



SENATE OPERATING PROCEDURES

ARTICLE I. NAME

Section 1. The name of this organization shall be the Student Government Association Senate.

ARTICLE II. PURPOSE

Section 1. The Student Government Association Senate shall act as a voice for students in a manner consistent with the purpose and mission of the Constitution. The Senate was established to advocate for and represent the undergraduate student body. This includes but is not limited to, representing the student body on standing committees, faculty committees, and legislative processes. Senate shall be the active body by which the rights of students are upheld and evaluated. (For a list of areas of responsibilities, see Article IV, Section 3 of the SGA Constitution.)

Section 2. The Senate shall have the following powers and duties:

- A.** To enact legislation necessary and proper for the welfare of the SGA, in accordance with all governing documents of SGA;
- B.** To appropriate all monies and require an accounting of the funds received by and appropriate from SGA accounts during the current fiscal year;
- C.** To establish the By-Laws, the Election Code, the Allocations procedures, and Senate policies for the conduct of its business;
- D.** To establish standing or ad hoc committees;
- E.** To ensure that members of the Executive Council are eligible to hold office and are fulfilling their roles and responsibilities.

Section 3. The Senate shall be responsible for:

- A.** Serving as the primary forum through which student concerns are addressed;
- B.** Acting as the voice of the undergraduate students to the Executive Council and University administration;
- C.** Maintaining that actions of the Senate are governed by Robert's Rules of Order, revised.

Section 2. A Student Government Association Senator is expected to:

- F.** Attend all regularly scheduled SGA meetings;
 - i.** Scheduled SGA meetings include, but are not limited to, regularly scheduled Senate meetings and Senate committee meetings.
 - ii.** Regularly scheduled Senate meetings will take place from 1:00 pm to 3:00 pm on Fridays during the academic year.

- iii. The first meeting of the Senate shall be held during the last week of April.
 - iv. Failure to attend a scheduled Senate meeting will result in one (1) absence.
- G. Attend all scheduled SGA events;
 - i. Scheduled SGA events include, but are not limited to, town halls, retreats, and assigned SGA events deemed by the Council.
 - ii. Failure to attend a scheduled SGA event will result in one (1) absence.
- H. Serve on at least one assigned Senate internal committee;
 - i. Senate committees include University and Academic Affairs, Allocations, Community Outreach, and Diversity Affairs.
 - ii. The Speaker of the Senate is not required to serve on a Senate committee.
 - iii. Senator appointment must pass with a majority vote of the Senate.
 - iv. Failure to attend a Senate committee meeting will result in one (1) absence.
- I. Serve on at least one assigned external committee or advisory group;
 - i. Outside appointments may be classified as any regularly scheduled meeting with a campus department or office deemed appropriate by the Vice President.
- J. Maintain one (1) regularly scheduled tabling hour per week during an academic day between the hours of 8:00 am and 5:00 pm;
 - i. All tabling hours must be held on-campus in the Argyros Forum Student Union Collaboration Cubes or the Attallah Piazza.
 - 1. Senators representing colleges at a further length from the center of campus (i.e. Dodge College, Crean College, College of Performing Arts) may hold tabling hours at their respective colleges.
 - ii. No tabling hours shall be held in AF303 unless explicit administrative work is required, as deemed appropriate by the Vice President.
 - iii. Senators should be actively working on initiatives or talking to constituents during tabling hours.
 - iv. Tabling hours shall be held at a consistent time week-to-week. These hours must be reported by the second week of each semester and posted to the SGA website immediately thereafter.
 - v. If a Senator is unable to hold their regularly scheduled tabling hour and wishes to reschedule, they must communicate the time and location of their rescheduled tabling hour with the Vice President via email at least forty-eight (48) business hours in advance, unless extenuating circumstances occur.
 - 1. Failure to notify the Vice President of a rescheduled time and location in a timely manner will result in a half (1/2) absence.
 - 2. The rescheduled time must take place within the same academic week.

