

FLORIDA A&M UNIVERSITY STUDENT GOVERNMENT ASSOCIATION



PREAMBLE

We the members of the Legislative Branch, in order to represent the students of Florida Agricultural and Mechanical University, do hereby establish the following Rules of Procedure for the Legislative Branch of Florida Agricultural and Mechanical University Student Government Association. All persons attending Student Senate Sessions are responsible for adhering to the established Rules of Procedure.

Student Senate Internal Rules of Procedure

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Article 1- Authority and Amendments

Section 1 – Establishment, Constitutional Conformity & Governance

1.1.1 In order to represent the students of Florida Agricultural and Mechanical University effectively and efficiently, we, the members of the Student Body Senate, have established these Rules and Procedures for the Florida A&M Student Government Association Student Body Senate.

1.1.2 The Student Body Senate is authorized by the Student Government Constitution (Article 3, Section 7, L) to write, approve, and operate by its own Rules and Procedures.

1.1.3 The purpose of these Rules and Procedures is to further expand upon the powers vested in the Senate by the Student Government Constitution and Statutes. While this document may supplement and further define provisions within the Constitution, it shall not conflict with the Constitution.

1.1.4 The Senate shall be governed by, in order of precedence, the Student Government Constitution, these Rules and Procedures, and the newest version of Robert's Rules of Order, Newly Revised. The Senate shall also defer to all applicable state and federal law, when germane to the operations of the Senate. The Rules of Procedure of the Legislative Branch shall be binding to members of the Legislative Branch.

1.1.5 Rules shall be addressed and numbered in the following format (Senate ROP Article #, Section #, Rule #) **EX.** 3.1.3- Article 3, Section 1, Rule 3

Section 2 – Amendments, Revisions, & Ratification

1.2.1 The Legislative Branch (Student Senate) Internal Rules of Procedure when deemed necessary may be amended through a Senate Bill or IROP Workshop Session.

1.2.2 The ROPs shall be amended as necessary to maintain conformity with Governing Documents.

1.2.3 Regular Amendments to these Rules and Procedures will be submitted to the Judiciary Committee as a Senate Procedural Bill and will require a two-thirds vote of the Senate for adoption and cannot be moved from the floor.

1.2.4 The Senate Executive Committee may revise these Rules and Procedures, but only to correct formatting, fix grammatical errors, remove clauses when Senate action overrules them, and amend provisions to be in compliance with any changes in the Student Government Constitution and Statutes that supersede these, Rules. Such Special Amendments shall be published to the Senate in form of a memorandum and may be overturned by a simple majority vote of the Senate upon a motion to appeal.

1.2.5 Amendments will not take effect until signed by the Senate President or after five (5) school days of the presentment. This document shall be re-ratified following the election of new senate officers by a two-thirds vote of the senate.

Article 2- Officers of the Senate

Section 1 – Election and Appointment of Senate Officers (President & Pro Tempore and Senate Secretaries)

2.1.1 The Officers of the Senate shall be the following: Senate President, Senate President Pro Tempore.

2.1.2 The Senate President or his/her designee shall take chair and immediately call for the nomination of the new Senate President and Senate President Pro-Tempore two weeks after to the Spring run-off elections, with the election to occur the following week. In the event, the Spring Elections aren't completed by Spring Break, the Senate Executive Committee shall present an internal timeline to conduct the Election of the Senate President and Senate President Pro-Tempore. Only a Senator shall make nominations from the floor for the Offices of Senate President and Senate President Pro-Tempore. No Senator shall accept a nomination for more than one office. A motion, which shall require a two-thirds vote of the Senate, shall be made by a Senator to close nominations.

2.1.3 In the case of one nominee for an office, the nominated Senator will serve in that capacity by default. However, an official vote must still take place and the nominee must receive a majority vote. If any nominee does not receive a majority vote, the Senate President or his/her designee shall immediately call for new nomination for that position.

2.1.4 All Senate President and Senate President Pro-Tempore nominees shall present before the Senate. After nominations from the floor have closed, each nominee, in alphabetical order will have five minutes to address the body, followed by a five-minute question-and-answer period. Following that the chair shall call for the election.

2.1.5 Three-fourths (3/4) of the current Senate membership must be present to hold an election. The President of the Senate and Senate President Pro-Tempore will be elected by roll call ballot from all Senators present and voting.

2.1.6 The Senate Secretary, Electoral Commissioner, and SGA Director shall be the official supervisors of the election and shall upon request give a formal opinion on procedural complaints and violations during the election. If determined that a procedural violation has occurred, the supervisors of election shall work with the Chair of the Election to enact an immediate remedy in accordance with Senate Rules, Precedence, and Roberts Rules of Order.

2.1.7 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 Officer Election.

2.1.8 The Senate President 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.

2.1.9 The Senate President Pro Tempore nominees shall be required to have served in the Senate for at least one academic semester and have an overall cumulative grade point average of 2.8 or higher at the time of the election. Senate Pro-Tempore nominees , must have completed all duties of a senator , verified by the Senate President and IDSC Chairperson.

Section 2 – Duties and Powers of the Senate President

2.2.1 To serve as the chief administrative, executive, and legislative officer of the Student Body Senate and shall perform duties as provided by the Student Body Statutes, Constitution of the Student Body, and these Senate Rules of Procedure.

