Operating Rules of the Senate

Maintained by the
Office of the Speaker
Office of the Vice-Speaker

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Preamble

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PREAMBLE – COPIES, ET. AL.

COPIES:
1. Two (2) complete and current copies of the Constitution, Bylaws, and the Rules shall be kept on file in the Student Government office.
2. A copy of the Bylaws and the Rules must be made available to anyone that requests a copy.
3. An updated copy of all active policies of the Student Government must be kept on file in the Student Government office and on the Student Government website.
4. A complete and static copy of the Bylaws and the Rules must be added to the Government Record Binders at the end of each term.

CITING THESE RULES:
The “Operating Rules of the Senate” may be referred to hereafter as the “Senate Operating Rules”, “Operating Rules”, “Senate Rules”, or just “Rules” in the context of Senate Operations.
Section 1. Senate Rules of Order

1.1 Parliamentary authority for the Senate and all Senate committees shall be the latest edition of Robert’s Rules of Order, available on hand, unless special rules are delineated in these Rules.

1.2 Consent of the Senate shall consist of any of the following:
   1.2.1 Unanimous consent.
   1.2.2 Majority vote of the Senate.

1.3 Regular Meetings of the Senate
   1.3.1 The Senate shall meet in person each Wednesday after 6:00 p.m. on the ISU campus, unless an alternative location or mechanism is specified under the provisions of Rule 2.3.3, during the Fall and Spring semesters except when the Senate shall, by a motion at a prior meeting with a two-thirds majority vote, set an alternative date, time or cancel a meeting.
   1.3.2 Under extenuating and/or extraordinary circumstances including, but not limited to, closure of University facilities for a period longer than two (2) consecutive days, the Senate may meet in an alternative location and/or by an alternative mechanism.
   1.3.2.1 Alternative mechanisms include, but are not limited to, conference calls and video calls.
   1.3.2.2 If the provisions of these Rules are invoked with respect to a regular meeting of the Senate, the Speaker shall decide the location and/or mechanism of this meeting and give the Senate twelve (12) hours of prior notice of the alternative location and/or mechanism.
   1.3.2.3 If the provisions of these Rules are invoked with respect to a special meeting of the Senate, the location and/or mechanism of the meeting will be included in the call of the meeting, unless the meeting is called by a petition of Senators under the provisions of Article II, Section E, Subsection 2.
   1.3.2.3.1 If the provisions of Article II, Section E, Subsection 2 are invoked to convene a special meeting of the Senate under extenuating and/or extraordinary circumstances under Rule 1.3, the Speaker shall decide the location and/or mechanism of this meeting and give the Senate twelve (12) hours of prior notice of the alternative location and/or mechanism.

1.4 Virtual Meetings
   1.4.1 Login information. The Speaker shall send by e-mail to every member of the Senate the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone in the call of the meeting or with the weekly Senate packet.
   1.4.2 Login time. The Speaker shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
   1.4.3 Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
   1.4.4 Quorum calls. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
   1.4.5 Technical requirements and malfunctions. Each member is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.
   1.4.6 Forced disconnections. The chair may cause or direct the disconnection or muting of a member’s connection if it is causing undue interference with the meeting. The chair’s decision to do so, which is subject to an undefeatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
   1.4.7 Assignment of the floor. To seek recognition by the chair, a member shall use the virtual hand-raise feature or seek it virtually. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
   1.4.8 Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the hand-raise feature for so indicating, and shall thereafter wait a reasonable time for the chair’s instructions before attempting to interrupt the speaker by voice.
   1.4.9 Display of motions. The Speaker shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Speaker, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
   1.4.10 Voting. Votes shall be taken by electronic means the record the votes of members or roll call unless a different method is ordered by the Senate or required by the rules. The chair’s announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly
respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

1.4.11 Video display. The chair, the Speaker, or their assistants shall cause a video of the chair to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report.

1.5. Legislation Codification System

1.5.1 All legislation shall be referenced by an eight (8) digit number, with the first four (4) digits being the year the Senate term begins, followed by a dash and the session number, and divided by a dash from the last three (3) digits that are consecutively numbered for legislation.

1.5.2 The numbering of bills shall be separate from the numbering of Senate Orders.

1.5.3 A suffix shall be attached to each eight (8) digit number, and these suffixes shall be used as divisions for codification as follows:

1.5.3.1 Bills

1.5.3.1.1. A - Government Policy and Procedure

1.5.3.1.2. F - Financial Legislation

1.5.3.1.3. Y - Amendments to the Bylaws

1.5.3.1.4. J - Joint Resolution

1.5.3.2 Senate Orders

1.5.3.2.1. SA - Ratification of Contracts and Agreements

1.5.3.2.2. SC - Confirmation of Executive or Judicial Nominees

1.5.3.2.3. SD - Seating of Nominated Senators

1.5.3.2.4. SE - Amendments to the Operating Rules of the Senate

1.5.3.2.5. SG - Seating of Legislative Committees and Personnel

1.5.3.2.6. SL - Senate Policies and Procedures

1.5.3.2.7. SO - Ordered Resolution

1.5.3.2.8. SR - Opinion Resolution

1.5.3.2.9. SZ - Constitutional Amendments

1.5.4 In the event that a piece of legislation has been divided, a unique number shall be assigned to the portion of the legislation divided out of the original legislation.

1.6. Procedures for Submitting Legislation for the Consideration of the Senate

1.6.1 To be considered for placement on the agenda, all legislation shall be submitted by Monday prior to a regular meeting of the Senate, at a time and in a format to be specified by the Speaker at the beginning of each session of the Senate. All legislation shall require a minimum of two Senators as sponsors to be considered by Senate.

1.6.2 The Speaker of the Senate shall refer legislation to the appropriate Senate Committee(s) after it receives its first read.

1.6.3 All referred legislation shall be sent back to the Speaker either “favorably”, “with no bias” or “unfavorably” by the relevant Committee.

1.6.4 Upon final receipt, the Speaker of the Senate shall place the legislation on the Agenda.

1.7. The Senate’s Orders of the Day

1.7.1 Every meeting of the Senate shall follow the Orders of the Day, referred to by the Government as the Agenda, unless one (1) or both of the motions to “Amend the Agenda by Changing the Order of Business” and/or “Amend the Agenda” has been adopted by the Senate.

1.7.2 The Agenda shall consist of the following components:

1.7.2.1 Roll Call.

1.7.2.2 The Pledge of Allegiance.

1.7.2.3 Approval of the Minutes.

1.7.2.4 Reports of Officers and Standing Committees:

1.7.2.4.1. Reports of Standing Committees shall include necessary information related to referred legislation for the benefit of Senate.

1.7.2.4.2. Prior to each senate meetings, reports of officers and standing committees shall be sent via email to the speaker of the senate in which the speaker will then send all officer reports to the senate and cabinet via email.

1.7.2.4.3. Officers and standing committees shall provide an oral report during senate meetings, only discussing important highlights and time-sensitive information.

1.7.2.4.3.1. Committee reports will be limited to three (3) minutes in length in total

1.7.2.4.4. Rules Committee, as presented by the Speaker of the Senate or their designee

1.7.2.4.5. Finance Committee, as presented by the Finance Director or their designee.

1.7.2.4.6. Public Relations Committee, as presented by the Committee chair or their designee.

1.7.2.4.7. Student Diversity Committee, as presented by the Committee chair or their designee.

1.7.2.4.8. Student Initiatives Committee, as presented by the Committee chair or their designee.

1.7.2.4.9. Local Affairs Committee, as presented by the Ex-Officio Ames City Council Student Liaison.

1.7.2.4.10. Sustainability Committee, as presented by the Committee Chair or their designee.
1.7.2.5 Reports of Special Committees, which consist of:
1.7.2.5.1 Special Committees, as created by an Order of the Senate and presented by the committee chair.
1.7.2.5.2 Ad-hoc Committees, as created by the Speaker of the Senate or by the motion to Refer and presented by the committee chair.
1.7.2.6 Comments from the Student Government Advisor
1.7.2.6.1 Comments from the Student Government Advisor will be limited to five (5) minutes in length in total.
1.7.2.7 Comments from the Judicial Branch
1.7.2.7.1 Comments from members of the Judicial Branch shall be limited to five (5) minutes in length in total
1.7.2.8 Comments from the Executive Branch.
1.7.2.8.1 Comments from the Executive Branch will be limited to five (5) minutes in length in total
1.7.2.9 Programs, which shall be special presentations given to the Senate for informational purposes.
1.7.2.10 Open Forum, which shall serve as an opportunity for students to speak about issues relevant to the Student Body.
1.7.2.10.1 After being recognized by the Chair, any member of the Student Body shall be allowed to speak during Open Forum to any legislation or issues facing the Student Body, provided the student states their name and college. Debate shall not be permitted.

