



## CONSTITUTION OF CENTRAL COLLEGE STUDENT SENATE

### MISSION STATEMENT:

The Central College Student Senate seeks to establish an effective and representative government for the students of Central College. The Student Senate strives to bring Senators structure to implement policies that benefit all students of Central College. Most importantly, the Student Senate strives to encourage collaboration between faculty, administrative staff, Student Senators, and students of Central College. This collaboration will effectively promote the general welfare of the Central College community and its students.

### ARTICLE I – NAME

The student governing body of Central College shall be known as the Central College Student Senate.

### ARTICLE II – STUDENT SENATE

#### *Section 1 – Representation*

- A. The Executive Committee of the Student Senate shall consist of the Student Body President, the Senate Leader, Senate Secretary, Senate Treasurer and Senate Parliamentarian. The President of the Student Body shall serve as a direct representative of the student body. The Senate Leader, Senate Secretary, Senate Treasurer and Senate Parliamentarian shall serve as the executives of the Student Senate.
- B. Senators shall be elected as provided for in the by-laws of the constitution.
- C. The Student Senate shall consist of no more than twenty-four members and the Student Body President.

#### *Section 2 – Election of the Executive Committee and Student Senators*

- A. Election of the Student Body President shall take place by the first week of April of each academic year. The Student Body President shall be elected at large by the student body. The Student Body President shall take office at the end of the academic year and shall serve for one year.
- B. The Senate Leader, Senate Secretary, Senate Treasurer and Senate Parliamentarian shall be elected by a majority of the electoral body comprised of the outgoing Senate members.
- C. After the election of the Executive Committee, the Executive Committee shall come into office at the end of the academic year.
- D. The Parliamentarian shall supervise the election of Senators with help from the Student Senate Advisor and the Executive Council. The election of upperclassmen shall proceed during the spring term. The election of first-year Senators shall take place during the first two weeks in September of the following academic year.
- E. In the event the Student Body President, Senate Leader, Senate Secretary, Senate Treasurer or Senate Parliamentarian are no longer able to serve office, a special election shall take place to fill the vacancy, following the process as outlined in the by-laws.
- F. In the event that the Senate falls below the number of members required for quorum, a special election shall take place at the beginning of the spring semester, following the process as outlined in the by-laws.

### ARTICLE III – POWERS AND DUTIES

#### *Section 1 – Executive Committee*

- A. **The Student Body President shall:**
  - 1. Perform all ceremonial duties and speaking engagements.
  - 2. Serve on the Faculty Steering Committee, if available.
  - 3. Serve as a liaison between the college administration, student body, and Student Senate.
  - 4. Serve as a non-voting representative to the Board of Trustees.

5. Serve as a non-voting member to the Executive Committee and Student Senate except in the event of a tie-break.
  6. Reside on Campus with full intentions to serve for the full academic year.
- B. The Senate Leader shall:**
1. Preside over all Student Senate meetings, discussions, and debates.
  2. Preside over all Executive Committee meetings.
  3. Preside over all daily activities and functions of the Student Senate.
  4. Set and publish the agenda for Student Senate meetings at least one day prior to the actual meeting.
  5. Supervise the appointment of each Senator to the Student-Faculty and Student Senate standing committees.
  6. Serve as Chairperson for the Senate Outreach and Activities Committee.
  7. Reside on campus with full intentions to serve for the full academic year.
- C. The Senate Secretary shall:**
1. Keep records of all meetings of the Student Senate.
  2. Publish all records and notes and distribute them to the Student Senate Advisor and the Central student body via my.Central.edu.
  3. Be responsible for all correspondence of the Student Senate and the Executive Committee.
  4. Organize and manage the Student Senate Blackboard site and all Student Senate social media accounts.
  5. Work with Student Development staff to keep the Student Senate page on my.Central.edu updated.
  6. Serve as the Chairperson for the Student Organizations Committee.
  7. Reside on campus with full intentions to serve for the full academic year.
- D. The Senate Treasurer shall:**
1. Receive, deposit, and disburse all Student Senate monies and revenues derived from programs sponsored by Student Senate.
  2. Disburse money by draft countersigned by the Student Senate Advisor.
  3. Provide a statement of finances at each Student Senate meeting.
  4. Submit all budget request motions to the Senate Leader for discussion and approval by the Student Senate.
  5. Serve as the Chairperson for the Senate Budget and Finance Committee.
  6. Reside on campus with full intentions to serve for the full academic year.
- E. The Senate Parliamentarian shall:**
1. Serve as the Sergeant-at-Alms of the Student Senate.
  2. Ensure the Student Senate is following proper protocol and parliamentary procedure.
  3. Assume the duties of the Senate Leader in the event the Senate Leader is absent from a meeting.
  4. Serve as the Chairperson for the Senate Policy and Personnel Committee.
  5. Reside on campus with full intentions to serve for the full academic year.