2.2.2 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 Chairperson, or the Senate President's designee shall become the presiding officer. Any qualified Senator assuming the chair must always yield the chair to the Senate President or Senate President Pro-Tempore upon demand.

2.2.3 The Presiding chair must stay as a non-partisan member, in how he/she conducts senate sessions meetings.

2.2.4 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. Once the debate has begun on a measure, the presiding officer shall not vacate the chair to enter the debate.

2.2.5 The President of the Senate will preserve parliamentary law, maintain the decorum of meetings, and will serve as a neutral arbiter of the Senate.

2.2.6 The President of the Senate will enforce the Rules and Procedures of the Senate.

2.2.7 To appoint the members of all standing committees, except for the Senate Executive Committee. To create, dissolve, and appoint Senate ad-hoc, select and special committees of the Senate as deemed necessary.

2.2.8 The Student Senate President may volunteer any committee of the Senate to meet at a specific time with at least a 24-hour notice to the appropriate Chair and committee members.

2.2.9 The Senate President shall sign all measures approved by the Senate. In the absence of the Senate President, The Senate President Pro-Tempore shall sign all measures approved by the Senate.

2.2.10 The Student Senate President shall have the sole authority to appoint, a Senate Secretary and the sole discretion to appoint a Senate President Secretary Historian, and other staff as needed.

2.2.11 The Student Senate President shall, within five (5) school days, sign all documents which require her/his signature.

2.2.12 The Student Senate President shall be the administrator of any official social media account of the Legislative Branch and can appoint this power to a designated committee member of the student relations, at his/her discretion.

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

2.2.14 The Student Senate President shall have the authority to assign Senators and or members of the Student Body to serve as liaisons to various University and SGA entities.

Section 3 – Duties and Powers of the Senate President Pro Tempore

2.3.1 The Student Senate President Pro Tempore shall assist the President and perform duties as provided by the Student Body Statutes, Constitution of the Student Body, and these Senate Rules of Procedures

2.3.2 The Senate President Pro Tempore may be referred to as the Pro Tempore

2.3.3 At the Senate President's request or inability to perform his/her duties, the Senate President Pro-Tempore shall assume the duties of the Senate President.

2.3.4 The President Pro Tempore of the Senate will serve as President of the Senate whenever that office becomes vacant

2.3.5 To Chair the Senate Executive Committee

2.3.6 The Senate President Pro-Tempore shall be a voting, ex-officio member of all standing ad-hoc, select, and special committees of the Senate.

2.3.7 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.

2.3.8 To ensure Senate business complies with public records policies.

2.3.9 The Senate Pro-Tempore shall appoint the chairperson of the Internal Development Select Standing Committee with the advisement of the Senate President.

2.3.9 To Notify the Elections and Appointments Committee of any vacant seats within the Senate.

2.3.10 Any other duties as assigned in accordance with Senate Rules by the Senate President

2.3.11 Shall preside over the election of the Chairs of Senate Standing Caucuses.

2.3.12 Shall receive reports from Senate Chairs, Senate Liaisons and Senate Staff.

2.3.13 To stay as a non-partisan member, in how he/she conducts senate sessions meetings.

Article 3- Senate Caucuses

Section 1 – Senate Caucuses

3.1.1 The purpose of the Caucuses is to support all Rattlers and create a culture of open dialogue and communication. They primarily focus on getting access to resources for the groups they represent but also focus on the well-being and safety of their constituents. They look to amplify and empower groups from diverse backgrounds and ensure that their voices are being represented within the FAMU community.

3.1.2 There shall be five standing caucuses recognized by the student senate as followed: The Freshman Class Caucus, The Sophomore Class Caucus, The Junior Class Caucus, The Senior Class Caucus, and The Graduate Class Caucus. Each caucus shall be comprised of the senators of each caucus's respective class/classification.

3.1.3 The Chairperson and Vice-Chairperson shall be the first and second-seat senators elected by their respective class/classification. The Chairperson and Vice-Chairperson may also be chosen by a majority vote of their respective class/classification when deemed necessary by the senate president.

The Powers and Duties of Class Caucuses shall be:

3.1.4 Sponsor measures to address issues that are unique to the population of students they Represent.

3.1.5 Serve as an avenue for populations of students identifying as a member of the Caucuses Class and or Classification to share issues that uniquely affect them.

3.1.6 Preserve and advance relationships with their respective class/classification and work to better those students 'academic and collegiate experiences.

3.1.7 Be in constant review of university policies and regulations that affect the population of students that identify with them.

3.1.8 Shall have one Class Caucus Town Hall per semester to address the concerns, needs, and issues of their respective class/classification. The Town Hall shall be open to the public and give students of their respective class/classification an opportunity to be heard on their concerns, issues, and or needs. The Town Hall shall also serve as the official meeting of the Class Caucus to decide on legislation that will affect their respective class/classification. The Class Caucus shall receive legislative proposals from members of their respective class/classification during the Town Hall.

3.1.9 6.Shall sponsor one piece of legislation a semester that addresses the concerns, needs, and or issues of their respective class/classification. All legislation sponsored by the caucus must pass by majority vote.

