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A Procedural Amendment

This is a Procedural Amendment to the Senate Rules and Procedures to reduce the ambiguity of the rules and procedures and to replace gendered language within the document beginning with the 2022-2023 school year.

Whereas, the Senate Rules and Procedures must be composed of inclusive and gender-neutral language.

Whereas, the new Senate Rules and Procedures will be comprehensible and easy to understand.

Whereas, the new Senate Rules and Procedures will allow for clarity and leave little open to interpretation.

Whereas, the revisions to the current Senate Rules and Procedures will allow for the Senate to begin the semester with a stronger, more structured guide to utilize henceforth.

Whereas, new Senate Rules and Procedures will be voted on by the Senate in the Fall of 2022 and will take immediate affect once approved.

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

1. THE CURRENT SENATE RULES AND PROCEDURES SHALL BE REPLACED WITH THE FOLLOWING PROPOSED SENATE RULES AND PROCEDURES.



*The University of New Orleans
Student Government Association
Senate Rules And Procedures*

1. OFFICERS OF THE SENATE

1.1 Speaker of the Senate

- 1.1.1 The Student Government Association (SGA) Vice President of Legislative Affairs (VPLA) shall be the President of the Senate, also referred to as the Senate Presiding Officer.

1.2 President Pro Tempore of the Senate

- 1.2.1 The President Pro Tempore is ex-officio chair of the Governance Committee.

1.3 Parliamentarian of the Senate

- 1.3.1 The Parliamentarian is the ex-officio chair of the Rules Committee.

1.4 Chief Communications Officer

- 1.4.1 The Chief Communications Officer is the ex-officio chair of the Student Affairs Committee and Information Committee.

1.5 Chief Financial Officer

- 1.5.1 The Chief Financial Officer is the ex-officio chair of the Finance Committee.

2. STAFF OF SENATE

2.1 Clerk of the Senate

- 2.1.1 The Clerk of the Senate Shall be nominated by the Presiding Officer and confirmed by a simple majority vote of Senators present and voting.
- 2.1.2 If the Clerk of the Senate cannot attend a meeting, they must find a replacement, or a Senator may serve as Clerk of Senate, but will not count as present and voting and must find a proxy.
- 2.1.3 The Clerk of the Senate shall be removed with a Bill of Particulars and 2/3 majority vote of those senators present and voting.
- 2.1.4 The Clerk of the Senate shall have the following responsibilities and duties:
 - 2.1.4.1 To keep the minutes of all Senate meetings.
 - 2.1.4.1.1 To publish all Senate meeting minutes to the SGA website within two (2) calendar weeks.
 - 2.1.4.2 To print all Acts of Senate, as amended, and to provide them to each Senator upon request.
 - 2.1.4.3 To make available to each senator a copy of the Senate meeting minutes no later than 48 hours prior to the next regularly scheduled Senate meeting.
 - 2.1.4.4 To perform other duties, as requested, by the *Presiding Officer, President Pro Tempore, or the Senate.*

3. RULES OF ORDER

- 3.1 A vote shall be of the following: "Yes" or "No".
- 3.2 A Senator has the option of abstaining from a vote.
 - 3.2.1 To abstain from a vote means to not vote.
 - 3.2.2 Although the senator is not casting a "yes" or "no" vote, they will be counted as present and included as a Senator present and voting.
- 3.3 A simple majority shall be reached when the number of "yes" votes equal fifty (50) percent plus one of those Senators present and voting.

- 3.4 The minimum requirement for quorum is a simple majority of currently seated Senators.
- 3.5 An objection may be raised by any senator in response to a motion raised by another Senator.
 - 3.5.1 The objection must be raised prior to a vote of the motion.
 - 3.5.2 The objection ends the motion in question.
 - 3.5.3 A simple majority vote of the Senators present, and voting may override an objection.
- 3.6 Any motion requiring a second cannot be raised and seconded by the same Senator.
- 3.7 The Presiding Officer shall be the SGA Vice President of Legislative Affairs.
 - 3.7.1 In the absence of the SGA Vice President of Legislative Affairs, the presiding officer shall be determined by the following order:
 - 3.7.1.1 The President Pro Tempore
 - 3.7.1.2 The Parliamentarian
 - 3.7.1.3 The Chief Financial Officer
 - 3.7.1.4 The Chief Communications Officer
 - 3.7.1.5 If no presiding officer is determined by the order, then the meeting will be canceled.
 - 3.7.2 In the case that the SGA Vice President of Legislative Affairs will no longer be able to serve their office or be Presiding Officer, the SGA President reserves the power to appoint someone, that meets all the qualifications of the position of the SGA Vice President of Legislative Affairs, confirmed with a simple majority vote of Senators present and voting.

