

RULE 1: ADOPTION

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

RULE 2: OFFICERS AND MEMBERS OF THE SENATE

2.01 Election and Appointment of Officers^{[[[SEP]]]}

- A. The Senate President or his/her designee shall take the chair and immediately call for the nomination of the new Senate President and Senate President Pro-Tempore two weeks following the Spring run-off elections, with the election to occur the following week.
- B. Nominations
 - 1. Only a Senator shall make nominations from the floor.
 - 2. No senator shall accept nomination for more than one office.
 - A. 3. A motion, which shall require a two-thirds vote of the Senate, shall be made by a Senator to close nominations.
 - 3. In the case of one nominee for office the nominated senator will serve in that capacity by default.
- C. The Senate President and the Senate President Pro-Tempore nominees shall be required to have served in the Senate for at least one academic year and have an overall cumulative grade point average of 2.8 or higher at the time of the election
- D. Presentations
 - 1. All Senate President and Senate President Pro-Tempore nominees shall present before the Senate.
 - i. 2. The current Senate President Pro-Tempore shall designate a time frame for presentations for the Senate President and Senate President Pro-Tempore nominees before the election.
- E. Balloting
 - 1. Balloting shall be considered Unfinished Business.
 - 2. Ballots shall be numbered, embossed with the FAMU seal, and bare all candidate names in alphabetical order.
 - 3. The Senate President shall only be allowed to cast a ballot in the case of a tie in any election according to *Roberts Rules of Order*
 - 4. Ballots shall be deposited directly into the ballot box.
 - 5. The Senate Secretary, Electoral Commissioner, and SGA Director shall be allowed to count ballots.
 - 6. Ballots are not to leave the Senate Chambers. Votes must be counted and tallied within the Senate Chambers before the Senate Body
 - 7. The Senate Secretary must type a ballot report for voting records including individual's names and their individual vote.
- F. Three-fourth (3/4) of the current Senate membership must be present to hold an election.

- G. In all cases of an election, a majority vote of those members present and voting is necessary.
- H. The Student Body President or the Student Body President's designee shall administer the oath of office to all Senators (as written in the Student Body Constitution of Florida Agricultural and Mechanical University) before they shall be allowed to vote in any Student Senate session.
- I. During the spring semester of his or her election, the newly elected Senate President shall appoint chairpersons of the standing and ad-hoc committees.
- J. The chairpersons shall set the official meeting times for their respective committees with the consent of the majority of the Senators in that committee.

2.02 Senate President Powers and Duties

A. Assuming the Chair

1. The Senate President shall be the presiding officer of all Senate sessions except when he/she chooses to vacate the chair, at which time the Senate President Pro-Tempore, the Judicial and Rules Chair person, or the Senate President's designee shall become the presiding officer.
2. When the Senate President Senate President Pro-Tempore or Senator designee is not presiding the senate session, he/she shall assume the voting and debating rights and responsibilities of any Senator.
3. Any qualified Senator assuming the chair must always yield the chair to the Senate President or Senate President Pro-Tempore upon demand.
4. Once debate has begun on a measure, the presiding officer shall not vacate the chair to enter debate.

B. Appointment of Committees

1. The Senate President shall appoint standing and ad-hoc committees, as he/she deems necessary.
2. The Senate body may request the Senate President to reconsider committee assignments by a two-thirds vote of the Senate.

C. Signing of Measures

1. The Senate President shall sign all measures issued by order of the Senate approval.

D. The Senate President shall be an ex-officio, non-voting member of all standing and ad- hoc committees.

- E. The Senate President shall also assume all powers, duties and responsibilities conferred upon him/her in the Student Body Constitution and System of Student Body Statutes.

2.03 Senate President Pro-Tempore Powers and Duties

- A. At the Senate President's request or in his/her inability to discharge his or her duties, the Senate President Pro-Tempore shall assume the duties of the Senate President.
- B. The Senate President Pro-Tempore shall periodically perform grade and hour checks for all Senators during both regular and special Senate sessions. He/she will obtain the necessary reporting information from the Student Government Association Director or the staff person with access to this data.
- C. The Senate President Pro-Tempore shall be a voting, ex-officio member of all standing and ad-hoc committees.
- D. The Senate President Pro-Tempore or his/her designee shall be responsible for keeping the minutes of the Senate Executive Committee meetings and submitting the minutes to the Senate Secretary no less than forty-eight (48) hours prior to a regular Senate Meeting.
- E. The Senate Pro-Tempore shall appoint the chairperson of the Internal Development Select Committee.
- F. The Senate Pro-Tempore shall also assume all powers, duties and responsibilities conferred upon him/her in the Student Body Constitution and System of Student Body Statutes. [SEP]
- G. To contact Elections and Appointment chair in the event that there is a vacant seat.

2.04 Presiding Officer's Powers and Duties

- A. The Senate presiding officer shall have all the powers and authority of the Senate President.

