

Revised by: The 1st SG Senate.
Revised on: July 17, 1996

Revised by: The 1st SG Senate
Revised on: November 26, 1996

Revised by: The 1st SG Senate
Revised on: April 1, 1997

Revised by: The 1st SG Senate
Revised on: April 29, 1997

Revised by: The 2nd SG Senate
Revised on: October 14, 1997

Revised by: The 2nd SG Senate
Revised on: March 24, 1998

Revised by: The 3rd SG Senate
Revised on: March 7, 1999

Revised by: The 4th SG Senate
Revised on: May 2, 2000

Revised by: The 5th SG Senate
Revised on: September 26, 2000

Revised by: The 9th SG Senate
Revised on: April 27, 2004

Revised by: The 12th SG Senate
Revised on: October 2, 2007

Revised by: The 14th SG Senate
Revised on: August 23, 2010

Revised by: The 14th SG Senate
Revised on: November 23, 2010

Revised by: The 14th SG Senate
Revised on: June 23, 2011

Rules and Procedures

of the

Student Government Senate

of the

University of New Orleans

**BE IT ENACTED BY THE UNIVERSITY OF NEW ORLEANS STUDENT
GOVERNMENT SENATE THAT:**

The following articles shall be Rules and Procedures to guide the actions of the Senate,
as revised by the Senate.

Article I—Officers and Staff

Section 1—Officers of the Senate: Nomination and Removal

The officers of the Senate shall be the President of the Senate, the President Pro-Tempore of the Senate, and Parliamentarian of the Senate. The Staff shall consist of the Clerk of the Senate and other positions as created by the Senate through amendments in this Student Government Senate Rules & Procedures. The Officers and the Clerk of the Senate shall sit together at the front of the room facing the Senate.

The President Pro Tempore of the Senate and Parliamentarian of the Senate must be current members of the Senate and shall be elected by simple majority vote of those Senators present and voting. This vote shall be conducted by secret ballot. In the event that no Senator receives a simple majority of votes on the first ballot, the Senators receiving the fewest votes shall be eliminated from consideration until the President Pro Tempore and the Parliamentarian emerge. Any Senator who wishes to remove President Pro Tempore of the Senate, Parliamentarian of the Senate, and/or the Clerk of the Senate from their positions may make a motion do so. This motion shall require a second from another senator. The Senator who motions for such removal shall be given six (6) minutes to explain his/her reason(s) for making such a motion. The officer subject to the charge then has six (6) minutes to speak in defense. A debate format shall follow the explanation. The time limit for debate shall be six (6) minutes: three (3) minutes shall be controlled by the first Senator to rise in opposition and three (3) minutes shall be controlled by the Senator calling for the removal. The time limit shall be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a simple majority of those Senators present and voting. Debate may be waived if there are no objections from any Senator. After the debate process is over, a removal vote shall be taken. A two-thirds (2/3) vote of all senators present and voting is required to remove an officer.

Section 2—The President of the Senate

The Student Government (herein after “SG”) Vice-President shall be the President of the Senate (herein after “President”). The President shall have the following duties and responsibilities:

- a. To preside over all Senate meetings;
- b. To coordinate, direct, and administer the Senate;
- c. To preserve the order and decorum in the Senate;
- d. To call each Senate meeting to order;
- e. To recognize Senators who seek the floor in debate;
- f. To decide all points of order with required advice of the Parliamentarian, subject to override by a simple majority vote of those senators present and voting;
- g. To state and put to vote all motions requiring a vote and to announce the results of the vote;
- h. To sign all documents which require the President’s signature;
- i. To refer all new legislative instruments to the appropriate committee(s) according to Section 4 of Article IV;

- j. To nominate the Clerk of the Senate or to appoint a temporary Clerk in the absence of the Clerk, who meets all of the requirements necessary for such an appointment;
- k. To insure that legislative instruments not requiring the signature of the SG President are passed on to the appropriate parties as listed in Article III, Section 1, Paragraph 2;
- l. To entertain all privileged motions raised by the Senators. The presiding officer may choose to entertain non-privileged motions at an appropriate time in an effort to maintain decorum in the senate;
- m. To perform all other duties as required by Law;

Section 3—President Pro Tempore of the Senate

The President Pro Tempore shall have the following duties and responsibilities:

- a. To assume the responsibilities and duties of the President should a vacancy occur in the position;
- b. To assist the President with his/her duties;
- c. To preside over the Senate in the absence of the President;
- d. To be the official time keeper at all senate meetings;
- e. To coordinate and direct activities of all committees;
- f. To perform all other duties as required by Law.

Section 4—The Parliamentarian of the Senate

The Parliamentarian shall have the following duties and responsibilities:

- a. Advise the President and Committee Chair(s) concerning the Rules and Procedures of the Senate and the SG Constitution;
- b. Advise all Senate committees;
- c. Call for a vote of the Senate in the event the Parliamentarian disagrees with the President concerning the Senate Rules and Procedures to confirm the President's decision. The President Pro Tempore shall conduct the vote. A two-thirds (2/3) vote of those Senators present and voting shall decide the matter at hand either for or against the President's decision;
- d. Conduct with the Secretary of State, a SG Retreat for all Senators and Senate Officers within four (4) weeks of the start of each Fall and Spring Semester. This retreat shall review all rules and laws of SG, and explain how SG is operated and run. More than one (1) retreat may be held to allow for time constraints of Senators;
- e. Report to the Senate at the first Senate meeting after the workshop(s) those Senators that were present or absent at the workshop(s).

