

RULES OF PROCEDURE FOR STUDENT SENATE

PREFACE

The procedure for order in the Student Senate shall be as governed by the following body of rules as outlined in Article III, Section 8.4 of the Constitution of the Associated Students of Emporia State University. Any procedural matters not addressed by said rules shall be conducted in accordance with Robert's Rules of Order.

ARTICLE I

Meetings

Section 1. Agenda

- 1.1 Each meeting of the senate shall begin with a call to order by the President of the Senate or presiding officer.
 - 1.11 Immediately following, the Executive Assistant shall proceed to a roll call for the purpose of determining the presence of a quorum of individual senate members.
- 1.2 There shall be, during each meeting of the senate, a time for reports.
 - 1.21 During this period, reports to the senate from Chairpersons of the Senate Standing and Ad Hoc Committees, the Treasurer, the President and Vice-President of the Associated Student Government, and other organizations shall be in order.
- 1.3 Each meeting of the senate shall include a time for First Readings of bills or resolutions.
 - 1.31 During this period, bills or resolutions are first introduced to the senate.
- 1.4 Following the period of First Readings, there shall be a period of General Order of Business.
- 1.5 Following the period of General Order of Business, the senate shall proceed to a period of Third Readings.
- 1.6 There shall be, following the period of Third Readings, time available for Presidential Considerations.
 - 1.61 During this period, the President of Associated Student Government may announce his/her consideration of any potential vetoes of bills or resolutions passed favorably by the senate.

- 1.7 Following Presidential Considerations, there shall be time available for announcements.
- 1.8 The president of the senate or presiding officer shall, following announcements, entertain a motion to adjourn the senate meeting.
- 1.81 The executive assistant shall proceed to a roll call vote.
- 1.82 A simple majority vote of the senate members present is required to adjourn the meeting.

Section 2. Suspending a Meeting

- 2.1 A two-thirds (2/3) majority vote by the senate members present shall have the power to suspend a future meeting.
- 2.11 It shall be the duty of the presiding officer to contact each member of the senate.

ARTICLE II
Bills or Resolutions

Section 1. A bill of resolution submitted to the senate for consideration may be proposed by any member of the Associated Students, but must be sponsored on the floor of the senate by a senator.

- 1.1 Sponsorship may be withdrawn at any time prior to its final vote on the senate floor during the General Order of Business.

Section 2. A bill or resolution submitted to the President of the Senate, who shall assign the bill or resolution to the appropriate senate Standing Committee for consideration.

- 2.1 The President of the senate shall also assign to each bill or resolution a particular identifying prefix and number.

Section 3. A bill or resolution submitted to the President of the senate must be written in its entirety and must include an enacting clause.

Section 4. A bill or resolution submitted to the President of the Senate must be written on standard bill or resolution form, which shall be provided by the Student Senate.

- 4.1 A bill or resolution must meet all requirements of the standard bill or resolution form.

Section 5. A bill or resolution submitted to the president of the senate must be submitted no later than 5pm of the Monday preceding the senate meeting on Thursday in order to be eligible for First Readings during that meeting of the senate.

- Section 6. A bill or resolution introduced in the First Readings may not proceed to General Order of Business during the same meeting of the senate unless the rules are suspended by a two-thirds (2/3) majority vote of the those senators present.
- Section 7. In order for the senate to vote on a bill or resolution allocating funds (including but not limited to line item requests and one-time request from any recognized student organization or center benefiting the general student body) to any organization on campus, there must be a member of the organization or an employee of the center present during the senate meeting in which the bill or resolution is being considered under General Order of Business.
- Section 8. Any bill or resolution not completed at the end of the first (1st) legislative session may be carried over to the second (2nd) legislative session of the academic year.
- 8.1 No unresolved bill or resolution may be carried over from the second (2nd) legislative session of one academic year to the first (1st) legislative session of the following academic year.