#### *Section 2 – Student Senate*

- A. The Student Senate shall adhere to *Roberts Rules of Order*.
- B. The Student Senate shall by a simple majority of the quorum present initiate legislation and accept, reject, or demand revision of all proposals submitted to it.
- C. The Student Senate shall have the power to initiate those committees that it deems necessary for the proper functioning of the Student Senate.
- D. The Student Senate shall have the power to approve the budget submitted by the Senate Treasurer.
- E. The Student Senate shall have the power to try all cases of impeachment submitted to it.
- F. The Student Senate shall have the power to compel the attendance of absent members, an expel any member for failure to comply with attendance requirements as provided in the by-laws of the constitution. The Student Senate shall also have the power to punish or expel its members for disorderly conduct. The Student Senate shall also have the power to punish or expel its members for disorderly conduct.
- G. The Student Senate must have three-quarters of its members in attendance, not including the Student Body President, to meet quorum.
- H. Student Senators must reside on campus for the entirety of their elected term.

### **ARTICLE IV – RECEIPT OF FUNDS**

*Section 1 - Proceeds of all student activities which are campus-wide functions and supported by the Student Senate shall go into the Treasurer's account.*

*Section 2 – All organizations supported by the Student Senate funds are subject to yearly audits by that body.*

### **ARTICLE IV – RECEIPT OF FUNDS**

*Section 1 – The initiative: The students reserve the power to petition laws and amendments to this constitution, and to directly enact or reject such laws and amendments at the polls.*

*Section 2 – An initiative petition, to be valid, shall be signed by ¼ members of the student body.*

*Section 3 – The referendum: the students also reserve the power to require, by petition, that the measures enacted by Student Senate be submitted to the qualified voters for approval or rejection.*

*Section 4 – A referendum petition, to be valid, shall be signed by 1/3 of the members of the student body.*

#### **ARTICLE VI – AMENDMENT**

*Section 1 – This constitution may be amended or revised by 2/3 majority of ballots cast by the Student Senate.*

#### **ARTICLE VII – BY-LAWS**

*Section 1 – By-laws can be amended or revised with a 2/3 vote of the entire Student Senate, or, in the case of an initiative or a referendum, a 2/3 vote cast by a majority of the student body.*

#### **ARTICLE VIII – RATIFICATION**

*Section 1 – This constitution shall become effective with a 2/3 vote of the entire Student Senate.*

*Section 2 – A copy of the current constitution needs to be on file in the Student Development Office.*