Section 5 - The Senate Historian

The Senate Historian shall be nominated by a Senator and be confirmed by a simple majority of those senators present and voting. Nominees to this position must be current members of the Senate and shall not be considered an officer of the Senate. The Senate Historian

shall be subject to the terms of removal as the officers of the Senate as specified in Article I, Section I of these Rules and Procedures. The Senate Historian shall have the following duties and responsibilities:

- a. Take photos at Student Government events.
- b. To promote the organization through display boards; capturing the social events to display to all those interested.
- c. To preserve the records of those individuals in Student Government as to when and what contributions were made in the past and present for future reference by members and interested parties.

Section 6— The Clerk of the Senate

The Clerk of the Senate shall be nominated by the President of the Senate and be confirmed by a simple majority of those senators present and voting. No current Senator may serve as Clerk of the Senate. At the request of the President or by motion of a Senator, the Clerk may be removed by a simple majority vote of those Senators present and voting. The Clerk shall have the following responsibilities and duties:

- a. To keep all records and papers of the proceedings and actions of the Senate and to coordinate with the Secretary of State to make this information accessible to the public within a reasonable time frame;
- b. To print all Acts of the Senate, as amended, and to provide them to each Senator upon request;
- c. To prepare and distribute a comprehensive and current list of all Senators and their committee assignments and position;
- d. To perform other duties as requested by the President, President Pro Tempore, or Senate, and
- e. To make available to each Senator a copy of the Senate meeting Minutes no later than two business days following that week's meeting.

The Clerk shall not serve as clerk to any other branch in Student Government.

Section 7— Senate Vacancies and Appointments

In case the President Pro Tempore, Parliamentarian, or the Clerk is absent/tardy from a particular Senate meeting (with or without a proxy), the Presiding Officer shall appoint a Senator to fill the appropriate vacancy, and a non-sitting Senator to fill the Clerk vacancy prior to the "Approval of the Minutes" for that particular meeting. In the event that the Senate Historian is absent or tardy from a particular Senate Meeting, the President of the Senate shall retain the right to temporarily fill the position at his or her own discretion. However, this position may remain vacant during a meeting of the Senate as the position is not pertinent to the proper functioning of the Senate.

Should a vacancy occur in a Senate position, a nominee shall be elected according to the procedures listed in the SG Constitution. All students who wish to be considered as Senate nominees must meet the requirements listed in the SG Constitution. Any nominee who fails to

meet these requirements shall be ineligible for any vacant position during the immediate Senate meeting.

All valid nominees shall be presented to the Senate at the stated time according to the Order of Business listed in these Rules and Procedures. Nominees who are confirmed by a simple majority vote of those Senators present and voting shall take their Seat and be listed in the roll upon administration of the Oath of Office in accordance with the Constitution.

Article II—Rules of Order

Section 1— Definitions

- a. A legislative day shall be the time between the call to order and adjournment according to the Order of Business as listed in Section 2 of this Article. A legislative day shall not last more than five business days.
- b. A business day shall consist of one twenty-four hour period, exclusive of Saturdays, Sundays, and holidays.
- c. A vote shall be one of the following: “yea,” or “nay.”
- d. To abstain means to not vote. A senator has the option to decline from voting by abstaining. Therefore, they will not be counted as “present and voting” for the particular item on which the Senate is voting.
- e. A simple majority shall be reached when the number of “yea” votes equal fifty percent plus one of those Senators present and voting, ignoring fractions.
- f. The minimum requirement for quorum of the Senate shall be a simple majority of all sworn Senators.
- g. a Point of Information shall be a privileged motion. Any Senator may raise a Point of Information in order to raise a question, to clarify any unclear information, or to correct inaccurate information.
- h. a Point of Inquiry shall be a privileged motion. Any Senator may raise a Point of Inquiry to ask about proper parliamentary procedure or Senate rules.
- i. A Point of Order is the perceived violation of the SG Constitution, the SG Senate rules & Procedures, or any other SG Law. Any Senator may raise a Point of Order or call the Presiding Officer, another Senator, or a non-member to order. The Senator who raises the Point of Order must specify the nature of the perceived violation. When deciding a Point of Order, previous precedence(s) that does not conflict with the SG Law established shall be considered in deciding the Point of Order.
- j. An Objection may be raised by any Senator in response to any motion raised by another Senator. The Objection must be raised prior to a vote of the motion. An Objection that is

raised after a vote shall be considered untimely, and thus disregarded. The Objection ends the motion in question. A two-thirds (2/3) majority vote of the Senators present and voting may override an Objection.

k. If there are any uncertainties in these Rules & Procedures, either literal or inferred, in reference to the powers of the Presiding Officer compared to the power of the Senate, then a two-thirds majority of those Senators present and voting shall decide the matter at hand.

l. The Presiding Officer shall be the SG Vice-President. In the absence of the SG Vice-President, the Presiding Officer shall be determined by the following order:

1. The President Pro Tempore
2. The Chair of the Governance Committee
3. The Chair of the Student Affairs Committee
4. The Chair of the Finance Committee
5. The Chair of the Technology Committee
6. The Chair of the Campus Beautification Committee

If no Presiding Officer is determined by the Order, then the SG Advisor shall have the power to appoint any Senator present as the Presiding Officer for that Senate meeting.

Section 2 — Order of Business

The Order of Business at all meetings of the SG Senate shall be as follows:

I. Call to Order

The Presiding Officer shall announce the intention to begin the meeting. All voting members shall sit in the front of the room, closest to the Presiding Officer. All non-voting participants and guests shall be limited to seating behind the voting members' area.

II. Roll Call

The Presiding Officer shall call each Senator's name in alphabetical order. Each Senator shall respond with "present" or "here." If no response has been recorded within six (6) seconds, the Senator shall be considered late. If a Senator arrives late, the Senator asks to be recognized. Once recognized, the Senator shall announce their name, their college, and "Now Present" or "Now Here." After roll call, the Presiding Officer will announce quorum.

