

ARTICLE V. RULES OF THE STUDENT SENATE (Changes to this article are subject to vote only by the Student Senate)

1. Organization

The Student Senate may determine its own organization, create committees whose membership need not be limited to members of the Student Senate, and adopt procedural Rules for the conduct of its business.

2. Agenda and Minutes

The Student Consultative Committee shall plan the agenda for any meeting of the Student Senate. The agenda shall be distributed by the Senate Office. The agenda consists of items submitted for Student Senate consideration by the University Senate, the Faculty Senate, a campus assembly, the Senate Consultative Committee, the Faculty Consultative Committee, the Student Consultative Committee, the P&A Consultative Committee, the Civil Service Consultative Committee, by any committee of the Student Senate or campus assemblies, or any member of the Student Senate. The Student Consultative Committee may include additional items on the agenda for any regular meeting of the Student Senate. Items for the docket must be delivered to the Senate Office no later than two weeks prior to the date of each meeting.

The minutes of the meetings of the Student Senate shall be available to all faculty, academic staff, civil service, staff, and students. The actions of Student Senate meetings shall be available in like manner.

3. Amendments to the Rules

Amendments to the Student Senate Rules shall be made by a majority vote of the members of the Student Senate present and voting at any meeting of the Student Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a Constitutional or Bylaws amendment motion must be undertaken.

4. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternates and Senate staff) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

5. Recognition and Participation

- a. In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- b. Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- c. In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- d. Speakers shall be limited to three minutes each time they are recognized.

e. The member of a committee presenting an item on the docket who is not a member of the Student Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.

f. Members of committees of the Student Senate who are not members of the Student Senate shall have the privilege of speaking on reports of their committees before the Student Senate.

g. The usual Rules of germaneness and decorum shall apply to both senators and non-senators.

6. Meeting Procedures

a. The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

b. The Student Senate may not consider any amendment to a motion appearing in the printed docket unless the person making the motion has submitted the proposed amendment in writing to the Senate Office at least 48 hours before the meeting. There are two exceptions to this rule. First, the person making the motion on the docket may accept, on the floor of the Student Senate, amendments they consider to be friendly. Second, the Student Senate may consider such an amendment if the majority of senators present vote to do so. Before any vote is taken to consider an amendment on the floor, the person offering it must present it in writing (or, if connected to the meeting electronically, must provide specific wording).

c. An item of new business presented at a meeting of the Student Senate by an individual member shall be referred to the Student Consultative Committee for consideration and presentation at the next regular meeting of the Student Senate; but such an item of business may be considered and voted on at the meeting at which it is introduced by a two-thirds majority vote of the members of the Student Senate present and voting on a motion for immediate consideration (not debatable). An item on the agenda for information may be sent back to the committee reporting it, for presentation as an item for action at a later meeting, by a simple majority vote of the members of the Student Senate present and voting; it may be considered for action at the meeting at which it is reported for information by a two-thirds majority vote of the members of the Student Senate present and voting on a proposal for immediate consideration as an item for action.

d. The motion to table shall be debatable.

e. Standing Rules of the Student Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

ARTICLE VI. RULES FOR COMMITTEES OF THE STUDENT SENATE (Changes to this article are subject to vote only by the Student Senate)

1. Ex Officio Members of Student Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs or members who serve ex officio on other committees may designate another representative from their committees to attend in their place.

- **Student Affairs**--Office of Senior Vice President for Academic Affairs and Provost (two representatives including one from the Office of Student Affairs and the Coordinator for Off-Campus Living)

- **Student Consultative**--Student Member of the Educational Policy Committee, Student Member of the Finance and Planning Committee, Student Member of the Student Affairs Committee, and Student Representative to the Board of Regents. (All are chosen at the discretion of the Student Senate Consultative Committee.)

2. Terms of Membership, Chairing of Committees, and Removal of Members for Absences

a. Non-student appointments to committees of the Student Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Faculty and academic staff who hold a University position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, non-faculty attorney, or chief of staff at a collegiate or central administrative level may not serve as a voting member of a Student Senate committee, nor may the University Librarian.

b. Student appointments to committees of the Student Senate shall be made for terms of two years. Student members of committees must be registered for at least six credits for each semester in the academic year. Graduate students who have completed course work and are not required to maintain continuous registration during interim periods of study in preparation for written and oral examinations must be certified by the individual department director of graduate studies.

c. Terms of committee service begin July 1 and terminate June 30. No non-student member is eligible to serve more than two consecutive full three-year terms on any one committee, and shall be eligible for reappointment only after a one-year interval of nonmembership on that committee. No student member is eligible to serve more than two consecutive two-year terms on any one committee. No committee member is eligible to serve on more than two committees of the University Senate, the Faculty Senate, or the Student Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

d. Except where specified, the chair of each committee of the Student Senate is appointed from the committee membership by the Senate Committee on Committees. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the University Senate, the Faculty Senate, or the Student Senate at a time. Terms of chairs serve begin July 1 and terminate June 30.

e. A member of a committee (whether appointed or elected) of the Student Senate shall be said to have been absent if the member does not attend a meeting for which notification was given. A non-student member of a committee of the Student Senate shall forfeit membership if absent for three consecutive meetings of the committee unless excused by the chair of the committee. A student member of a committee of the Student Senate shall forfeit membership if absent for two meetings of the committee unless excused by the chair of the committee. Summer meetings of a committee do not count in tallying consecutive absences from meetings. A letter of forfeiture from the chair of Committee on Committees will be sent. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

f. In those instances when a committee member makes arrangements to attend a meeting by teleconference or other technological means, and the necessary technology fails to work, that committee member will not be considered to be absent from the meeting.

3. Committee Support and Service

Support for Senate committees shall be provided by the Senate Office.

4. Support of University Governance

Faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

5. Procedures for Committees of the Student Senate

a. Parliamentary authority for committees of the Student Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws. These *Rules* may be suspended by a two-thirds majority vote of those present and voting. Rules for Committees of the Student Senate may be suspended by simple majority vote of those present and voting.

b. A quorum shall be a majority of the members (not including vacant seats).

c. Committee members may participate and vote in committee meetings through an electronic connection.

d. The chair or a committee member who voted on the prevailing side, was absent, abstained, or did not vote may move, by electronic communication, that an action taken by the committee be reconsidered. The motion to reconsider, including a proposed disposition, must be made to or by the chair within two business days after the meeting was adjourned. Committee members must vote, by electronic communication, within two business days from the time the motion to reconsider was distributed. The number of votes cast on the motion must meet or exceed the requirement for a quorum; if that number is achieved, a two-thirds majority of those voting is needed for approval of the motion to reconsider.