

Rules and Procedures of the Student Senate



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RULES AND PROCEDURES OF THE STUDENT SENATE

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LEGISLATIVE HISTORY

The Committee on Legislative Affairs developed these Rules and Procedures of the Student Senate in the Fall Session of the 2010-2011 Senate. This new document replaced the Senate Standing Regulations and shall act as the bylaws for PFW SGA Student Senate.

Effective July 23, 2024, these Rules and Procedures shall act as the bylaws for the Student Government Association Student Senate of Purdue University Fort Wayne.

RULE I

OFFICERS OF THE SENATE

1. The President of Senate:

- a. Selection:
 - i. The President of the Senate shall be the Student Body Vice President of Legislation.
- b. Powers and Duties:
 - i. The President of the Senate shall be the chief executive and administrative officer of the Senate.
 - ii. The President of the Senate shall hold the chair at meetings of the Senate.
 - iii. The President of the Senate shall preserve parliamentary law, maintain the decorum of meetings, and shall serve as a neutral ex-officio of the Senate.
 - iv. The President of the Senate shall enforce the Rules and Procedures of the Senate and all other relevant documents and policies.
 - v. The President of the Senate or the President's designee may administer oaths to Student Body Officers, Officials, Senators, and officers of Student Government-funded organizations in cases of investigations.
 - vi. The President of the Senate shall appoint chairpersons to standing, ad hoc, and special committees with the concurrence of a simple majority vote of the total Student Senate membership.
 - vii. The President of the Senate shall assign Student Senators to Student Senate Committees as necessary.
 - viii. During senator training, the President of the Senate shall conduct dress code training for new senators.
 - ix. The President of the Senate shall have all other powers and duties listed in these Rules and Procedures.

2. The Senate Pro Tempore:

- a. Selection:
 - i. The Pro Tempore of the Senate shall be appointed by the President of the Senate with the concurrence of a simple majority of the total Student Senate membership.
 - ii. The Pro Tempore of the Senate shall remain as a voting member of the Student Senate while acting as the assistant to the President of the Senate.
- b. Powers and Duties:
 - i. The Pro Tempore of the Senate shall serve as the Chair of the Senate whenever the Senate President is absent from the chair.
 - ii. The Pro Tempore of the Senate shall assist the President of the Senate in fulfilling the duties of said office.
 - iii. The Pro Tempore of the Senate shall serve as President of the Senate whenever that office becomes vacant upon the approval of the Senate.
 - iv. The Pro Tempore of the Senate shall serve as a voting member on all standing Senate Committees.
- c. Transition Document:
 - i. At the end of each spring semester, the Pro Tempore of the Senate will prepare a comprehensive transition document outlining the responsibilities and intricacies of

- the position for their successors.
- ii. The document should also contain reports from each committee chair, Senate Clerk and Parliamentarian for the semester and feedback on the year's processes.
- iii. This document should be submitted to the Vice President of Legislation prior to the last senate meeting of the spring semester.

3. Senate Parliamentarian:

- a. Appointment:
 - i. The President of the Student Senate may appoint a Senate Parliamentarian.
- b. Powers and Duties:
 - i. The Parliamentarian shall assist the chair in presiding over meetings of the Senate.
 - ii. The Parliamentarian shall, upon request, instruct the Senate President, the Senate Pro Tempore, and Committee Chairs on the proper methods for chairing meetings.
 - iii. The Parliamentarian shall work to better the Senate's general understanding of parliamentary law, and shall help any Senator with issues of parliamentary law.
 - iv. The Parliamentarian shall upon request from any Senator, issue in writing a non-binding opinion on matters of parliamentary law.

4. Senate Clerk:

- a. Appointment
 - i. The President of the Student Senate shall appoint the Senate Clerk whenever the office becomes vacant.
- b. Powers and Duties:
 - i. The Senate Clerk shall record the minutes of all meetings of the Senate.
 - a. The minutes shall include a list of all attendees, the present and absent members of the Senate, listing of all business conducted, all vote results, and any other information pertinent to Senate Records and shall be open to the public.
 - ii. The Senate Clerk shall record the attendance of each Senate assembly and report it to the President of the Senate.
 - iii. The Senate Clerk shall perform other clerical duties as ordered by the Senate or as is otherwise necessary.

RULE II MEETINGS OF THE SENATE

1. Regular Meetings:

- a. Regular meetings and all official business of the Senate shall be conducted on campus at as consistent a time and location as is possible and open to the public unless otherwise noted. The President of the Senate shall issue a notification of a closed Senate meeting.
- b. The President of the Senate shall prepare the agenda for regular meetings.
 - i. The agenda may be amended from the floor at the specified time by a majority vote.
 - ii. The agenda shall include sections for Roll Call, Amendments to the Agenda, Amendments to the Minutes, Officer Reports, Committee Reports, Vetoed

Legislation (if any), Final Roll Call, and any other matters which the President of the Senate deems necessary.

