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## The Student Government Association (SGA) Standing Rules of Order

Amended: April 22, 2020

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### **I. SCOPE AND PRECEDENCE**

The Standing Rules of Order shall be governed by the Constitution and Bylaws of the Maryland Student Government Association. Any rule contained herein shall be deemed null and void in either whole or part, as deemed by the judiciary, should it conflict with either of these documents.

The Modus Operandi of the Maryland Student Government Association shall be as set forth in Robert's Rules of Order, most recent revised edition (RONR). The Presiding Officer and the Legislature shall be guided by rules of parliamentary practice for legislative organizations as set forth in RONR except where they conflict with the rules contained in the Standing Rules of Order, the Constitution, or Bylaws of the University of Maryland Student Government Association. These rules shall supersede any rules contained in RONR.

### **II. ORGANIZATION AND OFFICERS**

#### **Section 1. The Presiding Officer**

##### **Subsection A. Identification**

1. The Speaker of the Legislature serves as the Presiding Officer of the Legislature.
2. In the absence of the speaker, the Speaker Pro Tempore serves as the Presiding Officer.
3. In the absence of the Speaker and the Speaker Pro Tempore, the Legislature shall select a temporary replacement through a simple majority vote.

##### **Subsection B. Prerogatives**

1. The Presiding Officer may:

- a. Address the Legislature on non-substantive matters in preference to others as they see fit.
- b. Issue requests for motions, but may not make or second motions.
- c. Determine the following with regard to individual points or motions:
  - i. Recognize them.
  - ii. Rule them Dilatory when intended to cause delay, or obstruct or thwart the will of the Legislature as clearly indicated by the existing parliamentary situation.
  - iii. Rule them Out of Order when failing to adhere to the Rules.
- d. May vote whenever their vote will affect the result.
- e. Engage in debate on any Main Question.
  - i. Should the Presiding Officer wish to debate, they must step down prior to introduction of that Main Question.
  - ii. In this case, the Speaker Pro Tempore shall serve as Presiding Officer; if the Speaker Pro Tempore also wishes to debate, the Speaker shall appoint a replacement to be confirmed by the Legislature by a simple majority vote.

**Subsection C. Order and Decorum**

- 1. The Presiding Officer shall preserve order and decorum during sessions of the Legislature.
- 2. If a Member violates any of these rules, the Presiding Officer shall call the Member to order.
  - a. Any Member of the Legislature may request the Presiding Officer do so.
  - b. The Presiding Officer may take any reasonable action necessary to compel the Member to observe the call for order.
- 3. All questions of general order and decorum shall be determined by the Presiding Officer without debate.
- 4. The Presiding Officer shall have general supervision over the Chamber and its adjacent areas while the Legislature is in session.
- 5. Non-Officers in the gallery are subject to a two strike policy for disturbances at the discretion of the Presiding Officer.

**Section 2. Legislative Staff and Other Legislative Officers**

- 1. The Speaker of the Legislature shall serve as, or appoint subject to confirmation by the legislature the Chief Clerk of the Legislature, which entails:
  - a. Setting the Legislative Calendar.
  - b. Organizing all Legislation.
  - c. Dispersing necessary meeting materials, including meeting agendas.
- 2. The Parliamentarian:
  - a. Shall advise on all questions regarding parliamentary procedure or the SGA governing documents.
  - b. May advise the Presiding Officer, and address the legislature using a point of parliamentary procedure if they see that parliamentary procedure is not being followed correctly and address the legislature using a point of parliamentary procedure if they see that parliamentary procedure is not being followed correctly
  - c. Shall serve as timekeeper for debate.
- 3. The Legislative Secretary shall be responsible for recording minutes for meetings of the Legislature.
- 4. The Presiding Officer may appoint other staff as necessary subject to confirmation by the legislature, but their authority shall not supersede that of the Presiding Officer.

### **Section 3. Definitions**

1. Members
  - a. As stated in the Constitution, all undergraduate students are considered members of the Student Government Association.
  - b. Members of any SGA Committees are general members and not entitled to the privileges given to officers.
2. Officers
  - a. Officers shall be defined as any Member holding a position other than committee members in the Student Government Association which requires an appointment, confirmation, or election to assume their role.
  - b. Officers of SGA funding eligible student groups or members of SGA Arms are not considered Officers of the SGA unless they hold another title in the SGA.
  - c. Executives are those Officers elected by the entire student body as explained in Article II of the Bylaws.
  - d. Committee Chairs
    - i. Committee chairs shall be defined as those Officers that are designated as the chair of a legislative committee in either the bylaws or a bill establishing an ad-hoc committee as further explained in the bylaws.
    - ii. Deputies shall receive the privileges of a committee chair, if the committee chair is absent from the chamber.
  - e. Representatives
    - i. Representatives are Officers that were elected to represent a certain constituency in the legislature as outlined in the Constitution and Bylaws.
3. General Body Meetings
  - a. Routine meetings of the Student Government Association whose time and place is prescribed in the Bylaws.
  - b. These meetings may also be defined as Legislative Meetings.

