
- i) Elections
- j) Interim Committees

Section 4. If two or more of the matters enumerated in Section 3 of this Rule shall be placed on the same calendar, their respective rank shall be determined by their order of listing in that Section.

Section 5. A bill or resolution on its formal Third Reading and Final Passage shall always have higher privilege than a bill or resolution on Second Reading and shall be assigned a rank on its appropriate calendar accordingly.

RULE XXI (21)

QUESTIONS OF PRIVILEGE

Section 1. Questions of privilege shall be: 1.) those affecting the rights of the Senate collectively, its safety and dignity, and the integrity of its proceedings, and 2.) the rights, reputation and conduct of members individually in their representative capacity only.

Section 2. Questions of privilege shall have precedence over all other questions except motions to adjourn. When in order, a member may address their self to a question of privilege, provided it contains no reflection on any member of the Senate.

Section 3. When speaking on personal privilege, members must confine their remarks within the limits of this Floor, which will be strictly construed to achieve the purposes hereof.

Section 4. It shall not be in order for a member to address their self to a question of privilege: 1.) between the time an undebatable motion is offered and before the vote is taken on such motion, 2.) between the time the previous question is ordered and the vote is taken on the last proposition included under the previous question, or 3.) between the time a motion to table is offered and before the vote is taken on such a motion.

Section 5. Merits of a main or subsidiary motion shall not be discussed or debated under the guise of speaking to a question of privilege.

RULE XXII (22)

MOTIONS

Section 1. Every motion made to the Senate and entertained by the Presiding Officer shall be reduced to writing on the demand of any member, and shall be entered on the Journal with the name of the member making it.

Section 2. When a motion has been made, the Presiding Officer shall state it, or if it be in writing, cause it to be read by the Journal Clerk; and it shall then be in possession of the Senate.

Section 3. A motion may be withdrawn by the mover thereof at any time before a decision thereon, even though an amendment may have been offered and be pending. It cannot be withdrawn, however, if the motion has been amended.

Section 4. A motion to adjourn or recess may not be withdrawn when it is one of a series upon which voting has commenced.

Section 5. When a question is under debate, the following motions, and none other, shall be in order, and such motions shall have precedence in the following order:

- 1.) To adjourn
- 2.) To take recess
- 3.) To lay on the table
- 4.) For the previous question
- 6.) To postpone to a day certain
- 7.) To commit, recommit, refer or re-refer
- 8.) To amend by striking out the enacting or resolving clause, which, if carried shall have the effect of defeating the bill or resolution
- 9.) To amend
- 10.) To postpone indefinitely

Section 6. A motion to adjourn or recess shall always be in order, except 1.) when the Senate is voting on another motion; 2.) when the previous question has been ordered and before the final vote on the main question, unless a roll call shows the absence of a quorum; 3.) when a member entitled to the Floor has not yielded for such purpose; or 4.) when no business has been transacted since a motion to adjourn or recess has been defeated.

Section 7. The vote by which a motion to adjourn or recess is carried or lost shall not be subject to a motion to reconsider.

Section 8. A motion to recommit a bill or resolution, which motion has been defeated at the routine motion period, may again be made when the bill or resolution itself is under consideration; however, a motion to recommit a bill or resolution shall not be in order at the routine motion period if such bill is then before the Senate as either pending business or unfinished business.

Section 9. A motion to refer, re-refer, commit, or recommit is debatable within narrow limits, but the merits of the proposition may not be brought into debate. A motion to refer, re-refer, commit, or recommit with instructions is fully debatable.

Section 10. After a bill has been recommitted, it shall be considered by the committee as a new subject.

Section 11. A motion to recommit a bill or resolution can be made and voted upon even though the author, sponsor or principal proponent thereof is not present.

Section 12. The motion to Lay on the Table shall be used only to temporarily set aside the pending business to address a matter of immediate urgency and shall not be used to avoid further consideration of a question. The motion is not debatable, not amendable, and cannot be reconsidered. It is out of order after the Previous Question has been ordered. If the motion is made, the member who presented the pending question, or the member reporting it from committee, shall be permitted up to three (3) minutes for brief closing remarks before the motion is put to a vote. Such remarks shall be limited to the merits of temporarily setting aside the question and shall not reopen debate on the underlying motion.

Section 13. If two or more bills, resolutions, or other propositions are postponed to the same time, and are otherwise eligible for consideration at that time, they shall be considered in the chronological order of their setting.

Section 14. A motion to postpone to a day certain (also known as postpone definitely) is used to delay consideration of a pending motion to a specific future time or meeting. This motion is debatable, but debate is limited strictly to the merits of postponement. That is, whether the motion should be postponed and to what time. Debate on the underlying motion itself is not permitted. The motion to postpone to a day certain is amendable, but only to modify the time or conditions of postponement. It requires a majority vote for adoption.

Section 15. A motion to postpone indefinitely is used to dispose of a main motion without a direct vote on its substance, effectively killing the motion for the duration of the session. This motion is fully debatable, and debate may go into the merits of the main motion itself, as well as the advisability of postponement. The motion to postpone indefinitely is not amendable and requires a majority vote to adopt. If adopted, the main motion is not brought back unless reintroduced at a future session in accordance with the rules governing renewal of motions.