1.7.2.11 External Matters
1.7.2.11.1 Student Organization Funding Requests
1.7.2.11.2 Legislation put forth where a relevant party not affiliated with Student Government is present

1.7.2.12 Internal Matters
1.7.2.12.1 Special Orders, which shall consist of:
1.7.2.12.1.1 The following types of legislation shall be automatically placed in this section
1.7.2.12.1.1.1 Seating of nominated Senators
1.7.2.12.1.1.2 Confirmations of Executive Nominations
1.7.2.12.1.1.3 Seating and Removal of Committee Personnel
1.7.2.12.1.1.4 Review of Executive Actions
1.7.2.12.1.1.5 Senate Proclamations
1.7.2.12.1.1.6 Any item made a special order under Section 41 of the parliamentary authority
1.7.2.12.1.2 Motions to override executive vetoes may be considered under this section
1.7.2.12.2 General Orders, which shall consist of all other legislation currently being considered in its second reading not considered in External Matters
1.7.2.12.2.1 General orders that do not relate to funding may be considered at any Senate meeting
1.7.2.12.3 New Business, which consists of all legislation currently being considered In its first reading

1.7.2.14 Closing Announcements
1.7.3 The Speaker of the Senate shall set the Agenda. Changing the order of the Agenda or the addition of items to the Agenda may only be done through a two-thirds (2/3) vote of the Senate.
1.7.4 The Agenda for a meeting of the Senate and legislation placed on the Agenda of a meeting of the Senate shall be available for visual examination twenty-four (24) hours prior to any meeting of the Senate.

1.8 Rules of Programs
1.8.1 Programs shall be set by the Speaker at their discretion in compliance with Governmental contracts
1.8.2 Debate shall not be permitted.
1.8.3 Speaking privileges during programs and open forum shall follow the “Rules of Debate” that are outlined elsewhere in Section 1.

1.9 Rules for the Reading of Legislation
1.9.1 All legislation shall require two (2) readings, at least forty-eight (48) hours apart, when considered by the Senate unless otherwise designated.
1.9.2 Bills for Seating Nominated Senators, Confirming Executive Nominations, or Seating Legislative Committees or Personnel shall only require one (1) reading before being considered and debated by the Senate.
1.9.3 First Reading of Legislation (for legislation requiring two (2) readings)
1.9.3.1 The author of the legislation or their designee may read the legislation. All or a portion of the reading may be waived by unanimous consent. Changes to the legislation shall only be in order by unanimous consent.
1.9.3.2 The author of the legislation may speak to the legislation for up to five (5) minutes.
1.9.3.3 Each senator may ask the author a single question of intent; no other debate is in order.
1.9.3.4 The author of the legislation or his or her designee may move that the second reading of the legislation be waived.
1.9.3.5 The motions to amend, to divide the question, postpone indefinitely, and for previous question shall not be in order.
1.9.4 Second Reading of Legislation (or first reading if the legislation only requires one reading)
1.9.4.1 The chair of the meeting shall read the title of the legislation only. If this is the first reading of the legislation, the author or their designee may read the entire legislation.
1.9.4.2 The author of the legislation may introduce the legislation in five (5) minutes of opening remarks before the period of debate is entered.

1.10. Rules of Debate

1.10.1. The period of debate shall only be entered after the author has finished their opening remarks.

1.10.1.1 The total time spent in the debate period for the piece of legislation before the Senate shall not exceed forty-five minutes and shall not include time spent on subsidiary motions.

1.10.1.2 Motions to extend the period of debate shall be permitted, as delineated in the Parliamentary Authority.

1.10.2. The author of the legislation being debated shall only be allowed to speak when another Senator asks them a question or yields to them.

1.10.3. Each Senator shall be allowed two (2) five (5) minute speaking privileges on any one motion, except when granted the Consent of the Senate for an additional five (5) minute speaking privilege.

1.10.3.1 The Finance Director shall be allowed two (2) speaking privileges, to be first recognized by the chair, on all bills codified as financial legislation and all legislation pertaining directly to Finance Committee or its duties.

1.10.3.1.1 When using speaking privileges on bills codified as financial legislation, the Finance Director will only speak to the details of the bill and how it does or does not fit with P&C or other rules governing the financial process.

1.10.3.2 The Election Commissioner (or their designee) shall be allowed two (2) speaking privileges, to be recognized by the chair, on all bills relating to Student Government elections or any other Election Commission affairs.

1.10.3.2.1 When using speaking privileges on bills pertaining to elections or election commission affairs, the Election Commissioner, or their designee, will only speak to the details of the bill and how it does or does not fit with rules governing the election process.

1.10.4. When granted the floor, a Senator may transfer their speaking time to another Senator (who is not the author of the legislation) or member of the gallery at any point in their allotted time, provided that this time may not be transferred again by its recipient.

1.10.5. Once the period of debate ends (by the expiration of time, completion of all remarks, or moving the previous question), the author of the legislation shall be granted a five (5) minute speaking privilege for closing remarks on the legislation.

1.10.5.1 After the author’s closing remarks, the Senate shall proceed to vote on the bill as a whole.

1.10.6. All Amendments shall be submitted in the proper format, as determined by the Vice Speaker of the Senate.

1.11. Final Votes on Legislation

1.11.1. The final vote on legislation except financial legislation shall be done by roll call vote, a division of the body, or by unanimous consent.

1.11.2. The final vote on financial legislation shall be approved by two-thirds of present Senators, unless it is from the Annual Allocations Account, which shall require 2/3 of seated Senators.

1.11.3. The final vote on motions to override an executive veto shall be done by roll call vote.

1.11.4. All roll call votes shall be recorded as to the vote of each Senator on each question.

1.11.5. Roll call votes shall be considered part of the permanent record of the meeting of the Senate at which the vote was taken.

1.12. Signing of Legislation

1.12.1. The Chair of the Senate meeting and the Speaker at the time the legislation was disposed of shall sign the legislation within five (5) calendar days to attest to the final outcome of the legislation.

1.12.2. If the legislation is a bill, it shall be released from Senate upon adjournment of the meeting.

1.12.3. If the legislation is a Senate Order, implementation of the Senate Order shall begin immediately following the adjourning of the senate meeting.

1.12.3.1 A Senate Order seating a new senator shall take effect immediately following an affirmative vote and oral oath.

1.13. Motions Not Delineated by the Parliamentary Authority

1.13.1. The Subsidiary Motion to “End the Period of Discussion”

1.13.1.1 This motion shall be in order when the Senate is under Programs, and when no other motion is pending.

1.13.1.2 Any senator may introduce the motion.

1.13.1.3 The motion requires a second.

1.13.1.4 The motion shall be amendable but not debatable.

1.13.1.5 A vote to adopt this motion shall be an affirmative two-thirds (2/3) vote voting senators.

1.13.2. The Subsidiary Motion to “Waive the Second Read”

1.13.2.1 This motion shall be the lowest ranking subsidiary motion.

1.13.2.2 Only the author of the legislation, or their designee during the first read of the legislation, may introduce the motion.