3.8 **ORDER OF BUSINESS**

- 3.8.1 The agenda shall be structured according to the guidelines below by the Speaker of the Senate.
 - 3.8.1.1 The order of the agenda shall be determined by the presiding officer of the meeting and may be restructured as desired excepting only 3.8.2 and 3.8.3, which must be executed first.

3.8.2 **CALL TO ORDER**

- 3.8.2.1 The Presiding Officer shall announce the intention to begin the meeting.
 - 3.8.2.1.1 All SGA Executives shall sit at the front table closest to the Presiding Officer facing the remaining voting members.
 - 3.8.2.1.2 All voting members shall sit in the front of the room, closest to the presiding officer, with their fellow Senators of their college or at-large positions. The Staff of Senate shall sit facing the Senators at a table in the front.
 - 3.8.2.1.3 All non-voting participants and guests shall be limited to seating behind the voting members' area.

3.8.3 **ROLL CALL**

- 3.8.3.1 The Presiding Officer shall call each Senator's name in alphabetical order.

3.8.3.1.1 Each Senator shall respond with “present” or “here”. If no response has been recorded within six (6) seconds, the Senator shall be considered absent .

3.8.3.1.2 If a Senator arrives late, the Senator **must** ask to be recognized. Once recognized, the Senator shall announce their name, college, and “Now present” or “Now here”.

3.8.3.2 After the roll call, the presiding officer will announce quorum.

3.8.4 **APPROVAL OF MINUTES**

3.8.4.1 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, amendments, or concerns with the minutes.

3.8.4.1.1 If there are any corrections, amendments, or concerns, a Senator may be recognized by the Presiding Officer. The Senator will then state the correction, amendment, or concern.

3.8.4.1.1.1 If there are no objections, the correction, amendment, or concern is made by a general consensus of the Senate.

3.8.4.1.1.2 If there is an objection to the stated correction, amendment, or concern, there is no change to the minutes.

3.8.4.1.2 When all corrections, amendments, and concerns are addressed, the presiding officer shall approve the minutes without objection.

3.8.4.2 A vote is not required to accept minutes.

3.8.5 **COMMUNICATIONS AND ANNOUNCEMENTS**

3.8.5.1 This section is open to both senators and guests to give updates to the Senate, but senators will have the priority to speak.

3.8.5.2 An individual will have three (3) minutes to make a presentation without interruption.

3.8.5.3 After they finish, the floor may be opened for a questioning period for no more than three (3) minutes.

3.8.6 **President Pro Tempore and Committee Reports**

3.8.6.1 The President Pro Tempore will have three (3) minutes to give their report followed by three (3) minutes for questions.

3.8.6.2 After the President Pro Tempore’s report, each committee will have three (3) minutes to present their report followed by three (3) minutes of questioning.

3.8.7 **EXECUTIVE REPORTS, JUDICIAL REPORTS, SAC REPORTS, AND ADVISOR REPORTS**

3.8.7.1 Any member of the Executive Branch, the Judicial Branch, SAC or SGA Advisor who wishes to address the Senate will have six (6) minutes to give their report followed by three (3) minutes for questions.

3.8.8 **OLD BUSINESS**

3.8.8.1 Any Senate business that requires a veto override or has been tabled back to committee will be revisited during this time.

3.8.9 **NEW BUSINESS**

3.8.9.1 The Senate shall consider any legislative instruments, motions, and proposals that have been placed on the agenda.

3.8.9.1.1 All legislative instruments, motions, and proposals must pass through all appropriate Committees with the required votes in order to be placed on the floor of Senate for a vote.

3.8.9.2 Upon recognition by the Presiding Officer, the Senate sponsor and/or author of the bill shall introduce the legislative instrument. This introduction shall proceed, without interruption, for no more than six (6) minutes.