ARTICLE III

Reports

- Section 1. Senate reports are subject to the same requirements and procedures as bills or resolutions with the exception of the procedure addressed by the following rule.
- Section 2. Senate reports are subject to a vote of acceptance by the senate body.
- 2.1 The procedure of acceptance supplants the bill or resolution procedure of pass favorably with acceptance of a report corresponding to favorable passage of a bill or resolution and failure to accept a report corresponding to failure to favorably pass a bill or resolution.
- 2.2 A simple majority vote is required to accept a report.

ARTICLE IV

General Order of Business

- Section 1. Function
- 1.1 The General Order of Business shall be the business session of the senate meeting.
- 1.11 During the General Order of Business, Presidential Appointments, bills or resolutions which have been placed on the legislative calendar by the President of the senate, Presidential vetoes and/or item vetoes, and other senate business, shall be considered by the senate.

- Section 2. Committee of the Whole

- 2.1 In the structure, part of the General Order of Business shall be the Committee of the Whole.
 - 2.11 During this part of the General Order of Business, a bill or resolution shall be subject to debate, discussion, and decision by the senate body.
- 2.2 The presiding officer of the senate shall entertain a motion to dissolve the senate body into Committee of the Whole.
 - 2.21 This motion must be passed by a simple majority vote of the senate members present in order to dissolve the senate body into Committee of the Whole.
- 2.3 In order to adjourn the Committee of the Whole, a motion must be made to "rise and report", and must be passed by a simple majority vote of the senate members present.
- 2.4 Provided the motion to "rise and report", has been passed, the executive assistant will report the proceedings and business of the Committee of the Whole.

Section 3. Senate Action on a Bill or Resolution

- 3.1 There shall be four (4) ways in which the senate may act on a bill or resolution.
 - 3.11 Pass Favorably - A motion to pass favorably requires a simple majority vote of the senate members present, and if carried, a bill under consideration shall be considered enacted, and a resolution under consideration shall be considered resolved.
 - 3.111 If a motion to pass favorably fails, the bill or resolution under consideration is defeated and cannot return to the floor of the senate.
 - 3.112 A motion to pass favorably which fails, prohibits a bill or resolution from proceeding to Third Readings.
 - 3.113 The senate action of pass favorably is subject to the confirmation or rejection of Third Readings and of the subsequent procedures for determining the status of Student Senate legislation.
 - 3.12 Pass Unfavorably - A motion to pass unfavorably requires a simple majority vote, and if carried does not prohibit a bill or resolution from proceeding to Third Readings.
 - 3.121 A motion to pass unfavorably which fails will require an alternate motion
 - 3.122 The senate action of pass unfavorably is subject to the subsequent procedures for determining the statuses of the Student Senate legislation.
 - 3.13 Recommit - If a motion to recommit is carried, the bill or resolution shall be returned to its respective committee for further consideration or amendment and will return to the floor of the senate subject to the subsequent procedures for determining the status of the Student Senate legislation.

3.14 Table - If a motion to table is carried the bill or resolution under consideration shall be laid aside until such a time that the senate wishes to take legislation from the table for further action.

3.141 Tabling or taking from the table a bill or resolution requires a two-thirds (2/3) vote of the senate members present.

Section 4. Senate Action on an Appointment

4.1 The president shall present appointments to the senate for confirmation.

4.2 In the case of an appointment to the Student Senate, the appointment shall be referred to the Senate Operations Committee.

4.21 The committee will interview the appointee and may recommend confirmation or rejection to the senate.

ARTICLE V

Debate & Related Matters

Section 1. A member of the senate may make any motion by addressing the presiding officer, and then proceeding to state the motion upon recognition by the presiding officer.

Section 2. When a member of the senate obtains the floor by recognition of the presiding officer, he may not be denied the floor by a new motion unless he yields for such motion.

Section 3. A member of the senate desiring to interrupt a speaker in debate for the purpose of debating shall address the presiding officer as a point of personal privilege asking if the speaker will yield the floor.

3.1 The speaker may refuse to yield the floor if so desired, but if the speaker does yield, the member interrupting may proceed in debate.

