RULES AND PROCEDURES OF THE Student Senate
# Rules and Procedures of the Student Senate

## Table of Contents

I. Officers of the Senate       4
1. Senate President
2. Senate President Pro Tempore
3. Senate Parliamentarian
4. Senate Clerk

II. Meetings of the Senate       6
1. Regular Meetings
2. Special Meetings

III. Attendance of Members       7
1. Roll Call
2. Absence Excuses
3. Quorum
4. Leaves of Absence
5. Summer Leaves
6. Emergencies

IV. Senator Expectations       9
1. Dress Code
2. Appeals Process

V. Floor Rules and Privileges      10
1. The Chair of the Senate
2. Floor Privileges
3. Readings

VI. Rules Governing Debate       11
1. Consideration of Bills
2. Consideration of Vetoed Legislation

VII. Voting       12
1. Standard Voting Procedure

VIII. Executive Nominations       12
1. Procedure

IX. Committees       13
1. Types of Committees
2. Authority Over Committees
X. Standing Committees of the Senate     14
1. Legislative Affairs Committee
2. Ways and Means Committee
3. Student Affairs Committee
4. Public Relations Committee
5. Assignment to Standing Committees
6. Chairs of Standing Committees

XI. Officer Removal      18
1. Removal of Officers

XII. Legislation          19
1. Submitting New Legislation
2. Enrollment Authority

XIII. Senator Information   20
1. Senator Information Forms

XIV. Senate Executive Committee   20
1. Membership
2. Purpose and Meetings

XV. Precedence of Documents  20

XVI. Suspension and Amendment of the Rules  21
1. Suspension of the Rules
2. Amendments to the Rules and Procedures

XVII. History      21

List of Common Parliamentary Motions   22

LEGISLATIVE HISTORY

The Committee on Legislative Affairs developed these Rules and Procedures of the Student Senate in the Fall Session of the 2010-2011 Senate. This new document replaced the Senate Standing Regulations and shall act as the bylaws for IPSGA Student Senate.

Effective July 1, 2018, these Rules and Procedures shall act as the bylaws for the Student Government Association Student Senate of Purdue University Fort Wayne.

________________________________________________________________________
RULE I
OFFICERS OF THE SENATE

1. Senate President:
   a. Selection:
      i. The President of the Senate shall be the Student Body Vice President of Legislation.
   b. Powers and Duties:
      i. The President of the Senate shall be the chief executive and administrative officer of the Senate.
      ii. The President of the Senate shall hold the chair at meetings of the Senate.
      iii. The President of the Senate shall preserve parliamentary law, maintain the decorum of meetings, and shall serve as a neutral arbiter of the Senate.
      iv. The President of the Senate shall enforce the Rules and Procedures of the Senate and all other relevant documents and policies.
      v. The President of the Senate or the President’s designee may administer oaths to Student Body Officers, Officials, Senators, and officers of Student Government-funded organizations in cases of investigations.
      vi. The President of the Senate shall have all other powers and duties listed in these Rules and Procedures.
      vii. The President of the Senate shall appoint chairpersons to standing, ad hoc, and special committees with the concurrence of a simple majority vote of the total Student Senate membership.
      viii. The President of the Senate shall assign Student Senators to Student Senate Committees as necessary.
      ix. During senator training, the President of the Senate shall conduct dress code training for new senators.

2. Senate President Pro Tempore:
   a. Selection:
      i. The President Pro Tempore of the Senate shall be appointed by the President of the Senate with the concurrence of a simple majority of the total Student Senate membership.
      ii. The President Pro Tempore shall remain as a voting member of the Student Senate.
      iii. The President Pro Tempore must have served as a member of the Student Senate for at least one semester.
   b. Powers and Duties:
      i. The President Pro Tempore of the Senate shall serve as the Chair of the Senate whenever the Senate President is absent from the chair.
      ii. The President Pro Tempore of the Senate shall assist the President of the Senate in fulfilling the duties of said office.
      iii. The President Pro Tempore of the Senate shall serve as President of the Senate whenever that office becomes vacant upon the approval of the Senate.
      iv. The President Pro Tempore of the Senate shall serve as a voting member on all
standing Senate Committees.

c. The Book of the President Pro Tempore
   i. The President Pro Tempore of the Senate shall be given a copy of *The Book of the President Pro Tempore of the Senate*.
   ii. The President Pro Tempore of the Senate may write in advice or any information relevant with intent to helping future President Pro Tempores to be more efficient and effective at being a President Pro Tempore and smoothly completing the duties and power of the position. The President Pro Tempore shall not edit any previous President Pro Tempore submissions.
   iii. Submissions from previous terms shall be available to the public. Only submissions from the current term shall be private.
   iv. The President Pro Tempore of the Senate may have as many submissions as necessary.
   v. The President Pro Tempore of the Senate shall have up to fourteen calendar days after their term or vacancy to submit their submissions to the book. If no submissions are made by that time, then “No Entry” shall be inserted in place of that President Pro Tempore’s submission.
   vi. Submissions shall be written and then scanned to obtain a digital copy which will be combined with the other digital submissions. The combined digital copies shall be called *The Book of the President Pro Tempore of the Senate*.