3.8.9.3 Already submitted amendments will follow this process:

3.8.9.3.1 Introduction six (6) minutes.

3.8.9.3.2 Discussion six (6) minutes.

3.8.9.3.2.1 Three (3) minutes will be designated in favor of the amendment, and three (3) minutes will be designated in opposition to the amendment.

3.8.9.3.3 A roll call vote will then be taken on the amendment.

3.8.9.4 The next six (6) minutes shall be a period of questioning from the Senate.

3.8.9.4.1 The questioning period may be extended with a motion from any Senator and a second.

3.8.9.4.2 The questioning period may be ended by the Presiding Officer, without any objection from any Senator.

3.8.9.5 Any new additional amendments will follow the same process as 3.9.9.3.

3.8.9.6 The instrument will then move into debate for the legislation or legislative instrument as amended:

3.8.9.6.1 The time limit for debate shall be six (6) minutes:

3.8.9.6.1.1 The first 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.

3.8.9.6.1.1.1 If the principal sponsor does not wish to speak for these three (3) minutes, the first Senator to rise in support of the instrument shall be given control of the above three (3) minutes.

3.8.9.6.1.2 This time limit for the debate may be extended for an additional six (6) minutes (to be divided as described under 3.8.9.6.1.) with a motion, a second, and a majority vote for those Senators present and voting.

3.8.9.6.1.3 The presiding officer may end initial debate before time has elapsed if there is no objection by any Senator.

3.8.9.7 This process exempts only the discussion of a proposed Bill of Particulars which will instead follow the process as described below:

3.8.9.7.1 The Senate sponsor(s) of the bill shall introduce the bill of particulars. This introduction shall proceed, without interruption, for no more than six (6) minutes.

3.8.9.7.2 The next three (3) minutes shall be a period of questioning from the Senate directed towards the sponsor(s) on the claims presented in the Bill of Particulars.

3.8.9.7.3 The accused Senator of the bill shall defend their position, for no more than six (6) minutes. This defense shall proceed, without interruption, for no more than six (6) minutes.

3.8.9.7.3.1 If the accused senator wishes to have a representative speak on their behalf, remaining time may be yielded.

3.8.9.7.4 The next three (3) minutes shall be a period of questioning from the Senate directed towards the accused on the claims presented in the Bill of Particulars.

3.8.9.7.5 The accused senator will then be removed from the room until after the debate is complete and all votes are cast. The

instrument will then move into the debate process:

3.8.9.7.5.1 The debate process will proceed as outlined under 3.8.9.6.

3.8.9.7.5.2 The voting process will then take place as described under 3.8.9.8.3.1. and 3.8.9.8.3.2.

3.8.9.8 VOTING ON LEGISLATIVE INSTRUMENTS.

3.8.9.8.1 The presiding officer shall call for a vote on the legislative instrument without objection from any Senator, following final debate.

3.8.9.8.2 Any Senator may also motion for a final vote with a second and a simple majority vote of those present and voting.

3.8.9.8.3 All legislative instruments shall be taken by roll call vote of those Senators present and voting at a Senate meeting with the exception of a Bill of Particulars.

3.8.9.8.3.1 The voting process for a Bill of Particulars will take place as a secret ballot, with all present and voting members casting their votes only to the presiding officer via paper, app, or any other form of communications deemed fit by the presiding officer.

3.8.9.8.3.2 After the votes are counted, the accused senator may reenter the room to hear the results.

3.8.9.9 VETO OVERRIDES

3.8.9.9.1 Following the presidential veto, the Senate has two (2) calendar weeks to override the veto.

3.8.9.9.1.1 The senator may withdraw their motion and reserve the right to raise it again before the deadline.

3.8.9.9.2 Only a senator may call for a veto override.

3.8.9.9.2.1 Any Senator who wishes to override a veto or a line-item veto of the SGA President on a legislative instrument shall motion for a veto override veto during Old Business. The motion shall require a second.

3.8.9.9.2.2 The Senator shall be given six (6) minutes to explain their reason(s) for motioning for the

override vote. The debate format shall proceed as follows:

3.8.9.9.2.2.1 Three (3) minutes shall be controlled by the SGA President. If the SGA President does not wish to speak for these three (3) minutes, the first Senator to rise in opposition shall be given control of the three (3) minutes. The remaining three (3) minutes shall be controlled by the principal sponsor of the override. If the principal sponsor does not wish to speak for these three (3) minutes, the first Senator to rise in support of the override shall be given control of the three (3) minutes.

