



**University of Cincinnati Student Senate
Rules of Procedure**

(Revised 08/01/2017 under the authority of Speaker of Senate-TAK)
(Revised 05/18/2017 under the authority of Speaker of Senate-TAK)
(Revised 06/07/2014 under the authority of Speaker of Senate-ADG)
(Revised 05/08/2014 under the authority of Speaker of Senate-ADG)

1. The following shall be the order of business at Student Senate meetings:

CALL TO ORDER

ROLL CALL

SPECIAL ORDER

ACKNOWLEDGEMENTS

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

COMMENTS FROM THE GALLERY

REPORT OF THE SPEAKER OF SENATE

REPORT OF THE STUDENT BODY PRESIDENT

REPORT OF THE STUDENT BODY VICE-PRESIDENT

REPORT OF THE INTERNAL HOLDOVER SENATOR

REPORT OF THE EXTERNAL HOLDOVER SENATOR

REPORT OF THE TREASURER

REPORT OF THE UNDERGRADUATE STUDENT TRUSTEE

EXECUTIVE NOMINATIONS

- 1) Name, Position
- 2) Name, Committee
- 3.) Acceptance of Resignation
- 4.) Oath of Office

COMMITTEE REPORTS

BOARD REPORTS

TRIBUNAL REPORTS

SENATOR REPORTS

OLD BUSINESS

- 1) Constitutional Amendments
- 2) Budgets
- 3) Other unfinished business

NEW BUSINESS

- 1) Constitutional Amendments
- 2) Budgets
- 3) Committee Legislation
- 4) Other New Legislation
- 5) Topics of Discussion

ANNOUNCEMENTS

GOOD AND WELFARE

ADJOURNMENT

Student Senate may, by a two-thirds (2/3) vote, take up a question out of its proper order.

2. The Speaker of Student Senate shall be the presiding officer of Student Senate. The Speaker may leave the chair to participate in debate. If the Speaker leaves the chair or is absent, the Internal Holdover Senator shall act as the presiding officer. In the absence of both the Speaker and the Internal Holdover Senator, Student Senate shall elect a temporary presiding officer by majority vote at the start of the meeting. The Vice President shall conduct the meeting while this vote occurs.
3. After the presiding officer has taken the chair, the Speaker of Senate shall call the roll of senators present and absent. The Speaker shall be responsible for keeping these attendance records.
4. A majority of senate seats filled and present shall constitute quorum. Members filling senate seats shall be defined as all seats filled by voting members. In the absence of quorum, no motion shall be in order except a motion to adjourn.
5. Minutes of every senate meeting shall be kept. The minutes shall be a brief and accurate documentation of the proceedings of senate. Titles of bills, amendments, and results of every vote shall be included. The minutes shall be posted on the Student Government web page no later than 48 hours after the meeting that they reflect.
6. After the roll has been called and if quorum is present, the minutes of the preceding meeting shall be presented and approved with any errors corrected.

Speaking Rules

7. When a Student Senate member desires to speak, that member shall address the Speaker by raising a hand, and shall not proceed until the Speaker recognizes that member as having the floor.
8. No member shall interrupt another in debate without the floor-holding member's consent, except where a motion is in order. To obtain this consent, that member shall first address the Speaker.
9. For purpose of debate, the points that may be used include, but are not limited to, the following:
 - a. POINT OF ORDER calls upon the Speaker for a ruling and enforcement of the regular rules if a member feels a transgression of proper procedure has occurred. The decision of the Speaker may be appealed.
 - b. POINT OF INFORMATION requests or clarifies facts pertinent to the business at hand, not opinion, interruption, or intent. The request or clarification is directed to the Speaker or through the Speaker to another member.

- c. PARLIAMENTARY INQUIRY requests the Speaker's opinion on a matter of parliamentary procedure as it relates to the business at hand and does not involve a ruling. The Speaker may seek the advice of the Student Senate Parliamentarian.
- d. QUESTION OF GERMANITY is asked when a member feels that the statements of the speaking member do not apply to the current business at hand.
- e. QUESTION OF PERSONAL PRIVILEGE is asked when a member feels that any member has been defamed or insulted by the speaking member's comments.

For said points, the floor-holding member interrupted shall retain privilege of the floor.

- 10. Any ruling of the Speaker may be appealed. A majority or a tie vote sustains the decision of the Speaker. The Speaker may not vote to create a tie.

Legislation Procedure

- 11. A member can yield the floor an unlimited number of times. The floor will automatically return to the member who yielded the floor. By stating retain, the original speaker can take the floor back at any time. Any member to whom the floor has been yielded may not yield the floor to any other member. A member may yield the floor to a guest at the discretion of the Speaker.
- 12. Any member of Student Senate shall have the authority to nominate any member of Cabinet and Executive Staff non-voting member privileges during Executive Nominations for the duration of an item of business. The motion will carry for Directors and Executive Staff by a simple majority. The motion will carry for any other nominees by a two-thirds (2/3) vote. During Executive Nominations, nominees must explain why they should be granted these privileges. Termination of these rights will occur upon the closing of discussion in said item of business, or an act of cloture. No individual granted these privileges will be permitted into Executive Session unless invited by the Speaker of Senate.
- 13. Senate may enact a vote of cloture by a three-fourths (3/4) vote of senators present at the meeting, terminating speaking member's privilege of the floor. A senator may interrupt a speaking member to call for a vote of cloture. This vote of cloture shall last until adjournment of the current senate meeting or until a vote to remove cloture is called for and three-fourths (3/4) vote to remove the said cloture.
- 14. All reports, bills and executive nominations, in order to be included in the agenda of Student Senate, must be submitted at least **85** hours before the Senate meeting to the Speaker of Senate. Bills may be added to the agenda after the 85-hour deadline if deemed necessary by the Speaker of Senate with a confirming vote of 2/3rds by the body.
- 15. If a member of Senate wishes to submit a co-sponsorship bill to Student Senate, that member must submit the bill and expenditure form to the Campus Life Committee at least **48** hours in

advance of their committee meeting. The committee will then review the bill and present its findings at Student Senate.

