

**Florida A&M University
Student Government Association
49th Student Senate
SB19FA-001**

Author: Senator Gilbert

Sponsor: Senator Brown

First Reading: September 23, 2019

Second Reading: October 7, 2019

Title: IROP Revisions
Legislation: Senate Bill

Whereas, The Florida Agricultural and Mechanical University Student Senate is the Legislative Branch of the Student Government Association and is empowered to pass legislation as it deems necessary to carry out the functions of the Student Government Association, and

Whereas, The Student Senate is governed by the body of procedures referred to as the Internal Rules of Procedure (IROP) which detail the functions of the Senate and its specific duties, and

Whereas, The Student Senate, according to Rule 1 of the IROP, can amend stated document through a Senate Bill when deemed necessary, and

Whereas, The IROP which the Senate currently operates under should be updated to reflect the current and future working style of the Student Senate, and improve the overall operation of the Senate, so

Therefore, **Be it Amended** Rules 5 and 12 of the FAMU Student Senate Internal Rules of Procedure to enable the Student Senate to perform its job more efficiently.

***Proviso Language:** This piece of legislation will take effect upon signage by the Student Government President.*

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RULE 1: ADOPTION

The Legislative Branch (Student Senate) Internal Rules of Procedure may, when deemed necessary be amended through a Senate Bill.

RULE 5: BUSINESS OF THE STUDENT SENATE

5.1 Regular Senate Sessions

The Senate shall have regular sessions every Monday of each month except in the event of a university holiday or conflicting Student Government Association event, in which cases the Senate will meet on the following Wednesday.

5.2 Senate Attire

To enter the chambers or designated Senate meeting location, Senators must be properly dressed in business professional attire.

- A. Female Senator attire includes closed-toe shoes and one of the following clothing combinations:
1. Dress with 2-inch sleeves (no straps)
 2. Business pants suit, dress blouse
 3. Business skirt suit, dress blouse
 4. Dress shirt with 2-inch sleeve, dress pants
 5. Dress sweater, dress pants or dress skirt
 6. Dress shirt with 2-inch sleeve, dress skirt
- B. Male Senator attire includes dress socks, dress shoes, a belt or suspenders, and one of the following clothing combinations:
1. Dress shirt, slacks, tie, or bowtie
 2. Business suit, collared/dress shirt, tie, or bowtie
 3. Dress sweater, slacks, tie, or bowtie
- C. Appropriate Senate attire does not include athletic shoes, open toe sandals, thong sandals, jeans, halter tops, crop shirts, midriffs, tank tops, windbreaker style jackets, skirts one inch above the knee, T- Shirts, hats, or non-prescribed sunglasses.
- D. Item bearing paraphernalia or insignias of campus organizations (including, but not limited to: Greek letter organizations, mentoring organizations, dance troupes, modeling troupes, community services organizations, honor societies, and social clubs) shall be

limited to wristbands or lapel pins only. Bags bearing logos and insignias of any such organizations shall be permitted in the chambers but shall not be visible on the Senate Deas.

- E. The Senate President and/or Judicial and Rules Chairperson may rule whether a Senator is in violation of these requirements. When directed by the IDSC Chairperson, Senators may wear business casual attire by donating a minimum of \$3.00 to the Dollar and a Dream foundation for the last meeting of each month unless otherwise directed by the IDSC Chairperson or Senate President.

5.3 Senate Seating

All senators, excluding Senate President, Senate President Pro-Tempore, A&S Liaison, IDSC Chairman and standing committee chairpersons will be seated according to their placement on the alphabetized Senate Roll Call. Members who are in the first (1) consecutive year in the Senate will be seated towards the front, following members who are in their second (2) consecutive year in the Senate, members who are in their third (3) consecutive years in the Senate, and members who are in their fourth (4) consecutive year in the Senate.

5.4 Chamber Consumption Usage

No Senator may bring food, drinks, chewing gum, or candy into the Senate chambers or designated senate meeting location during Senate meetings unless granted permission by the Senate President. This rule excludes water that is either bottled or has a lid.

5.5 Chamber Technology Usage

While the senate is in session senators are only allowed to use laptops and other electronic devices for senate business.

5.6 Special Senate Sessions

Special Sessions of the Senate may be called in the following manner:

- A. By the Senate President, provided that each Senator is given twenty- four (24) hour-notice.
- B. By the Senate President, if requested to do so by petition of a majority of Senators, and Senators not signing the petition are given twenty-four hour- notice.
- C. The Senate may order the Senate President to call a special session by a majority vote.

5.7 The Order of Business/Agenda

The order of Senate business/agenda shall be as follows:

- A. Call to Order Moment of Dedication
- B. Alma Mater/Pledge of Allegiance
- C. Roll Call/Verification of Quorum
- D. Approval of Agenda/Last Meeting's Minutes
- E. Introduction of Guests/Speakers
- F. Announcements/Committee Reports

G. Executive/Judicial Branch Reports

H. Campus Activities Board Report I. Lobbying and Speakers Forum

1. Any person(s) may address the Senate on issues concerning the governing documents of the Florida A&M University student body and/or appropriation of funds to different University clubs and organizations. Any University official or guest may address the Senate regarding different issues or opportunities affecting the student body: each speaker will be permitted to address the Senate for up- to five (5) minutes, which can be extended indefinitely.