3.8.9.9.2.3 Debate may be waived if there are no objections from any Senator.

3.8.9.9.2.4 After the debate process is over, a roll call vote shall be taken on the override. The veto override requires a two-thirds (2/3) vote of those senators present and voting.

3.8.10 **NOMINATIONS AND APPOINTMENTS**

3.8.10.1 Nominations and appointments can only occur after all New Senate business has been completed or tabled.

3.8.10.2 The senate shall consider any nominations and appointments as placed on the agenda by the Presiding Officer. These nominations and appointments are subject to the requirements laid out in the SGA Constitution.

3.8.10.3 Any senator has the right to question any nominee or appointment in which a senate confirmation vote is needed as long as pertaining to, or relevant to, their

possible appointment. Any nominee or appointment shall have the opportunity to speak on the matter if they so choose to.

3.8.10.4 Nominations and appointments for similar positions may be voted on as a slate.

3.8.10.4.1 If any senator objects to voting on a slate, then this slate fails.

3.8.10.5 During nominations and appointments, a nominee or appointee shall have three (3) minutes to introduce themselves. Followed by a three (3) minute questioning period.

3.8.10.6 The nominee or appointee shall then be asked to leave the room and the senate will have an open forum discussion on the nominee or the appointee.

3.8.10.6.1 This shall be a six (6) minute period, limited to 30 seconds per speaker. This time may be ended by the presiding officer with no objection from any senator.

3.8.10.7 The presiding officer will then conduct a roll call vote on the nominee or appointee. The nominee or appointee will be approved by a simple majority vote.

3.8.10.8 The nominee or appointee will then reenter the room to hear the result.

3.8.11 **OPEN FORUM**

3.8.11.1 This time is intended to give members of SGA a chance to discuss matters that were not covered during the regular meeting, make suggestions, and brainstorm.

3.8.11.1.1 Guests are also permitted to present information to the SGA for the betterment of SGA.

3.8.11.1.2 Senators will have the priority to speak

3.8.11.2

3.8.11.3 Open Forum is to be used towards the betterment of the SGA.

3.8.11.4 Open Forum will occur for up to twelve (12) minutes. The presiding officer may answer any questions raised by the speaker or defer to someone more knowledgeable on the subject.

3.8.11.4.1 The allotted time is not affected by the number of speakers. This time may be extended by another twelve(12) minutes by a simple majority vote of the senators present and voting.

3.8.11.5 A motion to adjourn the meeting may only be made during open forum by any Senator and requires a second.

3.9 **STRUCTURE OF DISCUSSION**

3.9.1 The Presiding Officer shall not give an opinion on the merits of any discussion of any pending legislative instruments. However,

the Presiding Officer may offer interpretations of the SGA Constitution and these Rules and Procedures.

- 3.9.2 As long as time remains, no Senator who wishes to speak on any Senate matter shall be denied the right to do so during the appropriate time frame.
- 3.9.3 All motions, proposals, and comments shall be directed to the Senate or Presiding Officer. Senators who wish to speak will be given the opportunity in accordance with the following procedures:
 - 3.9.3.1 A senator shall announce their intention to speak by raising their hand and quietly waiting to be recognized by the Presiding Officer. Upon recognition, the Senator shall stand and state their name and the college they represent. The senator will then be granted the opportunity to participate in discussion. The Senator shall remain standing throughout their comments, unless there is a medical reason that will not allow it.
 - 3.9.3.1.1 Once time is called, and at the discretion of the presiding officer, the Senator may be given enough time to finish their thought.
 - 3.9.3.2 Any Senator who wishes to yield their recognized time during discussion to a non-senator may do so, but loses their ability to participate in the discussion from that point.
 - 3.9.3.3 Senators who speak out of their turn, interrupt another speaker, or infringe upon the rights of another senator to be heard, should be subject to disciplinary measures by the Presiding Officer.