- iii. The agenda and all documents or information to be considered therein shall be provided to all Senators and shall be made accessible to the public no later than 12:00 PM the day prior to the day of the meeting of the Senate for which the agenda will be used.
- c. The President of the Senate shall provide all Senators with a physical listing of all tentative Senate assemblies for the semester, at the first meeting of each semester. Any changes to the tentative schedule require, at least, a two week notice via e-mail.

2. Special Meetings:

- a. The President of the Senate may call special meetings of the Senate.
 - i. Notice shall be given to the Student Senate and Student Body forty-eight hours before a special meeting may take place.
- b. The President of the Senate shall prepare the agenda for that meeting.
 - i. The agenda must remain germane to the purpose of the meeting, as mentioned in the call for the meeting.
 - ii. The agenda may be amended from the floor at a specified time by a majority vote.

RULE III

ATTENDANCE OF MEMBERS

1. Roll Call:

- a. The President of the Senate or their designee shall call the roll of the Senate whenever needed.
- b. The roll shall be called at the start and end of every meeting, as well as for any quorum call or roll call vote.

2. Absence Excuses:

- a. The President of the Senate shall provide to all Senators, in writing, the requirements for excused and unexcused absences at the beginning of the semester.
- b. If a Senator believes that an absence should be recorded as excused, that Senator must submit an excuse to the President of the Senate within one week of their absence.
- c. Senators shall be limited to two unexcused absences, unless extended by Rule III.2.d
- d. Once a senator reaches the unexcused absences limit, they shall automatically be suspended and placed on the following agenda for removal. The President of the Senate shall notify all senators of the suspension at the next assembly. The senator up for removal shall have final privilege. While voting is taking place, the senator up for removal shall leave the room, and a member of Student Senate shall retrieve them upon the conclusion of voting. If the vote fails then the senator shall no longer be suspended and shall be granted one additional excused absence for the remainder of the semester. If the senator accumulates one more excused absence, they shall automatically be placed on the agenda for removal in accordance to Rule III.2.d
 - i. If a senator is on the agenda for removal due to suspension from the previous semester, the senator shall be removed from the Senate by two-thirds majority

vote of the senators present. The senator up for removal shall have final privilege. If the vote fails then the senator shall no longer be suspended and shall not be granted an additional unexcused absence added to the senator's cap.

- e. Suspended senators shall have no voting rights and shall not be calculated into quorum requirements within the Student Senate.
- f. All senators will receive one warning before receiving a negative point for dress code. - - Following that, for every two failures to comply with the dress code outlined in Rule IV, the President of the Senate shall record one unexcused absence for the senator. The President of the Senate shall have full discretion in determining a failure to comply with the dress code outlined in Rule IV.
- All senators will be monitored on attendance, dress code, event participation, and other criteria using the point system detailed in this document.

3. Quorum:

- a. A quorum to conduct business shall be a majority of the total membership of the Senate.
- b. Any Senator may raise a point of order regarding the presence of a quorum, at which point the chair of the Senate shall suspend debate and begin to call the roll.

4. Leaves of Absence:

- a. All Senators must notify the President of the Senate of their intention to take a leave of absence at least one week prior to the beginning of the leave of absence, and provide an estimated date of return. The President of the Senate shall notify all Senators at the next assembly. Senators may take a leave of absence at any time due to emergency reasons.
- b. All Senators on leave of absence are not permitted to vote and shall not be counted towards quorum for committee meetings or Senate assemblies.
- c. To cancel a leave of absence, the Senator must provide notification of their return to the President of the Senate. Upon receiving notification, the Senator shall be granted active status immediately.
- d. All leaves of absences in a Senator's yearly term may not exceed three months. Exceptions to the time restriction of a leave of absence may be granted by a majority vote of the Senate.

5. Suspensions:

- a. Senators may be placed on suspension for various reasons, including but not limited to inappropriate behavior during Senate meetings and conflicts with other senators. Other potential grounds for suspension could include violations of the code of conduct, failure to fulfill assigned duties, or any actions that undermine the integrity of the Senate.
- b. Senators placed on suspension will be formally notified by the President of the Senate within 48 hours of the suspension's commencement. The notification email will outline the reasons for the suspension and specify its duration.
- c. The decision to suspend a senator, including the length of the suspension, will be made at the discretion of the President of the Senate and the SGA advisor(s) on a case-by-case basis.
During the suspension period, the senator is prohibited from attending Monday Senate meetings and committee meetings. Noncompliance with the conditions of the suspension may result in removal from the Senate.