J. A&S Agency Reports

1. Pre-selected A&S Agencies are given two (2) minutes to report all new information regarding their organization along with their assigned A&S Liaison. In the event that an agency is unable to report, it is the responsibility of the Senator to which that agency is assigned to deliver the report.
2. Presenters may entertain questions regarding each report for up to three (3) minutes.
3. Requests for agency reports for the next Senate session will be made by the A&S Liaison at the conclusion of this segment of the meeting.

K. University Liaison Report

L. Second Roll Call

M. Confirmation

N. Unfinished Business

1. Any postponed measure that has been carried over from a previous session.
2. Any topic that has been discussed in any previous session.
3. Any bill vetoed by the Student Body President.

O. New Business

1. During this time, measures will be introduced and referred to committee.

P. Senate Secretary Report

1. Bills Pending Signature
2. Public Records Status
3. Senators in violation

Q. Open Forum

1. Two (2) minute speeches

R. Final Roll Call

S. Adjournment

A. Rulings by the Senate President on Points of Order

B. All votes on any question

C. Suggestions and/or recommendations made in the Senate

5.8 The Calendar of Measures

A. The Senate Calendar shall be set according to the following divisions:

1. Measures on First Reading:

This includes all proposed constitutional amendments, senate bills, appropriation bills, and resolutions, which are before the Senate Body for the first time and shall be referred to committee by the Senate President.

2. Measures on Second Reading:

This includes all constitutional amendments, senate bills, appropriation bills, resolutions, and the report of the committee(s) to whom they were referred.

3. Measures on Third Reading:

This includes all constitutional amendments being reviewed for the third time.

4. Fiscal measures, or bills that upon passage will affect the amount of funds in an account shall be brought to the floor first. The following is the order for which the senate secretary shall place bills on the agenda:

- Special Allocation Bills (SAB)
- Resolutions (SR)
- Senate Bills (SB)
- Constitutional Amendments (CAB)

5. Legislation added to the Calendar after the Calendar has been established shall be placed at the end of New Business unless otherwise specified.

B. The Calendar shall govern the order of consideration of measures by the Senate.

C. Calendar Deadline and Publication:

1. No item shall be included on the calendar unless it has been filed in the Senate President's Office no later than 12 PM the Friday before the Senate Session of which it is to be presented, or twenty-four (24) hours prior to a special session of the Senate.

2. The Senate Secretary shall publish the calendar no later than six hours prior to a special session of the Senate.

5.9 Senate Meeting Minutes

The minutes shall include:

D. The hours of the Senate's convening and adjournment

E. The presiding officer over the meeting at all times

F. Executive & Judicial Branch reports

G. Guest speakers

H. Introduced measures and the entry date

I. Reference of measures to committee

J. Committee reports and their substance

- K. Transmittal of measures to the Student Body President
- L. All amendments offered to the floor, including committee amendments
- M. Rulings by the Senate President on Points of Order
- N. All votes on any question
- O. Suggestions and/or recommendations made in the Senate

5.10 The Senate Journal

- A. The Senate Secretary shall record and keep a journal of the minutes and official proceedings of special Senate sessions and all Senate related events. The journal shall run from session to session.
- B. The Senate Secretary shall publish the journal no later than (48) hours prior to regular session.
- C. Correction and Approval of the Journal after each Senate session, the journal shall be read and corrected by the Senate Secretary. The journal shall be the official record of the meeting.
- D. All regular/special Senate sessions, committee meetings, and open and filled positions shall be advertised to the Student Body.

5.11 The Senate Summer Session

The Senate shall meet at least once a month to carry out the business of Summer Senate.

- A. In order to enter to Senate Chambers, senators must be in attire deemed appropriate by the Senate President during the first official meeting of the Summer Senate.
- B. The President of the Summer Senate shall be the newly elected Senate President. If the President is unable to serve, the newly elected Senate President Pro-Tempore shall serve as the president of the Summer Senate. If the Senate President Pro-Tempore is unable to serve, then the newly elected president shall appoint a designee to serve as president of the Summer Senate.
- C. The Summer Senate President shall determine which standing committees will operate during the summer session. The Standing committees will meet as deemed necessary to carry out the business of the Summer Senate.
- D. Any and all legislation passed/ action taken by the Summer Senate is subject to the final approval of the following regular session Senate in the Fall Semester by a 2/3 vote.

RULE 12: STUDENT SENATE ATTENDANCE

12.1 Attendance Mandate

Each Student Senator must attend all regular Senate sessions, as well as all **SGA training sessions and events deemed necessary by the Student Senate President, and** sessions of the standing or ad-hoc committee to which he/she belongs; unless he/she has an excused absence. An unexcused absence from the first roll call of a regular Senate session will be charged as one half (1/2) of an absence. An unexcused absence from the second or final roll call of a regular Senate session will be charged as one-fourth (1/4) of an absence. An unexcused absence from a **training session**, standing committee or ad-hoc committee meeting will count as one-half (1/2) of an absence. More than three (3) unexcused absences will result in the initiation of official removal procedures from the Student Senate.