Section 16. The following motions, in addition to any elsewhere provided herein, shall be decided without debate, except as otherwise provided in these Rules:

- 1.) To adjourn
- 2.) To lay on the table
- 3.) To suspend the Rules as to the time for introduction of bills and resolutions
- 4.) To order a Call of the Senate, and all motions incidental thereto
- 6.) An appeal by a member called to order
- 7.) All questions relating to priority of business
- 8.) To amend the caption of a bill or resolution
- 9.) To extend the time of a member speaking under the previous question or to allow a member who has the right to speak after the previous question is ordered to yield his time, or part thereof, to another
- 10.) To reconsider and table

Section 17. The Presiding Officer shall permit the mover and one opponent of the Section a maximum of three minutes each to debate the following motions without debating the merits of the bill, resolution, or other matter, and the mover of the motion may elect to take their time either to open the debate or to close the debate, but their time may not be divided:

- 1.) To suspend the regular order of business and take up some measure out of its regular order
- 2.) To instruct a committee to report a certain bill or resolution
- 3.) To re-refer a bill or resolution from one committee to another
- 4.) To assign a bill or resolution to a calendar without action by the Committee on Rules and Administration
- 5.) To reassign a bill or resolution from one calendar to another
- 6.) To take up a bill or resolution laid on the table
- 7.) To suspend the Rules
- 8.) To order the previous question
- 9.) To order the limiting of amendments to a bill or resolution
- 10.) To print documents, reports or other material in the Journal
- 11.) To take any other action required or permitted during the routine motion period by Rule XIII.

Section 18. When a bill, resolution or other matter is pending before the Senate, it may be laid on the table subject to call and it may be taken from the table at any time except when there is another matter pending before the Senate. A bill, resolution or other matter can be taken from the table only by a majority vote of the Senate.

RULE XXIII (23)

AMENDMENTS

Section 1. When a bill, resolution, motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order; and it shall also be in order to offer a further amendment by way of a substitute. A substitute for a resolution, motion, proposition (except bills), amendment or amendment to an amendment may be offered, and such substitute may not be amended. When a substitute is adopted, the question shall then be upon the matter as substituted, and under this condition an amendment is not in order.

Section 2. All amendments shall be filed with the Journal Clerk at the end of the meeting, in an electronic or written form.

Section 3. If a bill or resolution has been introduced and placed on Third Reading and Final Passage without benefit of a committee report, the Presiding Officer should allow time for writing a copy of the amendment, upon a motion to amend. This copy shall be filed with the Journal Clerk at the end of the meeting.

Section 4. When an amendment is offered and an amendment to that amendment, and a substitute for the amendment to the amendment is offered, these questions shall be voted on in the reverse order.

Section 5. Classes of motions to amend shall have precedence in the following order:

a) Amendment to strike out the enacting clause of a bill (or the resolving clause of a resolution), which amendment cannot be amended or substituted

b) Motions to amend an original bill, resolution, motion or proposition (other than those provided for in c) below), which shall have precedence as follows:

- 1.) Original amendment
- 2.) Amendment to the Amendment
- 3.) Substitute for the amendment to the amendment

Recognition for the offering of original amendments shall be as follows:

First, the main author; second, the member or members offering the committee amendment; and third, member offering other amendments from the Floor.

c) Motions to amend an original bill by striking out all after the enacting clause, which amendments shall be subject to amendment as follows:

- 1.) Amendment to the amendment
- 2.) Substitute for the amendment to the amendment

Recognition for offering such amendments ("Substitute Bills") shall be as follows: First, the main author of the original bill, if he has not sought to perfect their bill by amendments as provided for in b) above; second, the member or members offering the committee amendments (if any there be), and third, members offering amendments from the Floor. It shall be in order under the procedure described in this subdivision c), to have as many as three complete measures pending before the Senate at one time; that is, an original bill, an amendment striking out all after the enacting clause of the bill and inserting a new bill body, and a substitute for this amendment to the original bill which is also a new bill body. These "substitute bills" should be subject to amendments as they are offered and in a manner as outlined above in

this section. After disposition of perfecting amendments, these "substitute bills" shall be voted on in reverse order of their offering. d) Amendments to the caption of a bill or resolution, which may also be offered in accordance with Section 8 hereof.

Section 6. A motion to strike out and insert new matter in lieu of that to be stricken out, shall be regarded as a substitute and shall be indivisible.

Section 7. Matter inserted or stricken out of an original bill by way of amendment may not be taken out or reinserted at a later time on the same reading except under the following conditions:

1.) Reconsideration of the inserting or deleting
- 2.) Adoption of a "substitute bill" amendment
- 3.) Adoption of an amendment for a whole paragraph, section or subdivision of a bill which so materially changes the original text that the portion inserted or deleted is in fact of minor importance This Rule shall also apply to resolutions and other propositions insofar as applicable, including amendments.

Section 8. No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment or as a substitute for the motion or proposition under debate. "Proposition" as used in this Rule shall include a bill, resolution, or any other motion which is amendable.