## **III. MEETING BUSINESS**

### **Section 1. Daily Business**

#### **Subsection A. Order of Business**

1. The order of business for a standard meeting shall be as follows:
  - a. Roll Call
  - b. Call to Order
  - c. Student Concerns and General Announcements
  - d. Approval of Minutes
  - e. Speaker's Time
  - f. Chief Financial Officer's Report
  - g. First Reading Calendar
  - h. Second Reading Calendar
  - i. Follow Up
  - j. Executive Reports
    - i. President
    - ii. Vice President
  - k. Cabinet Reports

- l. Liaison Reports
  - m. Comments for the Good of the Council
  - n. Adjournment
2. The Presiding Officer shall assume the chair every day at precisely the hour to which the Legislature is scheduled to convene and immediately commence with the order of business.
  3. The Speaker of the Legislature or Presiding Officer may alter the daily business for any given meeting as circumstances necessitate.
  4. The Chief Clerk of the Legislature shall distribute the agenda, including the daily order of business and pending Legislation, electronically to the Legislature by the beginning of each meeting.

**Subsection B. Roll Call**

1. Attendance shall be recorded electronically or in writing.

**Subsection C. Call to Order**

1. Official business of the meeting begins when the Presiding Officer calls the meeting to order.
2. Any meeting of the Legislature cannot be called to order without achieving quorum.

**Subsection D. Student Concerns and General Announcements**

1. This time is reserved for student concerns, opinions, and feedback.
  - a. Students will not be forced to or led to believe that they must publicly disclose personal identifying information about themselves in order to speak before the Legislature.
  - b. Students might be required to disclose personal identifying information to verify that they are a student to the SGA advisor or other university staff, however, this will not be shared with anyone else without the student's written permission.
2. Representatives of the Student Government Association shall not be permitted to speak during this time.
3. Any student concerns submitted electronically or in writing shall be read aloud verbatim by the Presiding Officer or the selected Representative at the request of the submitter.
  - a. This Requirement may be modified by the Presiding Officer if specific time constraints announced before the meeting would be violated.

**Subsection E. Approval of Minutes**

1. Minutes from the prior meeting shall be approved at the satisfaction of all Representatives present in the chamber.
  - a. Officers who are non-Representatives and are present in the chamber shall be allowed to propose amendments during this time.
2. Meeting minutes do not require a motion for approval, and are assumed approved if there are no pending edits.

**Subsection F. Speaker's Time**

1. Speaker's Time may routinely include the following:
  - a. Time for general remarks from the Speaker of the Legislature or Presiding Officer.
  - b. Pending appointments that require approval of the Legislature.
  - c. The Legislature hearing from guest speakers.
  - d. Discussion on polling questions and results, in conjunction with the Speaker Pro Tempore.

### **Subsection G. Chief Financial Officer's Report**

1. The Chief Financial Officer's Time shall include:
  - a. Primary Allocation Bills sponsored by the Committee on Financial Affairs.
  - b. Any budgetary appeals legislation.
  - c. Current or pending Discretionary Guideline changes.
  - d. Pending Emergency Funding Applications.
  - e. Anything else they deem pertinent to their position.

### **Subsection H. Follow Up**

1. Representatives may provide follow up on previous Legislation or any other legislative issues.
  - a. For every piece of approved legislation, follow up must be provided within four legislative meetings.
  - b. The follow up will specifically include how the action plan has been completed.
2. The Presiding Officer will entertain any questions regarding the status of Legislation or the Action Plan.

### **Subsection I. Executive, Cabinet, and Liaison Reports**

1. This time is reserved for updates from Members of the Executive Branch.
2. Updates shall include:
  - a. Information pertinent to their positions.
  - b. Upcoming events, initiatives, and Legislation.
  - c. Committee updates.

### **Subsection J. Comments for the Good of the Council**

1. Comments for the Good of the Council shall include:
  - a. Ralph Time.
  - b. Updates and announcements from Officers.
  - c. Reminders.

## **Section 2. Two Week Reading Calendar**

### **Subsection A. Intent**

1. Every piece of Legislation, in order to pass the Legislature, shall be read two different times during at least two different legislative meetings.
2. This provision may be circumvented through a suspension of the rules by the Legislature.

### **Subsection B. First Reading Calendar**

1. Legislation is introduced and considered read for the first time when it appears on First Reading Calendar.
2. Upon introduction, Legislation shall be referred by the Speaker of the Legislature to at least one legislative committee.
  - a. If the Speaker of the Legislature assigns Legislation to multiple committees, they shall designate one as the primary committee.

### **Subsection C. Second Reading Calendar**

1. Legislation is reintroduced and considered read for the second time when it appears on Second Reading Calendar.

2. Legislation on Second Reading Calendar proceeds in the following steps:
  - a. Student Concerns.
  - b. Committee Report.
  - c. Caucus Report.
  - d. Main Question.
3. Any Legislation, having achieved final passage on the Second Reading Calendar, will be dated and signed by the Speaker of the Legislature, and presented to the President for approval by the next Legislative meeting.
  - a. If the bill deals with financial allocations, it must instead be presented within 2 business days.
  - b. In extraordinary circumstances, these time limits may not apply.

