

## **SENATE RULE 4: BUSINESS OF THE SENATE**

### **4.01 Senate Procedures**

The Student Body Senate and/or Senate Committees shall

- A. Meet during Academic terms as defined by the University Academic Calendar.
- B. Not meet during official University holidays.
- C. Not meet during final examinations.
- D. Only conduct official Senate Business while maintaining quorum, defined as more than fifty percent (50%) of the membership of currently filled seats, with members who are eligible to vote.

### **4.02 Special Sessions**

- A. Special Sessions must convene between the hours of 8:00 AM EST and 7:30 PM EST between Monday and Friday.
- B. Special Sessions of the Student Body Senate shall be called by the following
  1. The Senate President or Senate President Pro Tempore, provided that each Student Body Senator shall receive forty-eight (48) hours' notice of the Special Session.
  2. The Senate President or Senate President Pro Tempore must call a Special Session if requested by written petition of a majority of the Student Body Senate.
    - a. The number of Student Body Senators currently holding seats shall be verified by the Student Government Advisor or designee and shall be clearly noted on the top of the petition.
    - b. The petition shall only be posted on the door of the office of the Senate President Pro Tempore or an official Student Government website and shall not be removed from those postings until the Special Session is held.
    - c. Student Body Senators may affix their signature to either the virtually posted petition, or the physical board posting. A Student Body Senator's signature may only be counted once for any one petition.
      - A. If a Student Body Senator chooses to sign a petition, they must personally affix their signature.
- C. All Special Sessions shall require all Student Body Senators to be notified via memorandum by the Senate President or Senate President Pro Tempore.
  1. The memorandum shall include the date, time, location, and subject matter and/or intent of the Special Session.
  2. The Student Government Advisor or designee shall document the time and date of the memorandum dissemination, defined as the distribution and posting of the memorandum.
  3. The memorandum shall be sent by the Senate President to each senator's official SG email address at least 24 hours prior to the Special Session.
  4. The Special Session shall convene at least twenty-four (24) hours after the dissemination of the memorandum.

### **4.03 Discovery Caucus**

- A. A Discovery Caucus will be used to take the collective Student Body Senate informal with a summary provided upon reconvention.

- B. The Student Body Senate may move to a “discovery caucus”, by a majority vote, at any time during a Senate Meeting.
- C. The Senate President and Sergeant-at-Arms shall preserve order.

#### 4.04 The Agenda

- A. The agenda shall govern the daily order of the Student Body Senate and shall be as follows.
  - 1. Call to Order
  - 2. Roll Call & Verification of Quorum
  - 3. Approval of the Minutes and Agenda
  - 4. Open Forum [Non-Student Body Senators may address the Student Body Senate on any pertinent issues affecting the Student Body]
  - 5. Announcements from the Student Body President
  - 6. Announcements from the Student Body Vice President
  - 7. Comptroller’s Report
  - 8. Attorney General’s Report
  - 9. Cabinet Forum
  - 10. Announcements from the Chief Justice
  - 11. Announcements from the Supervisor of Elections
  - 12. Announcements from the A&SF Chair
  - 13. Announcements from the Scholarship Committee Chair
  - 14. Student Government Caucus Reports [Five (5) minute time limit per Caucus]
    - a. Asian/Pacific Islander American Caucus
    - b. Black Caucus
    - c. Disability Caucus
    - d. Latin/Hispanic Caucus
    - e. LGBTQ+ Caucus
    - f. Military & Veterans Caucus
    - g. Women’s Caucus
  - 15. Announcements from the Senate President
  - 16. Internal Legislative Assistant Report [Five (5) minute time limit]
  - 17. External Legislative Assistant Report [Five (5) minute time limit]
  - 18. Senate President Pro Tempore Report [Five (5) minute time limit]
  - 19. Deputy Pro Tempore of Legislative Affairs Report [Five (5) minute time limit]
  - 20. Deputy Pro Tempore of Senate Relations Report [Five (5) minute time limit]
  - 21. Old Business
  - 22. Fiscal Committee Caucus Time [Approximated and announced by the Committee Chair and enforced by the Chair/Senate President]
  - 23. Fiscal Committee Reports [Five (5) minute time limit per Committee]
    - a. Conference Registration and Travel (CRT) Committee
    - b. Financial Allocations for Organizations (FAO) Committee
    - c. Operations Review and Sanctions (ORS) Committee
    - d. Fiscal Ad Hoc Committees
  - 24. Fiscal Legislation
    - a. Notice of Fiscal Legislation on First Reading
      - i. Bills
      - ii. Resolutions
      - iii. Special Acts
    - b. Notice of Fiscal Legislation on Third Reading