2.05 Committee Chairperson's Powers and Duties

- A. The committee chairperson shall be an active member of their respective committee, both debating and voting. However, he/she shall only vote when his/her vote is decisive in breaking a tie, in accordance with Robert's Rules of Order. He/she shall be responsible for presiding and keeping decorum in meetings. In voting, the chairperson's name shall be the last called.
- B. Committee Report The committee reports shall include but are not limited to the time and date of the meeting, attendance, and subcommittee reports. The chairperson or his/her

designee shall also be responsible for presenting committee minutes at Senate meetings. Committee reports shall be submitted to the Senate Secretary no later than Friday at 12 PM before the regular Senate meeting the following Monday.

C. Meeting Times The chairperson shall be responsible for calling weekly meetings of his/her committee, and chairpersons shall not hold a committee meeting less than forty eight (48) hours prior to a regular Senate session.

D. Public Meetings Each standing committee, ad-hoc committee, select committee, or subcommittee thereof, is authorized to invite public officials, employees, and private individuals to appear before the committee for the purpose of submitting information to its members.

E. Committee Procedures During the first committee meeting, each chairperson shall present his/her committee's internal rules of procedure. The chairperson shall also be responsible for submitting his/her committee's rules of procedure to the Judicial and Rules Committee Chairperson prior to having the first senate session.

F. The chairperson of a standing committee shall review and sign all committee reports before presenting them to the Senate. The chairperson shall sign such other documents as may be required. In addition, the chairperson shall also compile a committee binder, which they will present to the Senate President and Senate Pro- Tempore at the end of each academic term. This binder shall serve as a guide for the subsequent chair and should contain a list of instructions, copy of meetings times and agendas, and other pertinent information.

G. Election of Vice- Chairs At the first committee meeting, the Chairperson shall call for the election of the vice- chairperson and no later than the third week of school must the committee conduct business without a vice chairperson elected. All vice-chairperson nominees shall present in a format as determined by the chairperson of their respective committee. After presentations the committee shall elect their vice-chairperson by majority vote.

2.06 Committee Vice-Chairperson's Powers and Duties

A. Assuming the Chair The vice-chairperson shall assume the duties of the chairperson upon request if the chairperson is unable to perform his/her duties.

B. The vice-chairperson shall be responsible for keeping the minutes of the committee and submitting the minutes to the Senate Secretary no less than forty-eight (48) hours prior to the regular Senate meeting.

C. Succession Upon the committee chairperson's removal or resignation from office, the Vice- Chairperson shall assume the office of Chairperson. If the Vice-Chairperson is unable to fulfill his/her duties, he/she will call for an election of the new Chairperson at the

next committee meeting.

D. Internal Development Select Committee (IDSC) Membership Each vice-chairperson shall serve as an active member of the IDSC. Each vice-chairperson will be given the task of formatting learning initiatives and training sessions for their respective committee through IDSC. Each vice-chairperson shall perform fall and spring semester committee evaluations to be presented at the close of the fall/spring semester and used by the Internal Development Select Committee.

2.07 Activity & Service (A&S) Liaison's Powers and Duties

- A. To serve as a voting member of the Senate Organization and Finance Committee.
- B. To audit Activity& Service agencies with the approval of a majority of the Senate.
- C. To review, along with the Senate President, fiscal reports submitted by A&S agencies each semester.
- D. To host the Senate Activity & Service Agency workshop after the budget is approved.
- E. To co-host both mandatory training sessions scheduled by the Organization and Finance Committee, either at the end of spring semester or beginning of the fall semester.
- F. To recommend the freezing of funds to the Senate of any/all A&S funded organizations that do not credit received funding (as stated in Chapter 711.3 of the Finance Codes) to allocated Activities and Service fees through accumulating any/all brochures, pamphlets, programs, mailings, tickets to events, and advertisements that are in relation to the event.
- G. To Serve as the Vice-Chair and active member of the Activity and Service Budget Committee.
- H. To maintain a positive relationship between the Organization and Finance Committee, Student Senate and Registered Clubs and Organizations on campus.
- I. To communicate meeting minuets and activities of the Organization and Finance Committee to the Student Body
- J. To actively seek to make Registered Clubs and Organizations aware of funding available through the A&S Budget and Senate Special Allocations processes
- K. To contact Activity & Service Agencies in the beginning of the fall semester, informing them of their designated Senator(s)

2.08 Duties of Senators

- A. Each Senator is required to serve at least two (3) weekly office hours in the Senate office. These office hours may not coincide with regular Senate session or committee meetings. Chairpersons must serve four (5) office hours weekly, and vice chairpersons must serve three (4) office hours weekly.
- B. Senators shall attend at least one meeting per month of their assigned Activity & Service fee funded organization. All Senators shall give a report of their agencies progress to the Senate at least once an academic term following the scheduled time set determined by the A&S liaison.
- C. Each senator shall author at least one (1) piece of legislation per academic year

2.09 Order of Succession

Should the Senate President for any reason become unable to serve, the Senate President Pro- Tempore shall succeed him/her. In the event that both the Senate President and Senate President Pro-Tempore are unable to serve, the order of succession is as follows:

1. Judicial & Rules Committee Chairperson
2. Elections & Appointments Committee Chairperson
3. Organization & Finance Committee Chairperson
4. Student Relations Committee Chairperson
5. Activity and Service Liaison
6. Internal Develop Select Committee Chair
7. Judicial & Rules Committee Vice-Chairperson
8. Elections & Appointments Committee Vice-Chairperson
9. Organization & Finance Committee Vice-Chairperson
10. Student Relations Committee Vice-Chairperson

The vice chairperson shall assume the duties of their respective committee chair in the event that the chairperson is unable to serve in their official position.