III. Approval of the Minutes

Each Senator should read over the previous week's Minutes prior to the following meeting. The Presiding Officer will ask if there are any corrections or amendments to the Minutes of the last meeting. If there are corrections or amendments, a Senator may be recognized by the Presiding Officer. The Senator will then state the correction or amendment. A second is not needed. If there are no objections, the correction or amendment is made by general consensus of the Senate. If there is an objection to the stated correction or amendment, the said correction or amendment is not made. When all corrections and amendments are made, the Presiding Officer will approve

the minutes without objection or a Senator may then motion to accept the new version of the Minutes. Once the motion receives a second, the Minutes are accepted. A vote is not required to accept the Minutes.

IV. Communications and Announcements

The President Officer shall recognize an individual who wishes to address the Senate. While this section is open to senators and non-senators, the senators shall be given the priority to speak. An individual shall be given no more than three (3) minutes to make presentation without interruption. Any senator may yield his/her time to another person. After the formal presentation, the floor may be opened to questioning for no more than three (3) minutes.

V. Presiding Officer Communications and Announcements

The Presiding Officer shall be given no more than six (6) minutes to make his/her presentation to the Senate. This presentation shall proceed without interruption. After the President makes his/her formal presentation, the floor may be opened to questioning for a period up to three (3) minutes.

VI. President Pro Tempore and Committee Reports

During this period, the President Pro Tempore and each Standing Committee shall be allotted three (3) minutes without interruption in which to address the Senate. This time is to be used to inform the Senate as to what is currently occurring in each committee, including any bills that have been referred to that committee. After the President Pro-Tempore and each Standing Committee's report, the floor shall be opened to questions addressed to that particular committee for a period up to six (6) minutes.

VII. Executive Reports, Judicial Reports, SAC Reports, Advisor Reports

The Presiding Officer shall recognize any member of the Executive Branch, Judicial Branch, SAC, or the SG Advisor who desires to address the Senate. These presentations shall last no longer than six (6) minutes. These presentations shall proceed without interruption. Any "issues" or "answers to questions" pertaining to the Senate or asked by the Senate must be addressed at this time. After any member of the Executive Branch, SAC, or the SG Advisor makes their formal presentation, the floor may be opened to a question period for up to three (3) minutes.

VIII. Old Business

The Senate shall reconsider any legislative instruments or Senator Proposals that have been placed on the Agenda as a result of being tabled or sent to committee.

IX. New Business

The Senate shall consider all new legislative instruments, all motions, and proposals offered by Senators.

X. Nominations and Appointments

The Senate shall consider any nominations and appointments as placed on the Agenda by the Presiding Officer or upon motion of any Senator. These nominations and appointments are subject to the appropriate requirements of the SG Constitution or the appropriate requirements of

these Rules & Procedures. Any Senator shall have the right to question any nominee or appointment in which a Senate confirmation vote is needed. Any Senator who is being nominated or appointed to a position requiring a Senate confirmation vote shall be given an opportunity to speak on the matter if the Senator wishes to do so. The Presiding Officer shall call for a confirmation vote of all nominees and appointments without any objection from any Senator. Nominations and appointments can only occur after all Old and New Senate business has been completed or tabled.

XI. Open Forum

This time is intended to give members of SG a chance to discuss matters that were not covered during the regular meeting, make suggestions, and brainstorm. Open Forum is to be used towards the betterment of SG. Any member of SG may raise questions or comments to be discussed for a period up to twelve (12) minutes. The President or any Senator that has the appropriate knowledge may answer questions raised by speakers. This time does not change with the number of speakers. The time may be extended by another twelve minutes by a simple majority vote of the Senators present and voting.

XII. Adjournment

The Presiding Officer shall announce the intention to end the meeting. The meeting shall adjourn with a simple majority vote of those Senators present and voting.

Section 3— Structure of Discussion

The Presiding Officer shall not enter into the discussion on the merits of any pending legislative instruments. However, the Presiding Officer may offer interpretations of the SG Constitution and these Rules & Procedures at the request from any sworn Senator.

No Senator who wishes to speak on any Senate matter shall be denied the right to do so, unless said Senator has been censured as a result of disciplinary proceedings as listed in these Rules & Procedures. All motions, proposals, questions, and comments shall be directed to the Senate or Presiding Officer, if appropriate. Senators who wish to speak will be given the opportunity in accordance with the following procedures:

- a. A Senator shall announce his/her intention to speak on a matter by raising his/her hand, and quietly waiting to be recognized in the order in which their request was made. Upon recognition, a Senator will be granted the opportunity to participate in discussion. Prior to discussion, the Senator shall stand and state their name and the college they represent. The Senator shall remain standing throughout their comments, unless there is a medical reason that will not allow it. At the discretion of the Presiding Officer, the Senator shall be given enough time to participate in the discussion or voice his/her opinion on the subject at hand.
- b. Any Senator who wishes to yield his/her recognized time during discussion to a non-Senator may do so.
- c. Senators who speak out of turn, interrupt another speaker, or infringe upon the rights of another Senator to be heard, may be subject to disciplinary measures according to Section 7 of this Article.

Section 4—Executive Session and Non-Members

All Senate meetings and Senate committee meetings shall be open to any interested individual or party. All non-voting participants and guests shall be limited to seating behind the voting members' area (per Article II, Section 2, Paragraph I of these Rules & Procedures).

The Senate and/or its committees may go into an executive session pursuant to Louisiana State Law.

Non-members whose conduct disrupts a meeting of the Senate or a Senate Committee meetings may be expelled from said Senate meeting by the Presiding Officer, respectively, with a one-third (1/3) majority vote of those Senators present and voting, or upon a motion and a second by any Senator and a one-third (1/3) majority vote of those Senators present and voting.