16. The Speaker of Senate will distribute the agenda and all submitted materials at least **54** hours before the Senate meeting. This agenda shall be updated as new topics are known. Any discussion topic may be discussed at any time during the meeting, even if it is not on the posted agenda.
17. In the event of a proposed single or cumulative allocation of funds towards a particular initiative, event, or resource exceeding \$3,000, the Speaker of Senate will, within the same 54 hour minimum time frame as when the Speaker distributes the agenda and all submitted materials, specifically highlight that \$3,000 or more legislation in a separate email (or preferred communication method being used to share the agenda).
18. Any article of legislation, other than amendments to previously submitted bills, which has not been duplicated and distributed to senators, shall not be voted upon.
19. Each senator shall vote simply “yes”, “no” or “abstain” to the question at hand. Motions shall be considered approved if they receive a majority of the votes cast “yes” and “no”. Motions requiring a two-thirds ($2/3$) of the vote shall be considered approved if they receive two-thirds ($2/3$) of the votes cast “yes” and “no”. Motions requiring $3/4$ of the vote shall be considered approved if they receive three quarters ($3/4$) of the votes cast “yes” and “no.” Abstentions shall not be considered affirmative or negative.
20. Procedural votes, with the exception of entering and exiting executive session, need not occur unless a member of Student Senate objects to the motion. If a member of Student Senate objects to the motion, a majority vote is required for the procedure to pass.
21. Affirmative votes by two-thirds ($2/3$) of total senate membership is necessary to sustain charges of impeachment. Affirmative votes by two-thirds ($2/3$) of senators present, if quorum is obtained, is necessary to amend the Bylaws and the Rules of Procedure, and to approve or amend the operating budget. A majority vote of senators present is necessary for the enactment of all other legislation.
22. The roll-call vote may be ordered by the Speaker or by a senator on any motion, with the exception of giving Senate’s consent to appointments and the election of officers. A roll-call vote is mandatory on Constitutional, Bylaw, and Rules of Procedure amendments.
23. When a roll-call vote is ordered, the Speaker shall call the name of each senator individually. Each senator shall answer simply “yes,” “no,” “abstain” or “abstain from the order.” “Abstain from the order” places member at the end of the roll. This may only be done one time per roll call vote.
24. Seconds shall not be required on any motion, nor shall the presiding officer recognize or entertain seconds.

25. Each of the clauses contained within legislation presented to the Student Senate will be numbered with number one (1) being the first clause, number two (2) being the second clause, and so on until the end of the legislation.

Standard of Senate Conduct

26. No senator shall miss a meeting of the Student Senate, or any applicable Senate Committee, without due cause. Any senator in violation of the attendance policy as outlined in the University of Cincinnati Student Government Bylaws shall be automatically expelled from Student Senate, unless another senator moves for the expelled senator's reinstatement, which shall require a two-thirds (2/3) vote of Student Senate.
27. Any committee member not in attendance at a regular committee meeting without first clearing it with the committee chair shall be assessed one-half (1/2) of an absence. All excused absences must be approved by the chair prior to the committee meeting.
28. Any senator may, with the prior knowledge of the Speaker, appoint an alternate to serve in that senator's place for a designated meeting of Student Senate. An alternate senator shall retain all the rights, privileges, and responsibilities accorded to a duly elected or appointed senator. A senator may take back their seat upon arrival at a Student Senate meeting already in progress.
29. Alternate senators must be of the college of the seat they are filling. If no member of that college is available, alternate senators of other colleges must be approved by the Speaker. Alternate At-Large Senators may be from any college. Alternate senators must also fulfill all the current requirements for being a member of Student Government.
30. When an individual continually breaks any rules of senate during the course of a senate meeting, the Speaker may instruct the individual to stop breaking said rules or leave. If that individual continues, the Speaker may call a recess without the necessary approval from the senate. If that individual persists, the Speaker must notify campus security to handle the situation appropriately. If that individual is removed by campus security, they must meet with the Speaker and resolve the situation before returning to any senate meeting.
31. All senators shall be required to perform an average of 6 office hours per week per semester. Hours from one semester shall not roll over into the next. If this requirement is not met, the senator's membership shall be called to question by the Speaker of Senate. The senator in question may be expelled from Student Senate by a 2/3 vote of Senate.
32. For any matter of procedure not expressly covered by these Rules of Procedure, Robert's Rules of Order Newly Revised shall be the parliamentary authority.
33. All members of Senate are required to dress in business casual to all senate meetings unless deemed otherwise by the Speaker of Senate.



34. No motion, outside of a motion to go into executive session, to suspend these rules shall be in order.