Section 9. Amendments to the caption of a bill or resolution shall not be in order until all other proposed amendments shall have been acted upon and the Senate be ready to vote upon the passing of them measure, and the same shall be decided without debate.

Section 10. If the previous question has been ordered on a bill or resolution, an amendment to the caption of a bill or a resolution may be offered and voted on immediately preceding the final vote on the bill or resolution at any reading.

Section 11. When an amendment is adopted, such action shall be certified by the Journal Clerk on the amendment, and the copy thereof shall then be securely attached to the bill or resolution which it amends.

Section 12. When a bill, resolution, motion or proposition is under consideration, a member may offer a "friendly amendment." Such "friendly amendments" shall be defined as a correction to spelling, grammar, punctuation, and typing. Any amendment which attempts to change or amend the content or meaning of a bill, resolution, motion or proposition shall not be "friendly amendments." "Friendly amendments" shall be adopted upon the suggestion of one member and by the acceptance of the author of said bill, resolution, motion or proposition.

RULE XXIV (24)

THE PREVIOUS QUESTION

Section 1. There shall be a motion for the previous question, which shall be admitted only when seconded by five members. It shall be put by the Presiding Officer in this manner: "The motion has been seconded." Three minutes pro and con debate will be allowed on the motion for ordering the previous question. As soon as the debate has ended, the Presiding Officer shall continue: "As many as are in favor of ordering the previous question on (here state on which question or questions) will say "Aye", and then, as many as are opposed say "Nay". As in all other propositions a motion for the previous question may be taken by a record vote if demanded by any member. If ordered by two-thirds of the members voting, a quorum being present, it shall have the effect of cutting off all debate, except as provided in Section 10 of this Rule, and bringing the Senate to a direct vote upon the immediate question or questions upon which it has been asked and ordered.

Section 2. The motion to adjourn is not in order after a motion for the previous question is accepted by the Presiding Officer, or after the seconding of such motion, and before a vote is taken thereon.

Section 3. The motion for the previous question is not subject to a motion to table.

Section 4. The previous question may be asked and ordered upon any debatable single motion, or series of motions, allowable under the Rules, or any amendments or amendments pending, or may be made to embrace all authorized debatable motions or amendments pending, and include the bill, resolution or proposition to a vote on its third reading and final passage. The previous question cannot be ordered, however, on the main proposition without including other pending motions of lower rank to it as given in Section 5 of Rule XXII.

Section 5. After a motion to table has been made, a motion for the previous question is not in order except in a case where an amendment to a main motion is pending, and a motion to table the amendment is made, in which case it is in order to move the previous question on the main motion, the pending amendment and the motion to table the amendment.

Section 6. There is no acceptable substitute for a motion for the previous question, nor can other motions be applied to it.

Section 7. The previous question shall not extend beyond the final vote on a motion sequence of motions to which the previous question has been ordered.

Section 8. On the motion for the previous question there shall be no debate except as provided in Section 1 hereof and in Section 20 of Rule XXIII; and all incidental questions of order after it is made, and pending decision on such motion, shall be decided, whether on appeal or otherwise, without debate.

Section 9. After the previous question has been ordered, the following shall be in order and shall be decided by the Senate by a majority vote without debate: 1.) a motion to permit a member who has the authority to speak under the previous question to yield their time, or part of their time, to another member, and 2.) a motion to extend the time of the member speaking.

Section 10. After the previous question has been ordered, there shall be no debate upon the questions on which it has been ordered, or upon the incidental questions, except that the mover of the proposition or any of the pending amendments or any other motions, or the member making the report from the committee as the case may be, or, in the case of the absence of either of them, any other member designated by such absentee, shall have the right to close the debate on the particular proposition or amendment for a period not to exceed three minutes each, after which a vote shall be taken immediately on the amendments or other motions, if any remain, and then on the main question.

Section 11. All members having the right to speak after the previous question has been ordered shall speak before the question is put upon the first proposition covered by the previous question. All votes shall then be taken in the correct order, and no vote or votes shall be deferred to allow any member to close on any one of the propositions separately after the voting has commenced.

Section 12. When an amendment has been substituted and the previous question is then moved on the adoption of the amendment as substituted, the author of the amendment as substituted shall have the right to close the debate on their amendment in lieu of the author of the original amendment.

Section 13. When the previous question is ordered on a motion to postpone indefinitely or to amend by striking out the enacting clause of a bill or the resolving clause of a resolution, the member moving to postpone or amend shall have the right to close the debate on their motion or amendment, after which the mover of the proposition or bill or resolution proposed to be so postponed or amended, or the member reporting same

from the committee, as the case may be, or, shall be allowed to close the debate on the original proposition for a period not to exceed three minutes each.

Section 14. No motion for an adjournment or a recess shall be in order, after the previous question is ordered, until the final vote under the previous question shall be taken, unless the roll call shows the absence of a quorum.

Section 15. After the previous question is been ordered, no motion shall be in order until the question or questions upon which it was ordered have been voted upon, except a motion to reconsider the vote by which the previous question was ordered. A motion to reconsider may be made only once and that must be before any vote under the previous question has been taken.

