

## SENATE RULE 7: STUDENT SENATE ABSENCES

### 7.01 Senator Attendance Expectations

- A. Student Body Senators must attend all Senate Meetings and meetings of all standing and ad hoc committees on which they serve.
- B. Student Body Senators shall be allowed a collective maximum of two (2) unexcused absences from Senate Meetings, retreats, and leadership seminars per semester (Fall, Spring, Summer Session C).
- C. Student Body Senators must attend all of their respective college's scheduled Dean Meetings.

### 7.02 Initial Session Senate Meeting Absences

- A. Student Body Senators that will be absent from the first meeting of the Senate Session must give written notice to the Student Government Advisor or designee, prior to the first meeting of the new session.
  1. Should newly elected Student Body Senators receive an excuse for being absent from the first Senate Meeting of the session, they have until the Call of Order of the following Senate Meeting to get sworn in.
  2. Failure to be sworn in by the second Senate Meeting of the session will result in the automatic dismissal of the newly elected Student Body Senator therefore having the seat will be considered vacant and the appointment process will be followed in accordance to Title III of Student Body Statutes.

### 7.03 General Body Senate Meeting Absences

- A. Absences for one meeting shall be broken down into three parts as follows:
  1. Initial Roll Call
  2. Final Roll Call
  3. Participation
- B. Student Body Senators who are late for Senate Meetings will be excused from having a one-half (1/2) absence charged against them if they are present-and-voting not more than thirty (30) minutes after the meeting is called to order.
- C. Failure to participate and vote on at least 75% of votes recorded on the official voting record in a senate meeting, while being present for Initial and Final Roll Call, will result in one-half (1/2) of an absence being charged against the Senator. The absence may be expunged through the process outlined in Section 7.08.

### 7.04 Committee Meeting Absences

- A. Student Body Senators shall be allowed a maximum of two (2) unexcused absences from each Senate committee per semester.
- B. Absences shall not be counted for Senate Executive Committee meetings.
- C. Committee Meeting Absences may be expunged at the discretion of the Committee Chair as outlined in Title III.

### 7.05 Senate Retreats and Leadership Seminars

- A. Absences from retreats or seminars which not all senators are required to attend shall not be counted towards a senator's absence limit.
- B. Absences for retreats and leadership seminars shall be broken down into two parts as follows:
  1. Initial Roll Call

2. Final Roll Call
- C. The procedure for hearing the Retreat or Seminar absence shall be the same as reflected in Section 7.07.

#### **7.06 Dean Meeting Absences**

- A. The External Legislative Assistant shall record the attendance at the beginning and end of the meeting.
- B. Absences for one meeting shall be broken down into two parts as follows:
  - i. Initial roll Call
  - ii. Final Roll Call
- C. Dean Meetings are not subject to the Blanket Excuse Policy and must be excused on a case-by-case basis.
- D. The procedure for hearing the Dean Meeting absence shall be the same as reflected in Section 7.07.
- E. Student Body Senators must give written notice to the External Legislative Assistant, Senate President Pro Tempore and the LJR Chair, prior to their college's scheduled Dean Meeting, if they are going to be absent from that meeting.
  - i. Failure to comply with said measure will result in the Student Body Senator being considered dismissed from their seat unless they receive an excused absence from the LJR Committee within ten (10) days of the said Dean Meeting.
  - ii. Said Student Body Senator will have until the next regularly scheduled Senate Meeting to appeal the resignation in accordance with the procedures set forth in Senate Rule 7.07.

#### **7.07 The Excuse Policy**

The Excuse Policy shall be as follows:

- A. A Student Body Senator must submit a written petition, along with reasoning and evidence for the absence, requesting that an absence be expunged or excused, to the LJR Committee Chair, no more than ten (10) academic days after the absence in question.
- B. If a Student Body Senator is aware in advance that they will not be present at a certain Student Body Senate meeting, retreat, or leadership seminar, the Student Body Senator may submit a written petition, along with reasoning and evidence for the absence, requesting that the absence be excused, to the LJR Committee Chair, at any point before the occurrence of the absence.
- C. The LJR Committee shall review all excuses and vote to excuse or expunge the absence by a majority vote.
- D. All absence requests shall be submitted at least twenty-four (24) hours prior to the next regularly scheduled Legislative, Judicial, and Rules (LJR) Committee meeting to be heard in that meeting.
  1. For an absence to be excused or expunged it shall require a majority vote of the LJR committee.
  2. If the vote does not receive a majority in favor, it is deemed not excused or expunged.
- E. A written appeal of the decision of the LJR Committee may be submitted to the Senate within five (5) academic days of the LJR decision to be reviewed by the Senate Executive Committee, which may, by a majority vote, excuse or expunge an absence.
- F. During the next regularly scheduled meeting following the decision of the Senate Executive Committee on the appeal, a majority vote can overturn said decision.