3.1.10 Shall meet once monthly with the Class Cabinet President and Vice-President to create, plan, and or address the issues of their respective class. The meeting shall be open to the Public.

3.1.II 2. The Senate President shall have the power to create senate caucuses related specifically to our university's diverse population of ideologies, beliefs, and ideals with 2 vote of the Student Senate.

Article 4- Standing Committees of the Senate

4.1.1 By the first meeting of the Senate in the fall semester, the Senate President shall recognize the following standing committees of the Florida A & M Student Senate: Senate Executive Committee, Senate Judicial & Rules Committee, Elections & Appointments Committee, Organization & Finance Committee, Student Relations Committee, and the Internal Development Committee.

Committee Chairperson's Powers and Duties

4.1.2 Committee Meetings

1. The committee Chairpersons shall set the official meeting times for their respective committees with the consent of the majority of the Senators in that committee.

Chairpersons shall be responsible for following and complying with TITLE XII (12) of the Student Body Statues.

2. 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.

3. The Chairperson shall be responsible for calling weekly meetings of his/her committee, and Chairpersons shall not hold a committee meeting less than twenty-four (24) hours prior to a regular Senate session.

4. 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 to submit information to its members

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4.1.3 Committee Reports

1. 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 reports at Senate meetings.

2. The Chairperson of the standing committee shall review committee reports before presenting them to the Senate.

4.1.4 Committee Procedures

All committees shall abide by the Legislative Branch Internal Rules of Procedures, the Student Body Statues and Roberts Rules of Order.

4.1.5 Committee Binder

The Chairperson shall compile a committee binder, which they will present to the Senate President and Senate Pro- Tempore at the end of each academic semester. This binder shall serve as a guide for the subsequent chair and should contain a list of instructions, a copy of meetings times and agendas, and other pertinent information.

4.1.6 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 the committee 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.

4.1.7 Duties of the Judicial & Rules Chair

1. To enforce decorum within the Senate and advise the Senate President on matters relating to preserving order within the chamber.
2. To serve as the Chaplain/Parliamentarian of the Legislative Branch
3. To initiate Investigation with the Judicial & Rules committee of Legislative Branch Members.

Committee Vice-Chairperson's Powers and Duties

4.2.1 Assuming the Chair

1. The Vice-Chairperson shall assume the duties of the Chairperson upon request if the Chairperson is unable to perform his/her duties.

2. Upon the committee Chairperson's removal or resignation from office, the Vice Chairperson shall assume the office of Chairperson.
3. 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.
4. If both the Committee Chairperson and Vice-Chairperson are unable to assume the office of Chairperson, the Senate President shall appoint a Senator within that committee to the office of Chairperson.
5. Send all reports to the senate secretary 24 hours prior to a regular senate meeting.

4.2.2 Committee Minutes

The Vice-Chairperson shall be responsible for keeping the minutes of the committee and submitting the minutes to the Senate President, Secretary, and Web Content Manager no less than twenty-four (24) hours prior to the regular Senate meeting.

4.2.3 Internal & Development Committee (IDC) Membership

1. Each vice- Chairperson shall serve as an active member of the IDC. Each Vice Chairperson will be given the task of formatting learning initiatives and training sessions for their respective committee through IDC. 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 Affairs Development Committee.

Standing Committees of the Student Senate

4.3.1 The Senate Executive Committee

1. 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.
2. The Senate Pro-Tempore shall be the Chairperson of the Senate Executive Committee.
3. The Senate President Pro-Tempore shall set the official meeting times for the Senate Executive Committee. The Senate Executive Committee may also meet at the request of the Senate President, and majority of the members of the committee.

4. The chair of the committee does not vote in these meetings but can vote in the event of a tie in accordance with Robert's Rules of Order. The A&S Liaison is a non-voting member but can actively participate in debate.
5. Oversee all graphics being posted on the official senate social media pages

The Purpose of the Senate Executive Committee shall be:

- A. To allow for communication between the standing committees of the Senate and to aid the members in the completion of their duties.
- B. To levy points and determine whether any excuses provided by senators are valid.
To act as the Steering Committee of the Senate
- C. With the Senate President, to set the overall direction for the Senate, and to provide means for senators to succeed in their positions.. To confer awards at the end of the year to Senators, Student Government Officials & Staff.

4.3.2 The Judicial and Rules Committee (J&R):

The Purpose of the Judicial and Rules Committee shall be:

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 Convention 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 ordinances or university policies with the assistance of the Attorney General.
5. To broaden the awareness of the Student Body to the rules and rights that affect their Matriculation.

6. To consider nominees who have passed through the Elections and Appointments Committee for judgeship on both the Student Supreme Court & Traffic Court, and the Office of the Attorney General and present a recommendation to the Student Senate.

J&R Sub Committees

7. The J&R Committee may include but is not limited to three (43) sub committees:

- A. Policy Analysis Committee
 - B. Government Accountability Committee
 - C. Document Review/ Ratification Taskforce Committee
- Composition of Sub Committees

- 1 . Chair of Sub Committee (Must be Judicial & Rules Senator)
- 2 . Vice Chair of Sub Committee, must be voted on the 1st meeting of the sub committee
- 3. Students of FAMU picked by the chair of each committee. All appointments must be sent to the Senate Body through an official notice.