Section 16. When the Senate adjourns without a quorum under the previous question, the previous question shall remain in force and effect when the legislation, or other proposition is again laid before the Senate.

RULE XXV (25)

RECONSIDERATION

Section 1. When a question has been decided by the Senate, any member voting with the prevailing side may, during the same meeting, or during the next meeting, move a reconsideration; however, if a reconsideration is moved during the next meeting, it must be done before the order of the day, as designated in the tenth item of Rule XIV, is taken up. If the Senate shall refuse to reconsider, or upon reconsideration, affirm its decision, no further action to reconsider shall be in order.

Section 2. Every motion to reconsider shall be decided by a majority vote, even though the vote on the original question requires a two-thirds vote for affirmative action. A motion for reconsideration shall be subject to a motion to table, which, if carried, shall be a final disposition of the motion to reconsider. If the motion to reconsider prevails, the question then immediately recurs on the question reconsidered.

Section 3. Where the Yeas and Nays have not been called for and recorded, any member irrespective of whether they voted on the prevailing side or not, may make the motion to reconsider; however, even when the Yeas and Nays had not been recorded, the following shall not be eligible to make a motion to reconsider: 1.) a member who was absent, and 2.) a member who recorded their self in the Journal as having voted on the losing side.

Section 4. The double motion to reconsider and table shall be in order. It shall not be debatable. When carried, the motion to reconsider shall be tabled. When it fails, the question shall then be on the motion to reconsider.

Section 5. A motion to reconsider shall be debatable only when the question to be reconsidered is debatable. Even though the previous question was in force before the vote on a debatable question is taken, debate is permissible on the reconsideration of such debatable question.

RULE XXVI (26)

PRINTING OF PAPERS

Section 1. Except as otherwise provided herein, all bills and resolutions shall be considered "printed" when made electronically available to all members via the Journal Clerk. Physical copies shall not be automatically printed or distributed, with the following exceptions:

- a) One (1) physical copy shall be placed at the podium;
- b) One (1) physical copy shall be available to the President of the Senate;
- c) Copies shall be made available to officers as necessary;
- d) Five (5) additional physical copies shall be accessible for public observation.

Any senator desiring a personal physical copy of a bill or resolution must submit a written request to the Journal Clerk no less than 24 hours in advance of the regular or special meeting at which the item is to be considered.

Section 2. All bills and resolutions shall be considered at the following stages in the legislative process:

- a) First Printing: At the time the bill or resolution is introduced and referred to committee.
- b) Second Printing: At the time the committee reports on the bill or resolution; any committee amendments shall be included.
- c) Third Printing: Upon passage of the bill or resolution by the Senate and signature by the appropriate official(s).

Section 3. For any bill or resolution to be printed on "First Printing", the bill or resolution shall be submitted to the Journal Clerk no later than 5:00 PM. the Monday before a regular meeting or two days prior to a specially called meeting of the Senate, except the Committee on Rules and Administration being allowed to submit bills or resolutions within 24 hours of their committee meeting. Legislation submitted in this manner will automatically be placed on First Reading. This Rule may be suspended by a four-fifths vote of the Senate.

Section 4. For any bill or resolution to be printed on "Second Printing", the bill or resolution shall have been placed on the appropriate calendar by the Committee on Rules and Administration. The Presiding Officer shall not be authorized to recognize, nor shall they recognize, any member to suspend this Rule.

Section 5. Except for matter to be printed in the Journal, all requirements contained in these Rules with respect to the printing of bills, resolutions, reports, and other matters, shall be deemed complied with if such material is adequately and properly reproduced by any acceptable means of reproduction.

Section 6. Motions to print in the Journal Official Student Government Association documents, reports and other matter transmitted by the department heads, or to print in the Journal or otherwise memorials, petitions, documents or any other papers, shall be decided by a majority vote of the Senate. If such motion is contested, the Presiding Officer shall permit the mover and one opponent of the Section a maximum of three minutes each during which to debate the motion in the manner provided in Section 20 of Rule XXII.

RULE XXVII (27)

VOTING

Section 1. Any Member who is present and shall fail or refuse to vote shall be recorded as present but not voting, and shall be counted for the purpose of making a quorum.

Section 2. A Member must be on the Floor of the Senate in order to vote; but members who are out of the Senate when a record vote is taken and who wish to be recorded shall be permitted to do so provided:

- a) They were out of the Senate temporarily, having been recorded earlier as present
- b) Permission to so vote is granted by unanimous consent and
- c) The recording of their votes does not change the result as announced by the Presiding Officer

Section 3. On non-record votes, members may have their votes recorded in the Journal as "Yea" or "Nay" by filing such information with the Journal Clerk.

Section 4. No member shall be allowed to interrupt the vote or to make any explanation of a vote they are about to give but may record in the Journal their reasons for giving such a vote.

Section 5. A "Reason for Vote" must be in writing and filed with the Journal Clerk immediately after a vote is taken. Such "Reason for Vote" shall not deal in personalities or contain any personal reflection on any member of the Senate, the President of the Senate, or the President of the Student Government Association, and shall not in any other manner transgress the Rules of the Senate relating to decorum and debate.

Section 6. At the desire of any member present, a division of the Senate either by raising of hand or standing shall be in order.

