****

Standing Rules of the Student Senate

Student Association of the University of Tulsa

****

Standing Rules of the Student Senate

Student Association of the University of Tulsa

1. Meetings
	1. Order of Business
		1. Call to Order
		2. Roll Call
		3. Alma Mater
		4. Approval of Minutes
		5. Report of Officers:
			1. Senate President
			2. President
			3. Secretary
			4. Treasurer
		6. Other Officers at the Discretion of the Senate President
		7. Reports of Deans and Advisors
		8. Guest Speakers
		9. Reports of Committees
		10. All Other Reports
		11. Unfinished Business
		12. New Business
		13. Discussion and Comments
		14. Adjournment
	2. Agenda
		1. An agenda shall be distributed prior to Senate. The Senate President shall create the agenda.
		2. Items on the agenda shall be assigned time limits by the Senate President. The estimated times shall be determined prior to each meeting and listed on the agenda and shall not exceed four hours.
		3. The body may vote by a simple majority to extend the allotted time. There shall be no debate on this motion.
	3. Consent Calendar
		1. If a consent calendar is proposed, it shall be distributed prior to Senate. The Senate President shall propose the consent calendar.
		2. A proposed consent calendar must be sent to all members of the Senate body a minimum of twenty-four hours before the body is to meet.
	4. Quorum
		1. Quorum shall be defined as fifty percent of the Senate body plus one.
		2. If a quorum is not present, the Senate may continue to conduct business. However, under such conditions no appointments, final passage of legislation, or other actions shall take effect unless unanimously ratified at a later time when a quorum is present. A motion may be made to reconsider any business that fails to receive unanimous ratification.
	5. Minutes
		1. Minutes shall be taken of all Senate meetings by the Secretary.
		2. Minutes of the previous meeting shall be approved by a majority vote.
		3. Minutes shall paraphrase all comments and specify the speaker on all reports, appointees, and legislation.
		4. An electronic copy of the minutes shall be available within seventy-two hours of the conclusion of the Senate meeting.
	6. Absences
		1. An absence shall be determined by any of the following:
			1. An unexcused absence to a committee meeting will count as one-half of one absence to Senate.
			2. If a senator arrives after the call to order but within thirty minutes of the appointed starting time, the absence shall be reduced to a tardy. Leaving Senate prior to adjourning shall constitute either an early departure or full absence, at the discretion of the Senate President or the Secretary. A tardy or early departure shall constitute one-half of one absence to Senate. It is the responsibility of the Senator to notify the Secretary of any late arrival or early departure.
			3. Failure to fulfill the Cabinet attendance requirement as stated in the Duties and Privileges of Senators unless appealed to and excused by the Secretary due to a recurring conflict will count as one-half of one absence to Senate.
			4. Failure to attend the parliamentary workshop and New Senator Orientation as stated in the Duties and Privileges of Senators will count as one-half of one absence to Senate
			5. Failure to fulfill the “Meet Your Senator” event attendance requirement as stated in the Duties and Privileges of Senators will count as one-half of one absence to Senate for each event missed.
		2. All absences, tardies, and early departures to or from Senate meetings may be excused at the discretion of the Senate President. The Senate President may delegate this duty to the Secretary.
		3. Excused absences for a committee meeting will be granted at the discretion of the committee chairperson.
		4. The Senate President, with the consent of the Executive Committee, may designate certain events, meetings, or other activities through which Senators may expunge unexcused absences.
		5. A senator reaching two unexcused absences in one academic year will result in a meeting with the Senate President and may result in further disciplinary action at the discretion of the Senate President.
		6. Upon a senator reaching three unexcused absences in an academic year, the Secretary shall announce the absence during his or her report.
			1. A senator having three or more unexcused absences in an academic year must request for The Impeachment Committee to be formed within one week, otherwise the senator automatically waives their right to the impeachment committee.
				1. If the senator waives their right to the impeachment committee, all responsibilities, privileges, and duties of the Senator shall be suspended and the Senate shall vote on the removal of the Senator from office at the next scheduled Senate meeting; this shall require a two-thirds majority vote. If it fails, all responsibilities, privileges, and duties of the Senator shall immediately be reinstated.