4.3.3 The Elections and Appointments Committee (E&A):

The Purpose of the Elections and Appointments Committee shall be:

- 1. To debate, amend, revise, pass and/or reject measures pertaining to the Election Codes section of the Student Body Statutes in conjunction with the Electoral Commissioner.
- 2. To recommend favorable Presidential and Senate appointments to the Student Senate.
- 3.To advertise all vacated Senate positions occurring during the period of regular sessions within ten (10) business days of the vacancy. The committee will then have five (5) business days after the completion of the advertisement period to recommend a candidate for the vacated Senate position.
- 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.
- 7.All Elections and Appointments Committee members are required to remain on

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 Elections & Appointment Committee Chairperson two weeks prior to the declaration of candidacy of that particular ticket.

Appointments and Confirmations

1.All SGA Presidential appointments and vacant Senate position applicants must appear before the Elections and Appointments Committee, (E&A) for an interview. All SGA Presidential appointments and vacant Senate position interviews will be conducted by the E&A Committee and shall be open to any other Senator who wants to attend said Interviews.

2.The E&A Committee and one representative from each of the Senate standing committees will conduct all Student Government Association's vacant Senate position applicant's interviews.

3.All SGA Presidential appointees and vacant Senate position applicants shall appear with a completed printed copy of the Student Government Association application. 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 GPA (signed) (dated)"

4. If a presidential cabinet appointee or vacant Senate position applicant receives an unfavorable recommendation by the Elections and Appointments Committee, that candidate shall not come before the Senate for Confirmation for a full academic year from the time of the interview but shall have the right to appeal to the Attorney General as stated in Student Body Statues.

5. Interviews for all presidential appointments and vacated Senate seats shall be conducted as follows:

- Greetings and general summation of interview process given by the Chair (or Chair's appointee).
- Introduction of committee
- Two Minutes opening given by nominee.

- Question and answer period begin (10 minutes)
- Two-minute closing given by nominee.

6. The Nominee/Applicant must be informed within 48 hours of the conclusion of the interview of his/her favorable or unfavorable recommendation. If more than one applicant interviews for the same position, the applicants must be informed within 48 hours of the final interview for the position.

7. If two or more applicants interview for the same position, the applicant that receives the highest average point total shall receive the favorable recommendation.

8. 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.

9. 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.

10. All Nominees/Applicants shall be referred to by their proper pronouns as provided on their application. Nominees bearing rank or title shall be given such privileges and respect of the Senate. Nominees formerly holding positions or office within the Student Body shall be referenced as “Former” (Role or Position).

Scoring

1. A fair and proper sheet will be presented to the committee upon the first meeting to be voted on for the upcoming year. Immediately following the completion of the scoring process, the scoring sheet shall be submitted to the Senate Secretary for proper Documentation.

4.3.4 The Organization and Finance Committee (OFC):

The Purpose of the Organization and Finance Committee shall be:

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 present a weekly account balance of the Senate Unallocated Account to the Senate upon request of any Senator.
- 5.To provide proper knowledge of funded agencies' accounts.
- 6.To host a mandatory A&S Fee Workshop during the Fall and Spring Semester for registered organizations on campus.
- 7.The OFC Chairperson shall serve on the A&S Eligibility Committee as a voting member.

4.3.5 The Student Relations Committee (SRC):

The Purpose of the Student Relations Committee shall be:

- 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 screen and present Lobbying and Speakers Forum at regular Senate meetings.
- 5.To work in conjunction with the SGA Presidential cabinet on various projects and initiatives that will benefit the student body as a whole.
- 6.The Chairperson shall submit a list of current members of the Strike Team and by the second senate meeting in the Fall.
- 7.The Chairperson shall submit a list of all members of the SRC Liaisons by the second senate meeting in the Fall.

4.3.6 The Internal & Development Committee (IDC):

IDC Composition

1. The IDC 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 IDC will be.
3. IDC Committee shall not require a vice-chairperson.

The Purpose of the Internal Affairs Development Committee shall be:

1. To make recommendations to the Senate Executive Committee for Senate improvements.
2. To aid 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.
6. To spearhead training initiatives for the Senate and officially orient newly confirmed Senators regarding Senate documents, procedures, and functions.

4.3.7 Meetings of Standing Committees

1. Standing committees shall consist of a minimum of four (4) members per committee, so long as there are no vacancies in the Senate.
2. Standing committees shall meet at least once weekly unless otherwise determined by the Senate President, with the exception of the Senate Executive Committee.
3. All standing committees shall meet at least three times per month and at the request of the Senate President or if a majority of the committee requests that the committee meet. At least twenty-four (24) hours' notice must be given for a meeting to be called.
4. The Chairperson or acting Chairperson of the committee shall determine the date, time, and location of any and all committee meetings.

5.All meetings of committees shall always be open to the public, subject to the presiding officer's right to maintain order and decorum. Only members of the committee may speak on or debate measures before the committee unless the committee waives the committee rules to allow a non-member to offer additional information to the discussion. Committee meetings shall be held in an on-campus location at the discretion of the committee.

6.No committee shall take formal action upon measures except at public meetings that have been published or announced to the Senate. Notice of all committee meetings shall be posted via all major media outlets.

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.