1.13.2.3 The motion requires a second.

1.13.2.4 The motion shall be debatable but not amendable.

1.13.2.5 Debate on the motion shall not exceed ten (10) minutes.
1.13.2.6 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote voting senators.
1.13.2.7 The motion shall not be reconsidered.
1.13.3 The Subsidiary Motion to “Extend Debate to Line Items”
1.13.3.1 This motion shall rank immediately below the motion to “Limit or Extend Limits of Debate”.
1.13.3.2 Any senator may introduce the motion on the “Regular Allocations Recommendations for the Next Fiscal Year” bill.
1.13.3.3 The motion shall be in order only after the motion to divide the question is adopted by the Senate on the aforementioned legislation.
1.13.3.4 The motion shall only be applied to a single organization each time the motion is introduced.
1.13.3.5 The motion requires a second.
1.13.3.6 The motion shall be debatable but not amendable.
1.13.3.7 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.
1.13.3.8 The motion may be reconsidered.
1.13.4 The Subsidiary Motion to “Amend the Group’s Allocation Budget”
1.13.4.1 Any senator may introduce the motion on the “Regular Allocations Recommendations for the Next Fiscal Year” bill.
1.13.4.2 The motion shall be in order only after the group’s budget has been recommitted to Finance Committee with recommendations at least twice.
1.13.4.3 The motion requires a second.
1.13.4.4 The motion shall be debatable and amendable.
1.13.4.5 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.
1.13.4.6 The motion may be reconsidered.
1.13.5 The “Class B” motion, as stated in the Parliamentary Authority, to “Override an Executive Veto”
1.13.5.1 This motion shall be in order when no other motion is pending.
1.13.5.2 The motion shall be in order only during one of the two regular meetings of the Senate immediately following a presidential veto of a Senate bill.
1.13.5.3 The motion requires a second.
1.13.5.4 The motion shall be debatable but not amendable.
1.13.5.5 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of seated senators.
1.13.5.6 The motion may be reconsidered only during the same meeting of the Senate.
1.13.6 The incidental motion to “waive a senate rule”.
1.13.6.1 This motion shall be in order only for Senate Rules having to do with the operating procedure of the Senate or Senate committees (Sections 1, 2, and 3), except for the rules relating to the incidental motion to “waive a senate rule”.
1.13.6.2 Any Senator may introduce the motion.
1.13.6.3 The motion is in order when no other motion is pending.
1.13.6.4 The motion requires a second.
1.13.6.5 The motion shall be debatable and amendable.
1.13.6.6 The motion shall require an affirmative two-thirds vote of seated Senators
1.13.7 The incidental motion to add/remove a member from the roll
1.13.7.1 Any Senator may introduce the motion.
1.13.7.2 This motion is in order when no other motion is pending.
1.13.7.3 Any objection by a member shall result in a full call for quorum being initiated.
1.14.1 Discussion of line items of individual organizations within these bills shall be prohibited unless this prohibition is removed by the motion to “Extend Debate to Line Items”.
1.14.2 Individual organization’s budgets shall not be amendable except when Rule 1.13.6 is in order.
1.14.3 After the author of the legislation has read the legislation for the second reading, the Chair shall ask the Senate if there are any motions to “Divide the Question”, as stated in Section 27 of the Parliamentary Authority, but shall only divide out one (1) organization at a time for separate consideration.
1.14.4 Once all motions to “Divide the Question” have been made, the Senate shall consider the remaining portion of the legislation.
1.14.4.1 In the event that the remaining portion of the legislation does not receive the Consent of the Senate, each organization contained in the remaining portion of the original legislation shall be automatically divided out and disposed of individually.
1.14.4.2 In the event that the remaining portion of the legislation is adopted by a majority vote of the Senate, the Senate shall immediately recess for ten (10) minutes.
1.14.5 Once reconvened, the Senate shall consider the organizations that were divided out in the order that they were divided out.
1.14.6 The Senate, in addition to the rules for debate, has the following options for disposal of an individual organization’s budget:
1.14.6.1 Dispose of the organization by passing the Finance Committee’s recommendation.
1.14.6.2 Dispose of the organization by rejecting the Finance Committee’s recommendation, which zero-funds the organization in question.
1.14.6.3 Introduce the motion to “Recommit a Pending Question to Committee”, as stated in Section 13 of the Parliamentary Authority.
1.14.7 Each organization divided out shall be disposed of before the consideration of the next organization divided out.

1.15. Special Rules and Procedures for the Review of Executive Branch Actions
1.15.1 Any Senate review of actions of the Executive branch shall be done by introducing and disposing of a Senate Order to Review Executive Actions.
1.15.2 Such Senate Orders shall be debatable and amendable.

1.16. Special Rules and Procedures for Contract and Agreement Ratification
1.16.1 Any Senate ratification of contracts and agreements shall be done by introducing and disposing of a Senate Order for Contracts and Agreements.
1.16.2 Such Senate Orders shall be debatable but not amendable.

1.17. Special Rules for Considering Articles of Impeachment
1.17.1 The Rules Committee shall hold a hearing to investigate the charges introduced in any article of impeachment reported to the speaker.
1.17.1.1 The committee may compel the attendance of any member of the government, except the investigated party without their consent, who they find necessary for the purposes of the investigation. Failure to appear shall be considered a severe malfeasance of duty.
1.17.1.2 The rules committee shall recommend to the Senate how to dispose with each proposed article of impeachment including any amendments that they shall recommend.
1.17.2 The Senate shall debate and vote separately on each article of impeachment, even when proposed within a single bill. The total debate time on an article of impeachment shall not be limited by the Rules, but only by a motion to limit debate or call the previous question. Each article must be approved by a majority of seated senators.
1.17.3 Upon passage of the Articles of Impeachment, the Senate shall immediately select and appoint two Senators to represent the Senate as Impeachment Managers before the Court of Impeachment.
1.17.4 The Speaker of the Senate shall communicate to the Chief Justice of the Supreme Court, or the Election Commissioner in the case of the former’s impeachment, and the impeached government officer the articles of impeachment and names of the appointed Impeachment Managers within twenty-four hours of the articles’ passage.
Section 2. Senate Policy

2.1. Qualifications of a Constituency Council

2.1.1. The organization shall meet all of the following qualifications:

2.1.1.1. Through the use of meetings with constituents, the organization shall facilitate the flow of information from students to SG and vice versa.

2.1.2. In the event that the organization does not meet these qualifications, legislation shall be authored to review its status as the SG recognized Constituency Council.

2.1.2.1. Any legislation that removes a constituency council must name a replacement constituency council.

2.2. The Recognized Constituency Councils

2.2.1. The Government recognizes the following councils as the official constituency councils by college:

2.2.1.1. Agriculture and Life Sciences—Agricultural & Life Sciences Student Council

2.2.1.2. Business—Ivy Student Council

2.2.1.3. Design—Design Council

2.2.1.4. Human Sciences—Human Sciences Council

2.2.1.5. Engineering—Engineering Student Council

2.2.1.6. Graduate—Graduate and Professional Student Senate

2.2.1.7. Liberal Arts and Sciences—Liberal Arts and Sciences Council

2.2.1.8. Veterinary Medicine—Graduate and Professional Student Senate

2.2.2. The Government recognizes the following councils as the official constituency councils by residence area:

2.2.2.1. Constituency as delineated by the Constitution

2.2.2.1.1. Inter-Residence Hall Area—Inter-Residence Hall Association

2.2.2.1.2. Frederiksen Court Community—Frederiksen Court Community Council

2.2.2.1.3. Interfraternity Housing Area—Interfraternity Council

2.2.2.1.4. Off Campus Residence Area—United Residents Off Campus

2.2.2.1.5. Panhellenic Housing Area—Collegiate Panhellenic Council

2.2.2.2. Sub-constituency as delineated by the Constitution

2.2.2.2.1. Schill C Premium — Schilletter University Village

2.2.3. In the event that a Constituency Council above is unable or otherwise incapable of nominating candidates to Senate, the Rules Committee may temporarily assume the role of a nominating council on a case-by-case basis.