			2. If the Senator having three or more unexcused absences in an academic year requests for The Impeachment Committee to be formed, the committee shall convene, investigate, and verify the absences.
				1. If the Impeachment Committee decides by majority vote that the Senator is guilty of exceeding two absences without (a) valid excuse(s), all responsibilities, privileges, and duties pertaining to them shall immediately be suspended.
				2. A resolution detailing these findings shall be written by a member of the Impeachment Committee and electronically distributed prior to the following Senate meeting.
				3. At this meeting, during unfinished business and before any other business is considered, the Senate shall vote on the removal of the Senator from office; this shall require a two-thirds majority vote. If it fails, all responsibilities, privileges, and duties of the Senator shall immediately be reinstated.
	7. Term of Office
		1. A senator shall serve from the time of installation until their term expires.
		2. A fall term shall expire upon the completion of the fall elections the following year. A spring term shall expire upon the completion of the spring elections the following year.
	8. Speaking Privileges
		1. All officers and advisor(s) of the Student Association (SA) shall have full speaking privileges, which cannot be removed with a motion. These include:
			1. Senators
			2. Executive Officers
			3. Cabinet Members
			4. Judicial Council Justices
		2. Any person with business before Senate shall have speaking privileges during the consideration of that business at the discretion of the Senate President. This includes, but is not limited to, designated organizational representatives and appointees. Organizational representatives may not be SA Officers.
		3. Any such person with business before Senate (excluding Student Association Officers and Advisors) shall present said business at the front of the Senate chamber.
		4. If any SA officer has a conflict of interest regarding business under consideration by the Senate, they shall surrender their speaking privileges while the matter is under debate and shall abstain from any and all votes related to that business.
			1. This includes, but is not limited to, membership in an organization with business before the Senate
		5. Those without full speaking privileges may speak when called upon at the discretion of the Senate President. Alternatively, speaking privileges may be granted by a motion and majority vote of the Senate.
		6. If someone without full speaking privileges is recognized at the discretion of the Senate President, or if any speaker exceeds two minutes, a senator may object. A continuation of speaking privileges may be granted by a majority vote by the student Senate.
		7. Speaking privileges granted by a majority vote of the Senate may be removed by a motion and two-thirds vote of the Senate.
		8. During discussion and comments, any person present at the meeting shall have speaking privileges. Speaking privileges shall be signified by the passing of the gavel around the room.
	9. Recording Privileges
		1. The Secretary shall make an audio recording of all Senate meetings. Immediately following roll call, the Secretary shall announce his or her intention to record the session and then immediately do so. The Secretary shall create a separate recording when entering a closed session. The recording shall be destroyed the meeting subsequent to the approval of the minutes by Senate.
		2. Notwithstanding the preceding section, all other audio or video recordings are expressly forbidden unless Senate votes to extend recording privileges to a particular individual or organization. The vote to extend recording privileges shall require a two-thirds majority. This motion cannot be made during a closed session.
		3. Senate can make a motion to withdraw recording privileges at any time. This shall require a two-thirds majority vote.
2. Attendance, Duties, and Vacancies
	1. Duties and Privileges of Senators
		1. Senators shall have one vote each. Absent senators shall lose all voting privileges for that meeting; voting by proxy shall be prohibited.
		2. All senators are required to attend meetings of the committee to which they are assigned.
		3. Each senator shall be required to attend at least one Cabinet meeting each semester.
		4. All newly elected or appointed senators shall be required to attend a parliamentary workshop and a New Senator Orientation conducted by the Senate President within two weeks of their installation to their office.
		5. Each senator shall be required to attend at least one “Meet Your Senator” event each semester.
		6. During the New Senator Orientation, all new senators shall receive information regarding the Constitution, the Senate Standing Rules, all committee guidelines, and any other documents deemed necessary by the Senate President.
		7. No senator shall act as an organizational representative in speaking before the Senate or any other governing body of the Student Association.
		8. All senators shall behave with respect and shall exhibit integrity, honesty, and professionalism.
	2. Vacancies
		1. A vacancy shall be defined as an open Senate seat with three or more weeks before a regularly scheduled Senate election.