3. Senate Parliamentarian:
   a. Appointment:
      i. The President of the Student Senate shall appoint the Senate Parliamentarian whenever the office becomes vacant.
   b. Powers and Duties:
      i. The Parliamentarian shall assist the chair in presiding over meetings of the Senate.
      ii. The Parliamentarian shall, upon request, instruct the Senate President, President Pro Tempore, and Committee Chairs on the proper methods for chairing meetings.
      iii. The Parliamentarian shall work to better the Senate’s general understanding of parliamentary law, and shall help any Senator with issues of parliamentary law.
      iv. The Parliamentarian shall upon request from any Senator, issue in writing a non-binding opinion on matters of parliamentary law.
   c. The Book of The Parliamentarian:
      i. The Parliamentarian shall be given a copy of *The Book of The Parliamentarian*.
      ii. The Parliamentarian may write in advice or any information relevant with intent to helping future Parliamentarians to be more efficient and effective at being a Parliamentarian and smoothly completing the duties and powers of the position. The Parliamentarian shall not edit any previous Parliamentarian submissions.
      iii. Submissions from previous terms shall be available to the public. Only submissions from the current term shall be private.
      iv. The Parliamentarian may have as many submissions as necessary.
      v. The Parliamentarian shall have up to fourteen calendar days after their term or vacancy to submit their submissions to the book. If no submissions are made by that time, then “No Entry” shall be inserted in place of the Parliamentarian’s submission.
vi. Submissions shall be written and then scanned to obtain a digital copy which will be combined with the other digital submissions. The combined digital copies shall be called *The Book of the Parliamentarian*.

vii. Submissions shall be submitted to the Student Government Coordinator, who shall help maintain the book year to year.

4. Senate Clerk:
   a. Appointment
      i. The President of the Student Senate shall appoint the Senate Clerk whenever the office becomes vacant.
   b. Powers and Duties:
      i. The Senate Clerk shall record the minutes of all meetings of the Senate.
         a. The minutes shall include a list of all attendees, the present and absent members of the Senate, listing of all business conducted, all vote results, and any other information pertinent to Senate Records and shall be open to the public.
      ii. The Senate Clerk shall record the attendance of each Senate assembly and report it to the President of the Senate.
      iii. The Senate Clerk shall perform other clerical duties as ordered by the Senate or as is otherwise necessary.
   c. The Book of the Senate Clerk
      i. The Senate Clerk shall be given a copy of *The Book of the Senate Clerk*.
      ii. The Senate Clerk may write in advice or any information relevant with intent to helping future Senate Clerks to be more efficient and effective at being a Senate Clerk and smoothly completing the duties and powers of the position. The Senate Clerk shall not edit any previous Senate Clerk submissions.
      iii. Submissions from previous terms shall be available to the public. Only submissions from the current term shall be private.
      iv. The Senate Clerk may have as many submissions as necessary.
      v. The Senate Clerk shall have up to fourteen calendar days after their term or vacancy to submit their submissions to the book. If no submissions are made by that time, then “No Entry” shall be inserted in place of the Senate Clerk’s submission.
      vi. Submissions shall be written and then scanned to obtain a digital copy which will be combined with the other digital submissions. The combined digital copies shall be called *The Book of the Senate Clerk*.
      vii. Submissions shall be submitted to the Student Government Coordinator, who shall help maintain the book year to year.

**RULE II**

**MEETINGS OF THE SENATE**

1. Regular Meetings:
   a. Regular meetings and all official business of the Senate shall be conducted on campus at
as consistent a time and location as is possible and open to the public unless otherwise noted. The President of the Senate shall issue a notification of a closed Senate meeting.

b. The President of the Senate shall prepare the agenda for regular meetings.
   i. The agenda may be amended from the floor at the specified time by a majority vote.
   ii. The agenda shall include sections for Roll Call, Amendments to the Agenda, Amendments to the Minutes, Officer Reports, Committee Reports, Vetoed Legislation (if any), Final Roll Call, and any other matters which the President of the Senate deems necessary.
   iii. The agenda and all documents or information to be considered therein shall be provided to all Senators and shall be made accessible to the public no later than 12:00 PM the day prior to the day of the meeting of the Senate for which the agenda will be used.

c. The President of the Senate shall provide all Senators with a physical listing of all tentative Senate assemblies for the semester, at the first meeting of each semester. Any changes to the tentative schedule require, at least, a two week notice via e-mail. Notice of changes must also be posted in the SGA Office.

2. Special Meetings:
   a. The President of the Senate may call special meetings of the Senate.
      i. Notice shall be given to the Student Senate and Student Body forty-eight hours before a special meeting may take place.
   b. The President of the Senate shall prepare the agenda for that meeting.
      i. The agenda must remain germane to the purpose of the meeting, as mentioned in the call for the meeting.
      ii. The agenda may be amended from the floor at a specified time by a majority vote.

RULE III
ATTENDANCE OF MEMBERS

1. Roll Call:
   a. The President of the Senate or his/her designee shall call the roll of the Senate whenever needed.
   b. The roll shall be called at the start and end of every meeting, as well as for any quorum call or roll call vote.
   c. Voting records may be used to determine the final roll call with a two-thirds vote.