**7.08 The Blanket Excuse Policy**

- A. A blanket excuse to exempt a Student Body Senator from attendance at Senate Meetings and/or joining Senate Committees for academic purposes may be granted once per semester by the Legislative, Judicial, and Rules Committee, and forwarded to the Senate President Pro Tempore if, the Student Body Senator submits proof (such as transcripts, graduation requirement sheets, class offering schedules, or any other documents that the Student Body Senator feels are relevant to showing a valid and unavoidable reason for necessitating the excuse).
- B. A blanket excuse request shall be sent to the Legislative, Judicial, and Rules Committee and granted on a case-by-case basis.
- C. A written appeal of the decision of the LJR Committee may be submitted to the senate president within five (5) academic days of the LJR Committee to be reviewed by the Senate Executive Committee, which may, by a majority vote, overturn the decision of the LJR Committee.
- D. During the next regularly scheduled meeting-following the decision of the Senate Executive Committee on the appeal, a majority vote can overturn said decision.

**7.09 Responsibilities of the LJR Chair and Senate President**

- A. The LJR Chair shall provide in writing to the Senate President, prior to each regular Senate Meeting, which Student Body Senators have collected more than one (1) unexcused absence.
- B. The Senate President shall in writing, notify the Student Body Senator(s) who have accrued more than the maximum number of allowed absences, as defined in section 7.01, no more than one (1) academic day after the LJR Chair provides the names of those who have more than one (1) unexcused absence.

**7.10 Exceeding Maximum Allowed Absences**

- A. In Exceeding the maximum allowed number of committee absences (as defined in Section 7.04), a Student Body Senator is dismissed from the respective committee.
  1. The dismissed Student Body Senator shall have until the end of the next regularly scheduled Senate meeting to appeal their absences from committee to the Senate Executive Committee.
  2. When a majority vote of the Senate Executive Committee causes a Student Body Senator who had been dismissed from a committee to have, at most, the maximum number of allowed absences, as defined in 7.04, the Student Body Senator shall be reinstated to the committee.
  3. During the next regularly scheduled Senate meeting following the decision of the Senate Executive Committee, a majority vote can overturn said decision.
- B. If a Student Body Senator is dismissed from committee(s) on two separate occasions due to exceeding the maximum number of absences, as defined in Section 7.04, that Student Body Senator shall be automatically dismissed from the Student Body Senate.
- C. In exceeding the maximum number of absences from Senate Meetings, retreats, and leadership seminars, as defined in Section 7.01, a Student Body Senator shall be automatically dismissed from the Student Body Senate after the absence limit has been exceeded.

**7.11 Terms of Dismissal**

- A. Terms of dismissal as detailed in this Rule, a Student Body Senator will not be permitted to execute any of their Senatorial responsibilities until their seat has been vacated or reinstated pursuant to this section.
- B. Student Body Senators dismissed pursuant to this Rule may appeal their dismissal to the Student Body Senate at the next regularly scheduled Senate meeting. The Senate may reinstate the Student Body Senator to their responsibilities by a majority vote.
- C. Should a Student Body Senator be reinstated, their absences will remain in excess and any further accruals will automatically dismiss the Senator.
- D. A Student Body Senator may only be reinstated once per Session, dismissal after reinstatement will not be eligible for appeal and that seat shall be immediately considered vacant.
- E. Should the Student Body Senator not submit an appeal of their dismissal in the timeframes described above, their seat shall be immediately considered vacant.

**HISTORY:**

Bill 04-78 (02/10/1972) Res 13-03 (02/03/1981) Bill 16-05 (10/25/1983) Res 16-19 (11/29/1983)  
Res 18-02 (11/19/1985) Res 18-03 (11/19/1985) Res 18-06 (01/16/1986) Res 19-35 (07/19/1987)  
Res 21-03 (11/11/1988) Res 23-04 (02/28/1991) Res 24-03 (10/27/1991) Res 24-12 (02/06/1992)  
Res 24-21 (08/02/1992) Res 25-04 (11/05/1992) Res 25-24 (08/01/1993) Res 26-22 (07/31/1994)  
Res 26-22 (07/31/1994) Res 27-16 (03/30/1995) Bill 31-XX (00/00/00) Res 36-40 (00/00/00)  
Res 38-03 (11/18/2005) Res 38-12 (02/23/2006) Res 39-05 (02/11/2007) Res 41-18 (02/28/2009)  
Res 43-08 (01/15/2011) Res 44-23 (06/18/2012) Res 47-38 (08/06/2015) Res 49-10 (03/09/2017)  
Res 50-06 (11/16/2017) Res 50-16 (01/11/2017) Res 50-61 (09/20/2018) Res 51-42 (05/16/2019)  
Res 51-58 (09/19/2019) Res 52-34 (06/03/2020) Res 52-35 (06/03/2020) Res 53-04 (06/10/2021) Res 53-16  
(10/12/2021) Res 54-27 (02/08/2023) Res 56-05 (06/20/2024) Res 56-06 (06/27/2024)