		2. The Senate President shall recommend students for appointment to vacant Senate seats in accordance with the Constitution.
		3. Senators who are unable to complete a full term of office shall be removed from their position upon formal announcement to Senate and their seat shall become vacant.
	3. Duties and Privileges of the Senate President
		1. The Senate President shall preside over Senate meetings and shall use Robert’s Rules of Order as a general guide. If a Senator raises objections to procedural activities, the Senate President shall default back to Robert’s Rules of Order.
		2. The Senate President shall prepare the agenda for the Senate meeting.
		3. The Senate President shall conduct a parliamentary workshop and a New Senator Orientation following Senate elections and any Senate appointments.
			1. The workshop shall include an overview of parliamentary procedure.
			2. The orientation shall include an introduction to Senate procedure. It shall also include an overview of SA as a whole and any other topic deemed necessary by the Senate President.
		4. The Senate President shall assign each senator to one of the standing committees.
		5. The Senate President shall review all legislation from a committee to be directly introduced to the floor and may use discretion in subsequently approving the introduction of that legislation.
		6. The Senate President shall oversee the creation and introduction of all Special Orders of Business.
		7. The Senate President shall assign all legislation introduced in Senate to a committee or to the Senate body as a whole and assign a number to the legislation.
			1. Assignment of bill numbers can be delegated as the Senate President sees fit.
		8. The Senate President shall recommend students for appointment to vacant Senate seats as specified in the Constitution.
		9. The Senate President shall preside over Summer Senate.
		10. The Senate President shall organize the “Meet Your Senator” events.
3. Standing Committees
	1. Duties and Privileges
		1. Each committee shall elect by a majority vote of the committee members a chairperson, a secretary, and any other committee level officers which the committee deems necessary. All committee officers must be Senators assigned to the applicable committee in order to hold their office.
			1. The chairperson shall preside over all committee meetings and inform the Senate President of all legislation to be introduced to Senate for the next Senate meeting.
			2. The secretary shall take attendance and minutes at each committee meeting; the secretary shall forward this report to the Senate President and the Secretary.
		2. All legislation introduced in Senate and all appointments shall be referred to a Senate committee.
		3. The assigned committee shall discuss the legislation or appointment; the chairperson shall report the conclusion of their discussions to Senate at the following Senate meeting.
		4. Committees shall not amend any legislation that is brought before Senate as a whole for approval only; this includes, but is not limited to the annual defining of the Residential Districts and all appointments. The committee has the right to amend all other legislation.
		5. All legislation referred to a committee shall require a simple majority in order to be submitted to Senate as a whole. All appointments must be submitted to Senate as a whole.
		6. If legislation is produced in committee and is passed by a majority of that committee, the legislation shall be distributed to Senate a minimum of twenty-four hours prior to the next Senate meeting and shall be discussed during Unfinished Business, so long as it is pertinent to that committee’s duties.
		7. All SA Officers are welcome to all Senate Standing Committee meetings as guests.
	2. Financial Appropriations Committee (FAC)
		1. FAC shall be responsible for advising Senate on appropriation concerns and legislation.
		2. Their duties shall include, but not be limited to, the following:
			1. Conduct the allocations process.
			2. Annually review the FAC Guidelines for the allocation of funding for SA chartered organizations.
			3. Keep organizations informed of the FAC Guidelines.
			4. Work with the Treasurer and SOC to insure organizations receiving SA funds have filed all necessary documents.
			5. Review all monetary bills and report their findings to Senate during the last Senate meeting of each semester.
	3. Government Operations Committee (GOC)
		1. GOC shall be responsible for advising Senate on legislation and concerns regarding the internal operations of SA.
		2. Their duties shall include, but not be limited to, the following:
			1. Interview all appointments and present recommendations to Senate regarding the appointees.
			2. Review current SA documents and present legislation to Senate in order to update and revise these documents.
			3. Review the activities of all Executive officers, Senate-confirmed Cabinet officers, and Senate committee chairpersons and submit a formal report to Senate by the last meeting of each semester.