2. Absence Excuses:
   a. The President of the Senate shall provide to all Senators, in writing, the requirements for excused and unexcused absences at the beginning of the semester.
   b. If a Senator believes that an absence should be recorded as excused, that Senator must submit an excuse to the President of the Senate within one week of their absence.
   c. For every three excused absences the President of the Senate shall record one unexcused absence for the senator. Senators shall be limited to two unexcused
absences, unless extended by Rule III.2.d

d. Once a senator reaches the unexcused absences limit, they shall automatically be
suspended and placed on the following agenda for removal. The Presiding Officer shall
notify all senators of the suspension at the next assembly. The senator up for removal
shall have final privilege. If the vote fails then the senator shall no longer be suspended
and shall be granted one additional excused absence for the remainder of the semester.
If the senator accumulates one more excused absence, they shall automatically be
placed on the agenda for removal in accordance to Rule III.2.d
   i. If a senator is on the agenda for removal due to suspension from the previous
      semester, the senator shall be removed from the Senate by two-thirds majority
      vote of the senators present. The senator up for removal shall have final privilege.
      If the vote fails then the senator shall no longer be suspended and shall not be
      granted an additional unexcused absence added to the senator’s cap.

e. Suspended senators shall have no voting rights and shall not be calculated into quorum
   requirements within the Student Senate.

f. For ever two failures to comply with the dress code outlined in Rule IV the President of
   the Senate shall record one unexcused absence for the senator. The President of the
   Senate shall have full discretion in determining a failure to comply with the dress code
   outlined in Rule IV.

g. Attendance shall be reset at the beginning of each semester.

3. Quorum:
   a. A quorum to conduct business shall be a majority of the total membership of the Senate.
   b. Any Senator may raise a point of order regarding the presence of a quorum, at which
      point the chair of the Senate shall suspend debate and begin to call the roll.

4. Leaves of Absence:
   a. All Senators must notify the Presiding Officer of the Senate of their intention to take a
      leave of absence at least one week prior to the beginning of the leave of absence, and
      provide an estimated date of return. The Presiding Officer shall notify all Senators at the
      next assembly. Senators may take a leave of absence at any time due to emergency
      reasons.

   b. All Senators on leave of absence are not permitted to vote and shall not be counted
      towards quorum for committee meetings or Senate assemblies.

   c. To cancel a leave of absence, the Senator must provide notification of their return to the
      Presiding Officer of the Senate. Upon receiving notification, the Senator shall be granted
      active status immediately.

   d. All leaves of absences in a Senator’s yearly term may not exceed three months.
      Exceptions to the time restriction of a leave of absence may be granted by a majority vote
      of the Senate.

5. Summer Leaves:
   a. All senators must notify the Presiding Officer of the Senate of their intention to take a
      summer leave at least one week prior to taking said leave, and provide as estimated date
      of return. The Presiding Officer shall notify all senators at the next assembly. Senators
      may take summer leave at any time due to emergency reasons.
b. The dates for summer leaves shall only be on the days immediately following the last Purdue Fort Wayne academic day of the spring semester and end on the day prior to the first Purdue Fort Wayne academic day of the fall semester. Senators may take leave in part or in entirety of summer session if desired.
c. All senators on summer leave are not permitted to vote and shall not be counted towards quorum for committee meetings or Senate assemblies.
d. To cancel a summer leave, the senator must provide notification of their return to the Presiding Officer of the Senate. Upon receiving notification, the Senator shall be granted active status immediately.
e. Summer leaves shall not be counted towards Rule III.4.d leaves of absence time restriction.
f. Senators who do not terminate their leave of absence prior to the start of the fall semester shall have the first day of the fall semester and all following days on leave count towards their allotted three month maximum for leave of absence.

6. Emergencies
   a. An emergency shall include the case when serious medical conditions, death in family, or an event out of the individual’s control has occurred.

Rule IV

SENIOR EXPECTATIONS

1. Dress Code
   a. All senators are expected to dress business casual to all Student Senate meetings. There is no dress code requirement for committees.
      i. Senators are expected to have a neat, clean, and orderly appearance.
      ii. Unacceptable articles of clothing shall include shorts, athletic wear, baseball caps, denim, t-shirts, mini-skirts, leggings, and sandals.
      iii. Senators who are unable to provide the proper attire to follow this dress code shall be exempt upon discussion with and approval of the President of the Senate.

2. Appeals Process
   a. All senators shall have the right to appeal a determination from the President of the Senate regarding Rule IV.
      i. If a senator is accused of not acting in accordance with any section of Rule IV, that senator may submit an appeal to the President of the Senate with one week of the accusation.
      ii. The President of the Senate must include the appeal on the agenda immediately following the receipt of the appeal.
      iii. A vote of two-thirds of the membership of the Senate is required to overturn a determination. If the appeal fails, the determination stands.
RULE V
FLOOR RULES AND PRIVILEGES

1. The Chair of the Senate:
   a. The President of the Senate shall hold the chair of the Senate, or in the Senate
      President’s absence, the Senate President Pro Tempore.
   b. The chair shall call meetings of the Senate to order. If fifteen minutes have elapsed since
      the start time proposed in the call for the meeting, any member of the Senate shall call
      the meeting to order. If the President of the Senate or President Pro Tempore of the
      Senate is not present, the Senate may elect a Temporary Chair from the floor.
   c. The chair shall rule on all points of order and issues of parliamentary law.
   d. The chair shall deny the hearing of any dilatory motions.
   e. The Senate may appeal any decision of the chair with a majority vote.