# CONSTITUTION OF CENTRAL COLLEGE

## BY-LAWS OF STUDENT SENATE

### ARTICLE I – ELECTION OF STUDENT BODY PRESIDENT

#### *Section 1 – Nominations*

- A. Any Central College student desiring the office of Student Body President shall receive a nomination packet of materials specifying the duties of the position. All nominees shall submit a personal statement (minimum 250 words) explaining his/her purpose and qualifications in seeing office and a petition to be signed by 25 Central College students and one member of the Central College faculty or staff. Candidates must also submit a signed statement from the Registrar stating they are in a good academic standing with the college at the time of the election.
- B. Any Central student desiring the office of Student Body President must be of sophomore standing or higher and have completed at least two semesters on the Pella campus.
- C. The essays and photographs submitted by each candidate shall be posted for public viewing during the week of the Student Body Presidential election. All Student Body Presidential candidates are required to participate in a presidential forum during the week of the Student Body Presidential election. The forum shall serve as an opportunity for candidates to publicly express their positions on current campus issues. The forum shall be organized by the Senate Policy and Personnel Committee.
- D. Overseas candidates must designate a campaign manager to speak on their behalf at the Student Body Presidential forum. The campaign manager may also collect the candidates' student and faculty or staff signatures. Upon learning of an overseas students' interest in running for Student Body President, an e-mail outlining forum questions will be sent in order to prepare responses coordination with the campaign manager.
- E. Space on the ballot shall be provided for write-in candidates.
- F. In regards to the Student Body President, in the case that he or she resigns between his or her election in the spring and November 1, a new election will be held no later than two weeks after the resignation. In the event that the President resigns during the summer, an election must be held within two weeks of the first day of classes of that academic year. During the period between the President's resignation and the new election, the Senate will elect an interim President from within the Senate. Any Senator seeking this office must meet the eligibility criteria as outlined in Article I of the By-Laws, and win a plurality of the vote, with a quorum of the Senate voting. The Interim President's term will expire upon the election of the new President.

*Section 2 – The Student Body President shall be determined by a plurality of votes from the student body.*

*Section 3 – Students studying overseas shall have the opportunity to vote through my.Central.edu. A copy of the ballot and a condensed version of all candidates' essays shall be provided.*

*Section 4- No person shall serve concurrently in more than one office in the Student Senate.*

*Section 5- The election process shall be overseen by the members of the Senate Policy and Personnel Committee and Student Senate Advisor.*

### ARTICLE II – MEMBERSHIP AND ELECTION OF THE SENATE

*Section 1 – Membership of the Student Senate shall consist of 24 voting students. The Student Body President shall serve as a non-voting member of the Student Senate.*

*Section 2 – Members of the Student Senate shall combine with the Faculty and Staff Committees to serve as a liaison between the Central College Student Body and the Central College Administration, Faculty, and Staff. Members of the Student Senate shall be distributed among the Faculty and Staff Committees as indicated on the Faculty Policies website. In the event that the apportioned number of Senators cannot be found to serve on this committee, the remaining positions may be filled by members of the student body at large after appointment by the Student Senate. Senate representatives of faculty governance committees will have a voice but not a vote in committee matters.*

*Section 3 – Complete selection of members to Faculty and Staff Committees shall be conducted in the fall at the first full Student Senate meeting of the new academic year. Each senator must sit on at least 1 faculty or standing committee as his/her schedule permits or seats are available.*

*Section 4 – The Executive Committee may appoint alternative Senators to fill any vacancies on Faculty and Staff Committees in the event a Senator is no longer able to serve, subject to 2/3 approval by the Student Senate. It is ideal that Senators sitting on Faculty Steering Committee remain on campus for the entire academic year.*

*Section 5 – All students at Central College will be eligible to run for office assuming the qualifications outlined in the constitution by-laws have been met.*

*Section 6 – The election process shall be overseen by the members of the Senate Policy and Personnel Committee and Student Senate Advisor.*