6. Summer Leaves:

- a. All senators must notify the President of the Senate of their intention to take a summer leave at least one week prior to taking said leave, and provide as estimated date of return. The President of the Senate shall notify all senators at the next assembly. Senators may take summer leave at any time due to emergency reasons.
- b. The dates for summer leaves shall only be on the days immediately following the last Purdue Fort Wayne academic day of the spring semester and end on the day prior to the first Purdue Fort Wayne academic day of the fall semester. Senators may take leave in part or in entirety of summer session if desired.
- c. All senators on summer leave are not permitted to vote and shall not be counted towards quorum for committee meetings or Senate assemblies.
- d. To cancel a summer leave, the senator must provide notification of their return to the President of the Senate. Upon receiving notification, the Senator shall be granted active status immediately.
- e. Summer leaves shall not be counted towards Rule III.4.d leaves of absence time restriction.
- f. Senators who do not terminate their leave of absence prior to the start of the fall semester shall have the first day of the fall semester and all following days on leave count towards their allotted three month maximum for leave of absence.

7. Emergencies

- a. An emergency shall include the case when serious medical conditions, death in family, or an event out of the individual's control has occurred.

Rule IV

SENATOR EXPECTATIONS

1. Dress Code

- a. All senators are expected to dress business casual to all Student Senate meetings. Dress code for committees will be at the discretion of the committee chairs and the President of the Senate.
 - i. Senators are expected to have a neat, clean, and orderly appearance.
 - ii. Unacceptable articles of clothing shall include shorts, crop tops, athletic wear, baseball caps, pants with rips, t-shirts, mini-skirts, , and sandals.
 - iii. All senators will receive a Senate polo at the beginning of their term. Wearing the polo is optional and can be an alternative if they do not have professional attire.

2. Senators Engagements

- a. All senators are required to attend at least two events hosted by the Student Government Association each academic year, with a minimum of one event per semester.
 - i. The President of the Senate shall be responsible for enforcing attendance and may provide warnings to the Senators as deemed necessary. The President of the Senate is also responsible for how the attendance shall be taken.

- ii. Senators are expected to attend at least half the duration of the event.
- iii. Senators who join in the spring semester or last two months of the fall semester are required to attend at least one event hosted by Student Government Association by the end of the academic year.
- iv. Failure to comply with this rule will result in the inability of a Senator to hold office the following semester.

2. Appeals Process

- a. All senators shall have the right to appeal a determination from the President of the Senate regarding Rule IV.
 - i. If a senator is accused of not acting in accordance with any section of Rule IV, that senator may submit an appeal to the President of the Senate with one week of the accusation.
 - ii. The President of the Senate must include the appeal on the agenda immediately following the receipt of the appeal.
 - iii. A vote of two-thirds of the membership of the Senate is required to overturn a determination. If the appeal fails, the determination stands.

RULE V

FLOOR RULES AND PRIVILEGES

1. The President of the Senate:

- a. The President of the Senate shall hold the chair of the Senate, or in the Senate President's absence, the Senate Pro Tempore.
- b. The Senate President shall call meetings of the Senate to order. If fifteen minutes have elapsed since the start time proposed in the call for the meeting and the meeting has yet to be called by the Senate President, the Student Body President, Vice President of Finance, or SGA advisor(s) shall call the meeting to order. If the President of the Senate or Pro Tempore of the Senate is not present, the Senate may elect a Temporary Chair from the floor.
- c. The Senate President shall rule on all points of order and issues of parliamentary law.
- d. The Senate President shall deny the hearing of any dilatory motions.
- e. The Senate may appeal any decision of the Senate President with a majority vote.

2. Floor Privileges:

- a. Senators who are rightfully able to vote shall be able to speak in debate on the floor.
- b. Speaking privileges may be granted to those without them by a majority vote.
- c. The following people or their designees shall be allowed five minutes before the Senate to present items relevant to their administrations, and shall have a total of five minutes each to yield to other speakers, so long as the presentation remains relevant to the administration of the yielding individual.
 - i. The Student Body President, Vice President of Legislation, Vice President of Finance, , and the Student Government Advisor(s).
 - ii. The President-elect, Vice President-elect of Legislation, Vice President-elect of

- Finance,.
- iii. The Pro Tempore of the Senate,
- iv. Any Justice of the Judicial Court of the Student Body
- v. Any University Administrative Officer or Dean
- d. Any committee of the Senate shall be allowed as much time before the Senate as is necessary to report on the activities of the committee and to make recommendations to the Senate germane to the purview of the committee.

3. Readings:

- a. Any member may call for the reading of any section of the Student Body Constitution and Statutes, Rules and Procedures of the Student Senate, or Robert's Rules of Order as it pertains to any motion, parliamentary inquiry, or point of order being heard.
- b. If any member should object to the reading, the question of entertaining the reading shall be put to a vote without debate, requiring a majority for the reading to be entertained.
- c. The Parliamentarian of the Senate, or, in their absence, the Pro Tempore of the Senate shall perform all readings to the Senate.
- d. Messages from any of the individuals listed in Section 2(c) of this Rule delivered to the President of the Senate shall be read in the place of their report.

