**ARTICLE I. PURPOSE AND ORGANIZATION**

**Section 1.**

This document and the procedures contained herein will be known as the Rules of Debate and Decorum for the Undergraduate Senate (Senate). At the second meeting of each session, it shall be the responsibility of the Speaker to present the same set of rules as used in the immediate previous session to be adopted by a two-thirds (2/3) vote. Any member, at that time, may move to amend the rules to be agreed to at that meeting. Members wishing to revise the rules at any other time during the legislative session may propose such amendments to the Committee on Rules and Privileges.

**Section 2.**

These rules provide basic operating procedures for meetings of the Senate and govern the activities of its committees, members, and all those who would speak before it.

**Section 3.**

 If, during any meeting of the Senate, a new set of rules has not been adopted, the rules from the previous session will be enforced, adopted.

**ARTICLE II. PROCEDURES ON THE FLOOR**

**Section 1. Addressing the Senate**

Subsection i.

When two or more members seek recognition, it shall be the privilege of the Chair to determine the order in which recognition will be granted in a decision that may not be appealed. The Chair will handle all motions and points according to the order of precedence set forth in the Standard Code of Parliamentary Procedure.

Subsection ii.

All motions, questions, and presentation are required to be directed to the Chair, particularly

during debate. The Speaker and members of the Undergraduate Senate shall refer to other

Subsection iii.

Members speaking before the body will not be interrupted, save for intervening points. If questions arise during presentation or debate, the Chair will ask if the presenter will yield for a question. The presenter is under no obligation to yield. Members wishing to ask multiple questions must receive the consent of the Chair.

Subsection iv.

If any member feels there is not an appropriate level of decorum during such time that they control the floor, they may pause and demand decorum on the floor which is to be enforced by the Chair. Such time used to enforce civility on the floor shall not be counted against a presenter’s time, and the Chair enjoys the right to maintain decorum in whichever way they feel adequate and enforce sufficient sanctions against those who would disrespect the rights of any member.

**Section 2. Speaking and Motion Rights**

Subsection i.

Members enjoy speaking and motions rights. Accordingly, any member may propose a motion, second a motion, speak or question a presenter to the body, and vote on such measures.

Subsection ii.

The President, Vice President, Comptroller, and Secretary of the Student Government, the appointed directors of their cabinets, the Chair, and the Vice Chair of the Judicial Board of the Student Government also enjoy speaking rights but do not have the right to make or second motions, propose legislation, or vote. The Executives do not enjoy speaking rights in the body during the election of the Speaker or committee Chairs.

Subsection iii.

Speaking rights may be granted to a person who does not enjoy such rights should a member make a motion to do so. Such a motion will require a two-thirds (2/3) vote. This person, however, will not be allowed to make motions or vote and will be expected to conform to all other rules of debate and decorum in the Senate.

**Section 3. Legislation**

Subsection i.

It is the responsibility of the Speaker to format all legislation and documents of the Senate in a uniform fashion. These duties may be transferred to the Clerk.

Subsection ii.

The Speaker may suggest legislation but does not enjoy the right to propose it.

Subsection iii.

The Speaker is empowered to refuse consideration if such a proposal violates University regulation or local, state, or federal law, or advocates violation of the same.

Subsection iv.

Should the Speaker be obligated through the preceding clauses to strike down legislation, they will make every effort to not only fully articulate said reasons for doing so but also work with the sponsor of the offending legislation to correct any flaw(s).

Subsection v.

Only members of the Senate may propose legislation. The Speaker will provide for the proper means of submitting legislation upon assuming office by legislative order. If the original sponsor of the legislation wishes to recognize additional sponsors after its first reading, a motion to amend will be made on the floor requiring a majority.

Subsection vi.

Identical pieces of legislation, either in form or content, may not be submitted more than once within a single meeting of the Senate.

Subsection vii.

A censure motion, whereby the Senate offers an official declaration of disapproval of any Student Government official, can be made from the floor by any Senator. A motion of censure is passed with a two-thirds (2/3) majority vote.