	4. University Improvement Committee (UIC)
		1. UIC shall be responsible for advising Senate on legislation and concerns regarding student and campus life excluding student organization affairs.
		2. Their duties shall include, but not be limited to, the following:
			1. Identify and investigate areas of student and campus life that could benefit from change.
			2. Monitor the status of resolutions and non-monetary bills passed by Senate and report findings to Senate at the last Senate meeting of each semester.
	5. Student Organization Committee (SOC)
		1. SOC shall be responsible for advising Senate on legislation and concerns regarding the student organization affairs.
		2. Their duties shall include, but not be limited to, the following:
			1. Work with student organizations that wish to become SA chartered. This includes, but is not limited to, reviewing their constitutions.
			2. Maintain records of all SA chartered student organizations.
			3. Educate student organizations as to the documentation procedures and opportunities available to them through SA.
			4. Report on the results of SOC’s activities for the semester and present to Senate during the last Senate meeting of each semester.
4. Legislation
	1. Types of Legislation
		1. A “bill” shall be defined as legislation that deals with policy directives, governing documents excluding the Constitution, allocation of funds, or any other act that is directly effective on the SA, its members, its elected and appointed officers, or chartered organizations. Upon final passage of Senate and the approval of the President, a bill shall become a statute effective immediately unless otherwise specified in the bill.
		2. A “resolution” shall be defined as legislation that is a formal statement of opinion to groups, organizations, or persons outside Senate or Cabinet. The statement contained in a resolution shall be non-binding. Upon final passage of Senate and the approval of the President, a resolution shall be submitted to the University President and any other persons addressed in the legislation.
	2. Introduction of Legislation
		1. Legislation shall be submitted in electronic form to the Senate President and the Secretary prior to introduction.
		2. Legislation shall be distributed to all members present at the Senate meeting prior to introduction.
		3. Any new legislation shall be introduced during New Business.
		4. The legislation shall be read aloud and must be seconded by a Senator who is not an author or sponsor of the legislation. A motion to waive the reading of the legislation shall be granted unless there is an objection by any member of Senate.
		5. The Senate President shall refer all legislation that has been read and seconded by Senate to a Standing Committee within twenty-four hours of its introduction and assign a number to the legislation. No other officer, including the President Pro-Tempore, shall refer legislation to a committee.
	3. Introduction of Legislation from Committee
		1. Legislation may be introduced directly to the floor and discussed only if the following conditions are met:
			1. Senate has quorum.
			2. The legislation originated in a Senate Standing Committee.
			3. The legislation is pertinent to the duties of that committee.
			4. The legislation passes by a majority of the Standing Committee.
			5. The Senate President has approved the introduction of legislation directly to the floor.
			6. The legislation has been distributed to all members of Senate a minimum of twenty-four hours prior to the Senate meeting in which the legislation is to be discussed.
				1. In order to waive this requirement, the author of the legislation and the Senate President must give a report regarding the waiving of the rule. The waiving of this requirement shall then require a two-thirds majority vote.
			7. The legislation has been submitted in electronic form to the Senate President and the Secretary prior to introduction.
		2. A motion shall be made during Unfinished Business to introduce legislation from Committee. The legislation shall then be read in its entirety and must be seconded by a Senator who is not on the committee from which the legislation originates. A motion to waive the reading shall not be allowed.
		3. The Senate President shall assign a number to the legislation and refer the legislation to the Senate body as a whole.
	4. Introduction of Emergency Legislation
		1. Legislation may be introduced as an emergency only if the following conditions are met:
			1. Senate has quorum.
			2. The legislation includes a clause demonstrating the necessity for immediate consideration.
			3. The legislation has been distributed to all members of Senate present within the Senate chambers prior to introduction.
			4. The legislation has been submitted in electronic form to the Senate President and the Secretary prior to introduction.
		2. A motion shall be made during Unfinished Business to introduce emergency legislation. The legislation shall then be read in its entirety. A motion to waive the reading shall not be allowed. The legislation will then require a second made by a Senator who is not an author or sponsor of the legislation.