3.2 The interrupting member may not yield the floor in turn to anyone else or to the previously yielding speaker.

Section 4. A member of the senate desiring to interrupt a speaker in debate for the purpose of asking a question shall address the presiding officer as a point of information, asking if the speaker will yield to the question.

4.1 The speaker may refuse to yield if he or she so desires, but if the speaker does yield, then the member interrupting may proceed to ask the question.

4.2 However, the interrupted speaker does not forfeit his/her speaking privilege to the interrupting member.

Section 5. When a motion has been made, the presiding officer shall state it to the senate body for consideration, and the senate members shall proceed to dispose of it after debate, if the question is debatable, by casting their votes for or against the motion.

Section 6. he sponsor of any debatable motion shall have the right to speak first and last during the debate on his/her motion.

Section 7. Any amendment to a bill or resolution, which is introduced on the floor of the senate, is subject to objection to the consideration of a question.

ARTICLE VI

Decorum in Debate

Section 1. During meetings of the senate, members shall be addressed with the title senator, preceding the last name of the member in question.

Section 2. Persons desiring to speak during debate, excluding the presiding officer and senate members, must have speaking privileges to do so.

2.1 Speaking privileges for the person(s) in question shall be granted at the request of a senate member and the subsequent approval by a simple majority of the senate members present.

2.2 Persons granted speaking privileges may exercise said privileges upon recognition by the presiding officer.

Section 3. When a member of the senate obtains the floor, they must confine their remarks to the subject directly under debate, avoiding profane and/or derogatory remarks.

3.1 If they fail to do so, the presiding officer or any member of the senate may call them to order, at which time the member so called to order shall immediately relinquish the remainder of their speaking period.

3.2 However, such a member who has been called to order may appeal to the membership of the senate for permission to continue for the remainder of their speaking period.

Section 4. When a non-senator has obtained recognition from the presiding officer, thus granting them speaking privileges, they must confine their remarks to a specific question asked them by a senator regarding the subject directly under debate, avoiding profane and/or derogatory remarks.

4.1 If they fail to do so, the presiding officer or any member of the senate may call them to order, at which time the individual so called to order shall immediately relinquish the remainder of their speaking period.

4.11 However, such an individual who has been called to order may be granted additional speaking privileges upon permission, and may continue for the remainder of their direct answer.

ARTICLE VII

Voting

Section 1. Procedure

- 1.1 Every member of the senate present at a meeting of the senate shall be allowed a vote.
 - 1.11 A member of the senate who is temporarily absent shall, in the absence of any objection, be allowed to cast his/her vote upon returning to the floor of the senate.
 - 1.12 If there is objection to the allowance of the vote, approval by a simple majority of the senate members present shall be required in order that the temporarily absent senate member may cast the vote in question.
- 1.2 The presiding officer of the senate is required to vote in case of a tie, and shall vote only in such case.
- 1.3 There shall be a roll call vote taken for bills or resolutions.
 - 1.31 Other votes shall be taken by voice or hand count.
- 1.4 If a motion calling for unanimous consent passes, no vote shall be required.
 - 1.41 If the motion calling for unanimous consent raises an objection, the motion shall be disposed of according to the appropriate aforementioned voting methods.
- 1.5 If a proposition is of such a nature that it contains two (2) distinct parts, a member of the senate may ask for a "division of the question," which means that separate votes will be taken on each part of the proposition.
- 1.6 Once a vote is in the process of being taken, it may not be interrupted for any reason.

Section 2. Rights of Explanation

- 2.1 A voting senate member, desiring to explain the reason for their particular vote may do so by indicating "right of explanation" when casting their vote.
 - 2.11 Requesting the right of explanation is prohibited subsequent to an initial vote response; i.e., a senate member may not change a vote from one that is not accompanied by a right of explanation to a vote that is accompanied by a right of explanation.
 - 2.12 A right of explanation is acceptable only during roll call votes and is limited to a period of ten (10) seconds.