RULE 3: THE SENATE EXECUTIVE COMMITTEE

3.01 Composition of the Senate Executive Committee

There shall be a Senate Executive Committee and it shall be composed of the Senate President, the Senate Pro-Tempore, the standing committee chairpersons as voting members and the A&S Liaison as a non-voting member.

3.02 Chairperson of the Senate Executive Committee

The Senate Pro-Tempore shall be the chairperson of the Executive Committee.

3.03 Meetings of the Senate Executive Committee

The Senate Executive Committee shall meet at the request of the Senate President, a majority of the members of the committee, or weekly

3.04 Voting of the Senate Executive Committee

The chair of the committee does not vote in these meetings, but can vote in case of a tie in accordance with the *Robert's Rules of Order*. The A&S Liaison is a non-voting member, but can actively participate in debate.

3.05 The Senate Internal Development Select Committee

A. IDSC Composition:

1. The IDSC will consist of the vice-chair from each standing committee and a chairperson.
2. The Senate President Pro-Tempore will determine who the chairperson of the IDSC will be. The chairperson of IDSC cannot simultaneously serve as the vice-chair or chair of standing committee.
3. The IDSC Chairperson will submit a monthly report at regular committee meetings of the Senate Executive Committee.

B. The purpose of IDSC:

1. To make recommendations to the Senate Executive Committee and Senate staff for Senate improvements.
2. To provide assistance to all new Senators in the Student Senate through creative initiatives (i.e. mentoring assignments and group team building games).
3. To maintain Senate facilities and entertain recommendations for Senate facility enhancement.

4. To solicit Senate meeting speakers to inform Senators and student body on the status of various entities on campus (i.e. the Director of Financial Services or the University President).

5. To plan and organize an end-of-the-year banquet if funding and time permits.

RULE 4: STANDING COMMITTEES

4.01 Recognized Standing Committees

By the first meeting of the Senate in the fall semester, the Senate President shall recognize the following standing committees:

The Judicial and Rules Committee (J&R):

A. Purposes:

1. To debate, amend, revise, ratify, pass and/or reject measures pertaining to the Constitution, Statutes, and the Rules of Procedure and work in conjunction with the Constitutional Conventional of the SGA.
2. To serve as the official investigative body of the Senate as it relates to alleged documented improprieties of Student Government officials, students, and all others protected by the governing documents of the Student Senate (pursuant to Chapter Law 2002- 188) and to recommend measures to the Senate to rectify any improprieties.
3. To investigate improprieties within the Student Senate, as it relates to individual Senators fulfilling their official responsibilities and duties; and make recommendations to the Student Senate for the removal of Senators from their respective position(s).
4. To ensure that all business relating to the Student Government Association and the Student Body, do not violate federal, state, and local laws, city ordinates or university policies.
5. To broaden the awareness of the Student Body as to the rules and rights that affects their matriculation.
6. To officially orient current and new Senators regarding Senate documents, procedures, and functions.
7. To consider nominees who have passed through the Elections and Appointments Committee for judgeship on both the Student Supreme Court and Traffic Court and present a recommendation to the Student Senate.

B. The J&R Committee may include but is not limited to four (4) sub committees:

1. Policy Analysis Committee
2. Government Accountability Committee
3. Document Review Committee
4. Ratification Taskforce Committee

The Elections and Appointments Committee (E&A):

A. Purpose

1. To debate, amend, revise, pass and/or reject measures pertaining to the Election Codes section on the Student Body Statutes in conjunction with the Electoral Commissioner.
2. To recommend favorable Presidential and Senate appointments to the Student Senate.
3. To ~~promptly~~ promptly fill all vacated Senate positions occurring during the period of regular sessions of the Student Senate within ten (10) business days.
4. To interview all applicants for Presidential appointments and vacated Senate seats.
5. To serve as ex-officio, non-voting, members of the Electoral Commission.
6. To broaden the awareness of the student body as to voting and election information university-wide and nationally.

B. All Elections and Appointments Committee members are required to remain on the Election and Appointments Committee throughout the duration of all election seasons. If a member is a Candidate/Ticket he/she must submit a letter of temporary resignation from the committee to the Senate President and the committee chairperson two weeks prior to declaration of candidacy of that particular ticket.