RULE VI RULES GOVERNING DEBATE

1. Consideration of Bills:

- a. Any bill of law, authorization, special request, or resolution shall be debated pursuant to this section.
- b. Readings shall be by title only, except when otherwise called for by one-fifth of those present and voting, in which case the Senate Parliamentarian shall read the bill in its entirety.
- c. The authors and sponsors of the bill shall be afforded a total of five minutes to present the bill to the Senate.
- d. Following bill presentation, five minutes shall be allowed for questions of the bill's authors and sponsors.
 - i. The bill's authors and sponsors may not be compelled to answer a question.
 - ii. The question period may be extended by a majority vote.
 - iii. If there are no questions to be asked, the Senate shall move into debate.
- e. Speaking privileges shall be granted to authors without them for the term of bill presentation and questions.
- f. Following the question period, there shall be a period of debate.
 - i. If, during the course of debate, it is deemed necessary to return to a question period, the Senate may do so with a majority vote. The question period shall again last for five minutes, then moving back into debate.
 - ii. If there are no Senators wishing to speak, the president of the senate shall put the question and the Senate shall vote on the adoption of the bill.
 - iii. Following the above debate procedure, the amendment shall be put to a vote.
 - iv. Following debate, the Senate President shall put the question and the Senate shall

vote on the adoption of the bill.

- g. Amendments from the floor shall be in order at any time following bill introduction and before final privilege. Amendments from the floor that have been moved and seconded shall be heard in the same manner as filed amendments at the time the motion is made (see above).

2. Consideration of Vetoed Legislation:

- a. Whenever the Student Body President has vetoed any legislation and returned it to the Senate, that legislation shall be added to the agenda under Vetoed Legislation and shall be debated pursuant to this section.
- b. The Student Body President shall have three minutes to explain the reasoning behind the veto to the Senate; alternately, the Senate President shall read a statement from the Student Body President not to exceed three minutes. Following this, the bill's authors and sponsors shall have three minutes to again present the bill and respond to the executive veto.
- c. Following the statement of a veto from the Student Body President, any senator may motion to begin debate.
 - i. Amendments from the floor shall be in order at any time following bill introduction and before final privilege. Amendments from the floor that have been moved and seconded shall be heard in the same manner as filed amendments at the time the motion is made (see above).
 - ii. Following the above debate procedure, the amendment shall be put to a vote.
 - iii. If the Senate agrees to an amendment to vetoed legislation, said legislation shall be treated as a second reading from that point forward.
- d. Following final summation, the Senate President shall put the question and the Senate shall vote on overriding the veto of the bill, with the affirmative in favor of overriding the veto.

RULE VII VOTING

1. Standard Voting Procedure:

- a. The standard method for all votes requiring a majority shall be determined by the Chair and announced before each vote. The methods of voting shall be by roll call or by electronic devices.
- b. The Senate President shall declare the outcome of all votes.
- c. Divisions shall be conducted by a roll call vote.
- d. No one may cast a vote for another Senator.
- e. No Senator may abstain from a vote except in cases wherein voting would present a conflict of interest.
 - i. A conflict of interest exists whenever a Senator is a member of the student organization or stands to gain an individual benefit from the matter being considered.
 - ii. If a senator is a member of a student organization whose request is under consideration, they are not permitted to present the request during the Senate

- meeting.
- iii. Senators who abstain from voting in a roll call vote due to a conflict of interest shall indicate a reason for the abstention on the vote record.
 - f. The roll call vote shall be conducted in accordance with Rule III §1.
 - g. Acceptable votes shall be votes in the affirmative, in the negative, or abstain.

RULE VIII

EXECUTIVE NOMINATIONS

1. Procedure:

- a. Whenever the Student Body President (or their designee) makes a nomination that requires the approval of the Senate, the final question shall always be, "Will the Senate approve this nomination?"
 - i. This question shall be considered automatically, and as such it is unnecessary to make a main motion regarding executive nominations.
 - ii. Debate over this question shall begin with five minutes of questions of the Student Body President (or their designee) or the nominee in question.
 - iii. The same parliamentary motions regarding question periods and debate in bill consideration shall be in order for executive nominations.
- b. Nominations shall be heard individually, unless otherwise agreed to by unanimous consent.