**Section 4. Voting**

Subsection i.

All bills, confirmations, directives, referenda, and co-active resolutions are considered recorded votes but do not require a roll call vote. By default, all legislation will be voted on by voice vote. If, due to a Member’s request or in the opinion of the Chair, any vote is unclear, a call for division will be made such that members will rise then rise and be counted. By default, the election of the Speaker and committee Chairs will be voted on by secret ballot to be overseen by the Clerk or Parliamentarian. Members enjoy the right to move to vote by any method they wish.

Subsection ii.

During voice roll call votes, the Chair will ask for those in favor of and against the measure; members will verbally respond by saying “yea” or “nay” respectively. The Chair will then announce the result of the vote, allowing for a motion to reconsider. Should the Chair be unable to ascertain the outcome of a vote or should the announced outcome be in doubt, a call for division may be made whereupon members will vote by a show of hands. The Speaker may deem it appropriate or a member may move for a timed roll call vote. The Senate will thus stand at ease while members individually approach the Chair and register their vote. The Chair will then announce only the final outcome of the vote but after the meeting, the votes become public record. If a Senator votes by proxy then let it be reflected in the voting records as such.

Subsection iii.

Members may vote for (yea), vote against (nay), or vote present (abstain) on any question. During roll call votes, members may “pass” once; after the roll is exhausted, those members “passing” will be asked again for their vote.

Subsection iv.

The Speaker is permitted to vote whenever their vote affects the outcome.

Subsection v.

Debate, limited to one speaker for and one speaker against, shall be entertained on the motion to

close debate and the motion shall be handled by the Speaker of the Undergraduate Senate or

presiding officer in a similar manner as other motions.

Subsection vi.

A two-thirds (2/3) majority vote shall be required to close debate.

**ARTICLE III. MEANS FOR THE CONSIDERATION OF BUSINESS**

**Section 1. Requirements**

Subsection i.

Every bill and nominee will be seen twice before the Senate, unless a motion to waive first reading is successful by a two-thirds (2/3) vote. Directives, referenda, and resolutions shall have only one reading before the body.

Subsection ii.

When a piece of legislation or the name of a nominee to the Speaker, it will be placed on the agenda for the closest regular meeting. At that time, the Clerk will report the legislation by number and title; the topic of the legislation will be announced. The Speaker will assign the legislation to an appropriate committee for consideration. However, any member may propose a piece of legislation during the appropriate time of the meeting.

**Section 2. Committee Consideration**

Subsection i.

Upon referral, the committee will consider the legislation at its next regularly scheduled meeting. The sponsor will make themselves available for presentation and questioning at this meeting. The consideration of legislation within committee mirrors that of the Senate as a whole, in that both debate and rules governing it are automatic.

Subsection ii.

When debate within the committee has concluded, the committee will vote on a motion to report the legislation or nominee back to the full Senate with a favorable recommendation. If this vote fails, tit will prevent the legislation or nominee from appearing on the Senate floor, save two-thirds (2/3) vote to the contrary.

Subsection iii.

Bills will be given a second reading at the next regularly scheduled meeting after its first reading. The committee charged with its consideration must meet and vote on the legislation within those meetings of the full Senate. When legislation is brought forward for second reading, the Speaker will ask the Chair of that committee to report the committee’s vote, concerns of the committee that rose within debate, and amendments offered and agreed to since first reading. The only way to remove a committee amendment on the Senate floor is through a motion to amend.

Subsection iv.

It is the responsibility of the committee Chair to draft and format amendments made to their committee’s legislation and send them to the Clerk before second reading.

**Section 3. Limitations of Debate and Final Consideration**

Subsection i.

Upon moving the adoption of legislation, the sponsor of the legislation shall be entitled to speak on the legislation for a period of up to four minutes, which may be extended. At the conclusion of this speech, the sponsor of the legislation shall be provided four minutes, which may be extended, for the purpose of responding to questions from members and those persons with speaking privileges in the Senate.