2.2.3.1. The Speaker shall inform the Senate of the source and the circumstances of such a nomination

2.2.3.2. The Rules Committee shall not be held to the provisions of the Rule governing “Qualifications of a Constituency Council” when acting as a nominating council

2.3. Seating of Senators

2.3.1. Upon receiving a plurality in a general election or being duly nominated by their constituency council, the student shall be titled a Senator-Elect.

2.3.2. Upon accepting the Oath of Office as Delineated in the Constitution, the Senator-Elect shall become a fully seated Senator and shall receive all rights and duties thereof.

2.3.3. If a Senator-Elect fails to take the Oath of Office within the first session of the Senate when elected in a general election or within three weeks of their nomination when appointed by a constituency council, the seat shall be considered vacant.

2.3.4. The Oath of Office shall be administered verbally by the Chief Justice or the designee from the Supreme Court before the end of the first session of the Senate.

2.4. Rights and Responsibilities of Senators

2.4.1. All senators shall make frequent efforts to communicate with their constituents.

2.4.2. All senators shall communicate and describe to their constituents and constituency councils all Government offices, committees, and positions that are open to all students.

2.4.3. All senators shall serve on a Senate or University committee.

2.4.4. Senate Committees minimum membership shall be filled before vacancies on University Committees with the exceptions of the following:

2.4.4.1. Special Student Fees and Tuition Committee

2.4.4.2. CyRide Board of Trustees

2.4.5. No senator shall be required to vote as their constituency council directs.

2.4.6. Attendance

2.4.6.1. Senate Meetings

2.4.6.1.1. All senators shall attend all Senate meetings unless excused by the Vice President.

2.4.6.1.1.1. The Vice President shall approve or deny petitions for excused absences.

2.4.6.1.1.2. The Vice President shall keep all petitions for excused absences on file for the remainder of the session.

2.4.6.1.2. The Chair of the Senate may excuse senators for being tardy or leaving early.

2.4.6.1.3. Each instance of a senator receiving two (2) unexcused tardies will result in one (1) unexcused absence.
2.4.6.1.4. Any senator who leaves a Senate meeting unexcused early without approval of the chair shall be charged with an unexcused absence.
2.4.6.1.5. Being charged with an unexcused absence shall be considered nonfeasance of duty.
2.4.6.1.6. All senate nominees are required to attend the senate meeting in which their seating bill will be heard unless excused by the speaker.
2.4.6.2 Senate Committee Meetings
2.4.6.2.1. All committee members shall attend all meetings of the committee(s) to which they are members unless excused by the committee chair.
2.4.6.2.2. Any committee member who is tardy to committee meetings on two (2) or more occasions shall be charged with an unexcused absence.
2.4.6.2.3. Any committee member who leaves a committee meeting early shall be charged with an unexcused absence.
2.4.6.2.4. Being charged with two (2) unexcused absences shall be considered nonfeasance of duty.
2.4.6.3 Constituency Council Meetings
2.4.6.3.1. The constituency council shall delineate the process by which a senator may be excused from a constituency council meeting.
2.4.6.3.2. The highest executive officer of the constituency council shall be responsible for notifying the Speaker of the Senate of unexcused absences.
2.4.6.3.2.1. The Speaker of the Senate shall notify the highest executive officer of each constituency council of this requirement.
2.4.6.3.3. Upon receipt of recorded unexcused absences the Speaker shall carry out the following actions
2.4.6.3.3.1. Missing of 2 meetings in a term due to unexcused absences shall deliver the first occurrence of a nonfeasance of duty
2.4.6.3.3.2. Missing of 3 meetings in a term due to unexcused absences shall deliver the second occurrence of a nonfeasance of duty
2.4.6.3.3.3. Missing of 5 meetings in a term due to unexcused absences shall deliver the third occurrence of a nonfeasance of duty
2.4.6.4 Senator Office Hours
2.4.6.4.1. Senators shall be present in the Student Government office space for no less than one (1) hour per business week at the convenience of the senator.
2.4.6.4.1.1. Senators from the College of Veterinary Medicine may move their office hours to the CVM Campus.
2.4.6.4.2. The Vice Speaker of the Senate shall be in charge of compelling and tracking attendance
2.4.6.4.3. Any senator missing two (2) weeks of office hours shall be considered nonfeasance of duty
2.4.6.4.4. Time spent in committee meetings do not count towards the required time present in the office

2.5. Officers of the Senate
2.5.1. The duties and responsibilities of the Speaker of the Senate shall include, but are not limited to, the following:
2.5.1.1. Act as the official representative of the Legislative branch.
2.5.1.2. Author any Legislation mandated by Government Law or for the efficient operation of the Government.
2.5.1.3. Determine appropriate codification for legislation.
2.5.1.4. Set the agenda for meetings of the Senate.
2.5.1.5. Authorize all programs and presentations for meetings of the Senate.
2.5.1.6. Sign all letters and documents necessary to carry out the will of the Senate.
2.5.1.7. Manage the Bylaws and Senate Rules of Order.
2.5.1.8. Create and discharge ad-hoc committees and the committees' membership.
2.5.1.9. Call, with reasonable cause, any Legislative body into meeting with forty-eight (48) hours written notice.
2.5.1.10. Forward a copy of relevant correspondence to the Vice President.
2.5.1.11. Notify the highest executive officer of the appropriate constituency council of any vacant Senate seats in that constituency.
2.5.1.12. Implement all other actions necessary for the efficient and effective administration of the Legislative branch.
2.5.1.13. Act as the parliamentarian, with the advice of the Vice Speaker, when questions of parliamentary procedure arise.
2.5.1.13.1. Should the Vice Speaker be unavailable, the most senior member of the Rules Committee as determined by the chair of the Senate shall be consulted.
2.5.1.14. The Speaker of the Senate, or their designee, shall be responsible for planning and executing a yearly retreat for all branches of the government.
2.5.1.14.1. All Senators shall be required to attend the yearly Student Government retreat, unless excused by the Speaker.
2.5.1.14.2. This retreat shall serve the purpose of educating senators and cabinet members about SG operations, and to provide an environment for SG members to interact and establish relationships.
2.5.1.14.3. The retreat shall be held during the second session of the term, during a time within the first four weeks
off the second session.

2.5.1.14.4. That the Speaker shall arrange a time during the retreat for the Director of Student Diversity to give a program on Diversity, Equity and Inclusion, at which attendance shall be optional.

2.5.1.15 The Speaker of the Senate, or their designee, shall be responsible for keeping a document that records all nonfeasance, misfeasance, and malfeasances given to Senators over the course of each term.

2.5.1.15.1. This aforementioned feastance tracking document, with reasons of feasances redacted, must be available for distribution should someone request it.

2.5.1.16 Serve a minimum of 10 in-office hours a week.

2.5.2 The duties and responsibilities of the Vice Speaker of the Senate shall include, but are not limited to, the following:

2.5.2.1 Implement all Senate Orders adopted by the Senate.

2.5.2.2 Directly assist the Speaker of the Senate in the efficient and effective administration of the Legislative branch.

2.5.2.3 Maintain the Legislative branch’s files in the SG office.

2.5.2.4 Complete any other duties, as assigned by the Speaker of the Senate.

2.5.2.5 Assume the duties and responsibilities of the Speaker of the Senate in their absence.

2.5.2.6 Assume the duties, responsibilities, and title of the Speaker of the Senate upon extended absence, resignation, or removal of the Speaker of the Senate or in the event that the Speaker of the Senate has assumed the duties, powers, and title of acting President.

2.5.2.7 Advise the Speaker of the Senate in deciding matters of parliamentary procedure.

2.5.2.7.1. Should the Vice Speaker be unavailable, the most senior member of the Rules Committee, as determined by the chair of the Senate shall be consulted.

2.5.2.8 Be responsible for monitoring the Senate Mentorship program.

2.5.2.8.1. Mentees shall be paired with mentors by the first meeting of the first session by the outgoing Vice Speaker.

2.5.2.8.2. Individuals shall be paired at the discretion of the Vice Speaker.

2.5.2.9 Be responsible for Senator Office Hours, in accordance with Senate Policies governing Senator Office Hours.

2.5.2.9.1. The construction and administration of this program is up to the Vice Speaker, provided there is an accountability/tracking system easily accessible to Senators.