		3. Following a second, Senate shall move into a vote to consider the legislation. Following approval of a majority of Senate, the Senate President shall assign the legislation a number and refer the legislation to the Senate body as a whole.
	5. Introduction of Special Orders of Business
		1. Legislation may be introduced as a Special Order of Business only if the following conditions are met:
			1. Senate has quorum.
			2. The legislation falls into the category of non-traditional legislation, including for example but not limited to the approval of the annual budget and the annual approval of the Senate residential districts.
			3. The legislation has been distributed to all members of Senate present within the Senate chambers prior to introduction.
			4. The legislation has been submitted in electronic form to the Senate President and the Secretary prior to introduction.
		2. During Unfinished Business, the Special Order of Business shall be read by the President Pro Tempore. The legislation shall then be read in its entirety. A motion to waive the reading shall not be allowed. The legislation shall not require a second.
		3. The Senate President shall then assign the legislation a number and refer the legislation to the Senate body as a whole.
		4. Special Orders of Business must be addressed on the Senate floor and may not be assigned to a committee for review or amendment.
	6. Resolutions Proposing Constitutional Amendments
		1. An amendment to the Constitution shall be written as a resolution for referral to the student body in accordance with the Constitution.
		2. A resolution proposing a constitutional amendment shall list all revisions made in a clear fashion.
		3. A resolution proposing a constitutional amendment shall specify the wording of the ballot to be presented before the student body. The ballot shall include a description of the amendment and one option signifying approval and one option signifying disapproval.
		4. No resolution proposing a constitutional amendment shall be accepted as emergency legislation or introduced directly from any committee.
	7. General Formatting Notes
		1. Each bill number shall adhere to the following format:
			1. Semester (Spring/Summer/Fall) of introduction;
			2. Year of introduction;
			3. Abbreviation for assigned committee (if any);
			4. Abbreviation for type of legislation;
				1. “B” for a bill;
				2. “R” for a resolution;
				3. “SpOB” for a special order of business;
			5. A number as assigned by the Senate President.
		2. Senators shall refer to Art. 2 § 7.C. of the Constitution of the Student Association to determine whether a particular piece of legislation is better written as a bill or a resolution.
		3. The date of introduction is the date of the Senate meeting at which a piece of legislation is introduced, pursuant to Art. 4 of the Senate Standing Rules. If a Senate meeting begins before midnight but continues into the subsequent day, and a piece of legislation is introduced after midnight on that subsequent day, at the Senate President’s discretion the date of introduction may be recorded as the date on which the Senate meeting began.
		4. Authoring senators are senators who contributed substantially in drafting a piece of legislation and who agree to be named authors.
		5. The title of a piece of legislation shall reference either directly, indirectly, or humorously the legislation’s background, purpose, content, or predicted effects.
		6. One blank line shall separate each clause.
		7. Preambulatory Clauses
			1. Preambulatory clauses serve as optional clauses for the sake of providing reasoning, evidence, or other commentary on the purpose of legislation.
			2. Unlike operative clauses, preambulatory clauses in a bill shall not have force of statute and preambulatory clauses in a resolution shall not serve as a formal recommendation of the Senate.
			3. Each preambulatory clause shall begin with with a present participle phrase formatted in bold text and in capital letters. Though not mandatory, the first preambulatory clause customarily begins with “**WHEREAS**” and serves as the broadest overview of the matter under consideration.
			4. Each preambulatory clause shall end with a comma.
			5. Preambulatory clauses shall not include ellipses.
		8. Operative Clauses
			1. The first operative clause of a bill shall begin with the phrase “**BE IT ENACTED** by the Student Senate of the Student Association of The University of Tulsa that”, with the first three words formatted in bold text and in capital letters.
			2. The first operative clause of a resolution shall begin with the phrase “**BE IT RESOLVED** by the Student Senate of the Student Association of The University of Tulsa that”, with the first three words formatted in bold text and in capital letters.
			3. The Senate President shall use his or her discretion to determine the most appropriate phrasing when drafting a special order of business.
			4. Additional operative clauses, when necessary, shall begin “**BE IT FURTHER RESOLVED**” or “**BE IT FURTHER ENACTED**” and may omit the Senate’s full name.