Subsection ii.

Upon moving the confirmation of a nominee, the nominee shall be entitled to speak on their nomination for a period of up to four minutes which may be extended. At the conclusion of this speech, the nominee shall be provided four minutes, which may be extended, for the purpose of responding to questions from members and those people with speaking privileges in the Senate.

Subsection iii.

During debate on all debatable motions, no speech shall last more than one minute, nor shall

anyone speak more than two times on the same question.

Subsection i.

The Senate may adjust these restrictions on debate by a two-thirds (2/3) vote.

**ARTICLE IV. MEANS FOR THE CONSIDERATION OF COACTIVE RESOLUTIONS**

**Section 1. Origin in the Senate**

Subsection i.

The Speaker of the Senate must first pass a Legislative Order that recognizes the Residence Hall Association’s bylaws as being sufficiently aligned with the bylaws structuring co-active resolutions in the Senate.

Subsection ii.

A co-active resolution may be brought before the Senate by any member of the body for consideration, and must indicate itself as a co-active resolution in title.

Subsection iii.

Any such legislation, upon first consideration, will require two readings. The first reading must be within the Committee on Rules and Privileges and cannot be waived.

Subsection iv.

A co-active resolution may rescind former legislation of the Undergraduate Senate if the co-active resolution originates in the Senate and explicitly states the action in the original language, or if it is amended to the same end.

Subsection v.

A co-active resolution may direct individual officers of the American University Student Government to action if the co-active resolution originates in the Senate and explicitly states the action in the original language, or if it is amended by the Senate to the same end.

Subsection vi.

All other processes and procedures that determine the passage of a Bill and its first consideration on the floor of the Senate are also applicable to the passage of a co-active resolution, including required vote thresholds and amendment procedures.

Subsection vii.

Upon the passage of a co-active resolution on the floor of the Undergraduate Senate, it is provided to the Vice President of Advocacy of the Residence Hall Association within twenty-four (24) hours.

Subsection viii.

If a co-active resolution originates within the Undergraduate Senate, the President of the Student Government may only sign the resolution if the exact same language is agreed upon and passed as legislation by both the Residence Hall General Assembly and the Undergraduate Senate.

**Section 2. Origin in the Residence Hall Association**

Subsection i.

The Speaker of the Senate must first pass a Legislative Order that recognizes the Residence Hall Association’s bylaws as being sufficiently aligned with the bylaws structuring co-active resolutions in the Senate.

Subsection ii.

A co-active resolution that is passed by the Residence Hall Association General Assembly may then be brought to the Undergraduate Senate with the sponsorship of at least one (1) Senator.

Subsection iii.

After receipt of the co-active resolution from the Residence Hall Association, the Speaker has forty-eight (48) hours to notify the Senate for sponsorship. Any Senator can then assume sponsorship on a first-come, first-serve basis.

**ARTICLE V. ELECTION OF SENATE LEADERSHIP**

**Section 1.**

Under no circumstance will any election be held in secret.

**Section 2.**

The election results will be approved at the final meeting of the previous session, and the Speaker will call said meetings to adjourn sine die. The President or the President’s designee will preside over the first meeting of the new session until a Speaker has been elected via the methods outlined in the Bylaws.

**Section 3.**

The Speaker shall be chosen at the first meeting of each session. Once the Speaker has been elected and immediately thereafter sworn-in, they will become the presiding officer of the Senate.

**Section 4.**

The committee Chairs shall be chosen no sooner than the second meeting of each session. The Speaker shall designate and announce the number of standing committees prior to the election of committee Chairs. The Speaker will ask for nominations from the floor. Once a nomination is made, a second must be made. The nominee may accept or decline their nomination. When it is clear no further nominations will be made, the Senate will proceed to presentation in the order that nominations were made. As a courtesy, the Chair will ask other nominees to excuse themselves from the floor for presentation.