RULE IX

COMMITTEES

1. Types of Committees:

- a. There shall be established by these Rules and Procedures Standing Committees of the Senate.
- b. Standing Committees shall report at every meeting of the Senate on their activities since they last reported to the Senate.
- c. The Senate may establish select committees to hear business specified in the motion or resolution to refer.
 - i. The members of select committees shall be nominated and elected from the floor of the Senate.
 - ii. The Senate may elect the Chair of a select committee, or, if the Senate does not specify a Chair, the select committee shall elect a Chair at their first meeting.
- d. The Senate President may establish ad-hoc committees to hear business as established in their creation with the concurrence of a simple majority of the Senate.
 - i. The Senate President shall appoint the members and the Chair of ad- hoc committees with the concurrence of a simple majority of the Senate.
 - ii. The Senate may, by a two-thirds vote, discharge any ad-hoc committee of the Senate.
- e. Special (select and ad-hoc) committees shall rise and report to the Senate once they have completed the task(s) that they were created for.
- f. Special committees may also report to the Senate on their current activities and progress

as needed.

- g. Unexcused and excused absences for standing committees shall be counted towards the senator's attendance in Rule III.

2. Authority Over Committees:

- a. The Senate shall refer any legislation to a committee of the Senate (already in existence or to be newly created) before being considered by the full Senate.
- b. Legislation that has already been referred or is automatically referred may be discharged from a committee by a majority vote. To discharge legislation from a special committee which is the sole purpose of that committee's creation shall be to discharge that committee altogether.
- c. The Senate may order any committee to create a report to the Senate on any matter germane to that committee's normal duties.
- d. The Senate may, by a two-thirds vote, remove any member from a special committee or remove a member as Chair of a special committee.
- e. The Senate may also receive minority reports following the regular report of any committee.
 - i. Minority reports may be issued by one or more members of a committee dissenting from the official report of the committee.
 - ii. If any Senator should object to the reading of a minority report, the support of one-fifth of those Senators present and voting is required for the report to be heard by the Senate.

RULE X

STANDING COMMITTEES OF THE SENATE

1. Senate Executive Committee

a. Duties:

- i. The Senate Executive Committee shall consist of:
 - The President of the Senate
 - Senate Pro Tempore
 - All committee chairs including but not limited to: Legislative Affairs Committee Chair, Ways and Means Committee Chair, Public Relation Committee Chair
 - Senate Clerk
 - Senate Parliamentarian.
- ii. The Senate Executive Committee shall meet at least once a month, with additional meetings scheduled at the discretion of the President of the Senate. The President of the Senate will chair these meetings. During the meetings, committee members will provide updates on committee progress, upcoming events, and other relevant activities.
- iii. The Senate Executive Committee shall serve as a forum to allow for communication between the committees of the Senate and to aid the members in the completion of their duties.
- iv. Members must be notified of the meeting at least 48 hours in advance. Quorum for the Senate Executive Committee shall be three of the five members.

2. Legislative Affairs Committee

a. Duties:

- i. The Legislative Affairs Committee shall review all non-budgetary bills, resolutions which affect the internal policies, documents, and procedures of the Student Senate,, and proposed SGA constitutional amendments submitted to the Senate.
- ii. The Legislative Affairs Committee shall, upon request by the Senate President or as ordered by the Senate, review the Student Body Constitution, Statutes, and Senate Rules and Procedures and draft legislation to amend these documents as necessary.
- iii. The Legislative Affairs Committee shall meet with the Senate President at the end of each semester to review the committee business from the semester, discuss recommendations for the following semester, and gather feedback from committee members.
- iv. The Legislative Affairs Committee may submit recommendations to the proper authorities regarding the information, format, and clarity of forms within the scope of SGA, such as, but not limited to: Articles of Impeachment petition form, Referendum petition forms, and rental forms.
- v. The Legislative Affairs Committee shall schedule the date of the Binding Document review week during the first four official committee meetings of the spring semester. The Binding Document review week may be held at any time within the Purdue Fort Wayne academic year. The Binding Document review week shall be used for the Legislative Affairs Committee members to gather opinions from SGA members regarding the structure of SGA, binding documents under the scope of SGA, what does or does not need to be improved in terms of policies, etc. This may be done by, but not limited to: in-person discussion, writing, e-mail, or surveys. These findings may be included in the committee's end of the semester report.

b. Review of Legislation:

- i. The Legislative Affairs Committee shall review legislation as to its constitutionality, legality, format, and clarity, and may submit to the Senate amendments to legislation reviewed by the committee.
- ii. The Legislative Affairs Committee may modify the text of the original bill.
- iii. The Legislative Affairs Committee shall report to the Senate on each bill referred to it, recommending to the Senate that the bill be either adopted with or without amendment, or that the bill not be adopted, listing reasons if the recommendation is against adoption.
- iv. Any bill laid on the table by the Legislative Affairs Committee shall remain on the table until such time as the committee votes to take it up from the table. Any bill remaining on the table at the end of a term of the Senate shall be procedurally withdrawn.

c. Student Relations:

- i. The Legislative Affairs Committee shall create, distribute, analyze, and draft any necessary resolutions (excluding resolutions drafted by SGA Executive Officers) regarding the opinion of the Student Body on matters including, but not limited to: academic affairs, student affairs, campus affairs, community affairs, and SGA affairs.