2.5.2.9.2. Missed office hours on the part of any Senator for the business week will be reported to the Speaker by no later than 5:00 PM every Friday to address said missed office hours and to issue any warranted nonfeasance.

2.5.2.10 The Vice-Speaker shall author a weekly report of Senate meetings and Cabinet activities and send it to the Cabinet and the Senate.

2.5.3 The Senate may establish other Officers of the Senate at the Senate’s discretion. The Vice Speaker of the Senate shall be responsible for these officers.

2.5.4 In the event that Officers of the Senate are absent or cannot fulfill their duties, the duties of the Officers of the Senate shall be filled by the longest tenured members of Rules Committee in the order defined in Rule 2.5.

2.5.4.1 The order shall be Speaker, Vice Speaker, and then any other officers in order of creation.

2.5.5 In the event that Officers of the Senate are absent or cannot fulfill their duties, and there are no more member of Rules Committee to fill the roles of Officers of the Senate, then the Officers of the Senate positions will be filled by the longest tenured members of Senate in the order defined in Rule 2.5.

2.6 Clerk of the Senate

2.6.1 The Vice President shall interview and nominate a student for the position of “Clerk of the Senate” before the first Senate meeting of the Senate’s term.

2.6.2 In the event that the position of Clerk of the Senate becomes vacant, the Vice President shall interview and nominate a replacement within two Senate meetings of the position becoming vacant.

2.6.3 The Senate shall consider the Vice President’s nomination during Special Orders of the Senate meeting immediately following the Vice President’s nomination.

2.6.4 The Clerk of the Senate shall submit the typed minutes of a meeting of the Senate within three (3) class days to the Vice President.

2.7 Disciplinary Policy and Removal

2.7.1 In the event that an individual fails to meet the qualifications of office, the Rules Committee shall authorize legislation for the removal of the individual in question.

2.7.1.1 The legislation shall be in the form of a Senate Order.

2.7.2 Malfeasance, misfeasance, or nonfeasance of duties shall be grounds for disciplinary action.

2.7.2.1 “Malfeasance” shall be defined as wrongdoing by a member of Student Government.

2.7.2.2 “Misfeasance” shall be defined as a wrongful exercise of lawful authority.

2.7.2.3 “Nonfeasance” shall be defined as failure to perform an act that is required by Government Law.

2.7.2.4 Upon the first occurrence of malfeasance, misfeasance, or nonfeasance, the Speaker of the Senate shall contact the individual in question to discuss the alleged breach of Government Law.
2.7.2.4.1. In the event of a nonfeasance, the Speaker of the Senate shall inform the individual in question of Government Law.

2.7.2.4.2. In the event of a malfeasance or misfeasance, the Rules Committee shall hold investigative hearings to discuss the alleged breach. The Rules Committee, upon completing the investigation, may:

   2.7.2.4.2.1. Dismiss all charges of misconduct.
   2.7.2.4.2.2. Report to the Senate that the violation of Government Law is minor and warrants no further action.
   2.7.2.4.2.3. Author a Senate Order censuring the individual in question.
   2.7.2.4.2.4. Author legislation, in the form of a Senate Order, for the removal of the individual in question.

2.7.2.5. Upon the second occurrence of malfeasance, misfeasance, or nonfeasance, the Rules Committee shall hold investigative hearings to discuss the alleged breach. The Rules Committee, upon completing the investigation, may:

   2.7.2.5.1. Dismiss all charges of misconduct.
   2.7.2.5.2. Report to the Senate that the violation of Government Law is minor and warrants no further action.
   2.7.2.5.3. Author a Senate Order censuring the individual in question.
   2.7.2.5.4. Author Senate legislation, in the form of a Senate Order, for the removal of the individual in question.

2.7.2.6. Upon the third occurrence (and every single additional occurrence thereafter) of malfeasance, misfeasance, or nonfeasance, the Rules Committee shall author legislation for the removal of the individual in question immediately following the third occurrence.

   2.7.2.6.1. The legislation shall be in the form of a Senate Order.
   2.7.2.7. In the event that the Speaker of the Senate is the senator in question, the Vice Speaker of the Senate shall handle all procedures for disciplinary action.

2.7.3. Consideration of legislation to remove an individual

   2.7.3.1. The individual shall have the right to remain present at the Senate meeting during the entire consideration of the legislation.
   2.7.3.2. The individual shall have the right to speak.
   2.7.3.3. These provisions shall apply to all persons serving on Senate committees.

2.8. Access to the SG Office and Equipment

   2.8.1. All Senators and Senate committee members shall have access to the West Student Office Space, specifically the Senate Office, in the Memorial Union.
   2.8.2. All Finance Committee members shall have access to the West Student Office Space, specifically the Leadership Office, in the Memorial Union.

2.9. Computer and Digital Usage Polity

   2.9.1. Senators shall not use computers whatsoever during the programs and presentations portions of Student Government senate meetings.
   2.9.2. Senators shall not use any social networking sites or any communications software during Student Government senate meetings.
   2.9.3. Senators shall not use their computers or digital devices for any personal activities, such as homework or text messaging, and may only use their computers or digital devices for SG related activities during Student Government senate meetings.

2.10. Work Sessions

   2.10.1. Work sessions can be held during any session as a means to provide an environment for senators and cabinet members to collaborate on projects, student issues, senate bills, et cetera.
   2.10.2. Work sessions shall be held on Wednesday evenings at 5 p.m. on a date and location determined by the Speaker.
   2.10.2.1. The Speaker must notify the senate and cabinet of a working session at least 24 hours prior to the scheduled session time.
   2.10.3. Senators are required to attend any working session when such a session is scheduled before or during the Senate meeting the week prior.
Section 3. Senate Committees

3.1. Standing Committees of the Senate

3.1.1 The Senate of the Student Government shall have the following standing committees to assist in carrying out the duties prescribed by the Government Law.

3.1.1.1 Rules Committee
3.1.1.2 Finance Committee
3.1.1.3 Public Relations Committee
3.1.1.4 Student Initiatives Committee
3.1.1.5 Sustainability Committee
3.1.1.6 Local Affairs Committee

3.2. Committee Structure

3.2.1 By the second meeting of the first session of Senate, the Chair of the Student Initiatives Committees shall be nominated and selected by the Senate.

3.2.1.1 The standing committee chairs shall complete the duties and responsibilities as delineated in Government Law.

3.2.2 All committees shall be composed of a predetermined number of Senators and At-large members as designated under specific Committee sections in the Rules and Bylaws.

3.2.3 Senators will be limited to sitting on two (2) standing Senate or Executive Committees, with the exception of the Speaker and Vice Speaker of the Senate who are ex-officio non-voting members of all Senate Committees.

3.2.4 At-large members in committees shall not be already serving in Student Government or Election Commission.

3.2.5 All committees shall meet at least twice a month or as otherwise delineated in these Rules.

3.2.6 All committees shall develop a committee report at the conclusion of the third legislative session and submit materials to the Vice Speaker of the Senate to ensure continuity between administrations.

3.2.7 The Speaker and the Vice Speaker shall be non-voting ex-officio members of all committees unless otherwise specified in these Rules.

3.2.8 The quorum for all Senate committees shall be a majority of voting members of the committee.

3.3. Committee Leadership

3.3.1 The Finance, Public Relations, Sustainability Committee, and Student Initiatives committees shall select a vice chair from among its members by the third meeting of the second session.

3.3.1.1 The Vice Chair of the Public Relations Committee must be a senator.

3.3.2 The Chair shall only vote in the event the committee is equally divided.

3.3.3 In the event the Chair(s) is unable to attend a meeting of the committee, the Vice Chair shall assume the role of the chair.

3.3.4 In the event that the Chair of the Public Relations Committee, Student Initiatives Committee, or Local Affairs Committee experiences an extended absence, resignation, or removal, the vice chair shall serve as Chair in an interim role.