C. All appointments must appear before the Elections and Appointments Committee, (E&A) for an interview. All SGA Presidential appointments interviews will be conducted by the E&A Committee and shall be open to any other Senator who wants to attend said interviews. All first rounds of interviews for presidential appointments held by E&A must be finished six weeks into the academic school year. The appointee shall appear with a completed copy of the Student Government Association application. The E&A Committee and one representative from each of the three other Student Senate standing committees will conduct all Student Government Association's Presidential appointment interviews.

The Student Government Association application will request the following information:

1. Full name
2. Student identification number
3. Present school address and phone number
4. Mailing address
5. Position applying for
6. Two letters of recommendation (including name, address, and phone number of recommender)
7. Present FAMU enrollment status
8. Applicant's qualifications and reasons for application

- D. The following statement shall appear on the application form as written:
Please read and sign the following statement: "*I hereby authorize the Student Senate Elections and Appointments Committee to confirm with the University Registrar, only, that I am presently enrolled as a student at FAMU in good standing and that I currently have the constitutionally required CPA (signed) (dated)*"
- E. The names of all applicants requiring an appearance before the E&A Committee must be read before the entire Student Senate prior to the E&A Committee meeting.
- F. In case of a vacancy resulting from the leave of absence or resignation of a Senator, the E&A Committee shall advertise the vacated position to the entire Student Body, interview applicants, and make a favorable recommendation. If the E&A nominee gains the two-thirds (2/3) vote of the Senate body, he/she shall serve the remainder of the term to which he/she was appointed or the duration of the official leave of absence of the Senator whom he/she is temporarily replacing.
- G. Interviews for all presidential appointments and vacated Senate seats shall be conducted as follows:
1. Greetings and general summation of interview process given by the chair (or chair's appointee).
 2. Introduction of committee
 3. Two minute opening given by applicant
 4. Question and answer period begins (10 minutes)
 5. Two minute closing given by applicant
- H. Applicant must be informed within 48 hours of the conclusion of the interview of

his/her favorable or unfavorable recommendation.

1. If two or more applicants interview for the same position, the applicant that receives the highest average point total shall receive the favorable recommendation.
2. In the case of a tie, the applicants shall be considered in an Elections and Appointments Committee vote, held immediately following the conclusion of the last applicant interview. The applicant that receives a majority of the votes shall receive the favorable recommendation.
3. Only the members present at the beginning of the interviewing process for a specific position may be allowed to make recommendations, for that position, to the committee.

I. Scoring

A fair and proper sheet will be presented to the committee upon the first meeting to be voted upon for the upcoming year. (The template for said score sheet shall be added to this document). Immediately following the completion of the scoring process, the scoring sheet shall be submitted to the Senate Secretary for proper documentation.

The Organization and Finance Committee (OFC):

A. Purposes:

1. To debate, amend, revise, pass, and/or reject measures pertaining to the Finance Codes section of the System of Student Body Statutes in conjunction with the Student Government Association Comptroller.
2. To handle budget revisions in conjunction with the Student Government Association Comptroller.
3. To approve all Appropriation Bills before being presented on the Senate floor.
4. To form and preside over the Activity and Service Fee Budget Committee (ASBC).
5. To present a weekly account balance of the Senate Unallocated Account to the Senate upon request of any Senator.
6. To provide proper knowledge of funded agencies accounts.
7. To publish and maintain the Finance Manual.

B. The OFC chairperson shall serve on the A&S Eligibility Committee as a voting member.

The Student Relations Committee (SRC):

A. Purposes:

1. To debate, amend and/or revise all resolutions.
2. To adhere to the needs and concerns of the students of Florida A&M University.
3. To plan, organize, and execute projects and activities in order to increase pride and awareness amongst the student body.
4. To serve as a building block of Florida A&M University's legacy of "Excellence with Caring."
5. To screen and present Lobbying and Speakers Forum.
6. To work in conjunction with the SGA Presidential cabinet on various projects and initiatives, that will benefit the student body as a whole.

4.02 Meetings of Standing Committees

- A. Standing committees shall consist of a minimum of four (4) members on the initial organization, pending that there are no vacancies in the Senate.
- B. Standing committees shall meet at least once weekly unless otherwise determined by the Senate President.
- C. All standing committees shall meet at least three times per month and at the request of the Senate President or a majority of the committee requests the committee meet. At least twenty-four hours notice must be given for a meeting to be called.
- D. The chairperson or acting chairperson of the committee shall determine the date, time, and location of any and all committee meetings.
- E. All meetings of committees shall be open to the public at all times, subject to the presiding officer's right to maintain order and decorum. Only members of the committee may speak on measures before the committee unless the committee shall waive the committee rules to allow a non-member to offer additional information to the discussion. A non-committee member shall not be allowed to participate in debate on any measure. Committee meetings shall be held in an on-campus location at the discretion of the committee.
- F. No committee shall take formal action upon measures except at public meetings, notice of which has been published or announced to the Senate. Notice of all committee meetings shall be posted on the Senate bulletin board.