**Section 5.**

Nominees may present themselves for a period of four minutes with a period of questioning immediately thereafter for four minutes. Nominees may yield presentation time to questions, and all time may be extended.

**Section 6.**

When all nominees have presented themselves, they shall be asked to leave the room during a period of debate, although they are not required to do so. The Chair will recognize any member to speak on behalf of each nominee for one minute. After a member has spoken on behalf each nominee, a period of free debate will consume the duration of the debate will consume the duration of the time and may be extended indefinitely.

**Section 7.**

When debate has closed, the nominees will return to the floor, and voting by secret ballot will commence.

**ARTICLE VI. PROCEDURES IN COMMITTEE**

**Section 1.**

All undergraduate students are permitted to speak before committees in a manner recognized by the Chair of the respective committee and never during debate. All members of the Senate enjoy the right to speak and debate in any committee. Each senator, however, holds a voting position on only one standing committee.

**Section 2.**

If the elected Chairs have expressed their interest in a particular issue for their committee during their presentation to be elected, the Speaker will do everything in their power to accommodate these requests. The Speaker will also collaborate among the Chairs to finalize committee issue areas. Then, the Speaker, will solicit committee requests from the rest of the members and collaborate with the committee Chairs to create assignments. Assignments may not be appealed, but two members may switch their assignment with the Speaker’s consent.

**Section 3.**

Once in committee, a deputy Chair will be chosen as outlined in Article X, Section v of the Bylaws. Motions of No-Confidence against the Chair or deputy Chair may be entertained by the Senate and committee, respectively, as outlined in the Bylaws.

**Section 4.**

The final vote on any motion of no-confidence shall be taken by secret ballot without exception.

**Section 5.**

It is the responsibility of the committee Chair to submit all meeting records and amendments to the Clerk of the Senate by the next regularly scheduled meeting of the full Senate. The committee must document member’s attendance, business discussed, debate had, and amendments agreed to. These duties may be transferred to the committee Clerk.

**ARTICLE VII. GENERAL OPERATIONS OF THE UNDERGRADUATE SENATE**

**Section 1. Explanation of the Agenda and its Contents**

Subsection i.

The Speaker enjoys the right to format and arrange the agenda in whatever way they wish. The following sections shall be considered: Call to Order, Roll Call, Public Comment, Adoption of the Agenda, Approval of the Meeting Minutes, Reports of Officers, Report of Committees, Unfinished Business, New Business, Good of the Order, and Adjournment.

Subsection ii.

The Executives will provide a report detailing their activities as well as any new initiatives they wish to propose every two weeks. The Executives are expected to make themselves or a member of their cabinet available at every meeting for questioning.

Subsection iii.

Good of the Order will be a time during which any individual with speaking rights may address the Senate for the purpose of expressing opinions or making statements designed to improve the Senate. The Chair will create a list of speakers prior to the start of this portion of the agenda. No individual may speak for more than three minutes. The Chair enjoys the right to enforce an appropriate level of decorum during this time.

Subsection iv.

Public Comment will be a time during which any individual who does not enjoy speaking rights - any undergraduate student who has paid their activity fee, faculty, staff, alumni, etc. - may address the Senate or make a presentation to the Senate. The Chair enjoys the right to enforce an appropriate level of decorum during this time.

**Section 2. Role of the Parliamentarian in the Senate**

The Parliamentarian shall serve as the sole authority on meeting procedures, voting requirements, etc. As a non-partisan member of the Student Government, it shall be the responsibility of the Parliamentarian to ensure the Senate and its members act in accordance with the governing documents.

**Section 2. Maintenance of the Journal**

It is the responsibility of the Clerk to ensure careful records are kept of Senate meetings with attention paid to attendance, content of presentations, questioning, and debate, member’s voting records, and Senate procedure. Should there be no Clerk, the Parliamentarian can be charged with recording the minutes by the Speaker. A senator may also attest to the minutes.