2. Floor Privileges:
   a. Senators who are rightfully able to vote shall be able to speak in debate on the floor.
   b. Speaking privileges may be granted to those without them by a majority vote.
   c. The following people or their designees shall be allowed five minutes before the Senate
      to present items germane to their administrations, and shall have a total of five minutes
      each to yield to other speakers, so long as the presentation remains germane to the
      administration of the yielding individual.
      i. The President, Vice President of Legislation, Vice President of Finance, Vice
         President of Programming, and the Student Government Coordinator.
      ii. The President-elect, Vice President-elect of Legislation, Vice President-elect of
          Finance, Vice President-elect of Programming.
      iii. The President Pro Tempore of the Senate,
      iv. Any Justice of the Judicial Court of the Student Body
      v. Any University Administrative Officer or Dean
   d. Any committee of the Senate shall be allowed as much time before the Senate as is
      necessary to report on the activities of the committee and to make recommendations to
      the Senate germane to the purview of the committee.

3. Readings:
   a. Any member may call for the reading of any section of the Student Body Constitution and
      Statutes, Rules and Procedures of the Student Senate, or Robert’s Rules of Order as it
      pertains to any motion, parliamentary inquiry, or point of order being heard.
   b. If any member should object to the reading, the question of entertaining the reading shall
      be put to a vote without debate, requiring a majority for the reading to be entertained.
   c. The Parliamentarian of the Senate, or, in his/her absence, the President Pro Tempore of
      the Senate shall perform all readings to the Senate.
   d. Messages from any of the individuals listed in Section 2(c) of this Rule delivered to the
      President of the Senate shall be read in the place of their report.
RULE VI
RULES GOVERNING DEBATE

1. Consideration of Bills:
   a. Any bill of law, authorization, special request, or resolution shall be debated pursuant to
      this section.
   b. Readings shall be by title only, except when otherwise called for by one-fifth of those
      present and voting, in which case the Senate Parliamentarian shall read the bill in its
      entirety.
   c. The authors and sponsors of the bill shall be afforded a total of five minutes to present
      the bill to the Senate.
   d. Following bill presentation, five minutes shall be allowed for questions of the bill’s authors
      and sponsors.
      i. The bill’s authors and sponsors may not be compelled to answer a question.
      ii. The question period may be extended by a majority vote.
      iii. If there are no questions to be asked, the Senate shall move into debate.
   e. Speaking privileges shall be granted to authors without them for the term of bill
      presentation and questions.
   f. Following the question period, there shall be a period of debate.
      i. If, during the course of debate, it is deemed necessary to return to a question
         period, the Senate may do so with a majority vote. The question period shall again
         last for five minutes, then moving back into debate.
      ii. If there are no Senators wishing to speak, the Chair shall put the question and the
         Senate shall vote on the adoption of the bill.
      iii. Following the above debate procedure, the amendment shall be put to a vote.
      iv. Following debate, the Chair shall put the question and the Senate shall vote on the
         adoption of the bill.
   g. Amendments from the floor shall be in order at any time following bill introduction and
      before final privilege. Amendments from the floor that have been moved and seconded
      shall be heard in the same manner as filed amendments at the time the motion is made
      (see above).

2. Consideration of Vetoed Legislation:
   a. Whenever the Student Body President has vetoed any legislation and returned it to the
      Senate, that legislation shall be added to the agenda under Vetoed Legislation and shall
      be debated pursuant to this section.
   b. The Student Body President shall have three minutes to explain the reasoning behind the
      veto to the Senate; alternately, the Senate President shall read a statement from the
      Student Body President not to exceed three minutes. Following this, the bill’s authors and
      sponsors shall have three minutes to again present the bill and respond to the executive
      veto.
   c. Following the statement of a veto from the Student Body President, any senator may
      motion to begin debate.
      i. Amendments from the floor shall be in order at any time following bill introduction
         and before final privilege. Amendments from the floor that have been moved and
seconded shall be heard in the same manner as filed amendments at the time the motion is made (see above).

ii. Following the above debate procedure, the amendment shall be put to a vote.

iii. If the Senate agrees to an amendment to vetoed legislation, said legislation shall be treated as a second reading from that point forward.

d. Following final summation, the Chair shall put the question and the Senate shall vote on overriding the veto of the bill, with the affirmative in favor of overriding the veto.

RULE VII
VOTING

1. Standard Voting Procedure:
   a. The standard method for all votes requiring a majority shall be determined by the Chair and announced before each vote. The methods of voting shall be by roll call or by electronic devices.
   b. The chair shall declare the outcome of all votes.
   c. Divisions shall be conducted by a roll call vote.
   d. No one may cast a vote for another Senator.
   e. No Senator may abstain from a vote except in cases wherein voting would present a conflict of interest.
      i. A conflict of interest exists whenever a Senator stands to gain an individual benefit from the matter being considered.
      ii. Senators who abstain from voting in a roll call vote due to a conflict of interest shall indicate a reason for the abstention on the vote record.
   f. The roll call vote shall be conducted in accordance with Rule III §1.
   g. Acceptable votes shall be votes in the affirmative, in the negative, or abstain.