Section 5— Decorum

All SG Senators shall conduct themselves with dignity and respect. All Officers, staff, and Senators are expected to demonstrate respect for the rights and opinions of the other members of the SG Senate. Officers, Staff, and Senators who fail to do so shall be subject to senatorial discipline as set out in these Rules & Procedures.

Section 6—Proxies

Any Senator may appoint a Proxy to act in that Senator's place in any meeting. The Proxy must meet all requirements of a Senator in order to serve as Proxy. No senator or non-senator shall proxy for more than two senators. No member of the Judiciary Branch or Executive Branch may serve as a Proxy. The Proxy shall have all rights and responsibilities as the Senator whose place he/she is taking.

A Senator shall inform the Presiding Officer in writing of his/her intention to have a Proxy no later than the Call to Order of the Senate meeting at which the Proxy will sit. The letter must include the name of the Proxy, the date of the meeting for which the Proxy will sit, and the reason for requiring the proxy.

Section 7—Discipline of Senators and Officers

a. Absences—Any Senator who is listed as absent from the number of regular session Senate meetings per semester, as listed in the SG Constitution, shall forfeit his/her membership in the SG Senate.

b. Late Attendance—As listed in these Rules & Procedures, any Senator who registers his/her name with the Senate Clerk after roll has been called shall be listed as late. Three (3) late listings per semester shall count as one absence.

c. Speech and Debate—Any Senator or Officer whose conduct disrupts a meeting of the Senate or its committees, including, but not limited to, the points enumerated below, shall be subject to disciplinary measures as detailed in these Rules &

Procedures:

1. Infringing upon the rights of another Senator as detailed in the SG Constitution or these Rules & Procedures;
2. Making derogatory remarks about a member of the Senate or audience;
3. Knowingly misrepresenting any Senator's intentions to the Senate or committee;
4. Any other questionable conduct as determined by Law.

d. Disciplinary Measures:

1. Any member of the Senate, including Proxies, may question the conduct of a Senator or an Officer by raising a Point of Order. The Presiding Officer, with the required advice from the President Pro Tempore, shall rule on the Point of Order and, if appropriate, issue a warning to the Senator or Officer. If the Presiding Officer is the subject of the Point of Order, then the President Pro Tempore shall rule on the Point of Order and, if appropriate, issue a warning.
2. Any Senator or Officer whose conduct has been questioned after receiving a warning or has been called to order repeatedly in the same meeting may be censured by the Presiding Officer with a two-thirds (2/3) majority vote of those Senators present and voting. If a Senator is censured, the Senator shall be prohibited from being recognized by the Presiding Officer for any further discussion at said meeting. If the Presiding Officer is the subject of the censure, the Presiding Officer shall be censured by the President Pro Tempore with a two-thirds (2/3) majority vote of those Senators present and voting. If the Presiding Officer is censured, the Presiding Officer must step down for the remainder of the meeting.
3. Any Senator or Officer, whose conduct is questioned, after being censured, may be expelled from the said meeting by the Presiding Officer with a two-thirds (2/3) majority vote of those Senators present and voting.
4. Any Senator who has been expelled from three meetings shall be subject to impeachment proceedings as detailed in the SG Constitution.

Section 8— Contempt of the Senate

Contempt of the Senate shall include, but is not limited to the following:

- a. Lying or knowingly misrepresenting the truth while on the Senate or Committee floor;
- b. Refusing a summons of the Senate or any of its Committees, either personal or informational;
- c. Knowingly misrepresenting the actions or intentions of the Senate to the Student Body;
- d. A blatant disregard of the SG Constitution or SG Law.

Contempt of the Senate charges shall be filed with the President of the Senate in the form of a petition that states the charges and outlines the evidence against the offending Senator. This petition must be signed by one-half (1/2) of all seated Senators. The hearing of the charge shall occur under section X of the Order of Business as listed in these Rules & Procedures. The President of the Senate shall chair the hearing.

The Contempt of the Senate hearing will follow the following procedures:

- a. Call to Order;
- b. Roll Call;
- c. Announcement of the Contempt Charge against the Senator, individual, group, organization, or department in question;
- d. Reading of the Evidence against the Senator, individual, group, organization, or department in question;
- e. Rebuttal of Evidence by the Senator, individual, group, organization, or department in question;
- f. Question Period;
- g. Vote.

The Chair of the Contempt hearing shall determine the length of time to be devoted to each section, but sections five and six shall last up to six minutes. An additional six minutes may be granted by the Chair upon request.

To be charged with Contempt of the Senate requires a two thirds (2/3) majority vote of those Senators present and voting. This vote shall be taken by roll call. A two thirds (2/3) majority vote of those Senators present and voting shall determine the penalty for Contempt of the Senate.

The Senate, when sitting in the penalty phase, shall be chaired by the Chair of the Governance Committee. If the Chair of the Governance Committee is the subject of the penalty, the Chair of the Student Affairs Committee shall act as Chair. The Senate shall choose from Censure, Recommendation of Impeachment, or any other reasonable penalty. This vote shall be taken by roll call. A Senator who receives a Censure as a result of a Contempt of the Senate charge shall be listed as absent at the next regular Senate meeting and shall have his/her voting privileges and discussion privileges suspended at the next Senate meeting.

Section 9—Calling of Recess

During a Senate meeting, the Presiding Officer, without objection from any Senator, or upon motion and second by any Senator and a simple majority vote of those Senators present and voting, may call for a recess, during which no official Senate business shall be conducted.

This recess shall last for a specified length of time as stated by the Presiding Officer or Senator making the motion. The time taken for any recess period shall count toward the maximum time allotted for a legislative day as listed in these Rules & Procedures.