			5. Each operative clause shall end with a semicolon, with the exception of the final operative clause, which shall end with a period.
			6. Bills that change a governing document of the Student Association shall follow the final operative clause with the full text of the affected governing document as amended. Bills that simultaneously change multiple governing documents are discouraged.
5. Senate Procedures
	1. Orders of Consideration
		1. Legislation and appointments referred by the committee for consideration by Senate shall be considered during Unfinished Business.
		2. Legislation requiring the presence of an organizational representative shall be considered before all other legislation.
		3. The order of consideration for legislation and appointments shall be determined by the Senate President and shall be indicated on the agenda.
		4. If the Senate President has proposed a consent calendar, it must come directly after all appointments and legislation that requires the presence of an organizational representative; and before the introduction of legislation not requiring the presence of an organizational representative.
		5. A motion may be made to amend the orders of consideration. The motion must be seconded. The Senate President and the author of the motion may comment on the motion at this time; no other debate shall be allowed. This motion requires a simple majority to pass.
	2. Procedure for Consideration
		1. The Senate President shall specify which legislation is up for discussion according to the agenda.
		2. If the legislation requires an organizational representative and one is not present, the legislation shall automatically be tabled.
		3. If the Senate President has proposed a consent calendar, all legislation on the consent calendar shall be voted on simultaneously without any questions or debate.
			1. Removal of Legislation
				1. The Senate President shall ask the Senate body before the vote if they wish to remove any piece of legislation on the consent calendar.
				2. If any member of the Senate body objects to any piece of legislation if shall be considered removed from the consent calendar.
				3. Removed legislation shall come to the floor immediately following the vote on the consent calendar.
		4. The chair of the committee to which the legislation was referred or a designated member of the committee appointed by the chair shall present a report detailing its vote and an explanation of the legislation, amendments, or the appointee as well as any other information deemed necessary by the committee chair. In the committee chair’s absence, another member of the committee may give this report. The committee chair, at his or her discretion, may yield this report to another member of Senate.
		5. The author of the legislation, the organizational representative, or the appointee may offer a report or explanation if they so choose of the item under consideration.
		6. The floor is then open to debate. Debate shall consist of questions followed by discussion.
			1. Questions
				1. Those with speaking privileges shall be allowed to speak at this time. Speaking order shall be round based with no one person being granted a question more than once per round. All those wishing to speak in the current round shall be allowed to do so before moving to the next round. Exceptions shall be granted by the Senate President.
				2. The Senate President shall determine to whom questions may be addressed and shall refer questions to that person.
				3. A motion to call the question cannot be made at this time.
				4. The Senate President shall announce the conclusion of questions before moving on to discussion.
			2. Discussion
				1. Those with speaking privileges shall be allowed to speak twice. Before a person may speak for the second time, any other person wishing to speak for the first time shall be allowed to do so. Once the second round of speaking privileges has begun, any persons who did not speak during the first round forfeit their right to the first round speaking privilege. Exceptions shall be granted by the Senate President without objection.
				2. If an organizational representative or appointee is present and is the subject of the business under consideration, the Senate President shall ask those persons to leave for this portion of debate and for the vote.
				3. The Senate President shall announce the conclusion of discussion before moving on to a vote.
		7. Following debate, the legislation or appointment shall be in line for a vote by Senate. A vote shall require a majority to pass and the Senate President may determine the method of voting unless stipulated otherwise by an SA governing document.
		8. Legislation that has been approved by the requisite majority of Senate shall be submitted to the President by the Secretary in accordance with the Constitution.
		9. The President shall notify Senate of a veto during his or her report. A motion may be made to appeal this veto during Unfinished Business.
		10. If at any time a motion is made to suspend the rules, the author of the motion and the Senate President may give a report or explanation regarding the suspension. This motion shall require a two-thirds majority to pass.
	3. Appointee Procedure
		1. All appointments are to be referred to GOC for an interview.
		2. Appointments shall be considered during Unfinished Business.
		3. If an appointee is not present at Senate, the appointment shall automatically be tabled.
		4. Appointees shall be considered in blocks but voted on separately. There shall be four blocks: one block for Judicial Council appointees, one block for Cabinet appointees, one block for all other presidential appointees, and one block for all vice-presidential appointees. The order of consideration for the blocks shall be determined by the Senate President and indicated on the agenda.
