



# Senate Rules of Procedure

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Category: Senate

## RULE I: CHAIRPERSON OF THE SENATE

### Section 1: Duties:

- A. In addition to the duties detailed in the SA By-Laws and in applicable SA policy, the following shall also be the duties of the Chairperson of the Senate:
  - a. To formally set and circulate the agenda of the Senate in advance of each Senate meeting. The agenda shall include the Call to Order, Approval of Minutes, Committee Reports, Old Business, New Business, Announcements, Adjournment, and other items set at the discretion of the Chair.
  - b. To ensure, in accordance with these Rules, the proper and timely posting of necessary documents on the SA website.

### Section 2: Selection:

- B. The following procedure shall be followed in the election of the Senate Chairperson:
  - a. The Chair shall open and call for nominations for the position of Chairperson.
  - b. Any Senator may nominate themselves or another Senator.
  - c. Once nominations close, each nominee, in the order of their nomination, may speak for up to 3 minutes.
  - d. All nominees may participate in a simultaneous question-and-answer period.
  - e. Voting shall then proceed, via roll call vote.

## RULE II: FLOOR VOTING

### Section 1: Vote Record:

- A. Upon a motion by a Senator and a second of that motion by another Senator, the Senate shall vote on a resolution. Votes may be conducted by unanimous consent or roll call vote.

## RULE III: NOMINATIONS

### Section 1: Executive and Vacancy Nominations:

- A. The following procedure shall be followed for the consideration of nominations:
  - a. For Executive nominations, the President shall work with the Chair to draft and post a resolution regarding their intent to appoint the specific person(s) to the corresponding position(s), and that approval of the resolution by the Senate shall constitute confirmation of the appointment(s).
  - b. For vacancy nominations, the Senator looking to nominate an individual to fill a vacancy shall work with the Chair to draft and post a resolution regarding the Senate's intent to appoint the specific person(s) to the corresponding position(s), and that approval of the resolution by the Senate shall constitute confirmation of the appointment(s). The Chair may interview the nominee(s) to review qualifications.

- c. The resolution(s) shall be added to the agenda of the next Senate meeting under New Business.
- d. Upon reaching the resolution(s) in the meeting, the Chair shall introduce the resolution(s).
- e. A question-and-answer period of the appointee(s) and any associated members shall occur followed by a period of debate.
- f. Following a motion for and subsequent second for the resolution(s), the Senate shall vote on the nomination(s).

## RULE IV: SUPPLEMENTAL FUNDING REQUESTS

### Section 1: Consideration of Senate Supplemental Funding:

- A. The following procedure shall be followed in the consideration of Supplemental Funding Requests:
  - a. The Chair may invite members of the clubs requesting supplemental funding to attend the meeting where the request is being considered.
  - b. Clubs requesting supplemental funding shall be allowed to present their request to the Senate. Clubs may submit written statements or present orally.
  - c. There shall be a question-and-answer period by members of the Senate followed by a discussion period.
  - d. Supplemental funding cannot be granted for an amount greater than the amount requested but may be granted for an amount that is the same as or less than the amount requested.
  - e. The Senate may adopt special rules for considering requests, including but not limited to criteria or limitations on providing supplemental funding.

## RULE V: SANCTION APPEALS

### Section 1: Consideration of Appeals to the Senate:

- A. The following procedure shall be followed in the consideration of a club appeal:
  - a. The Chair may place appeals on the agenda under New Business and explain to the Senate the circumstances surrounding the appeal.
  - b. The club requesting the appeal may submit or present a statement at the meeting where the appeal is considered.
  - c. Any Senator may call for a vote as to whether to grant or deny the appeal.
  - d. Appeals shall only be granted if the majority of Senators present vote to grant the appeal.
  - e. Appeals that are denied may not be reconsidered absent the discovery of new information that, if known at the time of the original appeal, would have substantially altered the outcome of the appeal.

## RULE VI: SEVERABILITY

### Section 1: Severability:

- A. The invalidity or unenforceability of any provision in these Rules of Procedure shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from these Rules of Procedure to the extent of its invalidity or unenforceability only, and these Rules of Procedure shall be construed and enforced as if these Rules of Procedure did not contain that particular provision to the extent of its invalidity or unenforceability.

## RULE VII: EFFECT OF VIOLATION

### Section 1: Effect of Violation:

- A. Notwithstanding any other provision, no violation of these Rules of Procedure or Robert's Rules of Order shall result in the invalidation of any otherwise valid action of the SA Senate or any Senate Committee.

## RULE VIII: PARLIAMENTARY MOTIONS

(Listed In Order of Precedence)

<b>Motion</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>
To adjourn	No	No	Majority
To recess	No	Yes	Majority
Question of privilege	No	No	(No Vote, Chair Decides)
Call for the orders of the day OVERRIDE)	No	No	(No Vote, or 2/3 to
To lay on the table	No	No	Majority
Previous question	No	No	Two-thirds
To limit, extend, or close debate	No	Yes	Two-thirds
To postpone definitely	Yes	Yes	Majority
To commit/refer	Yes	Yes	Majority
To amend	Yes	Yes	Majority
To postpone indefinitely	Yes	No	Majority

### OTHER PARLIAMENTARY MOTIONS

(No Order of Precedence)

<b>Motion</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Required</b>
To suspend the rules	No	No	Two-thirds
To adopt special rules of order	Yes	Yes	Two-thirds
Use vote records for final roll call	No	No	Two-thirds
To order a roll call vote	No	No	One-fifth
To take up from the table	No	No	Majority
To divide a question	No	Yes	Majority
Object to considering a question	No	No	Two-thirds
Call for division	No	No	(Raised following a vote)
To open the floor to nominations	No	No	One-third
To close nominations	No	Yes	Two-thirds

Adopt a committee report	Yes	Yes	Majority
Discharge a committee	Yes	Yes	Two-thirds
Point of order	No (May Explain)	No	(No Vote, Chair Decides)
Appeal the decision of the chair	Yes	No	Majority
Point of information	No	No	(May be raised any time)
Point of parliamentary inquiry	No	No	(No Vote, Chair Decides)