Section 10—Suspension of Rules and Procedures

The Senate shall have the right to suspend its Rules & Procedures upon formal motion, second, and a simple majority vote of those Senators present and voting. Rules regarding a fixed number of votes or quorum may not be suspended for any reason

When suspending Rules and Procedures the reason for suspension must be clearly stated and after the occurrence of the stated reason the Senate shall go back under the Rules and Procedures.

Article III – Legislative Instruments

Section 1 – Guidelines for Legislative Instruments:

Any individual, group, organization, or department requesting funding from SG must abide by the guidelines set forth in this section. Any organization not adhering to these guidelines may be found in contempt of the Senate. Failure to abide by these guidelines shall result in action that could include, but is not limited to, loss of the current funds awarded and/or loss of the privilege of requesting funds from SG in the future.

Any person requesting funding from SG must be a currently registered student carrying a minimum of 6 credit hours and have an overall GPA of at least a 2.0. Any group or organization requesting funding from SG must be registered with the Office of Campus Activities and be in good standing with SG and the University of New Orleans.

All legislative instruments must be submitted on electronic disk along with a hard copy; the hard copy must be time stamped and initialed by one of the following persons: the SG Clerk, an SG office employee, an SG Executive Officer, or an SG Advisor; or the legislative instrument may be submitted as an attachment via email sent to the SG Vice President.

Legislation requesting academic travel funding shall be referred to the Academic Travel Fund Program as established in the SG Constitution. Legislation requesting funding for technical resource purposes shall be referred to the Strategic Technology Planning and Implementation Group. Any item other than official SG sanctioned events funded as a line item on the budget shall not be allowed to receive funding for the same event through the Senate within the same fiscal year unless other recommendations are included in the budget by the Student Budget Committee. Requests must be presented in the form of a bill and must pass by two-thirds (2/3) of the Senators present and voting.

Any donations, discounts, or additional funds an individual, group, organization, or department receives must be reported to the Student Government Treasurer upon receipt of said funds, or upon knowledge of receipt of said funds, whichever comes first. Any event or function that involves attendance or entrance fees must also involve the use of ticket sales or receipts. If any guest is exempt from this fee, a log must be kept with the guest's name and signature. The SG Treasurer, or a representative appointed by the SG Treasurer, will reserve the right to attend any event or function in which revenues are collected, keeping a detailed account of the amount collected. Any profit, relative to the percentage given by SG, up to the original amount requested, as well as any unused funds shall revert back to SG no later than one month after the event has occurred. Failure to comply with these requirements will result in a forfeiture of all encumbered funds and possible further action.

A current Senator must sponsor all legislative instruments, with the exception of the SG Budget, in order to be introduced for consideration. All legislative instruments must be filed two business days prior to the Senate meeting in which the matter will be introduced so that they will be included on the agenda. If the sponsor has become ineligible to sponsor the instrument after it has been introduced to the Senate, but before a final vote has been taken on the instrument, the author is responsible for finding a sponsor for the instrument within twenty-four (24) hours of the first meeting following the ineligibility of the sponsor. If a sponsor is not found, the legislative instrument will be removed from Senate business.

Any legislative instrument that is presented to SG to be placed on the agenda (SG Senate) shall be placed on the agenda by the President of the Senate. **All legislative instruments must have the following:**

1. At the top of the document,
 - a. In the upper left-hand corner a space or a line for the document number, which the SG Vice President will fill in.
 - b. Separated by a space, below the “document number,” the label “Author:” followed by the author(s)’s name and contact information (email address and/or phone number).
 - c. Below “Author,” the label “Sponsor:” followed by the sponsor(s)’s name(s) and contact information (email address and/or phone number).
2. A line shall separate the top of the document from the title. The title shall be one of the following types of legislative instruments:
 - a. **Bills**—Actions which require the signature of the SG President:
 - i. Any bill which requests funding authorization from the SG Senate must specify in writing which account those funds are being requested from, and each request must be in agreement with any and all guidelines placed on the specific account(s);
 - ii. Any bill which requests funding authorization from the SG Senate must specify in writing which account those funds are being requested from in the “enactment” portion of the bill, and each request must be in agreement with any and all guidelines placed on the specific account(s).
 - iii. If a legislative instrument is requesting \$1000.00 or more it must be submitted at least four weeks prior to the date of the event, function, competition, etc. for which the funds are being requested. If SG grants a group or person \$1000.00 or more for an annual event, function, competition, etc. the group or person requesting the funds must submit a budget request to the Budget Committee for the following fiscal year for the event for which they received funds.
 - b. **Bills of Particulars**—Actions which do not require the signature of the SG President, which list charges against an officer for the purpose of removing that officer from office;
 - c. **Binding Resolutions**—Actions, which do not require the signature of the SG President, which bind the Senate with the force of these rules for a specified period of time, not to exceed the current term.

d. **Simple Resolutions** --- Actions, which do not require the signature of the SG President, which express the opinions of the Student Government Senate

e. **Compound Resolutions**—Actions, which do require the signature of the SG President, which express the opinion of Student Government;

f. **Proclamations**—Actions, which do not require the signature of the SG President, which formally and officially announce and declare the special respect and gratitude of the SG Senate;

g. **Summons**—Actions, which do not require the signature of the SG President, which formally request an individual, group, or organization or department to appear before the Senate or a Senate Committee to provide information requested by the Senate or Senate Committee, and

h. **Referendums**—Actions, which, after passing the SG Senate and signed by the SG President or passes via veto override, must be put to a vote of the entire student body during regular elections or a special election as set forth in the SG Constitution. Such items may be, but are not limited to, an amendment to the SG Constitution or a request to fund something by increase in tuition.

i. **Procedural Amendments**—Actions, which does not require the signature of the SG President, which is a formal notion to Amend Rules and Procedures. This legislative instrument requires a two-thirds (2/3) vote of those senators present and voting. The legislative character shall be: “PA”.