#### **Subsection D. Committee Report Presentation and Consideration**

1. The process by which the Legislature considers committee reports during Second Reading Calendar is as follows:
  - a. The chair or a designated representative of the primary committee presents any amendments adopted by, and the overall opinion of the committee.
    - i. If the Legislation was referred to multiple committees, all committees shall present reports, however, the Legislature may only formally consider the report of the primary committee.
  - c. If the primary committee did not meet, attain quorum, or discuss the Legislation:
    - i. The secondary committee takes over responsibility as the primary committee, and so on.
    - ii. If there are no other committees that have reviewed the Legislation, it is assumed the report of the primary committee was to table.
  - d. A committee report may be:
    - i. Favorable.
    - ii. Favorable with amendments.
    - iii. Unfavorable.
    - iv. To table in committee.
  - e. The Legislation shall proceed to the Main Question if:
    - i. A "favorable" report is adopted by the Legislature..
    - ii. An "unfavorable" report or a report "to table in committee" is overturned by the Legislature.
2. An amendment to a piece of Legislation adopted through an approved committee report remains a part of the Legislation unless removed or altered by the Legislature.

#### **Subsection E. Caucus Report Presentation**

1. The process by which the Legislature hears caucus reports during Second Reading Calendar is as follows:
  - a. The chair or a designated representative of the caucus informs the Speaker of a desire to give a Caucus Report.
    - i. If more than one Caucus wishes to provide a caucus report, they proceed in an order determined by the Speaker.
  - b. The chair or a designated representative of the caucus presents any discussion had and the overall opinion of the caucus.

## IV. LEGISLATION

### **Section 1. Sponsorship**

1. Legislation may be sponsored by any Representative.
2. Legislation requires one sponsor to be considered; however, any Legislation may be co-sponsored by other Representatives.
3. If Legislation has multiple sponsors, the chief sponsor shall be first listed.
4. Except by amendment, no additional sponsors or co-sponsors may be added after Legislation is filed with the Speaker of the Legislature.
5. Legislation authored by SGA Executives shall be sponsored by the Speaker of the Legislature on behalf of their Administration.

### **Section 2. Submission**

1. A Representative desiring to introduce Legislation shall file the documents required with the Speaker of the Legislature by their prescribed date.
  - a. If the legislation is submitted after the deadline, the Speaker shall automatically consider the legislation submitted for the next General Body Meeting.
  - b. The Speaker of the Legislature shall announce the regular deadline publicly at the second meeting of their term as Speaker.
    - i. If changes are made to this deadline, they must be communicated at least a week in advance.
2. Legislation shall be numbered in order as they are received beginning with "F" during the fall semester or "S" during the spring semester, followed by the date of the Legislation's introduction in order of year, month, and day, followed by A, B, C, etc to designate the order in which the Legislation was received.
3. Legislation shall be classified as either an "Act" or a "Resolution."
  - a. A Resolution shall be a declarative statement, announcing a position or stance of the SGA.
  - b. An Act shall be any Legislation that calls for a formal action of the SGA and its Officers, including, but not limited to the allocation of monies, or a change in the governing documents.
4. The Speaker of the Legislature, subject to subsection 5 of this section, may refuse to accept for introduction any Legislation if and only if one of the following criteria are met:
  - a. The legislation would, in the opinions of the Speaker of the Legislature, the Speaker Pro Tempore, and the Coordinator of Recruitment & Retention, cause harm to the Student Body;
    - i. For purposes of appeals, this could be considered as a decision of the Chair.
  - b. The legislation is not crafted or written properly;
    - i. This shall mean that the legislation is illegible and/or does not conform to the standards established by the Speaker.
  - c. The legislation would violate the United States Constitution, the Maryland Constitution, Federal, State, University Policy, or Local law,
  - d. (a) through (c) shall not be construed to give the speaker the ability to "veto" legislation that they dislike or believe is outside of the scope of the SGA.
5. The Speaker of the Legislature, in accordance with subsection 4 of this section, must:
  - a. Offer to all of the bill's sponsors the reason for which the legislation was denied.
6. Following Legislation submission and review, each item shall appear in order on First Reading Calendar for the next legislative meeting.

7. An Officer shall retain the rights to tailor legislation to ensure it is as trauma-informed as possible.
  - a. This includes the ability to add content warnings to bills as deemed necessary by the Sponsor
8. A Representative shall be allowed to introduce legislation “with rights.” If legislation is submitted with rights the bill sponsor may request that:
  - a. The primary sponsor shall have two minutes during first reading to explain the background of the bill and why they felt the need to propose it.

### **Section 3. Action Plan**

1. To be eligible for legislative approval or debate, each piece of Legislation must include a written Action Plan.
2. The Action Plan should be the sponsor's intended steps should the Legislation pass, including, but not limited to:
  - a. Individuals to consult with.
  - b. Direct actions to take.
  - c. Monetary allocations.
  - d. Advertising and promotion.
3. Any amendments to an Action Plan require a majority vote.
4. The Action Plan will be approved alongside its Legislation.
5. Action Plans shall be included at the very end of Legislation.