ARTICLE VIII Third Readings

Section 1. Function

- 1.1 The period of Third Readings is the time during which the senate body shall have the opportunity to reconsider those bills or resolutions passed favorable during the period of General Order of Business.

Section 2. Procedure

- 2.1 During Third Readings, each bill or resolution passed by the Committee of the Whole will be read by the Executive Assistant or President of the Senate.
- 2.2 If there is not motion for reconsideration of the action taken by the senate concerning a bill or resolution, no vote need be taken to confirm or reject said previous senate action.
- 2.3 If there is a motion for reconsideration of the action taken by the senate concerning a bill or resolution, provided that the motion is made by a senate member whose vote concerning said bill or resolution was among the prevailing side during the General Order of Business, the presiding officer shall entertain speakers for and against it, no speaker shall speak for more than three (3) minutes consecutively.
 - 2.31 Following the debate, the bill or resolution shall be voted on, dictating the final decision of the senate regarding that particular bill or resolution.
 - 2.32 No amendments shall be considered during debate on any bill or resolution in Third Readings.

ARTICLE IX

Veto and Veto Override Procedures

Section 1. Veto by the President of Associated Student Government

- 1.1 The President of Associated Student Government shall have the power to veto any bill or resolution passed by the Student Senate.
 - 1.11 The President of Associated Student Government shall also have the power to veto any section, phrase, item or word of a bill or resolution, thus having the power of veto.
 - 1.12 Any presidential veto must be made within ten (10) school days of transmittal of legislation by the President of the Senate.
 - 1.121 The term "school days" shall mean those days during which the university is in full operation, excluding legal holidays, Saturday, Sunday, and vacation periods as reflected in the university calendar of events.
- 1.2 The president of Associated Student Government shall post a notification, in the Center for Student Involvement office, concerning any bill or resolution that he or she has vetoed within two (2) school days from the day of the veto.
- 1.3 If the power of veto of line item veto has been exercised by the President of Associated Student Government, the legislation in question may be called back onto the floor of the senate by any member of the senate during the General Order

of Business of a senate meeting within ten (10) school days of the veto, or the first senate meeting immediately following the veto.

- 1.4 The presidential veto or item veto may be overridden by a two-thirds (2/3) majority vote of those senate members present at the meeting.
- 1.5 If no action is taken to override a presidential veto or item veto or if such action fails, then, after ten (10) school days have elapsed since the veto announcement, any bill or resolution, or any section, phrase, item, or word of a bill or resolution vetoed by the President of Associated Student Government shall either stand vetoed in status, if vetoed, in its entirety, or shall become statute with vetoed section, phrases, items or words deleted.

Section 2. Veto by the President of Emporia State University

- 2.1 As outlined in Senate Bill 200, the President of Emporia State University, having the power to veto any bill passed favorably by the Student Senate and signed by the President of Associated Student Government, shall, upon disapproval of legislation, return it to the Student Senate with his/her objection recorded in the minutes of the proceedings.
 - 2.11 The Student Senate shall reconsider the piece of legislation within a period of thirty (30) school days.
- 2.2 If a bill or resolution is returned by the president of the university to the Student Senate for reconsideration, a two-thirds (2/3) majority vote of the senate membership is required to show disapproval of presidential action.
- 2.3 Upon the formal disapproval of the presidential action by the Student Senate, the Student Senate may, by a three-fourths (3/4) majority vote of senate membership and signature of the President of Associated Student Government, request that the president of the university place the issue upon the Board of Regents' agenda for their consideration of the issue and a presentation of the students' point of view.

ARTICLE X
Committee Vote

Section 1. Each bill or resolution must have a committee vote.

- 1.1 Committee votes are intended to provide senators with a guideline as to how much a committee supports a bill or resolution.
- 1.2 Committee votes will not affect the overall outcome of a bill or resolution unless there is no support from the committee (with a vote of 0-5-0).
 - 1.21 In such a case, the bill or resolution will die in committee and will not be brought before Student Senate.
 - 1.22 In case of a vote of 1-4-0, the bill or resolution will be brought before Student Senate.