Each legislative instrument shall be numbered with the following format: The first character shall be the letter(s) designating the legislative instrument. The first and second character shall be separated by a decimal. The second character shall be a letter designating the semester or a special session. The third and fourth characters shall be the last two digits of the year. The fifth character shall designate the month, and characters six, seven, and eight shall designate the number of the legislative instrument:

a. The legislative instrument character shall be: “B” for bills; “BP” for bills of particulars; “SR” for simple resolutions; “CR” for compound resolutions; “BR” for binding resolutions; “P” for proclamations; “S” for summons; “RF” for referendums; and “PA” for procedural amendment.

b. The semester character shall be: “F” for Fall; “S” for Spring; and “X” for a special session.

c. The year characters shall be the last two digits of the current year.

d. The month character shall be a letter of the alphabet starting with “A” for January, “B” for February, “C” for March, . . . , and end with “L” for December.

e. The number characters designating legislative instrument shall be three digits starting with “001” and restart at the beginning of each Fall semester.

f. An example of a correctly numbered legislative instrument would be as follows:

B.S04C024

This would be Bill number 24 filed in the month of March 2004 in the Spring Semester.

A line shall separate the title from the body of the legislative instrument. The body of the legislative instrument shall start with a brief paragraph stating the purpose of the document. Each statement hereafter shall begin with WHEREAS. These statements shall serve as a means to prove the worthiness of this document.

A line shall separate the body of the legislative instrument from the enactment. The enactment must begin with: **“BE IT ENACTED BY THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT THAT:”**, For Resolutions—**“BE IT RESOLVED THAT THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT TAKE THE POSITION THAT:”**, and must include, but is not limited to, the following under **“BE IT...”** and shall be numbered in order:

- i. The actual enactment (there may be more than one) which can be, but is not limited to, a request for funding, an amendment, or one of the other items mentioned above in Paragraph 2 of this Section.
- ii. Instruments requesting funding shall have the statement **“All unused funds shall revert back to SG at the end of the current fiscal year.”**
- iii. Instruments requesting funding shall have the statement **“See attached Budget.”** A budget must be submitted.
- iv. Instruments requesting funding shall have the statement **“<organization name> shall report back to SG within 30 days upon completion of the event.”**
- ix. A line shall separate the enactment from the signature line area, which shall be at the end of the document. Signature lines at the end of the document shall be in the following format:

| |
|--|
| <p>Senate Action: _____ Vote: _____</p> <p>_____</p> <p>PRESIDING OFFICER’S SIGNATURE DATE</p> <p>SG President’s Action: _____</p> <p>_____</p> <p>SG PRESIDENT’S SIGNATURE DATE</p> <p>VETO OVERRIDE</p> <p>Senate Action on Veto: _____ Vote: _____</p> <p>_____</p> <p>PRESIDING OFFICER’S SIGNATURE DATE</p> |
|--|

Section 2 – Introduction, Debate, and Voting on Legislative Instruments

The structure of debate for all legislative instruments is as follows:

a. Introduction:

1. During New Business, upon recognition by the Presiding Officer, the Senate sponsor or author of the bill shall introduce the legislative instrument. This introduction shall proceed without interruption for no more than six (6) minutes.
2. Following introduction, the legislative instrument must then either be:
 - (a) Assigned to a committee by the Presiding Officer, without objection from any Senator;
 - (b) Assigned to a committee by a motion from any Senator, a second, and approved by a simple majority vote of all Senators present and voting;
 - (c) Tabled until a later specified Senate meeting (where it shall be returned to the whole Senate under Old Business) by the Presiding Officer, without objection from any Senator or by a motion from any Senator, a second, and approved by a simple majority vote of those Senators present and voting.
3. A six (6) minute period of questioning will immediately follow the introduction of legislation. This time limit for questioning may be extended for an additional six (6) minutes with a motion, a second, and a majority vote of those senators present and voting.
4. During the time between the instrument's introduction and return to the whole Senate, any Senator may request further information or pose questions to either the author or the sponsor of the instrument at a mutually agreeable time.
5. Following the above, the legislative instrument shall return to the whole Senate during Old Business.
6. A period of questioning shall begin immediately upon the legislative instrument's return to the whole Senate, and last for ten minutes. The questioning period may be extended with a motion from any Senator, a second, and approved by a simple majority vote of Senators present and voting. This questioning period may be ended by the Presiding Officer, without objection from any Senator.

b. Initial debate:

An initial debate period shall follow questioning. The time limit for initial debate shall be six (6) minutes: three (3) minutes shall be controlled by the first Senator to rise in opposition and the remaining three (3) minutes shall be controlled by the principal sponsor. If the principal sponsor does not wish to speak for those three minutes, the first Senator to rise in support of the instrument shall be given control of the above three minutes. This time limit for the debate may be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a majority vote of those Senators present and voting. This time shall be divided equally between support and opposition. The Presiding Officer may end initial debate before time has elapsed if there is no objection by any Senator.

c. Amendment process:

Any Senator who wishes to amend the legislative instrument may motion to do so following initial debate and prior to final debate. The Senator shall provide a written copy of the proposed amendment. The amendment must then be seconded and receive a one-third (1/3) vote

of Senators present and voting to be considered. A debate period on the amendment shall follow. The time limit for debate shall be six (6) minutes: three (3) minutes shall be controlled by the Senator proposing the amendment and three (3) minutes shall be controlled by the first Senator to rise in opposition to the amendment. The time limit may be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a simple majority vote of those Senators present and voting. The amendment debate period may be ended before the time limits expire by the Presiding Officer, without an objection from any Senator. A vote shall then be taken on the amendment in question. After the vote on the amendment, any additional amendments will then be introduced following the above rules.