- G. Only those measures of which notice of introduction has been given during the senate meeting or measures that have originated in the committee may be acted upon at a committee meeting.

4.03 Standing Committee Business

No standing committee may do business without the presence of a quorum of the committee. A quorum shall be defined as more than half of the voting members of the committee. As pursuant to *Robert's Rules of Order*, ex-officio members shall count towards quorum as well, but not against. However, other non-voting members shall not be counted for the purpose of obtaining quorum.

4.04 Removal of a Committee Chairperson

In case of misfeasance, malfeasance, and/or nonfeasance of duties by the chairperson he/she may be removed by a majority vote of the present ~~entire~~ Senate body.

4.05 Limitation of Committee Service

With the exception of the chair of each standing committee whom shall also serve on the Executive Committee and the A&S Liaison, no Senator shall serve as a member of more than one (1) standing committee at any time. However, all Senators are eligible to be members of the Activity and Service Budget Committee and may exercise all privileges thereof.

4.06 Reference of Measures to Committee

- a. The Senate President shall refer all bills and constitutional amendments to the appropriate standing or ad-hoc committee for consideration. The Senate President may refer any resolution to a committee or directly to the calendar of second reading.
- b. In the occurrence of a bill being referred to multiple committees, the committee assignments shall be considered a sequential order. All the relevant committees to be placed on Second Reading must pass the bill in sequence. A bill passing an individual committee shall proceed with any amendments to the next committee for consideration. Failure of a bill by any assigned committee shall result in the defeat of the bill and it shall be removed from the Calendar. At the time of referral, the primary sponsor of the legislation may move that it be transferred to the consent agenda following committee approval, and with the committee's consent. A signature sheet for each committee shall be signed and presented to the Senate Body upon request stating that they approved sent documents before allowing it to be placed on Second or Third Reading.
- c. Should a Senator desire that a measure be referred to a particular committee, the senator shall make a motion and it must be passed by a two-thirds (2/3)

vote of the Senate.

- d. Reference shall be effective when the Senate President announces the fact at a Senate meeting and the Senate Secretary records the fact in the minutes.

RULE 5: BUSINESS OF THE STUDENT SENATE

5.01 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.

5.02 Senate Attire

In order to enter the chambers or designated Senate meeting location, senators must be properly dressed.

- A. Female Senator attire includes closed-toe shoes and the following clothing combinations:
 1. Dress with 2-inch sleeves (no straps)
 2. Business pants suit, blouse
 3. Business skirt suit, blouse
 4. Dress shirt with 2-inch sleeve, dress pants
 5. Dress sweater, dress pants
 6. Dress shirt with 2-inch sleeve, dress skirt e.g Dress sweater, dress skirt
- B. Male Senator attire includes dress socks, dress shoes, a belt or suspenders, and the following clothing combinations:
 1. Dress shirt, slacks, tie
 2. Business suit, collared/dress shirt, tie
 3. Dress sweater, slacks
- C. Appropriate Senate attire does not include athletic shoes, open toe sandals, thong sandals, jeans, halter tops, crop shirts, midriiffs, 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 \$1.00 to the Dollar and a Dream foundation for that respective meeting.

5.03 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.

5.04 Chamber Consumption and Technology 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. Senators are ~~not~~ allowed to use laptops and other handheld devices for senate business only while the senate is in session.

5.05 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) hours 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 hours notice.
- C. The Senate may order the Senate President to call a special session by a majority vote.

5.06 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/ Lift Every Voice
- 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 *__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 three (3) minutes, which can be extended indefinitely.*

J. A&S Agency Reports

Three (3) 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.

Presenters may entertain questions regarding each report for up to three (3) minutes.

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

5.07 The Calendar of Measures

Q. 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:

- a. Special Allocation Bills (SAB)
- b. Resolutions (SR)

- c. Senate Bills (SB)
- d. 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.

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

- S. 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.

5.08 Senate Meeting Minutes

The minutes shall include:

- A. The hours of the Senate's convening and adjournment
- B. The presiding officer over the meeting at all times
- C. Executive & Judicial Branch reports
- D. Guest speakers
- E. Introduced measures and the entry date
- F. Reference of measures to committee
- G. Committee reports and their substance
- H. Transmittal of measures to the Student Body President
- I. All amendments offered to the floor, including committee amendments
- J. Rulings by the Senate President on Points of Order
- K. All votes on any question
- L. Suggestions and/or recommendations made in the Senate

5.09 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.

5.10 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.