*Section 7 – Senators shall be elected from the student body as follows:*

- A. Spring Elections
  - 1. Twenty Student Senate positions shall be filled in the spring elections.
  - 2. Any Central College student seeking a Senate set shall receive nomination information specifying the duties of the Senator. To declare their candidacy, a person must submit his/her name, a petition with 10 student signatures, and a 250-word personal statement explaining his/her purpose and qualifications for seeking a Senate position to the Senate Leader one week prior to the spring election.
  - 3. A student who runs in the election but does not attain a Student Senate position may seek a position through the runoff election the following fall, providing he/she complies with the specifications required in the constitution and its by-laws.
  - 4. If all twenty sets in the spring election are not filled, the unfilled positions will be deemed vacant until the runoff election is held the following fall.
- B. Fall Elections
  - 1. Four Senate positions shall be reserved for the members of the incoming first-year class to fill at the beginning of the fall semester of the academic year.
    - a. “Members of the first-year class” shall be defined as either:
      - i. Any non-transfer student of the first-year class.
      - ii. Any transfer student who has 27 or fewer credits.
  - 2. In the event that the four reserve Senate seats remain unfilled at the time of the fall election, any student from the college desiring a position is eligible to run.
  - 3. In the event that any of the twenty Senate seats open in the spring election remain unfilled at the time of the fall election, any student from the college desiring a position is eligible to run.
  - 4. Any Central College student seeking a Senate seat shall receive nomination information specifying the duties of the Senator. To declare their candidacy, a person must submit his/her name, a petition with 10 student signatures, and a 250-word personal statement explaining his/her purpose and qualifications for seeking a Student Senate position to the Student Involvement office one week prior to the fall election.
- C. Special Elections
  - 1. In the event that the membership of the Senate has fallen below that required for quorum, the Executive Committee shall have the power to hold a special election.
  - 2. Any Central College student seeking a Senate seat shall receive nomination information specifying the duties of the Senator. To declare their candidacy, a person must submit his/her name, a petition with 10 student signatures, and a 250-word personal statement explaining his/her purpose and qualifications for seeking a Student Senate position to the Senate Leader one week prior to the special election.
- D. Mid-Year Elections
  - 1. In the event that seats are vacant at the beginning of the spring semester, the Executive Committee shall hold an election to fill those seats.
  - 2. If the number of qualified candidates is less than or equal to the number of seats available, the Parliamentarian shall have the authority to present the slate of candidates to the Student Senate which is subject to 2/3 approval.

*Section 8 - At-Large vacancies of the Student Senate shall be filled by the next highest vote getter from the at-large election, subject to 2/3 approval by the Student Senate.*

*Section 9 – Election of Senate Leader, Senate Secretary, Senate Treasurer and Senate Parliamentarian.*

- A. An electoral body comprised of the outgoing Senators will function by electing the Senate Leader, Senate Secretary, Senate Treasurer and Senate Parliamentarian by a majority vote from the Senate. This body will not assume any duties relevant to the functioning of the Student Senate beyond electing the voting member of the Student Senate Executive Committee.
- B. All Senators desiring the office of Senate Leader, Senate Secretary, Senate Treasurer or Senate Parliamentarian must have served at least two semesters (or are in the process of completing the second semester) on the Pella campus while serving in the Central College Student Senate.
- C. The newly elected Senate Leader shall announce the duties of each position and the nominations for each position will be accepted at that time.

- D. Nominations and self-nominations will be taken, and each nominee will have the opportunity to speak briefly about his/her qualifications before a ballot is cast. In the event overseas students have been elected as Senators and have nominated themselves for an Executive Committee position, any member of the Central College student body may be delegated to speak on their behalf. Debate is allowed after the nominees have left the room. Upon the initial vote, the two highest vote getters will be placed on the final ballot. The nominee that receives the majority vote of the ballots cast will be declared the winner.
- E. All members of the outgoing Student Senate shall have one vote.
- F. All Senators are eligible for nomination to the Executive Committee positions in the event they have not already been elected to one. A Senator cannot be elected to more than one position.
- G. Elections for the Executive Committee positions shall take place in the following order:
  - 1. Senate Leader
  - 2. Senate Parliamentarian
  - 3. Senate Treasurer
  - 4. Senate Secretary

### **Article III - Meetings**

*Section 1 – A quorum shall consist of three-quarters of the voting members of the Senate.*

*Section 2 – Sessions shall be run under Robert's Rules of Order with the Senate Leader presiding.*

*Section 3 – Attendance to the regularly scheduled Senate meetings is mandatory. A Senator who acquires two unexcused absences may be required to meet with Senate Policy and Personnel Committee and subject to dismissal from Senate. In the event of additional absences, the Senator may be required to meet before the Senate Policy and Personnel Committee, again subject to dismissal from Senate.*

- A. All absences should be communicated to the Senate Secretary via email. Excusal is up to the Secretary's discretion.
  - I. In order for the absence to be excused, it must be a College sanctioned event for example: exam, athletic event, concert that the student is participating in.
  - II. Family emergencies, illnesses, and other extreme circumstances must be thoroughly communicated to the secretary but granting the excused absence is still the discretion of the secretary.