### **Section 4. Emergency Legislation**

1. The Speaker may designate “Emergency Legislation,” if such Legislation:
  - a. Was submitted after the announced deadline for submission of Legislation.
  - b. Is on a topic which has become pertinent after the deadline, or will be a moot point by the following meeting of the Legislature.
2. Emergency Legislation may appear immediately on the Second Reading Calendar at the discretion of the Speaker of the Legislature.

### **Section 5. Budgetary Allocation Legislation**

1. Acts regarding rolling budgetary allocations for student groups are to be sponsored by the Committee on Financial Affairs and automatically included in the first position on The Chief Financial Officer’ Report.
2. Acts regarding student group budgetary appeals shall also be sponsored by the Committee on Student Groups and included subsequent to the primary allocation Legislation in the Chief Financial Officer’s Report.
3. The Chief Financial Officer shall:
  - a. Make Representatives aware of upcoming budgetary allocation Legislation.
4. The Student Groups Public Defender shall:
  - a. Provide the Speaker with notification of the student groups intending to appeal to the Legislature no later than twenty-four hours prior to the legislative meeting at which they will be discussed.

### **Section 6. Presidential Veto of Legislation**

1. The President has the right to veto any Legislation.
2. The decision to veto must be announced by the President to the Legislature within four school days or the Legislation is automatically enacted.



- a. If the President wishes to veto legislation passed at the last general body meeting of the legislative session, the president must note that objection before the meeting is adjourned.
3. When Legislation has been vetoed by the President and is returned to the Legislature:
  - a. A written objection of the President must be submitted to the Presiding Officer no later than twenty-four hours prior to the meeting at which the veto may be overturned.
  - b. The message containing the President's objections shall be read aloud by the Presiding Officer, or by the President if the President so desires.
  - c. The President shall have the right to ask or answer questions of the Legislature at this time.

### **Section 7. Active Legislation**

1. Legislation shall not be held over from one legislative year to another.
2. Legislation shall not be binding across legislative years.

## **V. POINTS AND MOTIONS**

### **Section 1. General Rules Regarding Points**

1. The right to make points is always reserved by Representatives, unless specifically otherwise noted in the Standing Rules of Order.
2. The right to make points is reserved by the following individuals in specific instances:
  - a. The Chief of Staff, in the absence of the President.
  - b. A Committee Chair, during debate on Legislation that has passed through their committee.
  - c. The Director of Student Groups, during debate on budgetary allocation and appeals Legislation.
  - d. The Student Groups Public Defender, during debate on budgetary appeals Legislation.
  - e. SGA funding-eligible student group financial officers during debate on budgetary appeals Legislation pertaining to their group.
3. A point may not:
  - a. Be made without recognition by the Presiding Officer, unless it is a query to the speaker
  - b. Interrupt a speaker unless otherwise specified.
  - c. Be inherently debatable.

### **Section 2. Types of Points**

#### **Subsection A. Point of Personal Privilege**

1. Used to:
  - a. Express a personal concern.
  - b. Respond to an offense of personal conduct, reputation, or rights.
  - c. Rectify an issue with the Chamber.
2. May be made by any person in the chamber.
3. May respectfully interrupt a speaker, if applicable.

#### **Subsection B. Point of Order**

1. Used by an Officer when they believe the Legislature or a Member is violating a rule or not following parliamentary procedure.
2. Must be made immediately after an infraction, and may interrupt a speaker if applicable.

3. Requires an explanation on the issue from the Presiding Officer and rectification if it is determined an infraction occurred.
4. A Representative, unsatisfied with the Presiding Officer's response, may appeal the decision according to Article IX of these Standing Rules.

#### **Subsection C. Point of Parliamentary Procedure**

1. Used when a Representative is unsure of proper parliamentary procedure, or seeking a recommendation on how to proceed under proper procedure.
2. Requires a response from the Presiding Officer.

#### **Subsection D. Point of Information**

1. Used by an Officer seeking to obtain a piece of factual information.
  - a. The President may make points of information during debate.
  - b. Representatives may make points of information at any time.
  - c. Other Officers may not make points of information during debate.
2. Is directed through the Presiding Officer to a Member capable of responding with the correct information.
3. In the case of budgetary appeals Legislation, the Presiding Officer may direct factual questions to student group representatives.

#### **Subsection E. Point of Clarification**

1. Used by an Officer to clarify a factually incorrect statement.

#### **Subsection F. Query to the Speaker**

1. Used by a Representative intent on asking a question to a Representative currently holding the floor during debate.
2. Recognized or answered at the discretion of the OfficerMember holding the floor.
3. If a Member infuses opinion into a Query's answer, time will be deducted from that Floor.