Removal of Committee Chairperson, Vice-Chair, Senate President, or Senate President Pro-Tempore

In case of misfeasance, malfeasance, and/or nonfeasance of duties by the Chairperson, Vice-Chair, Senate President ,or Senate President Pro-Tempore he/she may be removed by a two-thirds (2/3) vote of the present Senate body.

Limitation of Committee Service

With the exception of the chair of each standing committee whom shall also serve on the Senate 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 Vice-Chairs may serve on the IADC.

Reference of Measures Committee

1. 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 docket of second reading.

2. In the occurrence of a bill being referred to multiple committees, the committee

assignments shall be considered in a sequential order. All referred committees must pass the bill prior to it being placed on Second Reading. A bill passing to an individual committee shall proceed with any amendments to the next committee for consideration. If a bill fails in committee, it shall result in the defeat of the bill, and it will be removed from the docket.

3.Should a Senator desire 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.

4.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.

Article 5- Business of the Senate

5.1.1 Regular Senate Sessions

The Senate shall have regular sessions every Monday of each month except in the event of a university holiday, conflicting Student Government Association event, or an unforeseen circumstance (I.e natural disaster) in which cases the Senate will meet on the following Wednesday. All Senate Sessions shall be recorded via video, recording device or any other method of recording deemed appropriate by the Senate President.

5.1.2 Senate Attire

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

A. **Female Senator(s)** attire includes closed-toe shoes and one of the following clothing combinations:

- 1.Dress with 2-inch sleeves (no straps)
- 2.Business pants suit, dress blouse
- 3.Business skirt suit, dress blouse
- 4.Dress shirt with 2-inch sleeve, dress pants
- 5.Dress sweater, dress pants or dress skirt
- 6.Dress shirt with 2-inch sleeve, dress skirt

7.Senate Polo with dress skirt or pants – As directed by the Senate President

B. Male Senator(s) attire includes dress socks, dress shoes, a belt or suspenders, and one of the following clothing combinations:

- 1.Dress shirt, slacks, tie, or bowtie
- 2.Business suit, collared/dress shirt, tie, or bowtie
- 3.Dress sweater, slacks, tie, or bowtie

4.Senate Polo with dress pants- As directed by the Senate President

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, sweats, 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 Dias.

E.The Senate President and/or Judicial and Rules Chairperson may rule whether a Senator is in violation of these requirements. or Senate President.

5.1.3 Senate Seating

All senators, excluding Senate President, Senate President Pro-Tempore, A&S Liaison, and standing committee chairpersons will be seated according to their placement on the alphabetized Senate Attendance 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.

5.1.4 Chamber Consumption Usage

No person may bring food, drinks, chewing gum, or candy into the Senate chambers or

designated senate meeting location during Senate meetings unless granted permission by the Senate President. This rule excludes water that is either bottled or has a lid.

5.1.5 Chamber Technology Usage

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

5.1.6 Special Senate Sessions

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

5.1.7 The Order of Business/Agenda

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

- A. Call to Order & Moment of Dedication
- B. Alma Mater/Pledge of Allegiance
- C. Roll Call/Verification of Quorum
- D. Approval of Agenda/Last Meeting's Minutes
- E. Disclaimer for behavior to the gallery
- F. Introduction of Guests/Speakers & Open Public Comment (2 Minutes per person)
Any person(s) may address the Senate on issues concerning the governing documents of the Florida A&M University student body and/or appropriation of funds to different University clubs and organizations. Any University official or guest may address the Senate regarding different issues or opportunities affecting the student body: each speaker will be permitted to address the Senate for up- to five (5) minutes, which can be extended indefinitely.

G. Announcements/Committee Reports

H. Executive/Judicial Branch Reports

I. Campus Activities Board Report

J. Lobbying and Speakers Forum

K. A&S Agency Reports

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. If 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.

L. University Liaison Report

M. Confirmation(s)

N. Unfinished Business

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

O. New Business

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

P. Senate Secretary Report

During this time, the Secretary shall report on Bills Pending Signature, Public Records Status and Senators in violation.

Q. Senator Open Forum- Two (2) minute speeches

R. Final Roll Call

S. Adjournment

5.1.8 The Calendar of Measures

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

1. **Measures on First Reading:** This includes all proposed constitutional amendments, senate bills, appropriation bills, and resolutions, which are before the Senate Body for the first time and shall be referred to committee by the Senate President.
2. **Measures on Second Reading:** This includes all constitutional amendments, senate bills, appropriation bills, resolutions, and the report of the committee(s) to whom they were Referred.
3. **Measures on Third Reading:** This includes all constitutional amendments being reviewed for the third time.
4. **Fiscal measures,** or bills that upon passage will affect the amount of funds in an account shall be brought to the floor first.

The following is the order for which the senate secretary shall place bills on the agenda:

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

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

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

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 close of business 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.

5.1.9 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 & Public Comments
- 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 were offered to the floor, including committee amendments.
- J. Rulings by the Senate President on Points of Order
- K. All votes on any question including Roll Call.
- L. Suggestions and/or recommendations made in the Senate.