L
SEP

RULE 6: INTRODUCTION OF MEASURES

6.01 Definition of Measures

The following shall define the different types of measures placed before the Senate for consideration:

- A. Constitutional Amendments: This includes all measures proposing a change in or addition to the Student Body Constitution. These measures can only be passed by two-thirds (2/3) vote of the Senate, present and voting.
- B. Senate Bills: This includes all measures proposing a change in or addition to the System of Student Body Statutes. These measures can only be passed by two-thirds (2/3) vote of the Senate, present and voting.
- C. Senate Appropriation Bills:
 - 1. This includes all measures proposing the allocation of Student Senate Funds
 - 2. These bills must state any and all monetary restrictions, earmarks, stipulations, and provisions; and must accompany the proper forms as supplied by the Organization and Finance Committee. These measures can only be passed by two-thirds 2/3 vote of he Senate, present and voting.
 - 3. No motion may ever be entertained concerning the appropriation of Senate funds unless accompanied by the proper bill by the Organization and Finance

Committee, as outlined in the Finance Code of the Student Body Statutes.

- D. Senate Resolutions: __ This includes all measures dealing with the internal affairs of the Student Senate and the betterment of the general welfare of the Student Body. These measures also show acknowledgement, and/or recognize individuals.
- E. Nominations: __ The name(s) of any person(s) who has (have) been in candidacy to fill a vacant position (or vacant positions) and whose name(s) is (are) to be referred to the E & A Committee shall be known as a nomination.
- F. Appointments: The fulfillment of a position by a nominee(s) whose name(s) have been first announced on the Senate floor and referred to the E & A Committee shall be known as appointments. Confirmation of appointments to vacated elected positions shall require a 2/3 vote of those Senators present and voting.

6.02 Filing of Measures

A measure shall be considered filed for consideration when the following procedures have been completed:

- A. A physical completed bill attached to a Bill Transmittal form and an electric copy must be submitted to the Senate Secretary. The Senate Secretary must receive this information no later than 12 PM on the Friday before the Senate Session of which it is to be presented.
- B. The Senate President shall rule on the acceptability of any filing and may reject any filing because of:
 - 1. The unacceptability of the form in which the measures are written.
 - 2. The incompleteness of the form in which the measure is written.
- C. When the Senate President rules a measure unsuitable for consideration, the measure shall be drawn up by the Senate Secretary and shall be distributed to the members of the Senate. The Senate President shall then rule on the measure's unsuitability so the Senate may then consider his/her decision.
- D. If the Senate President and the introducer of the measure cannot reach an agreement on the acceptability of a filing, the introducer may then appeal the ruling of the Senate President; and two-thirds (2/3) vote of the Senate, present and voting, shall determine the matter. If the Senate President is overruled, the measure shall be placed on the calendar and it shall be considered in its original form.
- E. The bill will be placed on the Agenda for its first reading on the Monday after the filing is accepted.

The Senate Secretary will electronically forward bills after first reading to the Judicial and Rules Committee for legislative review and compliancy verification.

1. After the Judicial and Rules Committee makes legislative compliancy changes to the bill, the committee must electronically forward the bill with their corrections to the author and Senate Secretary within 24 hours following their committee meeting.
 2. The author will have 24 hours to accept the recommended changes to the bill, otherwise, the committee chairperson reserves the right to not release the bill from the committee to the Senate floor. If the changes are accepted, the author shall forward the corrected bill electronically to the Senate Secretary within the same allotted time of 24 hours. If necessary, the bill will be forwarded to additional committees to repeat this process.
 3. The Senate Secretary shall place the newly revised bill on the next Senate meeting agenda for second reading.
- G. When bills approach the floor on their second or third reading, they shall be edited using the technology present in the Senate chambers. The Senate Secretary or author of the bill shall do these changes in front of the entire Senate body. Upon passage of the bill, the Senate Secretary will submit the final corrected copy to the Senate President, and forward it to the Student Body President for approval or veto. A printed copy of the bill shall be placed in the Senate binder and Public record
- H. The Student Body President shall have five (5) business days after receiving a bill to pass, veto, or line item veto any portion of the bill. If he/she takes no such action within the 5 business days, the bill will be passed by default.

6.03 Official Introduction of a Measure

A measure shall be considered officially introduced upon the reading of title and intent of the measure to the Senate by the author, sponsor, or presiding officer.

RULE 7: SPECIAL RULES GOVERNING MEASURES

7.01 Procedures and Reading of Measures Before the Student Senate

- A. Measure on First Reading: ___ When a measure is brought before the Senate for the first time, it shall be placed on first reading. After the first reading, the measure shall be subject to a questioning period. Questions shall be limited to the legislations intent and implications. After the questioning period the measure shall be returned to the author and/or sponsor and the Judicial and Rules Committee for consideration. Special Allocation Bills should go before the Organization and Finance Committee before 1st reading.

- B. Measure on Second Reading: Prior to second reading, all legislation shall have been reviewed and signed by the appropriate committee(s) including the Judicial and Rules Committee. When a measure has successfully passed through committee and is brought before the Senate a second time, it shall be placed on second reading. Second reading shall serve as a period of open debate and amendments to the measure. Afterwards, the Senate may vote on the measure, except for measures that require a third reading.
- C. Measure on the Third Reading: When a measure is brought before the Senate for a third time, it shall be placed on third reading. After the third reading the bill shall be subject to a debate period. Third reading shall serve as a period when a final vote on a measure must be taken.