At this point in the debate, the legislative instrument could either be assigned to a committee by the Presiding Officer without objection from any Senator or by a motion from any Senator, a second, and approved by a simple majority of those Senators present and voting. If no action is taken on the legislative instrument, the legislative instrument goes through final debate.

d. Final debate:

A final debate period for the completed bill (including all approved amendments) shall follow the amendment process. The time limit for debate shall be six (6) minutes: three (3) minutes shall be controlled by the first Senator to rise in opposition and the remaining three (3) minutes shall be controlled by the principal sponsor. If the principal sponsor does not wish to speak for those three (3) minutes, the first Senator to rise in support of the instrument shall be given control of the these three (3) minutes. This time limit may be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a simple majority vote of those Senators present and voting. Final debate may be ended by the Presiding Officer before time has elapsed if there is no objection by any Senator.

e. Voting on legislative instruments:

- i. The Presiding Officer shall call for a vote on the legislative instrument, without objection from any Senator, following final debate. Any Senator may also motion for a final vote, a second, and a simple majority vote of those Senators present and voting.
- ii. All legislative instruments shall be subjected to a final vote. All final votes, (a final vote is defined as a simple majority vote which passes or fails a particular legislative instrument), shall be taken by Roll Call vote by those Senators present and voting at a Senate meeting. All other motions shall be decided by a show of hands, unless a Senator moves that the motion be decided upon by a Roll Call vote. This motion requires a second and a simple majority vote of all Senators present and voting.

f. Veto Overrides:

The Senate shall have one (1) calendar week, starting from the subsequent Senate meeting following the Presidential veto, to override the said veto. In addition, should a Senator move to override a veto before the one calendar week deadline, that Senator may withdraw his motion and reserve the right to raise it again before the one (1) calendar week deadline. Only a Senator may call for a veto override vote once. Any Senator who wishes to override a veto or a line-item veto of the SG President on a legislative instrument shall motion for a veto override vote during Old Business. This motion shall require a second. The Senator who motions for a veto override shall be given six (6) minutes to explain his/her reason(s) for motioning for the override vote. A debate format shall follow the explanation. The time limit for debate shall be six

(6) minutes: three (3) minutes shall be controlled by the first Senator to rise in opposition and three (3) minutes shall be controlled by the Senator calling for the override. The time limit shall be extended for an additional six (6) minutes (to be divided as above) with a motion, a second, and a simple majority of those Senators present and voting. Debate may be waived if there are no objections from any Senator. After the debate process is over, an override vote shall be taken.

Section 3—Records of Legislative Instruments

All legislative instruments passed by the Senate shall be collected and titled “Acts of the SG Senate”, {fiscal year}.” This collection shall be divided according to the type of legislative instruments passed and each particular instrument shall be placed in sequential order based on the number assigned to the instrument. This collection shall also be archived in electronic format.

Article IV - Senate Committees

Section 1 – Formation of Committees

New committees may be formed upon a motion, from any Senator, and a simple majority of those Senators present and voting. Subcommittees shall be formed at the discretion of the Committee Chair. No subcommittee shall have less than three (3) members or seats.

Section 2 – Membership of Committees

All Senate committees shall be composed of five (5) members. Three (3) seats shall be nominated and elected by a simple majority of those Senators present and voting; these three (3) seats shall be held by current members of the Student Government Senate. Two (2) seats shall be available to any current UNO student (including current SG Senators); these individuals shall also be nominated by any sworn senator and elected by a simple majority of those senators present and voting. Committee members who are non- Senators shall have all rights and privileges as members who are current Senators. These individuals shall count towards quorum and shall have the right to vote; however, these individuals may not, under any circumstances, serve as Chair of any Standing Committee.

There shall be no limit as to the number of committees on which a Senator or non-Senator may sit, and no Senator may Chair more than two (2) committees. Additionally, the President of the Senate may not serve on any Standing Committee. A committee member shall automatically forfeit his or her membership in the committee if he or she has cumulated more than three (3) absences from a committee meeting within one (1) semester. Additionally, every two (2) tardies to a committee meeting shall count as one (1) absence.

Section 3 – Selection of Committee Chairs

The President of the Senate shall appoint each Committee Chair. The committee members shall confirm the President of the Senate’s appointee by a simple majority vote of those Senators present and voting. In the event, committee members deny the President of the Senate’s

appointee, the members of said committee shall nominate to the President a new Chair from the current membership of said committee.

Section 4 – Quorum

A quorum of committee members (Senators and non-Senators) is necessary for any committee to meet and conduct committee business. Quorum for committee meetings shall be established at three (3) members (including Committee Chairs).

Section 5 – Committee Meetings

- a) Each committee Chair is responsible to post the date, time, and location of the committee meeting in the appropriate location. Each committee must meet within ten (10) school days after the committee has been formed with a committee Chair.
- b) Each committee shall meet physically at the designated date, time, and location. Such date and time shall be used for the committee meeting only. Each committee shall hold meetings bi-weekly (at a minimum); however, meetings may be held weekly by the discretion of the members of said committee.
- c) Committees may change the date, time, and location of a meeting by a majority vote within the committee. The cancellation of a meeting or the changing of a meeting's date, time, or location must be posted twenty-four (24) hours before the meeting is scheduled to occur.
- d) All committees who have been assigned legislative instruments in the prior SG Senate meeting shall meet no sooner than adjournment of the weekly Senate meetings, and no later than twenty-four (24) hours prior to the Call to Order of the subsequent weekly Senate meeting.
- e) Other meeting methods, including telephone conferences, may be used under certain circumstances. However, such meeting methods require the approval, administration, and monitoring of the Speaker Pro-Tempore. Voting while using other meeting methods may be done only if approved by the Speaker Pro-Tempore and the President of the Senate.