3.3.4.1 Within two (2) Senate meetings of the vice chair assuming the role of interim Chair, a bill must be submitted for the Senate’s consideration to elect a new Chair of the committee.

3.3.4.1.1 If the vice chair/interim Chair is elected Chair, the committee shall elect a new vice chair from among its members.

3.3.4.1.2 If any other senator is elected Chair, the vice chair/interim Chair shall immediately assume the role of the vice chair of the committee.

3.3.5 The Chair shall appoint the Chairs of any committee sub-committee(s).

3.3.6 All members of the Committee, except when serving as chair, may make motions.

3.3.7 All members of the Committee, including the Chair, may participate in debate, unless otherwise delineated by these Rules.

3.3.8 In the event that a Committee member assumes the duties of the chair, they give up all voting rights, except in the event that the Committee is equally divided.

3.3.9 In the event that the Chair of the Committee is not a Senator, the Chair shall deliver the names of Committee member nominees to the Speaker, who shall propose a Senate Order for the Senate’s consideration.

3.3.10 The Public Relations, Student Initiatives, and Local Affairs committees shall select a clerk from among its members, who shall record the proceedings of each committee meeting according to Senate Order 2021-2-026 SO. The Vice Speaker shall be responsible for recording and maintaining records of proceedings of the Rules Committee. The Clerk of the Finance Committee shall record the proceedings of the Finance Committee.

3.3.10.1 The Finance Director shall nominate a student and be approved by a majority vote of the committee to serve as the Clerk of the Committee.

3.3.10.2 This individual shall be responsible for taking minutes at all meetings of the Committee.

3.3.11 The recordings shall be in written form, one (1) copy shall be submitted to the Clerk of the Senate and Vice Speaker to be kept on file.

3.4. Procedures for Reviewing Proposed Legislation

3.4.1 Proposed legislation considered by the committee shall be subject to technical corrections, which do not alter the
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author's intent, including grammar and spelling.

3.4.2 Proposed legislation, with the consent of the primary author, may be changed in committee prior to first read.
3.4.3 All other changes may be offered as a committee amendment upon majority vote of the committee.
3.4.4 For legislation not reported out of the Committee the Chair shall:
3.4.4.1 Report the status of such legislation at the following Senate meeting.
3.4.4.2 Provide rational to the Primary author within twenty-four (24) hours of the adjournment of the Committee.
3.4.5 The Speaker shall be responsible for offering all committee amendments to the Senate.

3.5. Committee At-Larges
3.5.1 All committee members shall attend all meetings and activities of the committee(s) to which they are members unless excused by the committee chair.
3.5.2 Any committee member who is tardy to committee meetings or activities or leaves early on two (2) or more occasions shall be charged with an unexcused absence unless excused by the committee chair.
3.5.3 Missing 2 meetings or activities in a term due to unexcused absences shall deliver the first occurrence of a nonfeasance of duty.
3.5.4 Missing 3 meetings or activities in a term due to unexcused absences shall deliver the second occurrence of a nonfeasance of duty.
3.5.5 Missing 4 meetings or activities in a term due to unexcused absences shall deliver the third occurrence of a nonfeasance of duty.
3.5.6 Schedule of Enforcement:
3.5.6.1 Accumulating one nonfeasance shall result in the committee Chair issuing an official written warning.
3.5.6.2 Two nonfeasances shall trigger an automatic hearing by the Senate Rules Committee. At the end of the hearing, the Committee must choose to either write a censure motion for the individual, write a removal bill for Senate’s consideration, or report to Senate that the violation of Government Law was minor and warrants no further action.
3.5.6.3 Three nonfeasances shall trigger an automatic removal bill written by the Rules Committee for Senate’s consideration.

3.6. Senate Rules Committee
3.6.1 This committee shall act as a sanctioned committee of the Legislative branch of the Government.
3.6.2 The Committee’s purpose shall consist of:
3.6.2.1 Ensuring that all Senate business is in accordance with the Constitution, Bylaws, Rules, and other applicable Government law, in addition to all applicable Federal, State, and Local laws.
3.6.2.2 Acting in a leadership role in representing the Legislative branch and in carrying out those responsibilities clearly delineated in the Bylaws, these Rules, and in other initiatives as the Senate may direct.
3.6.2.3 Holding hearings for the purpose of advising the Senate on confirming nominated senators and executive nominations.

3.6.3 Composition of Rules Committee
3.6.3.1 The Speaker of the Senate shall serve as chair of the Committee.
3.6.3.2 The Committee shall be comprised of the following regular voting members:
3.6.3.2.1 The Vice Speaker of the Senate
3.6.3.2.2 Five (5) senators approved by the Senate.

3.6.4 Responsibilities of the Committee
3.6.4.1 The Committee as a whole shall:
3.6.4.1.1 Review all referred legislation prior to presentation to the Senate to ensure that it is in accordance with the Constitution, Bylaws, these Rules, and all other applicable Government Laws, and all applicable Federal, State, and Local laws.
3.6.4.1.2 Annually review the Bylaws and these Rules to ensure they are consistent and in accordance with the Constitution.
3.6.4.1.3 Annually review all contracts and agreements entered into by the Government and present to the Senate the “Annual Report on Student Government Contracts and Agreements” by the last Senate meeting of the second Senate session.
3.6.4.1.4 Hold an Impeachment Hearing upon the submission of a Request for Impeachment Senate Order as mandated by these Rules.
3.6.4.1.5 Review rulings of the SG Supreme Court and evaluate the impact of the rulings on current Government Law.
3.6.4.1.6 Review proposed revisions to the operating procedures of the SG Supreme Court.
3.6.4.1.7 Represent the Senate to the SG Supreme Court in cases filed specifically against the Senate or its committees.
3.6.4.1.8 Hold confirmation hearings and provide the Senate with a recommendation on whether to confirm nominated senators and executive nominees.
3.6.4.1.9 The recommendation will be in the form of a vote of the committee. Comments may accompany the
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3.6.4.1.10. Review all past resolutions to ensure the intent of purpose of the resolution was addressed.
3.6.4.1.10.1. The committee will review resolutions by the second week of the following semester, while the Senate is in session.

3.6.5 The Committee shall have the authority to:
3.6.5.1 Review proposed changes and recommend revisions to the University Student Handbook.
3.6.5.2 Review proposed changes and recommend revisions to the University Student Disciplinary Regulations.
3.6.5.3 Review other policies and regulations of the University as they pertain to students.

3.6.6 The Speaker of the Senate shall:
3.6.6.1 Act as the official representative of the Committee, unless otherwise designated by the Speaker of the Senate or the Committee.
3.6.6.2 Call such meetings of the Committee, as they deem necessary.
3.6.6.3 Create such subcommittees as they deem necessary or at the request of the Committee or the Senate.
3.6.6.4 Appoint the members of subcommittees.
3.6.6.5 Serve as a non-voting ex-officio member of all subcommittees.
3.6.6.6 Sign such letters or documents as are necessary to carry out the will of the Committee.

3.6.7 The Vice Speaker of the Senate shall:
3.6.7.1 Directly assist the Speaker of the Senate in the operation of the Committee.
3.6.7.2 Maintain the Committee’s files in the SG office.
3.6.7.3 Assume the duties of the chair in the absence of the Speaker of the Senate.
3.6.7.4 Be responsible for submitting a final written report as to the Committee’s activities for the Senate’s term at the end of that term.

3.6.8 Operating Procedures of the Committee
3.6.8.1 The Vice Speaker of the Senate shall be responsible for taking minutes at all meetings of the Committee. This individual shall prepare a copy of the minutes for the Vice President and make minutes available to the Senate prior to the next Senate meeting in the SG Office Space.
3.6.8.2 The Vice Speaker of the Senate shall be responsible for making an audio record of all meetings of the Committee where no written minutes are made. This audio record shall be retained for a period of at least one year.
3.6.8.3 The Committee may adopt additional operating procedures to ensure fairness and efficiency in the Committee’s proceedings.