*Section 4 – In the event of a tie in any and all kinds of votes, the Executive Committee will discuss with the whole senate. The Executive Committee will then vote amongst themselves, serving as the tie-breaking vote.*

*Section 5 – Executive Session*

- A. The Student Senate has the power to move toward Executive Session.
- B. In the event of an Executive Session, everybody except elected members of the Senate and the Student Senate Advisor shall leave the room until invited back in by the Senate Leader.

### **ARTICLE IV – STANDING COMMITTEES**

*Section 1 – It is the purpose of this article to establish standing committees to provide more efficient operation of the Senate.*

*Section 2 – Senate Policy and Personnel Committee*

- A. The Committee shall consist of six voting members: five Senators and the Senate Parliamentarian shall serve as Chairperson.
- B. A quorum shall consist of three members.
- C. Members shall be elected at the first meeting of the fall term.
- D. The Committee shall be responsible for:
  - 1. Providing a hearing board for all Student Senate members who may be disciplined by the Student Senate.
  - 2. Making recommendations to the Student Senate concerning actions to be taken against those parties.
  - 3. Filling all vacancies on the Student Senate.
    - a. A record of all elections shall be kept on the Student Senate blackboard site.
  - 4. Overseeing the election process and tabulation of votes in the Student Body Presidential election and the at-large senators.
  - 5. All constitutions shall be given a hearing in Senate Policy and Personnel Committee before being sent to the entire Senate for consideration.
  - 6. The Committee shall serve as an ad hoc committee as deemed necessary by the Student Senate.
- E. All actions of the Committee are subject to 2/3 approval of the Student Senate.

*Section 3 – Budget and Finance Committee*

- A. A Budget and Finance Committee shall exist and consist of six voting members; six Senators and the Senate Treasurer as Chairperson.
  - 1. The Chair shall vote only in the event of a tie.
- B. A quorum shall consist of four voting members.
- C. Members shall be elected at the first meeting of the fall term.
- D. The Budget and Finance Committee shall be responsible for:
  - 1. Assisting the Treasurer in compiling and submitting the budget of the Student Senate.
  - 2. Making recommendations for all money requests made to the Student Senate.
  - 3. Acting upon requests up to \$30 without prior consent of the Student Senate.
  - 4. Submitting all requests over \$30 to the Student Senate, pending first and second motions of approval from the Budget and Finance Committee.
- E. Each student organization shall disperse their budgeted monies as deemed necessary without further Student Senate approval.
  - 1. If the money is spent for a purpose other than expressed, the organization shall be subject to disciplinary actions.

*Section 4 – Senate Outreach and Activities Committee*

- A. The Senate Outreach and Activities Committee shall be charged with the activities of the Student Senate, and coordinating outreach efforts between the Senate and the wider campus community.
- B. The Senate Outreach and Activities Committee shall consist of no less than six voting members; six Senators and the Senate Leader as Chairperson.
- C. A quorum shall consist of three-fourths of the members.
- D. Members shall be appointed at the first meeting of the fall term.
- E. The Senate Outreach and Activities Committee shall be responsible for:
  - 1. Planning and coordinating events and functions deemed necessary by the Student Senate Executive Committee or sponsored by the Student Senate.
  - 2. Working with other groups on campus to coordinate and plan events.
  - 3. Meeting with various faculty members, administrators, and departments to voice the concerns and ideas of Senate.
  - 4. Assisting with publicity of Student Senate Elections.