- vi. Senators are required to be in the SGA polo or t-shirt and name badge during all tabling hours.
- vii. All tabling hours should be held at a table with the SGA tablecloth and any available SGA promotional and/or informational materials available on the table. If tabling hours are served in the Attallah Piazza, the SGA tent may be used.
- viii. Failure to attend a tabling hour will result in one (1) full absence.
- K. Become familiar with Parliamentary Procedure;
- L. Become familiar with past Associated Students and Student Government Association legislation;
- M. Every Senator is required to address a line of advocacy work relevant to their constituency and show documents progress throughout the semester;
- N. Become familiar with campus clubs and organizations to equitably allocate the SGA annual budget;
- O. Voice any internal or external concerns regarding the Senate to the Vice President; in turn Vice President to the entire Senate, or party in question;
- P. Submit monthly advocacy progress reports to the Vice President, the final report being a transition report;
 - i. Monthly reports will be submitted on the final Friday of each month.
 - ii. The transition report will be submitted at the final Friday meeting of the Spring semester.
 - iii. Senators who leave before the end of the term will be required to submit their transition report in order for their resignation to be valid.
 - iv. Failure to submit any of these reports on time will result in a half (1/2) absence.
- Q. Maintain a professional appearance at all scheduled SGA meetings, SGA events, outside appointments, and University town halls;
 - i. Senate polo must be worn with the insignia visible.
 - ii. Pants should be clean and have no holes. Skirts should be of an appropriate length. Shorts cannot be worn to meetings.
 - iii. In the event that a senate polo cannot be worn, the Senator shall attend in business casual attire, but will still incur a half (1/2) absence.
 - iv. Failure to wear your senate polo to scheduled SGA meetings, scheduled SGA events, Faculty Senate committee or outside appointments, or University town halls will result in a half (1/2) absence.
- R. Maintain a cumulative grade point average (GPA) of 2.75 and comply with the Student Conduct Code throughout the term;
- S. Maintain a good attendance record for all regularly scheduled SGA meetings, scheduled SGA events, and weekly tabling hours. Senators will be allowed a total of three (3) unexcused absences for each semester.
 - i. Unexcused absences include but are not limited to, work, class, homework, or regular sports practices. Excused absences include but are not limited to, prearranged school activities, emergencies, or

extreme sickness. Any questionable absences or tardies will be left to the discretion of the Vice President.

1. One must contact the Vice President and Speaker of the Senate regarding the absence twenty-four (24) hours prior to the meeting for the absence to be excused unless it is an emergency.
 - ii. Tardiness or leaving early from any SGA commitment will count as a half (1/2) point absence.
 1. A Senator will be considered late if they arrive after roll call. Three tardies equate to one absence. Leaving early before the meeting adjournment will be considered as leaving early.
 2. Any tardiness greater than 40% of the total meeting time will be counted as an absence.
 - iii. Any Senator with a total of three (3) unexcused absences will be subject to an infraction. At this point, an infraction will automatically be placed on the agenda and brought up for discussion during new business.
 1. At that time, the Senate can discuss the merit of the Senator's absences and will receive a censure with a majority vote of the Senate.
 - iv. Any Senator exceeding zero (0) absences following the infraction will be subject to removal from their position or impeachment from office. At this point, an impeachment proceeding will automatically be placed on the agenda and brought up for discussion during new business.
 - T. Have other responsibilities consistent with the provisions of this Senate Operating Procedures, as well as other legislation pertaining to the Student Government Association Senate;

Section 3. The Student Government Association Speaker of the Senate is expected to:

- A. Fulfill all of the duties listed above of a Student Government Senator in such a manner that he/she/they serves as a role model for fellow Senators;
- B. To call and preside over sessions of the Senate and be responsible for the content of the Senate agenda at each session;
- C. Serve as Parliamentarian of the Senate, should any questions of parliamentary procedure arise;
- D. To act as a liaison between Senate and the SGA Executive Council. This shall include being responsible for notifying, in writing, the Senate and the Student Government Association Executive Council, within a reasonable time, of all Senate sessions and emergency meetings.
 - i. Provide an agenda to the Student Government Executive Council twenty-four (24) hours prior to any emergency meeting.
- E. Have other responsibilities consistent with the provisions of the Senate Operating Procedures, as well as other legislation pertaining to the Student Government Senate.