3.7 Finance Committee
3.7.1 Scope and Mission Statement
3.7.1.1 This chapter defines the structure, responsibilities, and operating procedures of the Senate Finance Committee.
3.7.1.2 The mission of this committee shall be to effectively administer the allocation and monitoring of Student Activity Fees, administer and monitor the financial affairs of the Senate, and to examine, propose, and administer policy regarding such affairs of the Senate.

3.7.2 Composition of the Finance Committee
3.7.2.1 The Finance Director shall serve as chair of the Committee.
3.7.2.2 The Committee shall be comprised of the following regular voting members:
3.7.2.2.1. Five (5) Senators.
3.7.2.2.2. Four (4) At-large students.
3.7.2.2.3. The SG Non-Profit Coordinator.
3.7.2.3 The Committee shall additionally include the following ex-officio members:
3.7.2.3.1. One (1) voting Graduate and Professional Student Senate appointment
3.7.2.3.2. One (1) non-voting representative from the Campus Organization Accounting Office.

3.7.3 Selection of the Vice Chair of the Finance Committee
3.7.3.1 One student of the Committee shall be nominated by the Finance Director and be approved by a majority vote of the Finance Committee to serve as Vice Chair of the Committee.
3.7.3.2 The Vice Chair’s selection shall not require Senate approval.

3.7.4 Responsibilities of the Committee
3.7.4.1 The Committee as a whole shall:
3.7.4.1.1. Review and evaluate all requests for designated student fees money, make recommendations to the Senate, and recommend budgets to the Senate, as necessary for the effective operation of the allocation processes.
3.7.4.1.2. Verify that organizations submitting funding requests fulfill the necessary organizational requirements as outlined in the governing documents of Student Government
3.7.4.1.3. Act as a financial advisory board to all organizations requesting funds.
3.7.4.1.4. Reserve the right to request and review all financial materials, constitutions, bylaws, and other relevant requesting-organization documents.
3.7.4.1.5. Deliver to the Speaker all required financial legislation as delineated in Chapter 9 of the Bylaws.
3.7.5 The Finance Director shall:
3.7.5.1 Fulfill the duties of the Treasurer as outlined in the Constitution, which shall include:
3.7.5.1.1: Serve as the chief financial officer of The Executive Branch.
3.7.5.1.2: Assist the President in the implementation of all financial legislation made law.
3.7.5.1.3: Serve as the President’s principal assistant in all matters relating to ASSET (Analysis of Social Services Evaluation Team).
3.7.5.1.4: Assist the President in the development of the Executive branch budget for the next fiscal year.
3.7.5.1.5: Assist the Speaker of the Senate in the development of the Legislative branch budget for the next fiscal year.
3.7.5.1.6: Assist the Chief Justice in the development of the Judicial branch budget for the next fiscal year.
3.7.5.1.7: Assist the Election Commissioner in the development of the Election Commission budget for the next fiscal year.
3.7.5.2 Act as the official representative of the Committee, unless otherwise designated by the Finance Director.
3.7.5.3 Call such meetings of the Committee, as they deem necessary.
3.7.5.4 Create such subcommittees as they deem necessary or at the request of the Committee or Senate.
3.7.5.5 Appoint the voting members of subcommittees.
3.7.5.6 Be present at every Senate meeting unless excused by the Speaker.
3.7.5.7 Sign such letters or documents as are necessary to fulfill the duties of the role.
3.7.5.8 Publish a schedule for Regular Allocations by the fifteenth week of the second session.
3.7.5.9 Notify each organization of Committee recommendations and the Senate’s final determination.
3.7.5.10 Review the June 30 balances of SG funded accounts to determine carryover amounts.
3.7.5.11 Possess the authority to approve storage for all SG capital equipment.
3.7.5.12 Notify the Speaker of the Senate of any violations of any finance-related Government Laws or policies.
3.7.5.13 Assist the President and Non-Profit Coordinator in the implementation and maintenance of ASSET relationships, in accordance with Government Law.
3.7.5.14 Be available during business hours when school is in session.
3.7.5.15 Report to Senate weekly during the regular session, either by e-mail memo or verbal presentation at Senate meetings, or both, all expenditures made from the following Student Government account:
3.7.5.15.1: Special Projects Account
3.7.5.15.2: Events Account
3.7.5.15.3: Executive Initiative Account
3.7.5.15.4: Senate Discretionary Account
3.7.5.15.5: Legislative Relations
3.7.5.15.6: Regular Allocations Account, in the four meetings before and two meetings after the introduction of the Regular Allocations Recommendation bill
3.7.5.16 Maintain in cooperation with the Webmaster an updated list of funding tier classifications for Student Organizations on the Student Government website.
3.7.5.17 Create a finance questionnaire for current senate term for clubs/organizations requesting funds.
3.7.6 The Vice Chair shall:
3.7.6.1 Directly assist the Finance Director in the operation of the Committee.
3.7.6.2 Maintain the Committee’s files in the SG office.
3.7.6.3 Assume the duties of the Chair in the absence of or conflict of interest of the Finance Director.
3.7.6.4 Assume the duties and responsibilities of the Finance Director, under the title of Acting Finance Director, upon extended absence, resignation, or removal until the President nominates and the Senate confirms a replacement Finance Director.
3.7.6.5 Appoint a member of the Committee to act as a financial advisor to each organization upon the organization’s request of funds.
3.7.7 The Finance Director shall work with the Campus Organization Accounting Office representative to:
3.7.7.1 Report to the Committee any alleged misuse of designated student fees money.
3.7.7.2 Maintain separate accounts with unique account numbers for all Government accounts.
3.7.7.3 Carry forward annually all non-SG-allocated funds in the respective organization’s account.
3.7.7.4 Be responsible for the reverting of the appropriate SG-allocated funds, as defined in the Bylaws.
3.7.8 Operating Procedures of the Committee
3.7.8.1 The Committee shall notify all organizations requesting funding of the time and place of applicable Committee meetings by means of the Iowa State Daily, letter, e-mail or various electronic means, and/or telephone call at least five (5) days prior to the meeting.
3.7.8.1.1: Unless the organization submits a request less than five (5) days before the meeting, attendance at the committee meetings shall be at the agreement of the group’s representative and the Finance Director.
3.7.8.2 Procedures for Evaluating Senate Legislation
3.7.8.2.1: The Committee shall review and evaluate all financial legislation sent to the Committee.
3.7.8.2.2: During the evaluation of legislation, the Committee shall make sure that the legislation is in accordance with Government financial law and policy.
3.7.8.2.3. The Committee will also evaluate whether the legislation is an appropriate use of designated student fees money.
3.7.8.2.4. The Committee may amend any legislation while the legislation is in the possession of the Committee if the amendment is to make the legislation in accordance with Government law and policy.
3.7.8.2.5. The Committee may amend budgets and/or financial information within legislation, without changing the intent of the legislation, while the legislation is in the possession of the Committee.
3.7.8.2.6. The Committee may recommend to the Senate any other amendment(s) to legislation it wishes by majority vote of the Committee. These recommended amendment(s) may be offered by the Committee anytime before the Senate’s final vote on the legislation.
3.7.8.2.6.1. The Finance Director or their designee shall submit recommended amendments to the Speaker.
3.7.8.2.7. The Committee may report its comments on legislation to the Senate anytime before the Senate’s final vote on the legislation.
3.7.8.3. The Committee may adopt additional operating procedures to ensure fairness and efficiency in the Committee’s proceedings.
3.7.9 The Method for Appealing Procedural Errors of the Committee
3.7.9.1. Grounds for appeal shall be the denial of a fair budget hearing, or order of the senate, or the breach of Committee procedure.
3.7.9.2. In the event that an organization desires to appeal the decision of the Committee, the organization shall, within five (5) days of the alleged infraction, file with the Finance Director a written request for appeal.
3.7.9.3. Upon the receipt of the written request, the Finance Director shall forward the request, within three (3) days, to the Speaker of the Senate, who shall place the appeal on the agenda of the next meeting of the Senate.
3.7.9.4. A majority vote of the Senate shall be required to grant the appeal of the organization.