### **Section 3. General Rules Regarding Motions**

1. The right to propose motions is always reserved by Representatives.
2. Representatives may not propose motions:
  - a. During debate unless they are holding the floor, except when specified otherwise in these Rules.
  - b. Without being recognized by the Presiding Officer.
  - c. During the voting phase of any question.
3. Motions "in the hands of the Legislature":
  - a. A motion is in the hands of the Legislature if one of the following is true:
    - i. It has been recognized by the Presiding Officer and received a second from an equally entitled Representative.
    - ii. It is Legislation, having been introduced by the Presiding Officer during Second Reading Calendar or the Chief Financial Officer during the Chief Financial Officer's Report.
  - b. Terminology:
    - i. A "Main Motion" is a motion that does not supplement any other motion.
    - ii. A "Subsidiary Motion" is a motion that supplements another motion.
    - iii. A "Previous Motion" is a motion that has an immediate Subsidiary Motion.
    - iv. A "question" is any motion in the hands of the Legislature.

- v. A "Procedural Question" is a question that impacts the status of procedure, debate, or the order of business of the Legislature.
- vi. A "Substantive Question" is a question that impacts the composition or opinion of the SGA.
- c. A motion is no longer in the hands of the Legislature if the question has been permanently or temporarily resolved.
- 4. A motion shall be considered "in possession of the Legislature" as long as all of the following are true:
  - a. If it is a Subsidiary Motion, the Previous Question has not been resolved.
  - b. No contradictory question has arisen.
  - c. The meeting has not been adjourned.
- 5. A motion may be withdrawn by its sponsor at any time prior to voting on the question.
- 6. A Main Motion having been vetoed may not be subjected to any Subsidiary Motions.

## **Section 4. Procedural Motions**

### **Subsection A. Motion to Adjourn**

1. A motion to adjourn may not be moved while any question is in the hands of the Legislature.
2. Must, in the opinion of the Presiding Officer, respect the Legislative Calendar.
3. Cannot be moved if legislation to allocate money to student groups has not been voted on

### **Subsection B. Motion to Call the Question**

1. A motion to call the question:
  - a. If adopted, ends any debate and immediately brings the Legislature to a vote on the called question.
  - b. Is only in order if the Floor from which the motion was moved has elapsed less time than the opposing Floor.
  - c. Requires a two-thirds majority vote of Representatives present to pass.

### **Subsection C. Motion to Commit**

1. A motion to commit:
  - a. Must specify (a) new committee(s) to review the Legislation.
  - b. When successful, sends the Legislation to the new committee, thus removing it from the hands of the Legislature until it is reintroduced on Second Reading Calendar

### **Subsection D. Motion to Divide the Question**

1. A motion to divide the question:
  - a. Can be moved on any question that contains more than one independent substantive proposition.
  - b. Must include specific items to be divided.
  - c. May not divide perambulatory clauses up, or out of a Main Question.
  - d. Requires six Representatives in favor to pass.
  - e. Does not require that the Representative moving the motion be holding the floor during debate.
  - f. Can be moved in response to a motion to call the question.
2. Upon a successful motion:
  - a. The question shall be considered divided, and each proposition shall be voted on separately.

- b. Debate constraints shall remain the same as they were before the division.

**Subsection E. Motion to Extend or Limit Debate**

1. A motion to extend or limit debate:
  - a. Must affect both Floors equivalently.
  - b. Requires a two-thirds majority vote to pass.

**Subsection F. Motion to Recess**

1. A motion to recess:
  - a. Requires a specific length of time for the Legislature to recess.
  - b. May be moved by any elected or confirmed Officer during a debate which they feel is unsafe.
    - i. Unsafe may refer to dangers to any members' physical and/or mental health.

**Subsection G. Motion to Recommit**

1. A motion to recommit:
  - a. Must specify which committee(s) the Legislation would be recommitted to, and in what order if multiple.
  - b. When successful, returns the Legislation to the committee(s), thus removing it from the hands of the Legislature until it is reintroduced on Second Reading Calendar or Chief Financial Officer's Time.

**Subsection H. Motion to Reorder Business**

1. A motion to reorder business must specify the item(s) to be moved and the end location.
2. A motion to shift Legislation from First Reading Calendar to Second Reading Calendar is considered a suspension of the rules and requires a two-thirds majority to pass.
3. No motion to reorder business may return any Legislation from Second Reading Calendar to First Reading Calendar.
4. No motion to reorder business can stop budgetary appeals or primary allocations legislation from being the first piece(s) of legislation considered by the legislature during a general body meeting.

**Subsection I. Motions to Table**

1. Motions to table take one of two forms:
  - a. Motion to table for a certain period of time.
  - b. Motion to table indefinitely.
2. Upon a successful motion to table for a certain period of time:
  - a. The Legislation shall return to the hands of the Legislature at the conclusion of the designated time period.
3. Upon a successful motion to table indefinitely:
  - b. The Legislation may not be taken up again during that meeting.
  - c. If the Legislation was tabled in the Legislature:
    - i. The Presiding Officer shall remind the Legislature during all subsequent meetings for which the Legislation is active that the Legislation remains on the table.
    - ii. The Legislation may only be returned to the hands of the Legislature with a successful "Motion to remove from the table."