5.1.10 The Senate Journal

- A. The Senate Secretary shall record and keep a journal of the minutes and official proceedings of special Senate sessions and all Senate related events. The journal shall run from session to session.
- B. The Senate Secretary shall publish the journal no later than (48) hours prior to regular session.
- C. Correction and Approval of the Journal after each Senate session, the journal shall be read and corrected by the Senate Secretary. This 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.

5.1.11 The Senate Summer Session

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

A.In order to enter to Senate Chambers, senators must be in attire deemed appropriate by the Senate President during the first official meeting of the Summer Senate.

B.The President of the Summer Senate shall be the newly elected Senate President. If the President is unable to serve, the newly elected Senate President Pro-Tempore shall serve as the president of the Summer Senate. If the Senate President Pro-Tempore is unable to serve, then the newly elected president shall appoint a designee to serve as president of the Summer Senate.

C.The Summer Senate President shall determine which standing committees will operate during the summer session. The Standing committees will meet as deemed necessary to carry out the business of the Summer Senate.

D.Any and all legislation passed/ action taken by the Summer Senate is subject to the final approval of the following regular session Senate in the Fall Semester by a 2/3 vote.

Article 6- Introduction of Senate Measures

6.1.1 Definition of Measures

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:** This includes all measures proposing the allocation of Student Senate Funds. 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 the Senate, present and voting. 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. These measures may also include awards, memorials and or any expressed opinion of the Student Senate.

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.

6.1.2 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 5:00 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:

1. The format in which the measures are written is unacceptable.
2. The form in which the measures are written is incomplete.

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 suitability, so the Senate may then consider his/her decision.

D. If the Senate President and the author 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.

F. 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.

G. 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 5 business days, the bill will be passed by default.

6.1.3 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.

Article 7- Procedural Rules on Senate Measures

7.1.1 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 legislation's 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.

7.1.2 Withdrawal of Measures

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

7.1.3 Table of Measures

Once a measure has been introduced before the Senate, it then becomes the property of the Senate and requires a majority vote of Senator(s) present to be tabled to the next meeting or tabled indefinitely.

7.1.4 General Procedures for Senate Measures

For a Senate measure to be considered on the Senate floor, it must be delivered to the Senate President and the Senate Secretary for recording.

All measures must include the following:

Acronyms

- FA - Fall Semester
- SP - Spring Semester
- SR - Senate Resolutions
- SAB - Senate Appropriation Bills
- SB - Senate Bills
- CA - Constitutional Amendments
- SPB- Senate Procedural Bills

Format of Senate Measures

• **Senate Resolutions:** SR, Year, Semester (FA, SP,) – number (Example: SR23FA - 001 = Senate Resolution Fall Semester of 2023 bill #1)

• **Senate Appropriation Bills:** SAB, Year, Semester (FA, SP,) – number (Example: SAB23FA- 001 = Senate Appropriation Bill Fall Semester of 2023 bill #1)

• **Senate Bills:** SB, Year, Semester (FA, SP) – number (Example: SB23FA -001 = Senate Bill Fall Semester of 2023 bill #1)

• **Constitutional Amendments:** CA, Year, Semester (FA, SP)- number (Example: CA70FA- 001 = Senate Constitution Amendment of 2070 bill #1)

• **Senate Procedural Bills:** SPB, Year, Semester (FA, SP) – number (Example: SPB35FA -001 = Senate Procedural Bill Fall Semester of 2035 bill #1)

Author(s) may be any FAMU student, FAMU registered club or organization, senator(s), senate committees and/or senate body. Each bill will be limited to six authors. The author(s) shall also 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 is also responsible for answering questions and following up on questions asked from previous senate sessions. Furthermore, to differentiate beneficiaries of appropriation when two or more organizations decide to write a Special Appropriation Bill (SAB), it is the organization's responsibility as authors to list in the Therefore clause what organization or entity is receiving Senate funds for clarification purposes.

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 shall be responsible for lobbying for the measure and ensuring the measure reaches committee(s).

Senate Measure Readings

- First Reading (Questions of intent & implication only)
- Second Reading (Amendments and Recommendations)
- Third Reading (When not passed on 2nd and only required for Constitutional Amendments)

Titles of Senate Measures

Senate Measures may be titled at the discretion of the author. Senate Measure titles must be cohesive with the legislative intent and purpose of the measure.

Contents of Senate Measures

Senate Resolutions 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:

(SR) Therefore be it resolved.

Senate Bills, Senate Appropriations Bills, Constitutional Amendments and Senate Procedural Bills should also include the author's/legislative intent. The author's intent shall be defined as a short paragraph of the intentions, impact, and or effect that the legislation will have on the Student Body, Student Government Association, and or the University.

- Clause 1: Authors/Legislative Intent
- Clause 2: Enaction, Appropriation, and or Amendment.
- Clause 3:

(SB) Therefore be it enacted.

(SAB) Therefore be it appropriated.

(CA) Therefore be it amended.

(SPB) Therefore be it amended.

Article 8- Decorum and Debate on the Senate Floor

8.1.1 Governance of the Senate Floor

A. Anyone interested in speaking during the Lobbying & Speakers Forum must contact the Student Relations Committee Chairperson prior to the scheduled Meeting.

B. No non-Senator shall be recognized to speak before the Senate during the Open Public Comment Section of the meeting unless scheduled as a guest speaker under Lobbying and Speakers Forum. The Senate President may waive this rule only for SGA Officials, Administrative Staff or (non-student) University Officials whose input may be pertinent to the measure at hand.