- ii. The Legislative Affairs Committee shall review all non-budgetary bills and resolutions that do not fall under the jurisdiction of the Executive Branch.
- d. Resolutions Regarding the Student Body:
 - i. The Legislative Affairs Committee shall gather the opinions of the Purdue Fort Wayne student body as needed through appropriate means including, but not limited to: questionnaires/surveys conducted by SGA, questionnaires/surveys conducted by outside organizations, online suggestion forms, verbal input at live Senate-sponsored events, and other sources of student data relevant to the mission and purpose of SGA.
 - ii. The Legislative Affairs Committee is responsible for analyzing the data gathered and drafting appropriate resolutions and implementation plans, if applicable, for the Student Senate's consideration.
 - iii. The Vice President of Legislation shall submit the approved resolution to the appropriate administrator, office, or other entity for which the best course of action may be taken.
- e. Review of Student Organizations Constitutions:
 - i. The Legislative Affairs Committee shall review all constitutions for their compliance with the Student Body Constitution and Statutes, Purdue Fort Wayne Rules and Regulations, and all applicable state and federal law.
 - ii. The Legislative Affairs Committee shall, upon finding any failures in compliance, report these problems to the organization in question, detailing how to amend the constitution to eliminate these problems.
 - iii. The Legislative Affairs Committee shall report their findings on an organization's proposed constitution and charter to the Senate.

3. Ways and Means Committee:

- a. Duties:
 - i. The Ways and Means Committee shall examine, amend as needed, and report to the Senate all requests for allocations and appropriations.
 - ii. The Ways and Means Committee shall submit into the Senate records all budget requests and other documents submitted to the committee.
 - iii. The Ways and Means Committee shall meet with the Senate President at the end of each semester to review the committee business from the semester, discuss recommendations for the following semester, and gather feedback from committee members.
 - iv. The Ways and Means Committee shall make its own records of Student Senate funding and review financial reports from the Student Body Vice President of Finance to ensure completeness and accuracy.
 - v. The Senate Ways and Means Committee shall ensure that all funding rules and criteria have been followed by the requester. If the request is found to be incomplete or in violation of the SGA or Purdue Fort Wayne guidelines, the Senate Ways and Means Committee Chair shall contact the requester and explain the reason(s) behind the request not passing through committee and resubmission will be necessary for reconsideration.
- b. Student Organizations and Individual Funding Requests:

- i. Any student organization or individual requesting funding through the Ways and Means Committee shall submit all forms and documents required by the committee.

4. Public Relations Committee

a. Duties:

- i. The Public Relations Committee shall be responsible for the Senate's public relation with Purdue Fort Wayne and the greater community.
- ii. The Public Relations Committee shall be responsible for advertising Senate events, services, vacant seats, and any other information deemed necessary or appropriate to make available to SGA membership, the student body, community members, and the general public. Advertisements may occur in the form of flyers, banners, handouts, website updates, social media, radio, television, print media, or any other form deemed reasonable and appropriate to convey information.
- iii. The Public Relations Committee shall provide up-to-date information about the Student Senate and individual Senators to the SGA Advisor(s) to upload on the SGA website or any other social media website.
- iv. The Public Relations Committee shall meet with the Senate President at the end of each semester to review the committee business from the semester, discuss recommendations for the following semester, and gather feedback from committee members.

b. The Public Relation of Student Senate:

- i. The Public Relations Committee shall plan, advertise, and implement events for the purposes of advancing the goals of Student Senate. If discretionary funds are required for the successful implementation of such events, the chair of the Public Relations Committee shall be responsible for presenting an official request for funds to the Student Senate outlining how much funding is required and how those funds are to be used. Any request submitted by the Public Relations Committee shall bypass the Ways and Means Committee and be placed on the agenda by the Vice President of Legislation.
 - a. In the case that Senate does not or is unable to fund the Public Relations Committee request, the committee may submit an Executive Funding Request and present their idea to the executive officers, who will then hold a vote on whether or not to fund the request.
- ii. The Public Relations Committee shall be responsible for planning Senate outreach opportunities on the Purdue Fort Wayne campus and the greater community, including, but not limited to, participation in campus wide events as a Senate group, community volunteering, campus volunteering, and participation in charitable events on campus and in the community.

5. Assignment to Standing Committees:

- a. All Senators shall be assigned to committees by the President of the Senate.
 - i. The President of the Senate shall make certain that each of the committees are equally staffed.
 - ii. Senators shall serve on at least one standing committee.
 - iii. Failure to serve on a committee shall be grounds for expulsion from the Senate.

- b. The Senate may, with a two-thirds vote, expel a member from a standing committee of the Senate; however, the Senate Pro Tempore may not be expelled.
- c. The Pro Tempore of the Senate shall serve as a voting member of all Standing Committees.