**Section 5. Substantive Motions**

### **Subsection A. Motions to Amend**

1. Non-amendable questions include:
  - a. All non-debatable motions.
  - b. Motions to confirm.
  - c. Appeals of decisions of the Presiding Officer.
  - d. Motions to reconsider.
2. Subsidiary Motions cannot extend beyond two levels.

### **Subsection B. Motion to Censure**

1. A Member may be censured by the Legislature for violating any governing documents or for otherwise bringing harm or disrespect to the University of Maryland Student Government Association or any Member thereof.
2. Requires a two-thirds majority vote of those present in the Chamber to pass.
3. The motion to censure may not be:
  - a. Reconsidered.
  - b. Offered when any other question is in the hands of the Legislature.
4. A Member, having been censured, shall lose the right to hold the floor or offer points or motions for the remainder of that legislative meeting.

### **Subsection C. Motions on Reports**

1. Upon hearing a report regarding legislative review by a committee, one of the following motions can be made:
  - a. To approve the report.
    - i. A motion to approve a positive report shall add all amendments made by the committee to the legislation, and bring the legislation to table.
      1. If the Legislature wishes to consider the report without any amendments made by the committee, there must be a motion to amend and approve.
  - b. A motion to approve a “negative” committee report shall mean the legislation fails to pass.
  - c. To overturn the report.
    - i. Requires a two-thirds majority vote to pass.
    - ii. Cannot be made on a "favorable" committee report.
    - iii. Should the motion fail, the committee report shall automatically be considered approved.
      1. This would mean that the legislation shall fail.
  - d. To amend and approve the report.
    - i. Requires a two-thirds majority vote to pass.
    - ii. The only aspects of the report that may be amended are amendments made by the committee.
    - iii. Should the motion fail, the Legislation shall be automatically considered recommitted.

### **Subsection D. Motions to Confirm**

1. Motions to confirm may take one of three forms:
  - a. Motion to confirm/reject an appointment.
  - b. Motion to confirm/reject financial matters.

- i. Financial matters that may be confirmed/rejected include discretionary guidelines, Group Help applications, and Co-sponsorship Grants.
  - c. Motion to confirm/reject MOUs.
- 2. Confirmation requires a two-thirds majority vote to pass, and therefore rejection requires more than one-third of all Representatives.
  - a. Confirmations of new discretionary guidelines shall require a simple majority vote of those present and voting.
- 3. One motion shall be sufficient to determine the outcome--a failed motion to confirm shall be considered rejection, and a failed motion to reject shall be considered confirmation.

#### **Subsection E. Pending Legislation**

- 1. Pending Legislation does not require a motion or second for introduction, but is still considered a Main Motion.
- 2. Legislation shall proceed directly to a vote without objection by the Legislature, or debate with objection.

### **Section 6. Other Motions**

#### **Subsection A. Motion to Reconsider**

- 1. A motion to reconsider the vote on a question is in order only if:
  - a. The question was in the hands of the Legislature during the same Legislative meeting.
  - b. The motion is made by a Representative who voted on the prevailing side of the original question.
  - c. In the event that the motion pertains to a Main Question, no other Main Motions are currently in the hands of the Legislature.
  - d. In the event that the motion pertains to a Subsidiary Question, no other Subsidiary Motions are currently in the hands of the Legislature.
- 2. A motion to reconsider:
  - a. Is debatable only if the question itself is debatable, in which case the debate may extend to the limits of the original question.
  - b. May not be reconsidered.
  - c. Does not require that the Member making the motion be holding the floor during debate.
- 3. If adopted, the reconsidered question shall return to the hands of the Legislature.

#### **Subsection B. Motion to Move to a Committee of the Whole**

- 1. A motion to move to a committee of the whole shall require:
  - a. Five legislators to support the motion for it to be considered.
  - b. A question to be in the possession of the legislature.
  - c. A two-thirds affirmative vote.
- 2. The motion must contain the following:
  - a. Which officer shall chair the Committee of the Whole.
  - b. Which members shall hold voting privileges in the Committee of the Whole.
  - c. What question(s) shall be addressed during the Committee of the Whole.
- 3. The Committee of the Whole may:
  - a. Issue a report to the legislature at the conclusion of the committee's meeting.
  - b. Be used to forgo parliamentary procedure on debate of a specific topic.
- 4. The Committee of the Whole may not:
  - a. Consider a question not at the hands of the legislature.

- b. Make anything other than recommendations and reports to the legislature.
  - c. Single out specific representatives to not receive voting rights, unless they have been censured.
5. Other provisions within this motion may be necessary as stipulated by RONR.

## VI. DEBATE

### **Section 1. Debate Terminology**

1. There are two Floors in debate:
  - a. The Affirmative Floor.
  - b. The Negative Floor.
2. "Equally divided in open debate" refers to the designated period for discussion on a given question, equally divided between Floors, in which Representatives are recognized by the Presiding Officer to debate.
3. A Member is said to be "holding the floor" if they are in charge of the time for one of the Floors during debate.
4. A Member holding the floor may:
  - a. Yield time to another Member with the ability to debate.
  - b. Reserve the balance of their Floor's time.
  - c. Yield all remaining time back to the Presiding Officer.