C. Only Student Senators, Senate officers, Guest speakers, Former Senator, and any member of the public during Open Public Comment 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.

8.1.2 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 Presiding Officer.

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.

8.1.3 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)

8.1.4 Policy for Conduct and Removal for Deviant Behavior

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 outbursts and constrain conversations to a minimum during senate sessions.

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.

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.

Article 9- Senator(s), Staff and Liaison(s) Duties and Responsibilities

9.1.1 Duties and Responsibilities of Student Senator(s)

A. All Senators shall assume all powers, duties and responsibilities conferred upon him/her in the Student Body Constitution and System of Student Body Statutes.

B. Each Senator is required to serve at least three (3) weekly office hours in the Senate office. These office hours may not coincide with regular Senate sessions or committee meetings. Chairpersons must serve five (5) office hours weekly, and Vice-Chairperson must serve four (4) office hours weekly.

C. Senators shall attend at least two meetings per semester of their assigned Activity & Fee funded Agency if that Agency holds meetings.

D. All Senators shall give a report of their agencies progress to the Senate at least once an academic term following the scheduled time determined by the A&S liaison and as requested by the Senate President.

E. Each senator shall author at least one (1) piece of legislation per academic semester, as long as the senator has served for two months prior to the conclusion of the semester.

F. Each senator shall serve a minimum of five (5) community service hours a semester on the campus of Florida A&M or in partnership with a Student Organization off-campus. (This shall include attendance at SGA functions and events)

9.1.2 Senatorial 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. Internal Affairs & Develop Committee Chairperson
6. Activity and Service Fee Liaison
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.

9.1.3 Duties and Powers of the Office of The Senate Secretary

There shall be an office of the Senate Secretary under the direct supervision of the Senate President. The Office shall include the following positions:

1. Senate Secretary
2. President's Secretary

The Duties of the Office of the Senate Secretary shall be:

- A. The Office of the Senate Secretary will record and maintain the minutes of all meetings of the Student Senate.
- B. To assist the Senate President with preparing and distributing the Senate agenda at least twenty-four (24) hours prior
- C. To attend all meetings based on direction from the Senate Executive Committee
- D. To call roll at the beginning, adjournment, and end of recess of each Senate meeting and to maintain an accurate record of each senator's attendance.
- E. The Office of the Senate Secretary shall keep and maintain records of all legislation, bill transmittal forms and any documents of the Senate.
- F. The Office of the Senate Secretary shall serve as the Public Records Liaison to the Office of the Attorney General.
- G. The Office of the Senate Secretary shall be responsible for the setup of all official Senate Meetings.
- H. To maintain accurate electronic records of Senate business including, but not limited to, copies of all enrolled bills, copies of meeting minutes, and copies of attendance and voting records.
- I. The Office of the Senate Secretary will perform other clerical duties as determined by the Senate President.

The Senate Secretary shall assist the Senate President with all administrative duties as assigned.

- K. The Senate Secretary will have all other duties listed in the Internal Rules and Procedures, Student Body Constitution and Statutes.

The Duties of The Senate Secretary

- A. May also be referred to as Recording Secretary
- B. Responsible for taking senate meeting minutes
- C. Responsible for posting meeting minutes 24 hours post-meeting post-meeting

- D. Responsible for updating the committee file folders weekly
- E. Responsible for having a weekly list of unexcused absences; to be sent to the offending Senator.
- F. Responsible for having weekly office hours
- G. Responsible for informing senators via email about points assessed upon communication relayed from presiding committee chairs.

The Duties of The President's Secretary

- A. May also be referred to as Corresponding Secretary
- B. Responsible for providing briefs of Senate President's emails
- C. Responsible for responding to emails from the office of the Senate President as deemed necessary by the Senate President
- D. Responsible for posting senate meeting agenda to Instagram 24 hours prior to meeting-the meeting.
- E. Responsible for keeping track of Bills,-while numbering them in order for Public Records.
- F. Responsible for having weekly office hours

9.1.4 Duties and Responsibilities of the Senate Activity & Service (A&S) Liaison

- A. To serve as a voting member of the Senate Organization and Finance Committee as well as ex-officio nonvoting member of the Senate Executive Committee.
- B. To serve as the recording secretary of the Senate Executive Committee and be responsible for keeping the minutes of the Senate Executive Committee meetings, and submitting the minutes to the Senate Secretary and Web Content Manager no less than twenty-four (24) hours prior to a regular Senate Meeting.
- C. To audit Activity& Service agencies, with the approval of a two-thirds (2/3) vote of the Senate and serve as the Vice-Chairperson of the audit committee led by the SGA Comptroller.
- D. To review, along with the Senate President, fiscal reports submitted by A&S agencies each semester.
- E. To host the Senate Activity & Service Agency workshop after the budget is approved.
- F. 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.
- G. To Serve as the Vice-Chairperson 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 actively seek to make Registered Clubs and Organizations aware of funding

available through the A&S Budget and Senate Special Allocations processes.

J. To assign each Senator to an Agency funded by Activity & Service Fees for which they shall conduct Activity & Service Fee Reports to be presented at regular Senate meetings.