Section 6 – Proxies

Any committee member may request a Proxy to act in their place in any committee meeting. These proxies must be approved by the Chair of said committee no later than the Call to Order of that particular committee meeting. Proxies must be a member of the said committee as the individual requesting a Proxy.

The Proxy shall have all rights and responsibilities as the committee member whose place they are taking. Committee Chairs may not request a Proxy unless approved by the President Pro-Tempore, in which case, a temporary Chair shall be selected by the President Pro-Tempore of the Senate for that particular meeting. The temporary Chair shall serve for only one (1) meeting and must be a current Senator and member of said committee.

Section 7 – Standing Committees

There shall be six (6) Standing Committees of the Senate, each with the following duties and responsibilities:

a) **The Campus Beautification Committee** shall take up such items as may be referred to it within the following areas:

1. The overall exterior look of the UNO main campus grounds;
2. Issues involving the interior of campus buildings;
3. Issues that can enhance, improve, or create student life initiatives that in turn promote campus life;
4. Address issues that pose an immediate safety hazard;
5. Serve as the student's voice to all issues dealing with monies generated from the UNO Campus Beautification Fund; and
6. All other matters as ordered by the Senate.

b) **The Finance Committee** shall take up such items as may be referred to it within the following areas:

1. Appropriation of Senate funds;
2. Fiscal controls and procedures;
3. Financial organizations and operations; and
4. All other matters as ordered by the Senate.

c) **The Governance Committee** shall take up such items as may be referred to it within the following areas:

1. Any proposed amendments to SG Law (with the exception of the Executive Charter and Executive Orders);
2. Appointments to the student court(s), the Faculty – Student Disciplinary Committee, and the University Senate;
3. SG Senate disciplinary matters; and
4. All other matters as ordered by the Senate.

d) **The Retention, Advertisement, Publicity, and Promotion (RAPP) Committee** shall take up such items as may be referred to it within the following areas:

1. Sponsor recruitment events throughout the academic year;
2. Distribute and post flyers announcing the presence of Student Government; and
3. All other matters as ordered by the Senate.

e) **The Student Affairs Committee** shall take up such items as may be referred to it within the following areas:

1. Student rights and welfare;
2. Student housing and food services;
3. Academic policies and appeals;
4. Financial aid and scholarships;
5. Traffic, parking, and University Police;
6. The University Center and student activities in general;
7. The University Library;

8. Student honors and awards;
9. Improving the educational experience at UNO; and
10. All other matters as ordered by the Senate.

f) **The Technology Committee** shall take up such items as may be referred to it within the following areas:

1. The oversight of the assessment and implementation of Technology Fee Funds;
2. Providing representatives to outside committee meetings concerning the Student Technology Fee;
3. Providing suggestions and information to all outside committees concerning the Student Technology Fee; and
4. Acting as liaison between the administration, the faculty, and the SG on all issues relating to the Student Technology Fee.

Section 8 – Committee Rules & Procedures

All committees and subcommittees shall be guided by the Order of Business as listed in Article II of these Rules & Procedures; however, Committee Rules & Procedures may be amended to more accurately portray the type of business undertaken by a committee. All Committee Rules & Procedures shall become part of these Senate Rules & Procedures once approved by each committee by a simple majority vote of those members present and voting.

Committee members may be removed from their respective committees by a simple majority vote of those committee members present and voting and with the approval of the SG President of the Senate.

A motion to dissolve a Committee may be made during Nominations and Appointments. A motion to dissolve a committee will follow the pattern of a veto override in rules, procedures, and vote.

Section 9 – Committee Reports & Minutes

As mandated by Rules & Procedures, each committee shall report its activities to the Senate at each weekly Senate meeting. If an instrument was assigned to it by the Senate, the discussion and the committee action shall be included as a Committee Report.

Committee Reports shall not be considered committee meeting minutes; however, in the event a piece of legislation is tabled to a committee, a Committee Report shall be issued which must contain the following:

- a) The name of the committee;
- b) The time, date, and place of the meeting;
- c) The attendance of the meeting; (If the committee failed to meet because quorum was not met, the attendance shall still be kept)
- d) The number of the legislative instrument (if any);
- e) The report of the instrument, which shall be one of the following (if any):
 1. Reported favorably (with or without amendments);

2. Reported unfavorably;
 3. Reported without action (to be recommitted to a new committee); or
 4. Report not finalized
- f) The vote of the committee (if any); and
- g) The signature of the Committee Chair, who shall be responsible for its accuracy and content.

If a legislative instrument is reported Without Action or Report Not Finalized, the Senate may discharge of the instrument from the committee upon a motion, a second, and a simple majority vote of those Senators present and voting.

If the Chair of any committee fails to provide a Committee Report to the Senate for a meeting, and such meeting was not canceled according to the Rules & Procedures, the Chair will be counted as absent from the meeting.

Committee Meeting Minutes must be typed and must include all information discussed and/ or voted upon at that meeting. Meeting Minutes must be posted in the designated area with a hard copy submitted to the SG Secretary of State and also to the President Pro-Tempore of the Senate. Meeting Minutes may also be provided to the full Senate at the discretion of the Chair, or upon request from any Student Government Officer.

Section 10 – Committee Vacancies

In the event of a vacancy in the membership of a Standing Committee; the President Pro Tempore of the Senate, in consultation with the Committee Chair, shall appoint a Senator or non-Senator to fill the said vacancy. However, membership of any standing committee must include a simple majority of members to be current SG Senators. Appointments to fill a Standing Committee vacancy must be approved by a simple majority of the SG Senate.

If a committee's membership falls below four (4) members, all business referred to said committee shall be addressed by the Senate as a whole, until quorum of said committee is re-established.

In the event of a vacancy in the Chair of a committee, a new Chair shall be appointed by the President of the Senate in consultation with the President Pro-Tempore. This appointment must be a current SG Senator and a member of said committee.