### **Section 2. General Rules for Debate**

1. Debate occurs on any question if:
  - a. The question is debatable.
  - b. There is a Representative objecting to that question.
2. The right to debate is always reserved by:
  - a. Representatives.
  - b. The President.
3. The right to debate is reserved by the following individuals in specific instances:
  - a. The Chief of Staff, in the absence of the President.
  - b. A Committee Chair or Vice-Chair, during debate on Legislation that has passed through their committee.
  - c. The Director of Student Groups, during debate on budgetary allocation and appeals Legislation.
  - d. The Student Groups Public Defender and Chief Financial Officer, during debate on budgetary appeals Legislation.
  - e. The president or treasurer of an SGA funding eligible student group which is mentioned by name in the legislation in the hands of the legislature
4. The right to hold the floor is reserved by:
  - a. Representatives.
  - b. The President, only during debate on a bill submitted on behalf of the Administration.
  - c. The Chief Financial Officer during budgetary appeals legislation.
  - d. The Student Groups Public Defender, during debate on budgetary appeals Legislation.
    - i. The Student Groups Public Defender reserves the right of first refusal to hold the Affirmative Floor for such Legislation.
  - e. The president or treasurer of an SGA funding eligible student group which is mentioned by name in the legislation in the hands of the legislature.

5. If two or more Members seek recognition at the same time, the Presiding Officer shall determine whom to recognize.
6. The Affirmative Floor reserves the right to speak first during debate.
7. The individual holding the Affirmative or Negative floor may yield debate time to themselves, other representatives, or other authorized Officers at their discretion.
  - a. If the individual holding the Affirmative or Negative floor wishes to yield time, they must specify the amount of time to be yielded and the recipient of the time (ex. "I yield 5 minutes to the Off-Campus Neighboring Representative.")
  - b. Individuals may yield the floor without specifying a time limit by yielding "as much time as they may consume" (ex. "I yield as much time as they may consume to the Off-Campus Neighboring Representative").
  - c. The individual holding the Affirmative or Negative floor may at any time and at their discretion regain the floor from the Officer to whom they have yielded by saying "reclaiming my time."
8. No Member may:
  - a. Hold private conversation while the Presiding Officer is addressing the Legislature, or in a manner disruptive to debate.
  - b. Speak during debate upon a subject other than the question under debate.
  - c. Speak during debate in a manner that a reasonable person would find objectionable.
  - d. Make personal references about other Members or maliciously refer to them by names or non-preferred pronouns.
  - e. Hold the floor in opposition to a motion they have sponsored.
9. No Member, without leave from the Presiding Officer, may:
  - a. Debate against the position of the Floor they are speaking on.
  - b. Walk across the Chamber while the Presiding Officer is addressing the Legislature.
  - c. Address the Legislature from the front of the Chamber.
  - d. Address the Legislature for more than ten consecutive minutes.
  - e. Yield time to a Member who has already spoken on a question unless all members wishing to speak on the same side of that question have done so.
10. Members may read from papers during debate provided that appropriate citation is made by the Member if sources other than the original words of the Member are used.

### **Section 3. Debate on Legislation**

1. Debate on Legislation is limited to one hour equally divided in open debate.
2. Time used in the debate on any question other than a Main Question shall not count against the time limits of that Main Question.

### **Section 4. Debate on Amendments**

1. Amendments to Legislation shall be clearly and specifically written, and submitted prior to their introduction.
2. Debate on amendments and amendments thereto is limited to:
  - a. Twenty minutes equally divided in open debate for Legislation.
  - b. Four minutes equally divided in open debate for all other amendable questions.
3. Amendments must be germane to the subject matter and intent of the Previous Question.
4. Technical amendments--amendments to spelling or grammar--shall be automatically accepted at the discretion of the Presiding Officer and the question's sponsor.

### **Section 5. Debate on Overturning a Veto**



1. At the beginning of Second Reading Calendar of the meeting of the Legislature following a President's veto, the Presiding Officer shall ask the question: "Does the Body object to the President's veto?"
  - a. One objection shall lead the Body to reconsider the vetoed Legislation for a period of no more than thirty minutes equally divided in open debate.
2. Overturning a President's veto requires a two-thirds vote of all Representatives present.