*Section 5 – Student Organizations Committee (SOC)*

- A. The Student Organizations Committee shall exist and consist of five voting members; five Senators and the Secretary as Chairperson.
  - 1. The Chair shall vote only in the event of a tie.
- B. A quorum shall consist of three voting members.
- C. Members shall be elected at the first meeting of the fall term.
- D. The Student Organization Committee shall be responsible for:
  - 1. Approving all new Student Organizations on campus.
- E. When determining the approval of new student organizations the following should be considered:
  - 1. Does this potential organization follow the Central College Welcoming and Mission Statements?
  - 2. Is there another group on campus that substantially overlaps with this group?
  - 3. Will this benefit Central College or the students attending Central College?

**ARTICLE V – STUDENT TRUSTEES**

**Section 1 – Representation**

- A. Five Central College students shall serve as non-voting representatives to the Board of Trustees. The Student Body President will serve as one of these representatives for the year in which they serve as President. The remaining four student Board of Trustees positions will be open to the entire student population. This allows for the best student representation without restrictions.
- B. The following materials must be submitted to be considered for a position as a student trustee:
  - 1. A personal statement of no less than 250 words and no more than 1000 words describing why the candidate desires to serve as a student trustee.
  - 2. A current resume.
  - 3. A signed statement from the Vice President for Academic Affairs/Dean of the College, Registrar, or designee stating that the candidate is in good academic standing with the college.
- C. Qualities of any candidate seeking to be a student trustee should include but not limited to:
  - 1. Demonstrated leadership experience
  - 2. Dedication and commitment

3. Effective communication skills
- D. The student trustees will be selected by an Election Committee. The committee shall comprise of either five or six members. All members of that year's student trustees not seeking re-appointment to the Board and the Student Body President for the next academic year shall be members of the committee. If all five of that year's student trustees are either graduating or not seeking re-appointment, then the committee will have six members. If the committee number is less than five, the remaining spots will be filled by the oldest graduating Executive Committee member (s). Any remaining spots will be filled by the most senior Student Senator (s) as determined by tenure on Senate and then age.
  1. The incoming Student Body President and outgoing Student Body President shall serve as co-chairs of the committee. The co-chairs will serve as non-voting members, except in the case of a tie, and organize the workings of the committee.
  2. The committee may ask any nominees for clarification on their personal statements or may conduct interviews with the nominees.
  3. The Committee may declare that not enough nominees meet the criteria for selection as student trustees. In this case, any remaining vacancies will be opened up to the entire student body.
  4. Upon selecting the student trustees, the committee shall e-mail the names of the persons selected to the entire student body.
  5. No later than four days after the student body is notified of the committee's selections, a special session of the Student Senate shall be called by the Senate Leader. The purpose of the meeting will be to discuss the committee's selections. Members of the student body who are not Student Senators will be afforded time to speak at the beginning of the meeting prior to the Senate debating the committee's selections.
    - i. A majority vote of the Senators present is needed to confirm each nominee.
    - ii. The outgoing Executive Committee of Student Senate shall be responsible for filling any positions where a nominee is rejected. Any Executive member who is seeking Board membership is not eligible to participate in these proceedings. The decisions of this committee are final.
- E. The recommendation regarding the student trustees will be forwarded by the Student Senate Advisor to the chairperson of the Board of Trustees one week prior to the spring Board meeting for final approval.
- F. The student trustees shall be determined in time for the spring meeting of the Board of Trustees.
- G. The term of each seat to the Board of Trustees shall be defined as one continuous academic year beginning in the fall of that academic year.
- H. In the event a student trustee is unable to fulfill their term, the remaining student trustees shall nominate somebody to fill the vacancy, following the nomination and confirmation procedures as outlined previously in this article.
  1. If the opening occurs in a seat that has been open to the entire student body, then nominations will be taken from the entire student body. If the opening occurs in a seat reserved for a Student Senator, then nominations will be taken only from among Senators. In the case there are no nominations from within Senate, the nominations shall be opened to the entire student body.
- I. Student trustees are subject to the terms of impeachment as outline in Article VII of the By-Laws to this Constitution.
- J. Student trustees shall seek the advice and a majority consent of Student Senate for the topics of their formal speeches and written reports before the full Board of Trustees. Senate shall consent to topics they feel are representative of current student issues.