12.2 Request to Excuse an Absence

An excused absence shall be left to the discretion of the Senate President with the approval of the Senate President Pro-Tempore. As soon as the Senate Secretary becomes aware of an absence, the Senate President Pro-Tempore shall be notified. Upon notification, the Senate Secretary shall send an absence memo to the violating senator. This memo must include the date of the absence in question and the deadline that the excuse for the absence must be turned in to the Senate President and Senate President Pro-Tempore. This memo must also be copied and filed with the Senate Secretary. Senate absences will only be considered for excuse if a typed letter stating the specific reason for the absence is submitted to the Senate President and President Pro-Tempore no later than five (5) business days after receipt of notification.

12.3 Response to Excused Absence Request

Upon receipt of the excuse, the Senate President must respond to the excuse in writing, approving or disapproving the excuse within (5) business days or the absence will be automatically excused. Absences will be automatically unexcused if the Senate President has not received a written excuse by the end of the of the fifth (5th) business day following the notice to the violating Senator.

12.4 Appeal of a Denied Request

In the case that a Senator wishes to appeal the decision on his/her absence, then he/she shall submit the Senate President's response and the submitted absence excuse to the Judicial & Rules Committee. Upon submission of excuse letter and absence form to the Judicial and Rules Committee the senator shall be required to appear before the Judicial & Rules Committee. The committee shall decide if the absence is excused based on Rule 13 by majority vote.

12.5 Violation of Attendance Policy

The Senate Secretary shall compile Senate committee attendance forms and then inform the Judicial & Rules Committee Chairperson and the Senate President at the beginning of each regular Senate meeting which Senator(s) has collected two (2) or more unexcused absences. The Senate President shall announce at the same time and meeting which Senator(s) has

collected two (2) or more unexcused absences and give the offending Senator the option of resigning or facing impeachment proceedings.

12.6 Leaves of Absence

A Senator may take a leave of absence of no more than one semester due to a university related activity such as an internship or co-op, extended illness, military service or any other reason deemed acceptable by the Senate President in conjunction with the Senate President Pro- Tempore and the Election and Appointments Committee Chairperson. Any Senator on an excused leave of absence may regain his/her position as Senator upon his/her official return from the designated period of absence provided that his/her term has not expired.

RULE 13: DISCIPLINE OF SENATE MEMBERS 13.1 Premises for Disciplinary Actions

The following shall be premise for disciplinary action against Senators:

- A. Failure to work at least one (1) office hour per week for more than three weeks within an academic semester; having three unexcused absences occurring over a period of one semester.
- B. Violation of the above subsection is an impeachable offense.
- C. All other grounds for action shall be covered in the Student Body Constitution and System of Student Body Statutes of the Florida A&M University Student Government Association.

13.2 Disciplinary and Impeachment Procedures

- A. Any Senator in violation of Rule 12.01 shall be required to appear before the Judicial & Rules Committee.
- B. Upon appearing before the Judicial & Rules Committee, the Senator may provide:
 - 1. Evidence that may have been submitted to the Senate President previously, if there was an unfavorable ruling.
 - 2. Other evidence may include: Doctor's excuse, note from a professor, and any evidence deemed credible by the committee.
 - 3. Any evidence to refute accusations of an impeachable offense should be presented to the Judicial and Rules Committee.
- C. Upon completion of the hearing, the Judicial and Rules Committee must then decide on one of the following courses of action by majority vote:
 - 1. To place a Senator on probation, the terms of which are set by the Judicial & Rules Committee and are subject to Senate approval by a majority of those present and voting. If a Senator violates his/her probation, then the Judicial & Rules Committee will automatically file a recommendation for the initiation of impeachment proceedings with the Student Senate.
 - 2. To place a Senator on probation if the Judicial and Rules Committee deem a majority of the senator's absences inexcusable.

Excusable absences are defined as:

- Illness
- Last minute changes in work schedule
- Extenuating-borderline emergency situations
- Academic concerns or class conflicts

3. To recommend that the Senate introduce a resolution of censure. Censure shall be defined as a public condemnation or denouncement of a senator. Less severe than expulsion, it is a formal statement of disapproval from the Senate and shall remain in effect from the time it is issued until the end of the academic year, or a resolution reverses the decision. Censure resolutions may be written by any senator in good standing (not in violation of any impeachable offenses), on the basis of the previously outlined grounds for action and must be passed by a majority of the senate present and voting.

4. To recommend that the Senate vote to initiate impeachment proceedings as stipulated by Article III, Section 10 of the Student Body Constitution.

D. If a Senator is impeached and found guilty of misfeasance, malfeasance, and/or nonfeasance of duties, he or she may be removed by referendum pursuant to Chapter 906 of the System of Student Body Statutes.

For Office Use Only

For: 23 **Opposed:** 3 **Abstain:** 1

Pass:

Fail:

Student Senate President *Christopher V. Miller*

Date: 10/09/19

Student Body President *Rocharad Moricette*

Date: 10/10/19