RULE VIII
EXECUTIVE NOMINATIONS

1. Procedure:
   a. Whenever the Student Body President (or his/her designee) makes a nomination that requires the approval of the Senate, the final question shall always be, “Will the Senate approve this nomination?”
      i. This question shall be considered automatically, and as such it is unnecessary to make a main motion regarding executive nominations.
      ii. Debate over this question shall begin with five minutes of questions of the Student Body President (or his/her designee) or the nominee in question.
      iii. The same parliamentary motions regarding question periods and debate in bill consideration shall be in order for executive nominations.
b. Nominations shall be heard individually, unless otherwise agreed to by unanimous consent.

**RULE IX**

**COMMITTEES**

1. **Types of Committees:**
   a. There shall be established by these Rules and Procedures Standing Committees of the Senate.
   b. Standing Committees shall report at every meeting of the Senate on their activities since they last reported to the Senate.
   c. The Senate may establish select committees to hear business specified in the motion or resolution to refer.
      i. The members of select committees shall be nominated and elected from the floor of the Senate.
      ii. The Senate may elect the Chair of a select committee, or, if the Senate does not specify a Chair, the select committee shall elect a Chair at their first meeting.
   d. The Senate President may establish ad-hoc committees to hear business as established in their creation with the concurrence of a simple majority of the Senate.
      i. The Senate President shall appoint the members and the Chair of ad-hoc committees with the concurrence of a simple majority of the Senate.
      ii. The Senate may, by a two-thirds vote, discharge any ad-hoc committee of the Senate.
   e. Special (select and ad-hoc) committees shall rise and report to the Senate once they have completed the task(s) that they were created for.
   f. Special committees may also report to the Senate on their current activities and progress as needed.
   g. Unexcused and excused absences for standing committees shall be counted towards the senator's attendance in Rule III.

2. **Authority Over Committees:**
   a. The Senate shall refer any legislation to a committee of the Senate (already in existence or to be newly created) before being considered by the full Senate.
   b. Legislation that has already been referred or is automatically referred may be discharged from a committee by a majority vote. To discharge legislation from a special committee which is the sole purpose of that committee’s creation shall be to discharge that committee altogether.
   c. The Senate may order any committee to create a report to the Senate on any matter germane to that committee’s normal duties.
   d. The Senate may, by a two-thirds vote, remove any member from a special committee or remove a member as Chair of a special committee.
   e. The Senate may also receive minority reports following the regular report of any committee.
i. Minority reports may be issued by one or more members of a committee dissenting from the official report of the committee.

ii. If any Senator should object to the reading of a minority report, the support of one-fifth of those Senators present and voting is required for the report to be entertained.

RULE X
STANDING COMMITTEES OF THE SENATE

1. Legislative Affairs Committee
   a. Duties:
      i. The Legislative Affairs Committee shall review all non-budgetary bills, resolutions which affect the internal policies, documents, and procedures of the Student Senate and SGA, and proposed SGA constitutional amendments submitted to the Senate.
      ii. The Legislative Affairs Committee shall, upon request by the Senate President or as ordered by the Senate, review the Student Body Constitution, Statutes, and Senate Rules and Procedures and draft legislation to amend these documents as is necessary.
      iii. The Legislative Affairs Committee shall submit a report which outlines the accomplishments of the semester, and also includes a list of recommendations for future Legislative Affairs Committee members. The Legislative Affairs Committee shall have up to seven calendar days after the last academic day of each semester to submit a report.
      iv. The Legislative Affairs Committee may submit recommendations to the proper authorities regarding the information, format, and clarity of forms within the scope of SGA, such as, but not limited to: Articles of Impeachment petition form, Referendum petition forms, and rental forms.
      v. The Legislative Affairs Committee shall schedule the date of the legislative review week during the first four official committee meetings of the fall semester. The legislative review week may be held at any time within the Purdue Fort Wayne academic year. The legislative review week shall be used for the Legislative Affairs Committee members to gather opinions from SGA members regarding the structure of SGA, binding documents under the scope of SGA, what does or does not need to be improved in terms of policies, etc. This may be done by, but not limited to: in-person discussion, writing, e-mail, or surveys. These findings may be included in the committee’s end of the semester report.
   b. Review of Legislation:
      i. The Legislative Affairs Committee shall review legislation as to its constitutionality, legality, format, and clarity, and may submit to the Senate amendments to legislation reviewed by the committee.
      ii. The Legislative Affairs Committee may modify the text of the original bill.
      iii. The Legislative Affairs Committee shall report to the Senate on each bill referred to
it, recommending to the Senate that the bill be either adopted with or without amendment, or that the bill not be adopted, listing reasons if the recommendation is against adoption.

iv. Any bill laid on the table by the Legislative Affairs Committee shall remain on the table until such time as the committee votes to take it up from the table. Any bill remaining on the table at the end of a term of the Senate shall be procedurally withdrawn.