Section 7. At the desire of any member, present, the Yeas and Nays of the members of the Senate on any question shall be taken and entered in the Journal. No member or members shall be allowed to call for a Yea and Nay vote after a vote has been declared by the Presiding Officer. A motion to expunge a Yea and Nay vote from the Journal shall not be in order.

Section 8. Before the result of a vote has been finally and conclusively pronounced by the Presiding Officer, but not thereafter, a member may change their vote.

Section 9. Once a roll call has begun, it may not be interrupted for any reason. While a Yea and Nay vote is being taken or the vote is being counted, no member shall visit the Journal Clerk's desk.

Section 10. On the demand of any member, before the question is put, the question shall be divided, if it includes propositions so distinct in substance that, one being taken away, a substantive proposition remains. A demand for a division of vote can be made even after the previous question has been ordered, but cannot be made after a motion

to table has been offered, nor after the question has been put, nor after the Yeas and Nays have been ordered.

Section 11. All pairs must be announced before the vote is declared by the Presiding Officer, and a written statement thereof sent to the Journal Clerk. The statement must be signed by the absent member to the pair. Such pairs shall be entered in the Journal, and the member present shall be counted to make a quorum.

Section 12. All matters on which a vote may be taken by the Senate shall require for adoption a favorable affirmative vote as required by these Rules.

Section 13. Voting by ballot shall not be in order except in such instances involving elections or trials of members of the Student Government Association, at which time, such vote may be ordered by a majority vote of the members of the Senate.

Section 14. A roll call vote, by electronic device if available, shall be taken for all votes on the Final Passage of bills, resolutions, and their amendments.

Section 15. All recorded voting shall be published in a timely manner on the Student Government Association website and include all applicable vote information (senator, vote, "reason for vote," motion voted on, etc.).

Section 16. When voting by electronic device and preparing to end the voting period, the Presiding Officer should ask, "Are there any senators who have not voted?" If a member responds having not voted, the time period for voting should be extended for a reasonable amount of time. When the extended amount of time is over, or if no member responds having not voted, the Presiding Officer should announce, "The voting period is about to end." Upon conclusion of this time, voting will close.

Section 17. If an electronic device malfunctions and the vote of a member(s) cannot be entered the Journal Clerk shall request the vote of the member(s), which shall be entered into the record, just as those from electronic devices.

Section 18. When voting by electronic device, the Journal Clerk shall make every reasonable effort to ensure that the status of the members' votes be displayed for verification. Members shall be able to request the status of their vote from the Presiding Officer and change their vote, with respect to Section 9 of this Rule.

RULE XXVIII (28)

ROLL CALLS AND CALLS OF THE SENATE

Section 1. Upon every roll call, the names of the members shall be called alphabetically by surname except when two or more have the same surname, in which case the initials of the member shall be added.

Section 2. It shall be in order to move a Call of the Senate at any time to secure and maintain a quorum.

Section 3. Motions for, and incidental to, a Call of the Senate are not debatable.

Section 4. The point of order of "No Quorum" shall not be accepted by the Presiding Officer if the first roll call showed the presence of a quorum.

Section 5. When a roll of the Senate is moved and seconded by five members and ordered by a majority vote, no member shall be permitted to leave the Floor of the Senate. The Sergeant-at-Arms shall attempt to locate all absentees for whom no sufficient excuse is made, and their attendance shall be secured and retained. Members who appear shall report their names to the Journal Clerk to be entered upon the Journal as present. Until a quorum appears, should the roll call fail to show one present, no business shall be transacted, except to seek the attendance of absent members or to adjourn.

Section 6. Any member who is present and shall fail or refuse to record their self shall be recorded as present by the Presiding Officer and shall be counted for the purpose of making a quorum.

Section 7. When a quorum is shown to be present, the Senate may proceed with the matters upon which the Call was ordered.

Section 8. When a recorded vote reveals the lack of a quorum and a roll call is ordered to secure one, a record vote shall again be taken when the Senate resumes business with a quorum present.

Section 9. If a record vote reveals a quorum is not present, no motion shall be in order except to adjourn, or for a Call of the Senate and motions incidental thereto.

Section 10. Once a point of order has been made that no quorum is present, it may not be withdrawn after the absence of a quorum has been ascertained and announced.

Section 11. It shall not be in order to recess under a Call of the Senate.

RULE XXIX (29)

NOMINATIONS

Section 1. The Senate shall be empowered to receive nominations from the President of the Student Government Association for its advice and consent (Constitution of the Student Government Association, Article III, Section 4, Clause 2).

Section 2. All nominations shall go through the committee on rules and administration for approval. The committee shall report its recommendation to the Senate for confirmation by majority of the Senate.

Section 3. All nominations received by the Senate shall be recorded in the Journal.

Section 4. The Presiding Officer shall not be authorized to recognize, nor shall they recognize, any member to substitute a minority report for the majority report on any nominations. It shall be in order for the Presiding Officer to recognize a motion to discharge a nomination from committee on which a negative report has been filed if such motion is made during the meeting immediately following the one in which announcement of committee action was made. Such motion to discharge shall require a three-fourths vote of the Senate.