7.02 Withdrawal of Measures

Once a measure or any other motion has been introduced before the Senate, it then becomes the property of the Senate and requires a 2/3 vote of consent for withdrawal.

7.03 Table of Measures

Once a measure has been introduced before the Senate, it then becomes the property of the Senate and requires a 2/3 vote of consent to be tabled to the next meeting or tabled indefinitely.

7.04 Consideration and Format of Measures

- A. In order for a measure to be considered on the Senate floor, it must be delivered to the Senate President and the Senate Secretary for recording.
- B. All measures must include the following format:
 - 1. Measure number .
 - A. Senate Resolutions: SR, Year, Semester (FA, SP,) - number (Example: SRIIFA - 001 = Senate Resolution Fall Semester of 2011 bill #1)
 - b. Senate Appropriation Bills: SAB, Year, Semester (FA, SP,) - number (Example: SAB11FA- 001= Senate Appropriation Bill Fall Semester of 2011 bill #1)
 - c. Senate Bills: SB, Year, Semester (FA, SP) - number (Example: SB 11 FA - 001 = Senate Bill Fall Semester of 2011 bill #1)
 - d. Constitutional Amendments: CA, Year, Semester (FA, SP)- number (Example: CA11FA- 001=Senate Constitution Amendment of 2011 bill #1)

- i. FA - Fall Semester__
- ii. SP - Spring Semester__
- iii. SR - Senate Resolutions__
- iv. SAB - Senate Appropriation Bills
- v. SB - Senate Bills
- vi. CA - Constitutional Amendments

2. Author(s) may be any FAMU student, senator(s), senate committee and/or senate body. Each bill will be limited to three authors. The author(s) shall be responsible for all activities occurring prior to voting upon the measure, (i.e. writing of the measure, research, the gathering of information and writing summary of measure). The author shall be responsible for lobbying for the measure and ensuring the measure reaches committee(s). The author is also responsible for answering questions and following up on questions asked from previous senate sessions.
3. Sponsor(s) may be any senator(s), senate committee and/or the senate body. The sponsor(s) shall be responsible for all activities occurring after the measure has been voted upon (i.e. gathering receipts, obtaining the proper signature(s), ensuring that the action stated in the measure occurs). The sponsor(s) shall also be responsible for caucus in the measure.
4. First, Second, and Third Reading Dates
5. Measure Title
6. Bills should also contain four (4) WHEREAS clauses and at least one (1) THEREFORE clause.

Paragraph 1: State and define the club, organization, etc.

Paragraph 2: Historical data or background information

Paragraph 3: State problem or objective__

Paragraph 4: Justification of action

Paragraph 5: (SB) Therefore be it enacted

(SAB) Therefore be it appropriated

(SR) Therefore be it resolved

(CA) Therefore be it amended.

7. Action - Whether the measure passed or failed.

8. Voting Record

9. Senate President and Student Body President signature(s) and dates. [SEP]

RULE 8: DECORUM AND DEBATE ON THE SENATE FLOOR

8.01 Governance of the Senate Floor

- A. Anyone interested in speaking to the Senate must contact the Student Relations Committee Chairperson prior to the scheduled meeting.
- B. No non-Senator shall be recognized to speak before the Senate unless scheduled as a guest speaker under Lobbying and Speakers Forum. The Senate President may waive this rule only for SGA Administrative Staff or (non-student) University Officials whose input may be pertinent to the measure at hand.
- C. Only Student Senators, Senate officers, and guest speakers are allowed on the Senate floor while a session is in progress.
- D. No Senator shall walk out of or across the room while the Senate President is putting a position to the body.
- E. No Senator shall pass between the member holding the floor and the Chair.
- F. No Senator shall remain by the Senate Secretary during the calling of the roll or counting of ballots.
- G. There will be no proxy vote in any senate session.

8.02 Gaining the Senate Floor

- A. When any Senator desires to speak or deliver any matter to the Senate, he/she shall raise his/her hand and wait to be recognized by the Chair.
- B. When a Senator is recognized, he/she shall have the option of rising at his/her seat, standing at the podium, or remaining seated to address the Senate.
- C. When two (2) or more senators desire to speak at once, the Senate President shall rule on the order in which they shall speak.

8.03 Time and Limitation of Debate

The following shall set the time and limitation of debate of the Senate floor:

- A. Each Senator shall have no more than three (3) minutes to speak on every debatable motion before the Senate. On measures presented before the Senate for second

reading, each Senator shall have no more than three (3) minutes to remark.