2. Ways and Means Committee:
   a. Duties:
      i. The Ways and Means Committee shall examine, amend as needed, and report to the Senate all requests for allocations and appropriations.
      ii. The Ways and Means Committee shall submit into the Senate records all budget requests and other documents submitted to the committee.
      iii. The Ways and Means Committee shall draft and submit to Senate a guide for students and student organizations requesting money. The drafted guide shall include information to better prepare those requesting money from Student Senate.
      iv. The Ways and Means Committee shall submit a report which outlines the accomplishments of the semester, and also includes a list of recommendations for future Ways and Means Committee members. The Ways and Means Committee shall have up to seven calendar days after the last academic day of each semester to submit the report.
      v. The Ways and Means Committee shall make its own records of Student Senate funding and review financial reports from the Student Body Vice President of Finance to ensure completeness and accuracy.
   b. Student Organizations and Individual Funding Requests:
      i. Any student organization or individual requesting funding through the Ways and Means Committee shall submit all forms and documents required by the committee.

3. Student Affairs Committee
   a. Duties:
      i. The Student Affairs Committee shall create, distribute, analyze, and draft any necessary resolutions regarding the opinion of the Student Body on matters including, but not limited to: academic affairs, student affairs, campus affairs, community affairs, and SGA affairs.
      ii. The Student Affairs Committee shall review all non-budgetary bills and resolutions that do not fall under the jurisdiction of the Legislative Affairs Committee.
      iii. The Student Affairs Committee shall submit a report which outlines the accomplishments of the semester, and also includes a list of recommendations for future Student Affairs Committee members. The Student Affairs Committee shall have up to seven calendar days after the last academic day of each semester to submit the report.
   b. Resolutions Regarding the Student Body:
      i. The Student Affairs Committee shall gather the opinions of the Purdue Fort Wayne
student body through appropriate means including, but not limited to: questionnaires/surveys conducted by SGA, questionnaires/surveys conducted by outside organizations, online suggestion forms, verbal input at live Senate-sponsored events, and other sources of student data relevant to the mission and purpose of SGA.

ii. The Student Affairs Committee is responsible for analyzing the data gathered and drafting appropriate resolutions and implementation plans, if applicable, for the Student Senate's consideration.

iii. The Vice President of Legislation shall submit the approved resolution to the appropriate administrator, office, or other entity for which the best course of action may be taken.

c. Review of Student Organizations Constitutions:

i. The Student Affairs Committee shall review all constitutions for their compliance with the Student Body Constitution and Statutes, Purdue Fort Wayne Rules and Regulations, and all applicable state and federal law.

ii. The Student Affairs Committee shall, upon finding any failures in compliance, report these problems to the organization in question, detailing how to amend the constitution to eliminate these problems.

iii. The Student Affairs Committee shall report their findings on an organization’s proposed constitution and charter to the Senate.

4. Public Relations Committee

a. Duties:

i. The Public Relations Committee shall be responsible for the Senate’s public relation with Purdue Fort Wayne and the greater community.

ii. The Public Relations Committee shall be responsible for advertising Senate events, services, vacant seats, and any other information deemed necessary or appropriate to make available to SGA membership, the student body, community members, and the general public. Advertisements may occur in the form of flyers, banners, handouts, website updates, social media, radio, television, print media, or any other form deemed reasonable and appropriate to convey information.

iii. The Public Relations Committee shall provide up-to-date information about the Student Senate and individual Senators on the SGA website or any other social media website.

iv. The Public Relations Committee shall submit a report which outlines the accomplishments of the semester, and also includes a list of recommendations for future Public Relations Committee members. The Public Relations Committee shall have up to seven calendar days after the last academic day of each semester to submit the report.

b. The Public Relation of Student Senate:

i. The Public Relations Committee shall plan, advertise, and implement events for the purposes of advancing the goals of Student Senate. If discretionary funds are required for the successful implementation of such events, the chair of the Public Relations Committee shall be responsible for presenting an official request for funds to the Student Senate outlining how much funding is required and how those funds are to be used. Any request submitted by the Public Relations Committee
shall bypass the Ways and Means Committee and be placed on the agenda by the Vice President of Legislation.

ii. The Public Relations Committee shall be responsible for planning Senate outreach opportunities on the Purdue Fort Wayne campus and the greater community, including, but not limited to, participation in campus wide events as a Senate group, community volunteering, campus volunteering, and participation in charitable events on campus and in the community.
   a. The Public Relations Committee shall determine the appropriate number of Senators required to fulfill the goal of the outreach opportunity, which will be filled on a first-come-first-serve basis
   b. Each Senator is required to attend a pre-determined number of outreach opportunities.
   c. The Public Relations Committee shall draft a resolution which outlines the number of outreach opportunities each Senator is required to attend and consequences for the absence, as well as any other criteria deemed necessary by the committee, which may include, but is not limited to, participation at Student Activities Board and other SGA events, and requirements for students joining Student Senate late in the semester.