Section 5. Nominations may be considered by the Senate in executive session, provided, however, all votes on nominations shall be in open session. Consideration of nominations in executive session shall follow the procedure established in Rule XXX.

Section 6. At the conclusion of debate, the Presiding Officer shall lay the nomination before the Senate distinctly in this form, to wit: "Will the Senate advise and consent to this nomination?"

RULE XXX (30)

EXECUTIVE SESSION

Section 1. Debate on the removal of Legislative, Executive, and Judicial officials and on nominations submitted by the President of the Student Government Association for the advice on consent of the Senate may proceed in executive session (Constitution of the Student Government Association, Article II, Section 5, Clause 3).

Section 2. At the time the Presiding Officer shall call up a report concerning the impeachment of an official or a report concerning a nomination for consideration by the Senate, any member may move that consideration proceed in executive session. When the motion has been seconded by five members, the Presiding Officer shall allow the member making the motion and one member opposed a maximum of three minutes each to debate the motion; provided, however, said debate shall not concern the report for which the executive session was requested. A majority vote of the Senate shall be required to place the Senate in executive session and such vote shall be a roll call vote and shall be entered on the Journal.

Section 3. Committee hearing on impeachment and nominations before their being acted upon shall be open meetings provided, however, a majority of the membership of the committee may order that the report of the committee shall be debated upon in executive session of the committee.

Section 4. When the Senate shall be in executive session, the Senate Chamber and the gallery shall be cleared of all persons except the Parliamentarian, the Sergeant-at-Arms, and the Journal Clerk, who shall keep secret proceedings of such session until the injunction of secrecy is removed by unanimous vote of the Senate.

Section 5. When the removal of an official or a nomination is considered in executive session, all information and remarks touching the character and qualifications of the official or nominee shall be kept secret.

Section 6. No member of the Senate shall be prohibited from revealing their own view on any matter.

Section 7. Any officer or member convicted of violating any provisions of either Section 4 or Section 5 shall be liable, if an officer, to dismissal from the service of the Senate, and, if a member, to expulsion.

Section 8. The Journal Clerk shall note in the Journal that the Senate sat in executive session but shall not record any debate therein.

Section 9. When the debate on the removal of an official or on a nomination shall have been exhausted, the Sergeant-at-Arms shall open the Senate Chamber and the gallery, and the vote on such removal or nomination shall be taken in open session.

RULE XXXI (31)

MESSAGES, PETITIONS AND MEMORIALS

Section 1. Messages and communications from the President of the Student Government Association may be received at any stage of proceedings, except while the Senate is dividing, or while the Journal is being read, or while a question of order or a motion to adjourn is pending.

Section 2. Messages and communications from the President of the Student Government Association shall be received when announced, and shall be read when received. If such messages or communications be given in person or by an official representative, they shall be presented to the Senate in compliance with the order of business provided in Rule XIII.

Section 3. All communications from other executive officials and members of the judiciary shall be received by the Presiding Officer and read, on the day received, at their discretion; provided, however, such communications shall be read only when no business shall be pending and in compliance with the order of business provided in Rule XIII.

Section 4. All other communications from the executive department or the judiciary, intended for the consideration of any committee of the Senate, shall be addressed to the President of the Senate, and shall be referred by them to the appropriate committee without debate.

Section 5. All messages and communications from the President of the Student Government Association shall be printed in detail in the Journal. All communications from other executive officials and members of the judiciary shall be noted in the Journal but shall be printed in detail only on the order of the President of the Senate. Communications intended for the consideration of any committee shall be noted in the Journal but shall not be printed in detail.

Section 6. All petitions and memorials shall be filed with the Journal Clerk. Every petition and memorial shall be signed by the petitioner or memorialist. Petitions and memorials shall be noted in the Journal but shall be printed in detail only when specifically ordered by a vote of the Senate.

Section 7. All petitions and memorials shall be addressed to the President of the Senate, and shall be referred by them to the appropriate committee without debate.

Section 8. Petitions, requesting Senate action or study on any matter within its jurisdiction, may be presented by any member of the Student Government Association or any number thereof.

Section 9. Memorials, requesting Senate action or study on any matter within its jurisdiction, may be presented by any student governmental body of Texas Tech University.

RULE XXXII (32)

ADMISSIONS TO THE SENATE

Section 1. Persons hereafter named, and none other, shall be entitled to the privilege of admission to the Floor of the Senate when the Senate is in session: Members of the Senate; the President of the Senate; former members of the Senate; officers and aides of the Senate when in discharge of their official duties as may be determined by the committee on Rules and Administration the President of the Student Government Association; the Vice President for External Affairs; The Graduate Vice President Members of the Cabinet; Justices of the Supreme Court; duly accredited reporters, correspondents, etc.; photographers and commentators of press, radio and television who have complied with Sections 3 and 4 of this Rule and contestants in election cases pending before the Senate, and those students participating in the open forum.

Section 2. Those students admitted to the floor of the Senate during the open forum of the Order of Business, shall each be given adequate time to speak. The open forum period shall not last longer than ten (10) minutes, but its established time can be extended by a majority vote of the Senate, but only once a meeting. Any student enrolled in Texas Tech University may address the Senate during the open forum on any issue.