3.10 **EXECUTIVE SESSION AND NON-MEMBERS**

- 3.10.1 All Senate meetings shall be open to any interested individual or a party.
 - 3.10.1.1 All non-voting participants and guests shall be limited to seating behind the voting members' area.
- 3.10.2 The Senate may go into an executive session pursuant to Louisiana R.S. 42:16, 42:17, and 42:18
- 3.10.3 All committee meetings are considered executive sessions by default.
 - 3.10.3.1 Guests may be allowed entry by the Speaker of the Senate or the relevant committee head.
- 3.10.4 Non-members who disrupt a meeting of the Senate or a Senate Committee Meeting may be expelled from said meeting by either:
 - 3.10.4.1 The presiding officer
 - 3.10.4.2 A motion and a second by any senator with a simple majority vote of those Senators present and voting.

3.11 **PROXIES**

- 3.11.1 Any Senator may appoint a proxy to act in the absent Senator's place in any meeting. The proxy must meet all requirements of a

senator to serve as a proxy. No member of the Judicial Branch or Executive Branch may serve as a proxy.

3.11.2 No individual shall proxy for more than two senators at a time.

3.11.3 The proxy shall have all rights and responsibilities of the senator whose place they are taking.

3.11.4 If there is a Bill or a Resolution on the agenda, the Senator must make sure the Proxy knows how they will be voting and why.

3.11.5 Senators must make sure that they attend at least two (2) meetings a month.

3.11.6 A senator shall inform the Presiding Officer of their intention to have a proxy by filling out a proxy form and delivering it to the Presiding Officer prior to the Call to Order of the Senate meeting at which the proxy will sit.

3.11.6.1 The proxy form must include the name of the proxy, the date of the meeting for which the proxy will sit, and the reason requiring the proxy.

3.11.6.2 This communication may be done via the online form or email.

3.11.7 In the case that a Senator needs to leave the meeting before it is adjourned, the Senator can motion for another Senator to be recognized as their proxy for the remainder of the meeting.

3.11.7.1 If there are any Bills or a Resolutions left on the remainder of the agenda, the Senator must make sure the Proxy knows how they will be voting and why.

3.11.7.2 Senators are expected to be present for the entirety of the meeting, a proxy should only be obtained during the meeting for emergent situations.

3.12 **DECORUM**

3.12.1 All SGA Officers, Staff, and Senators shall conduct themselves with dignity and respect.

3.12.2 All officers, staff, and Senators are expected to demonstrate respect for the rights and opinions of other members of the SGA senate and any non-members present at the meeting.

3.12.2.1 Officers, Staff, and Senators who fail to do so shall be subject to senatorial discipline as set out in these Rules and Procedures.

3.13 **DISCIPLINE OF SENATORS AND OFFICERS**

3.13.1 *Absences* - Senators are allowed three (3) unexcused absences per semester. If a senator is listed as absent from a fourth senate session, they shall forfeit their membership to the SGA Senate.

3.13.1.1 If a senator misses two (2) meetings, the presiding officer will inform the member and place the senator on probation.

3.13.1.2 Obtaining a proxy is not considered absent.

3.13.1.3 An absence shall only be counted excused if the Senator notifies the Presiding Officer prior to the Call of Order of the meeting and provides proper documentation as to why they missed. It is up to the discretion of the presiding officer if the meeting is excused.

- 3.13.1.3.1 Examples of excusable reasons for missing a meeting are illness, car accident, or a family emergency. Work should not be an excusable reason to miss a meeting.
- 3.13.2 *Late attendance* - Any Senator who arrives after roll has been called will be marked as late, but before the call for Old Business.
 - 3.13.2.1 After three unexcused late listings, the senator will forfeit their membership in the SGA Senate.
 - 3.13.2.1.1 Excusable reasons for being late should follow the same protocol as absences.
- 3.13.3 The accumulation of three (3) attendance demerits will result in the senator forfeiting their membership in the SGA Senate.
- 3.13.4 *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 and Procedures:
 - 3.13.4.1 Infringing upon the rights of another individual as detailed in the SGA Constitution or these Rules and Procedures.
 - 3.13.4.2 Making derogatory remarks about an individual.
 - 3.13.4.3 Knowingly misrepresenting any individual's intentions to the Senate or committee.
 - 3.13.4.4 Any other questionable conduct as determined by the presiding officer.
- 3.13.5 Senators shall be subjected and beholden to UNOSGA Demerit System Policy and Procedures
- 3.13.6 **DISCIPLINARY MEASURES:**
 - 3.13.6.1 Any member of the Executive Board, Senate, including proxies, or Advisors may question the conduct of a senator or an officer by raising a Point of Order.
 - 3.13.6.1.1 The Presiding Officer, with the advice from the Parliamentarian, shall rule on the Point of Order, and if appropriate, issue a verbal warning to the senator or officer.
 - 3.13.6.1.2 If the Presiding Officer is the subject of the point of order, then the Parliamentarian with the advice of the Pro Tempore, shall rule on the point of order, and if appropriate, issue a verbal warning.
 - 3.13.6.1.2.1 Warnings are then to be filed as an official document and submitted to the Parliamentarian to keep as formal documentation.
 - 3.13.6.2 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 the required advice from the Parliamentarian and a simple majority vote of the senate excluding the senator or officer in question.