#### **Section 6. Debate on Other Questions**

1. Debate on the following questions is limited to ten minutes equally divided in open debate:
  - a. Appeal of a decision made by the Presiding Officer
  - b. Censure
  - c. Committing or re-committing Legislation
  - d. Confirming appointments, financial matters, or MOUs
  - e. Reordering business
  - f. Reports
  - g. Tabling for any length of time or removing from the table
2. There is no debate on the following questions:
  - a. Adjournment or recess.
  - b. Calling the question.
  - c. Debate constraints.
  - d. Dividing the question.
  - e. Manner of voting

### **VII. VOTING**

#### **Section 1. General Voting Rules**

1. The right to vote on questions is reserved solely by Representatives.
2. Any question, unless specified otherwise in these Rules, shall be determined by a simple majority vote of the Legislature.
3. Motions in the hands of the Legislature to which there are no objections are assumed to pass.
4. Abstentions from voting are permitted for Substantive Questions, but not Procedural Questions.
5. During any voting phase, Representatives may:
  - a. Change their votes, so long as the results have not been reported.
  - b. Express a desire to vote "With Rights," permitting them to explain their vote for no longer than one minute.
6. The Presiding Officer:
  - c. Shall ensure that quorum is present in order to conduct voting.
  - d. Shall ensure that all Representatives present during voting procedure cast a vote.
  - e. Shall ensure that Representatives shall refrain from voting if:
    - i. Their voting privileges have been suspended
    - ii. They have not gone through proper SGA finance training, if applicable to the question under consideration.
  - f. May ask Representatives absent from the Chamber to refrain from voting if absent for an extended period of time.
  - g. May not advise legislators not to abstain, except in the case of procedural motions.

#### **Section 2. Proxy Voting**

1. Representatives may cast a vote via proxy at the leave of the Presiding Officer.
2. The following rules apply to proxy votes:
  - a. Proxy votes do not count toward quorum or attendance requirements.
  - b. Representatives intending to proxy their vote must provide written or electronic notice to the Presiding Officer prior to the start of the applicable General Body Meeting that shall contain the following:
    - i. The name and signature of the Representative.
    - ii. The voting intentions of the Representative.
  - c. Proxy votes shall only count for as long as the question remains unaltered.
  - d. Proxy votes will not be granted for:
    - i. Procedural Questions.
    - ii. Hypothetical questions.

### **Section 3. Manner of Voting**

1. Voting shall be decided upon via yeas and nays, either submitted electronically, in writing, or by a hand vote.
2. Voting may also be conducted in the following fashions:
  - a. Via a motion for a roll call vote prior to the yeas and nays.
    - i. Must be seconded.
    - ii. Requires five total votes from the Legislature to pass.
  - b. Via a motion for private voting prior to the yeas and nays.
    - i. Must be seconded
    - ii. Requires five total votes from the Legislature to pass
    - iii. Private voting should be conducted in a manner where the legislator's vote is confidential to all but the Presiding Officer and the Legislative Secretary.
  - c. Via a motion for an electronic vote prior to the yeas and nays.
    - i. Must be seconded.
    - ii. Requires five total votes from the Legislature to pass.
    - iii. Shall not be construed to remove a Representative's right to submit a written vote should the option be possible.

### **Section 4. Records**

1. The Chief Clerk of the Legislature shall maintain an accurate record of the Legislature's proceedings including the title of every piece of Legislation introduced and every question or motion put before the Legislature, including the vote and outcome.
2. The Parliamentarian shall be responsible for maintaining all electronic voting records.
3. All voting records, except for closed meetings, are public.

## **VIII. ATTENDANCE AND QUORUM**

### **Section 1. Terminology**

1. A Representative is said to be absent from the Session if they have yet to arrive, or have left early at the leave of the Presiding Officer.
2. A Representative is said to be absent from the Chamber if they are not presently in the meeting room but are considered in attendance.

### **Section 2. Quorum**

1. Quorum shall be set at one more than half of all current Representatives in the SGA who maintain voting privileges at the time quorum is called.
2. Any Representative may suggest the absence of quorum at any time through a Point of Parliamentary Inquiry.
  - a. The Presiding Officer shall then order a call of the Legislature to ascertain if a quorum is present.
  - b. Any Representatives who are absent from the Chamber, but not absent from the Session shall report to the Chamber.

### **Section 3. Leave of Attendance for Committees**

1. Without leave of the Presiding Officer, no committee shall hold a session during a legislative meeting.

## **IX. APPEALING THE DECISION OF THE CHAIR**

### **Section 1. Scope**

1. Any decision made by the Speaker as Presiding Officer may be appealed by the Legislature following the process outlined below. This may include but is not limited to:
  - a. Rejecting Bills
  - b. Designating Legislation as “Emergency Legislation”
  - c. Interpretation of Parliamentary Procedure
  - d. Altering the Daily Business

### **Section 2. Appealing the Decision of the Chair**

1. A decision of the Chair may be appealed at any time by any Representative who is supported by at least three other representatives.
2. During the determination of an appeal, the Presiding Officer shall relinquish the chair and shall take a place on the floor of the Chamber.
3. An appeal is debatable if the decision appealed was made from a question which was itself debatable.
  - a. Debate is restricted to the decision of the Presiding Officer and may not extend to the question in the hands of the Legislature.
  - b. No Member may speak for more than two minutes consecutively.
  - c. Prior to either Floor yielding time, the Parliamentarian shall be allowed to make a statement relating to the interpretation of the Rule in question.
4. The appeal may not be reconsidered.
5. A simple majority vote shall overturn the ruling of the Presiding Officer.