- i. Bills
    - ii. Resolutions
    - iii. Special Acts
  - c. Notice of Fiscal Legislation on Second Reading
    - i. Bills
    - ii. Resolutions
    - iii. Special Acts
- 25. Internal Committee Caucus Time [Approximated and announced by the Committee Chair and enforced by the Chair/Senate President]
- 26. Internal Committee Reports [Five (5) minute time limit per Committee]
  - a. Elections and Appointments (E&A) Committee
  - b. Government Affairs and Policy (GAP) Committee
  - c. Legislative, Judicial, and Rules (LJR) Committee
  - d. Student Body Advocacy (SBA) Committee
  - e. Internal Ad Hoc Committees
- 27. Confirmations
- 28. Internal Legislation
  - a. Notice of Internal Legislation on First Reading
    - i. Constitutional Amendments
    - ii. Bills
    - iii. Resolutions
    - iv. Special Acts
  - b. Notice of Internal Legislation on Third Reading
    - i. Constitutional Amendments
    - ii. Bills
    - iii. Resolutions
    - iv. Special Acts
  - c. Notice of Internal Legislation on Second Reading
    - i. Constitutional Amendments
    - ii. Bills
    - iii. Resolutions
    - v. Special Acts
- 29. Senate Forum [Student Body Senators may address the Student Body Senate with any pertinent information they feel the Student Body Senate should know. Discussions of pending legislation shall not be in order at this time. Twenty (20) minute time limit, three (3) minute maximum per speaker.]
- 30. Senate Deliberations [Student Body Senators may bring forth a subject for open discussion and deliberation before the Student Body Senate for a period of up to twenty (20) minutes; there shall be only one Deliberation Session per Senate Meeting.]
- 31. Advisors' Report
- 32. Miscellaneous Business
- 33. Final Roll Call
- 34. Adjournment
- B. The following shall be added to the agenda immediately after the Call to Order at the first Senate meeting of each semester, and going forward at the discretion of the Senate President:
  - 1. Land Acknowledgement
  - 2. Pledge of Allegiance
  - 3. National Anthem
- C. The agenda shall govern the order of consideration of measures and shall be as follows:

1. Measures shall be categorized and considered in the following sequence
    - a. Fiscal Legislation, defined as legislation pertaining to the allocation of Activity and Service Fee Funds.
    - b. Internal Legislation, defined as all legislations not considered Fiscal Legislation.
  2. Measures shall be further sorted into the following subcategories and considered in the following sequence:
    - a. Legislation on First Reading, defined as measures to be newly introduced and be remanded by the Chair to a committee.
    - b. Legislation on Third Reading, defined as measures ready for final vote.
    - c. Legislation on Second Reading, defined as measures which have been passed either favorably or unfavorably by a committee and ready for debate on the Senate Floor.
  3. Measures shall be considered in numerical order.
- D. Agenda Deadline and Publication:
1. New measures to be included on the Agenda for Senate Meetings shall be filed with the Senate President Pro Tempore and Student Government Advisor or designee before midnight of the Senate Meeting, or twenty-four (24) hours before a Special Session.
  2. Measures to be included on the Agenda for Senate Meetings which have been previously committed by the Chair shall be reported as having passed favorably or unfavorably by the committee no later than one (1) hour before the Senate Meetings convenes.

#### 4.05 The Minutes

- A. The Student Government Advisor or designee shall record the official proceedings of the Senate Meetings weekly.
- B. The Senate Minutes of the previous Senate Meeting shall be published prior to the beginning of the following Senate Meeting.
- C. The Minutes shall be corrected and approved each Senate Meeting.
  1. The Minutes shall be the "official record" of the Senate Meeting after being corrected and approved.
  2. The Chair shall not entertain motions to expunge the Minutes after being corrected and approved.
- D. The Student Government Advisor or designee shall enter the following into the Minutes:
  1. The hour the Senate Meeting convenes and adjourns.
  2. The name and title of the Presiding Officer.
  3. The content of all announcements and reports made.
  4. The reference of measures to committee.
  5. Amendments offered on the Senate Floor, including those made "in committee," verbatim, together with the movement and the disposition thereof.
  6. Rulings, by the Chair, on "points of order;"
  7. The votes on any motions, whenever they shall be ordered.
  8. Other entries required by Senate Rules, ordered by the Student Body Senate, or as necessary to show the proceedings of the Student Body Senate.
- E. Any Senate material (Agenda, Minutes, Bills, Resolutions, Constitutional Amendments, etc.) under consideration by the Student Body Senate at any

Senate Meeting shall be made accessible via electronic or tangible means to any interested individual, upon request.

**HISTORY:**

Res 13-03 (02/03/1981) Res 13-15 (05/26/1981) Res 13-21 (08/04/1981) Res 15-10 (11/11/1982)  
Bill 15-77 (07/28/1983) Bill 16-05 (10/25/1983) Res 19-03 (10/23/1996) Res 19-35 (07/19/1987)  
Res 21-17 (02/07/1989) Res 21-20 (03/14/1989) Res 22-06 (10/24/1989) Res 26-24 (09/08/1994)  
Res 27-27 (07/17/1995) Res 29-11 (12/05/1996) Res 30-07 (10/13/1998) Res 32-10 (00/00/00)  
Res 32-25 (00/00/0000) Res 34-07 (06/03/2002) Res 35-09 (00/00/0000) Res 36-37 (00/00/0000)  
Res 36-39 (07/22/2004) Res 38-03 (11/18/2005) Res 38-10 (02/23/2006) Res 38-24 (09/22/2006)  
Res 39-13 (03/29/2008) Res 40-03 (11/08/2008) Res 40-26 (09/04/2008) Res 40-29 (09/11/2008)  
Res 41-10 (01/08/2009) Res 41-30 (09/09/2009) Res 42-13 (02/02/2010) Res 45-08 (02/28/2013)  
Res 45-33 (09/05/2013) Res 49-43 (07/06/2017) Res 50-15 (01/11/2018) Res 50-61 (09/20/2018)  
Res 51-55 (07/18/2019) Res 52-43 (08/05/2020) Res 53-11 (07/08/21) Res 53-19 (11/29/2021) Res 54-03  
(01/30/2023) Res 54-36 (03/13/2023)