3.7.10 Finance Outreach & Reduction of Disparity Director
3.7.10.1. Shall be nominated by the Finance Director from among the members of Finance Committee by the third week of the Second Session and consented to by the Director of Student Diversity.
3.7.10.2. Their duties shall include:
3.7.10.2.1. Serving as a liaison to student organizations, including but not limited to those classified as Culture/Identity Based by Student Engagement on requesting and using funds from Student Government.
3.7.10.2.2. Communicate with Culture/Identity Based Student Organizations, including but not limited to being those defined by Student Engagement.
3.7.10.2.3. Attend at least every other meeting as a non-voting member of the Student Diversity Committee, unless excused by the Director of Student Diversity.

3.8. Public Relations Committee
3.8.1. The Committee as a whole shall:
3.8.1.1. Organize publicity campaigns and employ media outlets to inform the campus community of the activities of the Senate.
3.8.1.2. Review and disseminate information related to referred legislation for the benefit of the Senate.
3.8.1.3. Conduct surveys to gather student opinion on the perception of SG and other issues worthy of campus concern.
3.8.1.4. Report to the Senate student attitudes and perceptions related to the Senate of the Student Government.
3.8.1.5. Serve to disseminate information to the student body related to the Principles of Community and programming thereof.
3.8.1.6. Be responsible for maintaining functioning lines of communication between SG and the campus (students, faculty, and staff).
3.8.1.7. Work cooperatively with the Election Commission to publicize and promote SG Elections
3.8.1.8. Work to publicize and recruit for openings on SG and University committees.
3.8.2. That Videographer, Graphic Designer and Director of Outreach shall be voting members of the committee.
3.8.3. Public Relations Committee shall have up to seven (7) Senators and seven (7) At-Large members.
3.8.3.1. The Chair of the Public Relations Committee shall deliver the names of the nominees to the Speaker, who shall author a Senate Order for the Senate’s consideration.

3.9. Student Initiatives Committee
3.9.1. The Chair of the Student Initiatives committee shall administer all activities of the committee.
3.9.2. The Chair of the Student Initiatives Committee shall coordinate with the Finance Director to refill the Umbrella Sharing Project’s inventory upon receiving the summary of the semester’s inventory from the Advisor.
3.9.3. The Student Initiatives Committee shall have up to Seven (7) Senate members and Six (6) At-Large Members.
3.9.3.1. The Chair of the Committee shall deliver nominee names to Senate for its consideration in the form of a Senate Order.
3.9.4. The Director of Student Services shall sit on the committee as a voting member.
3.9.5. The GPSS URLA Chair or their designee shall serve as a voting member of the Student Initiatives committee in
accordance with the Articles of Cooperation.

3.9.6 The Committee as a whole shall:
3.9.6.1 Review all Senate resolutions and proclamations before the second read of the legislation
3.9.6.2 Review legislation pertaining to the interest of the Student Body not delineated elsewhere in these Rules.
3.9.6.2.1 During these discussions, the committee shall seek paths of collaboration between Student Government Senate and these resources
3.9.6.3 Plan and coordinate viable projects submitted to the committee in order to benefit the Student Body and/or further the goals of Student Government, at the discretion of the committee

3.10. Duties and Responsibilities of Committee Chairs
3.10.1 Special Committee Chairs
3.10.1.1 Duties and responsibilities of special committee chairs shall be delineated by an Act of the Senate.
3.10.1.2 Special committee chairs shall be required to provide timely, written reports to the Speaker of the Senate, or at the Speaker of the Senate’s request.

3.10.2 Ad-hoc Committee Chairs
3.10.2.1 The Speaker of the Senate, in a written document, shall delineate the duties and responsibilities of ad-hoc committee chairs.
3.10.2.2 In the event that the motion to Refer formed the ad-hoc committee, the duties and responsibilities of the ad-hoc committee chair shall be delineated in the motion.
3.10.2.3 Ad-hoc committee chairs shall be required to provide timely reports to the Speaker of the Senate, or at the Speaker’s request.

3.11. Sustainability Committee
3.11.1 Sustainability Committee shall oversee the proposal process and distribution of grants from the Green Initiatives Account.
3.11.2 Sustainability Committee shall be chaired by the Director of Sustainability.
3.11.3 Sustainability Committee shall be composed of up to six (6) Senators and ten (10) At-Large Members.
3.11.3.1 The Chair shall only have the privilege of voting in the case of a tie.
3.11.3.2 The committee shall select Diversity, Equity, and Inclusion (DE&I) Vice-Chair from among its members in the Sustainability Committee by the end of the third meeting of the second session. The selected member shall assume office upon confirmation by the Chair of the Diversity and Inclusion Committee.
3.11.3.2.1 The DE&I Vice-Chair shall take on additional responsibilities as specified by the Director of Sustainability.
3.11.3.2.2 The DE&I Vice-Chair shall be responsible for attending all meetings of and maintaining two-way communication with the Diversity and Inclusion committee unless excused by the Director of Sustainability.
3.11.3.2.3 The DE&I Vice-Chair shall be the contact point for all committee business relating to Diversity, Equity, and Inclusion.
3.11.3.2.4 The DE&I Vice-Chair, at their discretion, shall be allotted a minimum of five (5) minutes to speak at each committee meeting.
3.11.4 The Committee shall consist of the following ex-officio members:
3.11.4.1 Iowa State University Director of Sustainability
3.11.4.2 A representative from Facilities, Planning, and Management.

3.12. Local Affairs Committee
3.12.1 The purpose of the committee shall be to:
3.12.1.1 Work closely with and lobby the Government of the City of Ames and Story County on issues and topics that affect students.
3.12.1.2 Interact with and lobby local businesses and local organizations in order to further the interests of students.
3.12.1.3 Seek out positions on and regularly attend meetings of City committees, commissions, and boards.
3.12.1.4 Inform and reach out to Iowa State students and organizations regarding local initiatives, policies, and affairs.
3.12.2 Composition of the Committee
3.12.2.1 The Local Affairs Committee shall be chaired by the Ex-Officio Ames City Council Student Liaison, who shall vote only in the case of a tie.
3.12.2.2 The Local Affairs Committee shall be composed of up to five (5) Senators and five (5) At-Large Members.
3.12.2.2.1 The Chair of the Committee shall deliver nominee names to Senate for its consideration in the form of a Senate Order.
3.12.2.2.2 Committee members shall be required to seek and hold positions within City Governmental bodies, or they shall instead regularly attend meetings of such bodies.
3.12.2.2.2.1 Failure for a member to meet this requirement shall be grounds for their removal from the committee.
3.12.2.2.3 At least one member of the committee must also be a member of the United Residents Off-Campus
3.12.2.3 The Committee shall select a Civic Engagement Vice-Chair from among its members by the end of the second meeting of the second session, who shall:

3.12.2.3.1. Directly assist the Ex-Officio Ames City Council Student Liaison in the operation of the committee.
3.12.2.3.2. Assume the duties of the chair in the absence of the Ex-Officio Ames City Council Student Liaison.
3.12.2.3.3. Engage and inform students about upcoming elections and various bodies of government that represent them.
3.12.2.3.4. Advocate for voter registration drives on campus and promote civic engagement.

3.12.2.4 The Committee shall select a Diversity, Equity, and Inclusion (DE&I) Vice-Chair from among its members by the end of the second meeting of the second session, who shall:

3.12.2.4.1. Assume office upon confirmation by the Chair of the Committee on Student Diversity.
3.12.2.4.2. Be the contact point for all committee business relating to Diversity, Equity, and Inclusion.
3.12.2.4.3. Be responsible for attending all meetings of and maintaining communication with the Committee on Student Diversity unless excused by the Ex-Officio Ames City Council Student Liaison.
Section 4. Amending these Operating Rules

4.1 The Rules shall be amended only at a regular meeting of the Senate.
4.2 The Rules may be amended with the affirmative assent of 2/3rd of all Senators present.