Section 4. A Student Government Association Senate Committee Chairperson is expected to:

- A.** Hold weekly committee meetings;
 - i.** Meetings shall be held at the same time every week in person on the Orange campus during the academic year. The Vice President must be aware of this meeting time.
 - 1.** If the committee chair would like to request that the meeting location be temporarily changed, including virtual, they must receive unanimous approval from all committee members.
 - ii.** Committees must meet starting the first week of the semester. Attendance for committees will begin being recorded the first week of the semester.
 - iii.** After the second Friday of each semester, the meeting times cannot be changed without unanimous approval from the committee members.
 - iv.** If the meeting time or location is temporarily changed to accommodate the committee chair's schedule without unanimous approval from committee members, then the chair will receive a half ($\frac{1}{2}$) absence.
 - v.** Committee members who are unable to attend because of a temporary change in meeting time shall be allowed to submit their updates to the committee via email without receiving an absence.
- B.** Email weekly minutes to the Vice President and the Director of Public Relations, or their designee(s) prior to the next Senate meeting. This report shall include but is not limited to:
 - i.** Roll call
 - ii.** Meeting start/end time
 - iii.** Senator updates include but are not limited to, identified student issues, information collected, scheduled meetings, and proposed solutions
 - iv.** Additional significant items discussed
- C.** Present a weekly committee report during regularly scheduled Senate meetings, discussing goals and progress of committee initiatives;
- D.** Be responsible for monitoring Senators in their committee;
 - i.** If a Senator is not meeting outlined committee responsibilities, their Chairperson is responsible for bringing up this issue for discussion during Chairperson meetings and/or the new business of regularly scheduled Senate meetings.
- E.** Oversee the creation of a semester report of the committee's progress and accomplishments.
- F.** Have other responsibilities consistent with the provisions of this Senate Operating Procedure, as well as other legislation pertaining to the Student Government Association Senate.

ARTICLE III. AGENDAS

Section 1. In accordance with Robert's Rules of Order, the format for the Senate agendas shall be the following:

- A. Call to Order (Speaker of Senate begins the meeting)
- B. Roll Call
- C. Approval of the Agenda (additions, deletions, and corrections)
- D. Approval of the Minutes (additions, deletions, and corrections)
- E. Recognition of Guest (If a guest is planning on presenting for longer than thirty minutes, the Speaker of the Senate will provide approval of the length of the presentation prior to the meeting, and the speech shall be added to the agenda).
- F. Public Forum (short presentation, five-minute question and answer session).
- G. Committee Reports
 - i. Internal Committees
 - ii. External Committees
- H. Report of Officers (Executive Council members)
- I. Old Business (business not previously completed)
- J. New Business (business not previously discussed)
- K. Open Forum
- L. Announcements (upcoming events)
- M. Adjournment (Speaker of Senate adjourns the meeting)

Section 2. All the agenda items must be cleared with the Speaker of the Senate prior to placement as an order of business (a weekly deadline must be scheduled and adhered to by all members of the Chapman community). All requests must be emailed to the Speaker of the Senate twenty-four (24) hours before the regularly scheduled Senate meeting.

Section 3. Copies of the agenda shall be distributed to the Senators, the Executive Council, the SGA Advisor(s), and others upon request.

ARTICLE IV: MINUTES

Section 1. In accordance with Robert's Rules of Order, the format of the Senate minutes shall follow that of the Senate agenda.

Section 2. The minutes shall be typed and distributed at, or before, the following Friday senate meeting. Minutes from special and/or emergency meetings must be distributed at, or before, the following meeting.

Section 3. The minutes shall include the time the meeting was called to order, members present, and members absent, whether excused or unexcused.

Section 4. Senate meeting minutes shall be sent to the Director of Public Relations and posted on the SGA website within three (3) academic days of the scheduled meeting. The guidelines for Senate minutes are listed in Article II.

- A.** Committee meeting minutes shall be sent to the Director of Public Relations within two (2) academic days of the following Senate meeting.
- B.** Censures must be signed and sent to the President within two (2) academic days of the scheduled Senate meeting. The signed censure shall then be sent to the Director of Public Relations within three (3) academic days of the scheduled Senate meeting to be posted on the SGA website.
- C.** Legislation including but not limited to, resolutions, statements, or operating document amendments must be signed and sent to the President within two (2) academic days of the scheduled Senate meeting. The signed legislation shall be sent to the Director of Public Relations within seven (7) academic days of the scheduled Senate meeting to be posted on the SGA website.
- D.** Committee semester reports shall be made available on the SGA website by the end of the semester.

ARTICLE V. AMENDMENTS

Section 1. The SGA Senate Operating Procedures may be amended by a majority vote of the Senate with the approval of the SGA President.

Section 2. To override a President's veto a two-thirds ($\frac{2}{3}$) vote is required by the Senate.



**Student Government Association President
Alexis Reekie**