6. Chairs of Standing Committees:

- a. The President of the Senate shall appoint the Chairs of the Standing Committees with the concurrence of a simple majority of the Student Senate.
- b. A Senator may only be the chair of one standing committee of the Senate.
 - i. The Senate may remove a Senator as Chair of a standing committee with a two-thirds vote.
- c. Each committee chairperson, unless a committee clerk is appointed, shall be responsible for recording the minutes of the committee. The committee chair shall then adopt the finalized minutes at the next committee meeting and place the adopted finalized minutes in the respective committee file and submit a copy to the Senate President and Senate Pro Tempore. If there will not be another committee meeting before the end of the semester then the minutes shall be automatically adopted and submitted before the last academic day of the semester.
 - i. The committee chair may appoint a committee clerk from within the committee with a simple majority approval of the committee members present.
 - ii. If appointed, the committee clerk shall be responsible for Completing the steps listed in Rule X.5.c
- d. The Senate President and Pro Tempore may not act as the chair of any committee of the Senate, except for the Senate Executive Committee.
- e. Each committee chairperson shall designate a meeting within the first four official committee meetings of the fall semester to review the previous committee reports of of the most recent semester for their respective standing committee.
- f. Each standing committee chairperson shall create a transition document at the end of their term. The transition documents should contain the following information:
 - i. Helpful information regarding the everyday functions of your role
 - ii. Advice on what worked well for you, what to avoid, what you'd recommend changing, etc.
 - iii. Committee membership recommendations for the next chairperson and Senate President to consider when assigning committees to senators.
 - iv. Any other valuable information for the future chairperson of the committee

RULE XI OFFICER REMOVAL

1. Removal of Officers:

- a. Senators may request the removal of a Senate Officer from their respective offices by filing a petition to remove the Officer with the Legislative Affairs Committee.
- b. If the Legislative Affairs Committee recommends removal to the Senate, the Officer subject to removal shall be informed by the Legislative Affairs Committee no later than three days before the meeting of the Senate at which the resolution for removal will be heard.
- c. The Officer subject to removal shall have final privilege when the resolution calling for removal is being debated in the Senate.
- d. A vote of two-thirds of the membership of the Senate is required to remove a Senate Officer.
- e. The following Officers may be removed using this procedure:
 - i. Senate Pro Tempore
 - ii. Senate Parliamentarian
 - iii. Senate Clerk

RULE XII LEGISLATION

1. Submitting New Legislation:

- a. All bills of law, resolutions, authorizations, and special requests shall be submitted to the President of the Senate, who shall then assign the legislation to a committee. If no committee is assigned to hear or able to hear a piece of legislation that legislation shall be referred to the Legislative Affairs Committee so that it may be considered for addition to the agenda.
- b. If a committee creates legislation, that committee may directly submit legislation to the President of the Senate for addition to the agenda, or may first refer that legislation to the committee normally tasked with hearing that type of legislation.
- c. Legislation not added to the agenda by the President of the Senate may be added to the agenda from the floor with a majority vote. Legislation to be added to the agenda from the floor must be submitted to the President of the Senate and the Senate Clerk, and informing the President of the Senate and the Senate Clerk of the intent to add to the agenda from the floor, sufficient copies shall be made for the meeting of the Senate.
- d. Whenever any legislation particularly affecting one or more student organizations is to be heard by the Senate, the president(s) of the affected organization(s) must be notified by the President of the Senate (or his/her designee) no later than three days prior to the first meeting of the Senate at which the legislation is to be heard. This provision does not apply if the affected organization(s) is bringing the legislation before the Senate (e.g. a special request for allocations).
- e. All outstanding legislation at the end of a term of the Senate shall be procedurally withdrawn.

2. Enrollment Authority

- a. Following the passage of legislation, the President of the Senate shall present, with their signature verifying passage in the Senate, to the Student Body President, the bill as passed within forty-eight hours for their signature or veto.

RULE XIII

SENATOR INFORMATION

1. Senator Information Forms:

- a. All Senators shall be required to keep in the Senate office files an accurate record of their contact information.
- b. Included on the information form shall be the following information:
 - i. The Senator's full legal name as well as their preferred name
 - ii. Preferred pronouns
 - iii. Senate seat held, whether a service seat, college seat or at-large seat
 - iv. University classification, major/minor(s) and college
 - v. PFWe-mail address
 - vi. Class schedule/availability
 - vii. Polo size and preferred style (Ladies or Mens)
- c. Senators shall submit updates to their information forms whenever the above listed information changes.

RULE XIV

PRECEDENCE OF DOCUMENTS

1. Precedence of Documents:

- a. The Student Senate shall be governed by, in order of precedence, the Constitution of the Student Government Association, these Rules and Procedures of the Student Senate, and the latest version of Robert's Rules of Order Newly Revised.
- b. The Student Senate shall abide by all applicable state and federal law.
- c. If there is a question of procedure not discussed in any of these documents, the Senate President shall apply principles of justice and general parliamentary law to determine the correct course of action.
 - i. The Senate President may put this question before the Senate.
 - ii. Any decision made by the chair in this manner may be appealed in the same manner as any other decision of the chair.