5. Assignment to Standing Committees:
   a. All Senators shall be assigned to committees by the President of the Senate.
      i. The President of the Senate shall make certain that each of the committees are equally staffed.
      ii. Senators shall serve on at least one standing committee.
      iii. Failure to serve on a committee shall be grounds for expulsion from the Senate.
   b. The Senate may, with a two-thirds vote, expel a member from a standing committee of the Senate; however, the Senate President Pro Tempore may not be expelled.
   c. The President Pro Tempore of the Senate shall serve as a voting member of all Standing Committees.

6. Chairs of Standing Committees:
   a. The President of the Senate shall appoint the Chairs of the Standing Committees with the concurrence of a simple majority of the Student Senate.
   b. A Senator may only be the chair of one standing committee of the Senate.
      i. The Senate may remove a Senator as Chair of a standing committee with a two-thirds vote.
   c. Each committee chairperson, unless a committee clerk is appointed, shall be responsible for recording the minutes of the committee. The committee chair shall then adopt the finalized minutes at the next committee meeting and place the adopted finalized minutes in the respective committee file and submit a copy to the Senate President and Senate President Pro Tempore. If there will not be another committee meeting before the end of the semester then the minutes shall be automatically adopted and submitted before the last academic day of the semester.
      i. The committee chair may appoint a committee clerk from within the committee with a simple majority approval of the committee members present.
ii. The committee clerk shall be responsible for recording the minutes of the committee and submitting the finalized minutes to their committee chair before the next committee meeting. The committee chair shall then adopt the finalized minutes at the next committee meeting and place the adopted finalized minutes in the respective committee file and submit a copy to the Senate President and Senate President Pro Tempore. If there will not be another committee meeting before the end of semester then the minutes shall be automatically adopted and submitted before the last academic day of the semester.

d. The Senate President and President Pro Tempore may not act as the chair of any committee of the Senate, except for the Senate Executive Committee.

e. Each committee chairperson shall designate a meeting within the first four official committee meetings of the fall semester to review the previous committee reports of at least the past two terms of their respective standing committee.

f. Each standing committee chairperson shall be given their respective copy of *The Book of the (Committee Name) Committee Chair.*

i. The committee chairs may write in advice or any information relevant with intent to helping future committee chairs to be more efficient and effective at being a committee chair and smoothly completing the duties and powers of their position and committee. The committee chairs shall not edit any previous chair submissions.

ii. Submissions from previous terms shall be available to the public. Only submissions from the current term shall be private.

iii. The committee chair may have as many submissions as necessary.

iv. The committee chairs shall have up to fourteen calendar days after their term or vacancy to submit their submissions to the book. If no submissions are made by that time, then “No Entry” shall be inserted in place of that chair’s submission.

v. Submissions shall be written and then scanned to obtain a digital copy which will be combined with the other respective committee chair’s digital submissions. The combined digital copies shall be called *The Book of the (Committee Name) Committee Chair.*

vi. Submissions shall be submitted to the Student Government Coordinator, who shall help maintain the book year to year.

**RULE XI**

**OFFICER REMOVAL**

1. Removal of Officers:

   a. Senators may request the removal of a Senate Officer from their respective offices by filing a petition to remove the Officer with the Legislative Affairs Committee.

   b. If the Legislative Affairs Committee recommends removal to the Senate, the Officer subject to removal shall be informed by the Legislative Affairs Committee no later than three days before the meeting of the Senate at which the resolution for removal will be heard.

   c. The Officer subject to removal shall have final privilege when the resolution calling for removal is being debated in the Senate.
d. A vote of two-thirds of the membership of the Senate is required to remove a Senate Officer.
e. The following Officers may be removed using this procedure:
   i. Senate President Pro Tempore
   ii. Senate Parliamentarian
   iii. Senate Clerk

RULE XII
LEGISLATION

1. Submitting New Legislation:
   a. All bills of law, resolutions, authorizations, and special requests shall be submitted to the President of the Senate, who shall then assign the legislation to a committee. If no committee is assigned to hear or able to hear a piece of legislation that legislation shall be referred to the Legislative Affairs Committee so that it may be considered for addition to the agenda.
   b. If a committee creates legislation, that committee may directly submit legislation to the President of the Senate for addition to the agenda, or may first refer that legislation to the committee normally tasked with hearing that type of legislation.
   c. Legislation not added to the agenda by the President of the Senate may be added to the agenda from the floor with a majority vote. Legislation to be added to the agenda from the floor must be submitted to the President of the Senate and the Senate Clerk, and informing the President of the Senate and the Senate Clerk of the intent to add to the agenda from the floor, sufficient copies shall be made for the meeting of the Senate.
   d. Whenever any legislation particularly affecting one or more student organizations is to be heard by the Senate, the president(s) of the affected organization(s) must be notified by the President of the Senate (or his/her designee) no later than three days prior to the first meeting of the Senate at which the legislation is to be heard. This provision does not apply if the affected organization(s) is bringing the legislation before the Senate (e.g. a special request for allocations).
   e. All outstanding legislation at the end of a term of the Senate shall be procedurally withdrawn.