Section 2. It shall be the duty of the Committee on Rules and Administration to determine that duties by officers and aides of the Senate are to be discharged on the Floor of the Senate when the Senate is in session and it shall be the duty of the President of the Senate to see that said officers and aides do not violate the regulations thereon promulgated by the Committee on Rules and Administration.

Section 3. Permission to televise or broadcast by radio (either live, taped or recorded, including film) in or from the Senate Chamber while the Senate is in session may be granted only by the President of the Senate upon recommendation of the Committee on Rules and Administration. Each committee of the Senate shall have authority to determine whether or not to permit television or broadcast of any of its proceedings.

Section 4. No motion shall be in order to invite any person to address the Senate while it is in session, except as shall be ordered by unanimous consent of the members of the Senate.

RULE XXXII (33)

THE SENATE JOURNAL AND THE LEGISLATIVE RECORD

Section 1. The Senate President shall provide for the printing of two separate books during a session of the Senate: 1.) The Senate Journal and The Legislative Record. The Journal Clerk shall perform the necessary clerical work in order to develop The Senate Journal and The Legislative Record in accordance with Rule V.

Section 2. The printing of The Senate Journal and The Legislative Record and its correctness as to form and content shall be under the supervision and direction of the President of the Senate.

Section 3. The Senate Journal and The Legislative Record shall be available for public inspection and shall be bound at the end of each session of the Senate and shall be considered the official record of the Senate Session.

Section 4. Each issue of the Senate Journal shall include at least the following:

- 1.) Official roll of the members of the Senate Session, including all those students elected in the General Election and the students appointed as a result of a vacancy.
- 2.) Proceedings of each regular or specially called meeting; proceedings shall be typed word-for-word.
- 3.) Agenda and Committee Reports
- 4.) Correspondence submitted to the Senate 5.) Index to The Senate Journal.

Section 5. Each issue of The Legislative Record shall include at least the following:

- 1.) Bills adopted by the Senate
- 2.) Concurrent Resolutions adopted by the Senate 3.) Resolutions adopted by the Senate
- 4.) Articles from The Daily Toreador which are considered to be relevant to matters during the Senate Session
- 5.) Constitution (most updated and recent copy)
- 6.) Rules of the Senate (most updated and recent copy) 7.) Election Code (most updated and recent copy) 8.) Index to The Legislative Record.

RULE XXXIV (34)

MEETINGS AND SESSIONS

Section 1. The Senate shall assemble in a regular meeting each first and third Thursday during the academic year, defined as September through April while in session; provided however, the Senate shall not meet on such days if same have been designated as official university holidays.

Section 2. The Senate shall convene in a new session no sooner than three weeks following the general election of Senators in the spring; provided however, the Senate shall meet at least once before the summer recess.

Section 3. During the first meeting of any new session, it shall not be in order for any bill, resolution or other matter to be introduced and placed on Third Reading and Final Passage; provided however, housekeeping matters and memorial and congratulatory resolutions shall be exempted from the meaning of this Rule. If this bill or resolution is deemed to be emergency in nature, this rule may be suspended in accordance with Rule XXXVII.

Section 4. The Senate shall be called to order by the President of the Senate precisely at the hour to which the Senate shall have adjourned or recessed at its last sitting. The President of the Senate shall be authorized to call the Senate to order at a time of their own designation for the first meeting of a session.

Section 5. Special meetings of the senate may be called by the President of the Senate at such times deemed necessary and expedient. When calling such a session, it is mandatory that the Journal Clerk shall make an attempt to notify every member of the Student Senate by telephone, and can be supplemented with notification either by mail or electronic mail. This notification shall be entered in the minutes and recorded in the Journal.

Section 6. Only those matters which the President of the Senate shall include in their call of a special meeting, which call shall be in writing and shall be entered upon the Journal, shall be open to consideration by the Senate. The Presiding Officer shall not be authorized to recognize, nor shall they recognize, any member to suspend this Rule.

Section 7. Only those bills and resolutions which shall have been considered by the appropriate committee of the Senate and reported favorably by same and shall have been cleared by the Committee on Rules and Administration for consideration by the Senate may be included by the President of the Senate in their call of a special meeting; provided, however, bills and resolutions which shall meet the requirements of Section 2 of Rule XXVI and which shall have been included in the call of the meeting may be introduced and considered by the Committee of the Whole Senate.

Section 8. The President of the Student Government Association shall be authorized to call special sessions of the Senate at such times as they shall deem it necessary and expedient and as the Senate shall have been adjourned sine die and the new Senate has not been elected or convened (Constitution of the Student Government Association, Article III, Section 8, Clause 1). When calling such a session, it is mandatory that the Journal Clerk shall make an attempt to notify every member of the Student Senate by telephone, and can be supplemented with notification either by mail or electronic mail. This notification shall be entered in the minutes and recorded in the Journal.

Section 9. Only those matters which the President of the Student Government Association shall include in their call of a special session, which shall be in writing and shall be entered upon the Journal, shall be open to consideration by the Senate; provided, however, housekeeping matters and memorial and congratulatory resolutions shall be exempted from the meaning of the Rule.