K. To contact Agencies funded by Activity & Service Fees in the beginning of the fall semester, informing them of their designated Senator(s).

Article 10- Voting and Seniority of the Senate

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

- A. Members who are in the first (1) consecutive year in the Senate
- B. Members who are in their second (2) consecutive year in the Senate
- C. Members who are in their third (3) consecutive year in the Senate.
- D. Members who are in their fourth (4) consecutive year in the Senate.
- E. Class Caucus Chairperson(s) in order of classification
- F. Internal Affairs & Development Selection Committee Chair
- G. Activity & Service Fee Liaison
- H. Student Relations Vice-Chair
- I. Organization & Finance Vice-Chair
- J. Elections and Appointments Vice-Chair
- K. Judicial and Rules Vice-Chair
- L. Student Relations Chair
- M. Organization and Finance chair
- N. Elections and Appointments Chairperson
- O. Judicial and Rules Committee Chairperson
- P. Senate Pro-Temp

10.1.2 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

Article 11- Waiving the Rules of Procedure

11.1.1 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 debatable and requires two-thirds (2/3) vote of the

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

Article 12- Permission to Exit

12.1.1 Permission to Temporarily Exit

- A. Permission to temporarily exit shall not exceed 15 minutes without reasonable warrant for extended time.
- B. Reasonable justification for extended temporary exit time shall be at the Judicial & Rules Committee Chair's and Senate President's discretion.
- C. Senators who are granted permission to temporarily exit but return after the established time frame will automatically be issued a warning.
- D. 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.
- E. Senators who are prevented from entering the chambers, due to business on the senate floor, shall be excused.

12.1.2- Permission to Permanently Exit

- A. Senators have the right to request to be dismissed from a senate meeting, during any part of an active senate and/or committee session.
- B. Senators must send proof of excuse after said request to be dismissed, an official excuse as defined in article 14, 14.1.2, must be sent twenty-four (24) hours before or forty-eight (48) hours after said request.
- C. If said Senator is not in compliance with article 14.1.2 or does not send in excuse, they will receive unexcused absences after review of the missed roll call.

Article 13- Senate Attendance Requirements

13.1.1 Attendance Mandate

Each Student Senator must attend all regular Senate sessions, as well as all SGA training sessions and events deemed necessary by the Student Senate President, and sessions of the standing or ad-hoc committee to which he/she belongs, unless he/she has an excused absence. Any Senator who is repeatedly not excused from mandatory official senate sessions, trainings or events shall be subject to impeachment. An unexcused absence from the first roll call of a regular Senate session will be charged as one half (1/2) of an absence. An unexcused absence from the second or final roll call of a regular Senate session will be charged as one-fourth (1/4) of an absence. An unexcused absence from a training session, standing committee or ad-hoc committee meeting will count as one-half (1/2) of an absence. More than three (3) unexcused absences will result in the initiation of official removal procedures from the Student Senate.

13.1.2 Request to Excuse an Absence

An excused absence shall be left to the discretion of the Senate President. 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 with attached proof is submitted to the Senate President and President Pro-Tempore no later than twenty-four (24) hours before and after receipt of notification.

13.1.3 Response to Excused Absence Request

Upon receipt of the excuse, the Senate President must respond to the excuse in writing, approving, or disapproving the excuse within (53) 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 (53th) business day following the notice to the violating Senator.

13.1.4 Appeal of a Denied Request

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

13.1.5 Violation of Attendance Policy

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

13.1.6 Leaves of Absence

A Senator may take a leave of absence of no more than one semester due to a university related activity such as an internship or co-op, extended illness, military service, or any other reason deemed acceptable by the Senate President. 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.

Article 14- Discipline of Senators

14.1.1 Premises for Disciplinary Actions

The following shall be premise for disciplinary action against Senators:

A.Failure to work at least three (3) office hours per week for more than one week within an academic semester or having three unexcused absences occurring over a period of one semester.

B.Violation of the Internal Rules of Procedure or disobeying a direct order given by the Presiding Officer.

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.

14.1.2 Disciplinary and Impeachment Procedures

A. Any Senator in violation of Rule 12.01 shall be required to appear before the Judicial & Rules Committee.

B. Upon appearing before the Judicial & Rules Committee, the Senator may provide:

- Evidence that may have been submitted to the Senate President previously, if there was an unfavorable ruling.
- Other evidence may include Doctor's excuse, note from a professor, and any evidence deemed credible by the committee.
- 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. Senators may be suspended at any time by the Senate President for no more than thirty business days pending an investigation by the Attorney General or any other university authority. 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 deems most of the senator's absences inexcusable.

Excusable absences are defined as:

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

3. To recommend that the Senate introduce a resolution of censure. Censure shall be defined as a public condemnation or denouncement of a senator. Less severe than expulsion, it is a formal statement of disapproval from the Senate and shall remain in effect from the time it is issued until the end of the academic year, or a

resolution reverses the decision. Censure resolutions may be written by any senator in good standing (not in violation of any impeachable offenses), based on 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.

14.1.3 Student Senate Point System

A. The Senate President with the assistance of the Senate Executive Committee shall create the Official Point System for violations of the Student Body Constitution, Student Body Statutes and the Student Senate Internal Rules.