- B. No member shall interrupt another without the consent of the member who has the floor unless the interruption is made to raise a point of order or point of clarification, as permitted by Robert's *Rules of Order*.
- C. Any Senator may yield his/her time and either state the name of the senator the remaining time is yielded to or yield their time to the floor before returning to his/her seat.
- D. Introducers of measures and other debatable motions have the option of giving an opening and closing statement in debate, in addition to his/her allocated time.
- E. The opening and closing statements in debate shall be limited to two (2) minutes each.
- F. Any pros made during debate must address the issue or be directed toward the person being considered. The same applies to cons.
- G. If any Senator believes that a filibuster is taking place he/she may rise, interrupt the speaker, and call for a halt of the filibuster. The Chair shall then stop debate and call for a vote. If two-thirds (2/3) of the Senate agrees to halt the filibuster, all debate on the motion is ended except for final debate by the introducer of the motion.
- H. The Senate President may, at any time, limit debate on motion(s)

8.04 Policy for Conduct and Removal for Deviant Behavior

- A. **Acceptable Behavior:** During regular Senate sessions, Senators are expected to be in accordance with dress code and seating, govern themselves according to these rules of procedure and the System of Student Body Statues Ethics Code. Senators are to refrain from outburst and constrain conversations to a minimum during senate sessions.
- B. **Rights and Limitations of Members and Non-members:** ___ Any non-Senators entering the chambers during meetings, as guests of an organization, have no rights with reference to the proceedings. The Senate has the right to protect itself from annoyance by non-members, and can exercise full authority in this regard. The Chair and/or Judicial and Rules Chairperson have the authority to require non-members to leave the chamber and/or to order their removal at any time during the meeting; in which they have no right of appeal from such order. Any person, Senator or non-member, who attempts to disrupt the proceedings of any Senate meeting in a manner hostile to the announced purpose of the meeting or violates what has been stipulated as unacceptable behavior, can be treated as a non-member under the provisions of this paragraph.
- C. **Drastic Measures for Deviant Behavior:** If any person, Senator or non-member, refuses to obey the Chair's and/or Judicial and Rules Chairperson's order to leave the chamber during a meeting, the Chair should take necessary measures to see that the order is enforced, but should be guided by a judicious appraisal of the situation. The Chair can appoint a committee

to escort the offender to the door. If the committee is unable to persuade the offender to leave, the University police may remove him/her. [SEP]

RULE 9: VOTING ORDER AND SENIORITY OF THE STUDENT SENATE

9.01 Voting Order of the Senate

The Senate Secretary shall follow the alphabetized Senate voting order when taking roll and roll call votes. The voting order shall be as follows:

- Members who are in the first (1) consecutive year in the Senate
- Members who are in their second (2) consecutive year in the Senate
- Members who are in their third (3) consecutive years in the Senate
- Members who are in their fourth (4) consecutive year in the
- Senate Internal Development Select Committee Chair
- Activity & Service Liaison
- Student Relations Vice-Chair
- Organization & Finance Vice-Chair
- Elections and Appointments Vice-Chair
- Judicial and Rules Vice-Chair
- Student Relations Chair
- Organization and Finance Chair
- Elections and Appointments Chair
- Judicial and Rules Chair
- Senate Pro-Tempore

9.02 Seniority of the Senate

- A. All former Senators who return to the Senate after resigning or leaving office shall be considered freshman members.
- B. Members who are in their first year of the Senate shall be considered Freshmen Senators members.
- C. Members who are in their second and third consecutive years of the Senate, as well as committee vice chairs shall be considered Junior Members of the Senate.
- D. Members who are in their forth-consecutive year in the Senate, or members of the Senate Executive Committee (i.e. all committee Chairs, Senate President and Senate President Pro-Tempore) shall be considered Senior Members of the Senate.

RULE 10: WAIVING THE RULES OF PROCEDURE

10.01 Motion to Waive the Rules of Procedure

The Rules of Procedure may be waived; however a reason must be given at the time of waiver. The motion to waive the Rules of Procedure is not debatable and requires

two-thirds (2/3) vote of the Senate, present and voting.

10.02 Specificity of Rule to be Waived

When waiving the Rules of Procedure, a Senator must stipulate the particular rule, section, and subsection to be waived so that the motion or action being made is allowable without waiving this entire document.

10.03 Time Limit Regarding Waived Rules of Procedure

Once the purpose for waiving a particular rule has been fulfilled, then such rule is immediately presumed to be back in place.

RULE 11: PERMISSION TO TEMPORARILY EXIT

- B. Permission to temporarily exit shall not exceed 15 minutes without reasonable warrant for extended time.
- C. Reasonable justification for extended temporary exit time shall be at the Judicial & Rules Committee Chair's discretion.
- D. Senators who are granted permission to temporarily exit, but return after the established time frame will automatically be issued a warning.
- E. Senators who temporarily exit for longer than 15 minutes and do not return before final roll call will be issued 1/2 an unexcused absence.
- F. Senators who are prevented from entering the chambers, due to business on the senate floor, shall be excused.

RULE 12: STUDENT SENATE ATTENDANCE

12.01 Attendance Mandate

Each Student Senator must attend all regular Senate sessions, as well as all 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 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.

12.02 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.

12.03 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.

12.04 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.

12.05 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.

12.06 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

13.01 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.

13.02 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. a. 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: a. Illness __b. Last minute changes in work schedule__c. Extenuating-borderline emergency situations d. 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. __

a. 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.