3.13.6.2.1 If a senator is censured the senator shall be prohibited from being recognized by the presiding officer for any further discussion at said meeting.

3.13.6.2.2 If the presiding officer is subject to censure, the Presiding Officer shall be censured by the Parliamentarian with a two-thirds (2/3) majority vote of those senators present and voting.

3.13.6.2.2.1 If censured, the presiding officer must step down for the remainder of the meeting.

3.13.6.3 Disciplinary criteria includes:

3.13.6.3.1 Lying or knowingly misrepresenting the truth while acting in capacity of their Senate position;

3.13.6.3.2 Refusing a summons of the senate or any of its Committees, either personal or informational;

3.13.6.3.3 Knowingly misrepresenting the actions or intentions of the senate and/or student body;

3.13.6.3.4 A blatant disregard of the SGA governing documents;

3.13.6.3.5 Anything the Speaker of the Senate establishes as inappropriate within the meetings.

3.13.6.3.5.1 For the Speaker to establish this as a precedent, the Parliamentarian and Pro Tempore must agree.

3.13.6.3.5.2 This precedent lasts until revoked or the end of the Speaker's term of office.

3.13.6.4 Any senator or officer whose conduct is questioned after being censured, may be expelled from said meeting by the presiding officer.

3.13.6.5 Any Senator who has been expelled from a meeting may be subject to impeachment proceedings.

3.13.7 **CALLING OF A RECESS**

3.13.7.1 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.

3.13.7.2 The recess shall last for a specified length of time as stated by the presiding officer or senator making the motion.

3.13.8 SUSPENSION OF RULES AND PROCEDURES

3.13.8.1 The Senate shall have the right to suspend its rules and procedures upon formal motion, second, and simple majority vote of those senators present and voting.

3.13.8.2 Rules regarding a fixed number of votes or quorum may not be suspended for any reason.

3.13.8.3 When suspending rules and procedures the reason for the suspension must be clearly stated and after the occurrence of the stated reason the senate shall go back under rules and procedures.

4. LEGISLATIVE INSTRUMENTS

4.1 GUIDELINES TO WRITING LEGISLATIVE INSTRUMENTS

4.1.1 Any organization or department requesting funding from the SGA must abide by the guidelines set forth in this section.

4.1.1.1 Any organization or department that does not adhere to these guidelines shall result in nullification of said legislative instrument.

4.1.2 Any organization requesting funding from the SGA must be registered with the office of student involvement and leadership and be in good standing with the SGA and the University of New Orleans as stated in the Constitution.

4.1.3 All legislative instruments must be submitted either as a hard copy or e-mail to the Vice President of Legislative Affairs (sga@uno.edu). If turned in via hard copy, the instrument must be time stamped and initialed by an SGA office worker, executive, or an SGA advisor.

4.1.4 A current senator must sponsor all legislative instruments, unless the author is a senator, then no further sponsor is needed.

4.1.4.1 The SGA budget is exempt from this requirement.

4.1.5 If the sponsor has become ineligible to sponsor the instrument, the author is responsible for finding a sponsor for the instrument before the Call to Order of the first meeting following the ineligibility of the sponsor.

4.1.5.1 If a sponsor is not found, the legislative instrument will be removed from Senate business.

4.1.6 Any legislative instrument that is presented to the SGA will be forwarded to the appropriate committee(s) by the Presiding Officer of the Senate.