RULE XV

SUSPENSION OF THE RULES

1. Suspension of the Rules:

- a. The provisions within these Rules and Procedures and Robert's Rules of Order Newly Revised as a parliamentary authority may be suspended at any time by a two-thirds vote.
- b. Rules may only be suspended in order to allow a particular course of action, which shall

be stated in the motion to suspend the rules.

- c. The provisions within the following Rules may not be suspended by any means:
 - i. Rule I – Officers of the Senate
 - ii. Rule XII – Senator Information
 - iii. Rule XIII – Senate Executive Committee
 - iv. Rule XIV – Precedence of Documents
 - v. Rule XV – Suspension and Amendment of the Rules

History

1. History

- a. All changes to these bylaws shall also have a superscript by each section in which changes had occurred in. These superscripts shall reference in this rule the date and name of the bill or the resolution that had made such changes official in this rule.

Amendments

- a. This document may be amended via a 3/4 vote of the total Student Senate membership during a regularly scheduled Student Senate meeting.
- b. Amendments will take effect immediately upon approval from the Student Senate.

Robert's Rules of Order: Definitions

1. **Motion:** A formal proposal made by a member during a meeting, seeking the assembly's approval or decision on a particular matter.
 - Example: "I move that we amend the amount to allocate \$500 for the upcoming event."
2. **Seconding a Motion:** After a motion is made, another member must second it to indicate support and move forward with discussion.
 - Example: "I second the motion." Or "Second"
3. **Amendment:** A modification or change made to a motion that is already on the floor.
 - Example: "I move to amend the motion by increasing the budget to \$700."
4. **Point of Order:** A member raises this to alert the chairperson that there has been a breach of procedural rules or that someone is not following proper procedure.
 - Example: "Point of order, the speaker has exceeded their speaking time."
5. **Point of Information:** Used to request clarification or information about the proceedings or the current business under discussion.
 - Example: "Point of information, could the Vice President clarify how the budget increase will affect our finances?"
6. **Point of Privilege:** Raised to address personal discomfort or issues not related to the current business.
 - Example: "Point of privilege, it's difficult to hear the speaker; could they please speak louder?"
7. **Motion to Extend:** Used to extend a presenter's presentation or questioning time.
 - Example: "I move to extend presentation time by 3 minutes."
8. **Motion to Table:** Used to temporarily set aside a pending motion or discussion until a later time.
 - Example: "I move to table the motion until our next meeting."
 - Must clarify how long you are tabling the matter for.
9. **Motion to Postpone Indefinitely:** Used to effectively kill a motion without a direct vote for or against it.
 - Example: "I move to postpone the motion indefinitely."
10. **Motion to Reconsider:** Used to bring back a motion that has already been voted on, typically by someone who voted on the prevailing side.
 - Example: "I move to reconsider the vote on Item A."
11. **Appeal the Decision of the Chair:** Allows members to challenge a ruling made by the presiding officer (chair) and is usually decided by a vote of the assembly.
 - Example: "I appeal the decision of the chair."
12. **Withdrawal of a Motion:** A motion can be withdrawn by the member who made it before it has been seconded or put to a vote, with the consent of the assembly.
 - Example: "I withdraw my motion to allocate \$500."

Senator Attendance Points

Negative Points

-½ Unexcused Absence (2 of these = 1 full Unexcused Absence)

- Not having a senator binder at a senate meeting
- Failure to attend committee meetings
- Dress code violation after a warning
- Failure to provide feedback as a representative

-1 Unexcused Absence (1 of these = 1 full Unexcused Absence)

- 3rd dress code violation
- Being asked to leave due to inappropriate or offensive language/behavior

Positive Points

+½ Excused Absence (2 of these = 1 full Excused Absence)

- Tabling for 50% of an event
- Helping set up an SGA event
- Helping clean up after an SGA event

+1 Excused Absence (1 of these = 1 full Excused Absence)

- Setting up for 5 total Monday senate meetings
- Tabling 100% of an event
- Taking a picture with every Mastodon statue on campus

How to Collect Attendance Points

- Check in with an authorized person when you arrive at the event
- Stay for at least ½ of the event
- Check out with an authorized person before leaving

Additional Notes

- You do not get attendance points for merely attending events, as attendance is a requirement. All tasks listed above are additional ways to help SGA events run smoothly and to engage with more of the student body.
- You are expected to conduct yourself in a manner that positively reflects SGA, including appropriate language, conversation topics, and clothing choices.
- Multiple people will be observing you, and action will be taken if you do not uphold the expectations of an SGA senator.