			1. Voting may occur in blocks with a two-thirds majority vote.
		5. The committee chair shall give a report to specify whether the committee recommends the confirmation or denial of the appointees within a block and give an explanation as to its recommendation.
		6. The person responsible for the appointment and the appointees within the block may give a report at this time.
		7. All appointment blocks shall follow the rules of debate as specified in the Procedure for Consideration. Appointment of a Chief Justice shall require a two-thirds majority vote and all other Judicial appointees shall require a majority to be approved.
		8. Following the approval of the block, the appointees within that block shall be installed in their office.
6. Impeachment
	1. Impeachment Legislation Procedures
		1. In the event that any elected or appointed Student Association official is accused of gross misfeasance, malfeasance, or nonfeasance, a resolution may be presented to create an ad hoc committee to investigate the charges called the Impeachment Committee.
		2. The legislation shall include all charges to be investigated and must be typed and distributed to all members of Senate present within the Senate chambers and the Executive Officers prior to its introduction.
		3. A motion shall be made during Unfinished Business to introduce the impeachment legislation. The legislation shall then be read in its entirety. A motion to waive the reading shall not be allowed. The legislation will then require a second made by a Senator who is not an author or sponsor of the legislation.
		4. Following a second, Senate shall move into a vote to consider the legislation. Following approval of a majority of Senate, the Senate President shall assign the legislation a number and refer the legislation to the Impeachment Committee. At this time, all responsibilities, privileges, and duties pertaining to the accused shall immediately be suspended.
		5. If the Impeachment Committee approves the legislation by a majority, the committee will present their findings to Senate during Unfinished Business before any other business is considered.
		6. The impeachment legislation shall require a roll call vote and will require a two-thirds majority vote in order to pass. Upon passage, the accused shall be removed from their position or office. If the legislation fails, all responsibilities, privileges, and duties pertaining to the accused are immediately reinstated.
		7. As stated in Section XVI in the Judicial Code document, the removal of Justices failing to attend any meeting of the Judicial Council called in accordance with Section XIV of the Judicial Code, or failing to maintain eligibility as defined by Section III of the Judicial Code and Article IV, Section 2 of the Constitution, or showing incompetence or neglect of duty may be removed by a two-thirds vote of the Student Senate, whether on its own initiative or by recommendation of the President of the Student Association.
	2. The Impeachment Committee
		1. The Impeachment Committee shall consist of the SA Advisor(s), Executive Officers, and the chairpersons of the Standing Committees. The only exception is if the accused falls in one of the above categories and thus shall be automatically removed from the committee.
		2. The committee shall investigate the charges and gather any data the committee deems necessary in an expedient fashion.
		3. The committee’s findings shall be presented before Senate at the next Senate meeting only if approved by a majority. If the legislation fails in committee, all responsibilities, privileges, and duties pertaining to the accused are immediately reinstated.
7. Summer Senate
	1. Composition
		1. Summer Senate shall consist of seven senators to be elected by Senate during the last Senate meeting of the spring semester. Three alternate senators shall also be elected at this time.
		2. The Executive Officers shall be non-voting, ex-officio members.
	2. Procedures
		1. Summer Senate shall be presided over by the Senate President. Should the Senate President be unable to fulfill this responsibility, another Executive Officer may fill this position.
		2. Summer Senate shall elect a Secretary to record the minutes of all meetings which are to be submitted to committee prior to the first Senate meeting in the fall. This Secretary shall report to Senate on the activities of Summer Senate.
		3. Summer Senate shall be responsible for addressing all relevant legislation that arises during the summer term. The committee shall have the full power of Senate during this time.
		4. Summer Senate shall meet at least four times during the summer with a quorum of five. Excused absences may be issued by the presiding officer. On the second unexcused absence, a senator shall be removed from Summer Senate and an alternate shall assume his or her place.
		5. Meetings shall be conducted in the fashion deemed most efficient by the members of Summer Senate.