4.1.7 All legislative instruments must have the following:

4.1.7.1 In the upper left-hand corner or space or a line for a document number, which the SGA Vice President of Legislative Affairs will fill in.

4.1.7.2 Separated by a space, below the "document number," the label "Author:" followed by the author(s) name and the contact information (email address and/or phone number).

4.1.7.3 Below “author” the label “Sponsor:” followed by the sponsor(s)’s name(s) and contact information (email address and/or phone number) (If a sponsor is needed).

4.1.7.4 A line shall separate the top of the document from the title. The title shall be one of the types of legislative instruments listed under 4.2.

4.1.8 **GUIDELINES FOR PROCESSING LEGAL INSTRUMENTS:**

4.1.8.1 All legislative instruments must be filed seven (7) calendar days prior to the Senate meeting in which the matter will be introduced, unless the following apply:

4.1.8.1.1 If the legislative instrument is requesting funding less than \$5,000 then it must be filed no later than 30 days before the funding is needed.

4.1.8.1.2 If the legislative instrument is requesting more than \$5,000 it must be submitted 60 days before the funding is needed.

4.1.8.2 These timelines can be expedited with approval of the Speaker of the Senate, the Senate Finance Committee and/or the Student Government Advisor.

4.2 TYPES OF LEGISLATIVE INSTRUMENTS

4.2.1 *Bills of Allocation*

4.2.1.1 Any bill which requests funding authorizations from the SGA 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).

4.2.1.2 Any bill which requests funding authorization from the SGA 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 amount(s).

4.2.1.3 If SGA grants an organization or department \$1000.00 or more for an annual event, function, competition, etc. The group or person requesting funds must submit a budget request to the Budget Committee for the following fiscal year for the event for which they received funds.

4.2.2 *Bills of Particulars*

4.2.2.1 Actions which do not require the signature of the SGA President, which list charges against an officer for the purpose of removing the officer from office.

4.2.3 *Binding Resolutions*

4.2.3.1 Actions which do not require the signature of the SGA President, which bind the Senate with the force of these rules for a specified amount of time, not to exceed the current term.

4.2.4 *Non-binding Resolutions*

4.2.4.1 Actions which do not require the signature of the SGA President and are issued solely by the Legislative Department and express the opinions of the Senate.

4.2.5 *Student Referendum*

4.2.5.1 Actions, which, after passing the SGA Senate and after being signed by the SGA President, or passes via veto override, must be put to vote of the entire student body during regular elections or a special election as set forth in the SGA Constitution. Such items may be, but are not limited to, an amendment to the SGA Constitution.

4.2.6 *Proclamations*

4.2.6.1 Actions which do not require a signature from the SGA President, which formally and officially announce and declare the special respect and gratitude of the SGA Senate.

4.2.7 *Summons*

4.2.7.1 Actions which do not require the signature of the SGA 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.

4.2.8 *Procedural Amendments*

4.2.8.1 Actions which do not require the signature of the SGA President, which are a formal motion to amend rules and procedures. The legislative instrument requires a two-thirds (2/3) vote of those senators present and voting.

4.3 **RECORDS OF LEGISLATIVE INSTRUMENTS**

4.3.1 Each legislative instrument shall be numbered with the following format:

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

4.3.1.2 The legislative instrument 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” from procedural amendments.

4.3.1.3 The semester character shall be: “F” for fall; “S” for spring; “X” for a special session.

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

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

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

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

4.3.2.1 “B.S04C024” This would be Bill number 24 filed in the month of March of 2004 in the spring semester.

4.4 LEGISLATIVE INSTRUMENT FORMAT

4.4.1 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 shall serve as a means to prove the worthiness of this document.

4.4.2 A line shall separate the body of the legislative instrument from the enactment.

4.4.2.1 The enactment must begin with: “BE IT ENACTED BY THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT ASSOCIATION THAT:”

4.4.2.1.1 For Resolution- “BE IT RESOLVED THAT THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT ASSOCIATION TAKE THE POSITION THAT:” and must include, but is not limited to the following under “BE IT...” and shall be numbered in that order:

4.4.2.2 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 those items mentioned above.

4.4.2.3 Instruments requesting funding shall have the statement, "All unused funds shall revert back to SGA at the end of the current fiscal year."