Section 10. Those matters submitted by the President of the Student Government Association must meet the requirements of Section 2 of Rule XXVI and shall be considered by the Committee of the Whole Senate.

Section 11. The Senate shall meet in such place as determined and arranged by the President of the Senate and the Committee on Rules and Administration.

Section 12. The Senate shall assemble for a regular business meeting at the Law school in order to increase friendly relations with the Student Bar Association.

Section 13. The President of the Senate shall call a Texas Tech University Systems Student Congress Meeting of all Texas Tech University institutions as needed. In order to pass bills and resolution through congress, each institution must have introduced legislation and placed on second reading in order for it to be presented on third reading and final passage at the congress meeting.

RULE XXXV (35)

PRESIDENTIAL VETOES

Section 1. When a bill shall be returned by the President of the Student Government Association with their objections, they shall be received immediately and entered upon the Journal whether the Senate be assembled in a regular or specially called meeting (Constitution of the Student Government Association, Article III, Section 7).

Section 2. Once received, the Presiding Officer shall read the message, or cause the same to be read, and refer it with the bill so vetoed to the committee wherein it originated for further consideration and report.

Section 3. The committee to which the message was referred shall report back to the Senate with its recommendations no later than by the second regular meeting following the one in which the message was received.

Section 4. The report of the committee may either recommend that the Senate override or sustain the veto. If the report shall recommend that the veto be overridden, the member presenting the report for the committee shall then move to override the Presidential action. In the case of a report that shall recommend that the Senate sustain the action of the President of the Student Government Association, any member may move to override the veto.

Section 5. Motions to override a Presidential veto shall be subject to debate as provided in Rule VIII provided, however, once the previous question shall have been ordered, the Presiding Officer shall permit the mover and one opponent of the motion a maximum of

three minutes each during which to close the debate on the motion in the manner provided in Section 20 of Rule XXII.

RULE XXXVI (36)

DELEGATES TO CONFERENCES AND CONVENTIONS

Section 1. The Senate may elect from its membership delegates to attend conferences and conventions who shall officially represent the University and the Senate, if a delegate is needed.

Section 2. The Senate shall use the following procedure in order to elect delegates to attend conferences and conventions:

- a) The Presiding Officer shall, immediately following the adoption of a Resolution approving the allocation of funds for said conference and convention expenses, rise to put question distinctly in this form, to wit: "As many Senators as are interested in being a delegate to (here state the conference or convention under consideration), will immediately come forward and submit your name to the Journal Clerk."
- b) The Presiding Officer will rise to say the names of Senators interested in being a delegate to said conference or convention.
- c) The Senate will elect by ballot delegate to attend conference or convention. The Senate will also elect by ballot a first alternate and second alternate to attend the conference or convention. The first alternate and second alternate will attend the conference or convention only if a delegate informs the President of the Senate that they will be unable to attend the conference or convention.

Section 3. The procedure outlined in Section 2 above shall only be used to elect delegates to attend conferences and conventions using allotted moneys from the Senate Contingency Fund.

RULE XXXVII (37)

SUSPENSION OF THE RULES

Section 1. A motion to suspend the Rules shall be in order at any time except when motions to adjourn or recess are pending, even when the Senate is operating under the previous question. A motion to "Suspend all Rules" shall be sufficient to suspend every Rule under which the Senate is operating for a particular purpose except the provisions of the Constitution and the Code of the Student Government Association. If the Rules have been suspended for a given purpose, no other motion to suspend the Rules shall be in order until the original purpose has been accomplished.

Section 2. No standing Rules of the Senate shall be suspended except by an affirmative vote of two-thirds of the members present; provided, however, that in case any particular Rule shall contain a specific provision showing the vote by which said Rule may be suspended, such vote shall be required for the suspension thereof and such specific provision shall not be subject to suspension under the provisions of this Rule.

Section 3. The Presiding Officer shall not entertain a motion to suspend the order of business established by the Rules for the purpose of taking up and considering any bill, resolution or other measure out of its regular order; provided however, that during the last two regular meetings of a session, a two-thirds vote shall be required to suspend the regular order of business and take up any measure.

Section 4. The order of business referred to in the preceding section of this Rule shall be considered the business on the President's desk as prescribed in the tenth item of Rule XIV.

RULE XXXVIII (38)

AMENDMENTS TO THE RULES

Section 1. Amendments to the Rules of the Senate shall be proposed by resolution, which shall be referred at once, without debate, to the Committee on Rules and Administration for its study and recommendation.

Section 2. Resolutions proposing amendments to the Rules of the Senate shall require a two-thirds vote of the Senate for their adoption.

Section 3. No resolution proposing an amendment to the Rules of the Senate shall be considered by the Senate until a printed copy of such resolution has been provided to each member of the Senate at least forty-eight hours before such consideration.

RULE XXXIX (39)

WHEN RULES ARE SILENT

Where these Rules are silent or inexplicit on any question of order or parliamentary practice, the Presiding Officer of the Senate shall decide such questions according to legislative parliamentary practice, laid down by approved authors subject to appeal to the entire Senate, as in other cases.