2. Enrollment Authority
   a. Following the passage of legislation, the President of the Senate shall present, with his signature verifying passage in the Senate, to the Student Body President, the bill as passed within forty-eight hours for his signature or veto.
RULE XIII
SENATOR INFORMATION

1. Senator Information Forms:
   a. All Senators shall be required to keep in the Senate office files an accurate record of their contact information.
   b. Included on the information form shall be the following information:
      i. The Senator’s full legal name,
      ii. Senate seat held,
      iii. University classification, major and college,
      iv. E-mail address.
   c. Senators shall submit updates to their information forms whenever the above listed information changes.

RULE XIV
SENATE EXECUTIVE COMMITTEE

1. Membership:
   a. The following Senators shall be members of the Senate Executive Committee:
      i. The Senate President, as Chair,
      ii. The Senate President Pro Tempore,
      iii. The Chairs of all standing committees,

2. Purpose and Meetings:
   a. The Senate Executive Committee shall serve as a forum to allow for communication between the committees of the Senate and to aid the members in the completion of their duties.
   b. The Senate Executive Committee shall meet once every two weeks at the time and place chosen by the Chair. The Chair may call additional meetings at his/her leisure.
   c. Quorum for the Senate Executive Committee shall be three of the five members.

RULE XV
PRECEDENCE OF DOCUMENTS

1. Precedence of Documents:
   a. The Student Senate shall be governed by, in order of precedence, the Constitution of the Student Government Association, these Rules and Procedures of the Student Senate, and the latest version of Robert’s Rules of Order Newly Revised.
   b. The Student Senate shall abide by all applicable state and federal law.
   c. If there is a question of procedure not discussed in any of these documents, the chair shall apply principles of justice and general parliamentary law to determine the correct course of action.
      i. The Senate President may put this question before the Senate.
ii. Any decision made by the chair in this manner may be appealed in the same manner as any other decision of the chair.

RULE XVI
SUSPENSION AND AMENDMENT OF THE RULES

1. Suspension of the Rules:
   a. The provisions within these Rules and Procedures and Robert’s Rules of Order Newly Revised as a parliamentary authority may be suspended at any time by a two-thirds vote.
   b. Rules may only be suspended in order to allow a particular course of action, which shall be stated in the motion to suspend the rules.
   c. The provisions within the following Rules may not be suspended by any means:
      i. Rule I – Officers of the Senate,
      ii. Rule XII – Senator Information,
      iii. Rule XIII – Senate Executive Committee,
      iv. Rule XIV – Precedence of Documents,
      v. Rule XV – Suspension and Amendment of the Rules

2. Amendments to the Rules and Procedures:
   a. Amendments to these Rules and Procedures shall be submitted to the Legislative Affairs Committee as a resolution, and shall require a two-thirds vote in the Senate for adoption and cannot be moved from the floor.
   b. Amendments shall not take effect until the following meeting of the Senate.
   c. Technical Amendments to the Rules and Procedures shall be submitted to the Senate as a resolution, and shall require a simple majority vote in the Senate for adoption.
      i. A Technical Amendment shall be an amendment which shall correct any grammatical or spelling errors in this document.

RULE XVII
History

1. History
   a. All changes to these bylaws shall also have a superscript by each section in which changes had occurred in. These superscripts shall reference in this rule the date and name of the bill or the resolution that had made such changes official in this rule.
# List of Common Parliamentary Motions

(Listed In Order of Precedence)

<table>
<thead>
<tr>
<th>Motion</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>To adjourn</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>To recess</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Question of privilege</td>
<td>No</td>
<td>No</td>
<td>(May be raised any time)</td>
</tr>
<tr>
<td>Call for the orders of the day</td>
<td>No</td>
<td>No</td>
<td>(May be raised any time)</td>
</tr>
<tr>
<td>To lay on the table</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Previous question</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>To limit, extend, or close debate</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>To postpone definitely</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>To commit/refer</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>To amend</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>To postpone indefinitely</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

# Other Parliamentary Motions

(No Order of Precedence)

<table>
<thead>
<tr>
<th>Motion</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>To suspend the rules</td>
<td>No</td>
<td>No</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>To adopt special rules of order</td>
<td>Yes</td>
<td>Yes</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Use vote records for final roll call</td>
<td>No</td>
<td>No</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>To order a roll call vote</td>
<td>No</td>
<td>No</td>
<td>One-fifth</td>
</tr>
<tr>
<td>To take up from the table</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>To divide a question</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to considering a question</td>
<td>No</td>
<td>No</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Call for division</td>
<td>No</td>
<td>No</td>
<td>(Raised following a vote)</td>
</tr>
<tr>
<td>To open the floor to nominations</td>
<td>No</td>
<td>No</td>
<td>One-fifth</td>
</tr>
<tr>
<td>To close nominations</td>
<td>No</td>
<td>Yes</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Adopt a committee report</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Discharge a committee</td>
<td>Yes</td>
<td>Yes</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Point of order</td>
<td>No</td>
<td>No</td>
<td>(May be raised any time)</td>
</tr>
<tr>
<td>Appeal the decision of the chair</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Point of information</td>
<td>No</td>
<td>No</td>
<td>(May be raised any time)</td>
</tr>
<tr>
<td>Point of parliamentary inquiry</td>
<td>No</td>
<td>No</td>
<td>(May be raised any time)</td>
</tr>
</tbody>
</table>