4.4.2.4 Instruments requesting funding shall have the statement "shall report back to SGA within 30 days upon completion of the event."

4.4.2.5 Instruments for event funding must include the SGA logo in all marketing, and display SGA recognition at their event.

4.4.2.6 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 format below:

Senate Action: _____ Vote: _____	
PRESIDING OFFICER'S SIGNATURE	DATE
SG President's Action: _____	
SGA PRESIDENT'S SIGNATURE	DATE
VETO OVERRIDE	
Senate Action on Veto: _____ Vote: _____	
PRESIDING OFFICER'S SIGNATURE	DATE

5. *Senate Committees*

5.1 *Committee Rules*

5.1.1 The VPLA may, at their sole discretion, create and/or destroy any ad hoc committee.

5.1.2 Each committee shall be required to review legislative instruments (LI) within their purview, and vote before the LI may be presented on the Senate Floor.

5.1.2.1 In the event that a committee decides that a legislative instrument will not go to the Senate floor it will immediately conduct a second vote to determine whether a LI is returned to the author/sponsor for further revisions with the committee's recommendations, or it will be considered dead.

5.1.2.2 A valid reason must be cited to send a LI back to the author

5.1.2.3 The author may revise and resubmit the bill or withdraw it at their discretion.

5.1.2.4 If the legislative instrument is itself illegal, it will be rejected entirely with reasons cited.

5.1.3 Each member failing to attend/respond to three (3) committee meetings, will count as an absence from a scheduled meeting.

5.2 RULES COMMITTEE

5.2.1 Legislative Instruments

5.2.1.1 Every legislative instrument must pass through a hearing of the Rules committee prior to being added to the meeting agenda.

5.2.1.1.1 This hearing will determine whether a legislative instrument is consistent with both the SGA Constitution as well as local, state, and federal law via simple majority of the committee.

5.2.1.1.2 If a LI fails to pass the Rules Committee, it cannot be put on the agenda.

5.3 FINANCE COMMITTEE

5.3.1 If a Legislative Instrument has any money attached to it, then the LI must receive a simple majority vote of the Finance Committee or else it cannot be added to the agenda.

5.3.2 The primary purpose of this committee is to debate the merits of all monetary requests of Legislative Instruments. Finance hearings shall examine allocation requests objectively upon their own merits rather than their merits relative to other allocation requests.

5.3.3 This committee must verify all financial paperwork is submitted. This includes detailed quotations for all items and services.

5.3.4 Ensure that the dollar amount on the LI is less than or equal to the combined total for all quotations.

5.3.4.1 Exceptions:

5.3.4.1.1 For construction projects, a signed estimate from the UNO Office of Facility Services will suffice in place of an actual quote. For construction projects, a 10% overage allowance may be included in the LI.

5.4 GOVERNANCE COMMITTEE

5.4.1 The Governance Committee exists to review all legal questions and proceedings outside of the jurisdiction of the Supreme Court and as detailed in the Constitution, Code of Laws, and Rules and Procedures.

5.4.2 This committee shall review and report on all appointments, Procedural Amendments, Constitutional Reforms, and Impeachment proceedings.

5.4.3 Review previous meetings' rules questions and report.

5.4.4 Required to follow up on all funded events to ensure that all advertising, signage, promotional materials, etc. include the SGA logo in discernable formats.

5.5 STUDENT AFFAIRS COMMITTEE

- 5.5.1 Responsible for all tabling, SGA Senate Events, and room reservations.
- 5.5.2 Must review and vote on all Resolutions, excepting only unilateral presidential Resolutions, prior to them being added to the agenda.
- 5.5.3 Must perform a cursory search of all new appointments prior to being added to the agenda.

Senate Action: <u>Pass</u>	Vote: <u>19Y - 0A - 0N</u>
 <small>Azizah Hinnawi (Sep 6, 2022 11:12 CDT)</small>	<u>09/06/2022</u>
PRESIDING OFFICER'S SIGNATURE	DATE
SGA President's Action: _____	
 <small>AMC (Sep 6, 2022 09:09 CDT)</small>	<u>09/06/2022</u>
SGA PRESIDENT'S SIGNATURE	DATE
VETO OVERRIDE	
Senate Action on Veto: _____	Vote: _____
_____	_____
PRESIDING OFFICER'S SIGNATURE	DATE