## ARTICLE VI – IMPEACHMENT

- A. Impeachment shall be defined as the process by which the Senate shall decide if any member, including Executive Officers, has conducted themselves in a manner not beholden to the spirit or letter of Senate procedure, precedent, by-laws, or constitution.
- B. Offenses that constitute grounds for impeachment shall be determined by the Senate in the light of the evidence presented during the impeachment hearing.
- C. An impeachment hearing shall occur if, during a regular Senate meeting, a motion is made from the floor to conduct an impeachment hearing.
  1. The motion for an impeachment hearing shall be conducted as a regular motion, requiring a second, discussion, and shall require 2/3 majority for passage.
  2. Any Senator can make the motion.
  3. If the motion passes a hearing shall occur at the next scheduled meeting.
- D. The hearing shall be conducted in the following manner:
  1. The Chairperson shall moderate all questioning and discussion.
  2. The Student Body President shall serve as the chairperson of the hearing.
    - i. The Student Body President will not serve as Chairperson if:
      - I. The President is the individual accused of impeachable actions.
      - II. The President is deemed to have a vital interest in the outcome of the proceedings.

- a. A motion challenging the Chairperson will be allowed from the floor of the Senate. A simple majority will be required to pass a challenge.
    - b. If the President is successfully challenged, being deemed to have a vital interest in the outcome of the hearing, the line of success of Executive officers will be as follows: President, Senate Leader, Secretary, Treasurer, and Parliamentarian.
  - ii. Any Executive officer in line to serve as Chairperson can be formally challenged from the floor by the same process as outlined for the Student Body President.
    - I. If no Executive Officer is deemed to not have a vital interest in the outcome of the hearing, nominations for neutral parties will be taken from the floor. Each candidate will speak and the remaining Senators and Executive officers will have the opportunity to vote on a nominee from the floor.
3. During the hearing there is an expectation that the statements made will be the truth. Any individual deemed not telling the truth will face consequences.
4. Rights of the individual accused of impeachable offenses:
  - i. The individual accused of impeachable offenses will be herein referred to as the accused.
  - ii. The accused will have the opportunity to appoint a member of the Senate to represent them during the hearing
  - iii. The accused or the representative of the accused will have the option of remaining silent.
  - iv. The accused or the representative of the accused will have the right to not incriminate themselves.
5. Initial Statements
  - i. The individual who brought the motion for an impeachment hearing, herein referred to as the accuser, must present a five minute maximum statement regarding the nature of the alleged impeachable actions. The accuser will have the opportunity to appoint a member of the Senate to present their statement.
  - ii. The individual being accused of impeachable actions shall have the opportunity to present a five minute maximum statement in their defense. The accused has the option of appointing another Senator or Executive Officer (no serving as Chairperson) to speak on their behalf.
  - iii. The Chairperson shall have the discretion to extend the maximum length of the initial statements, by both parties, by equal length.
6. Preceding Questioning
  - i. Following initial statements, the Senate will first have the opportunity to ask questions of the accuser, for a maximum time of five minutes, with the Chairperson having the discretion to extend time as necessary.
  - ii. The Senate will have the opportunity to question the accused for a maximum of five minutes. If the Chairperson extended questions for the accuser, time shall be extended the same length for the accused.
  - iii. Prior to each witness being questioned, each witness will have the opportunity to give a one minute introductory statement in regard to who they are and how they are related to the alleged offenses.
  - iv. The Senate will have the opportunity to question any witnesses brought by either party.
    - a. Witnesses will not speak during any other portion of the hearing and will not be allowed to make additional statements except in answer to questions from the floor.
    - b. Any witnesses from the accuser will be questioned first in an order chosen by the accuser.
    - c. Any witnesses from the accused will be questioned second in an order chosen by the accused.
7. Closing Statements
  - i. The accuser will have the opportunity to give a three minute maximum closing statement.
  - ii. The accused will have the opportunity to give a three minute maximum closing statement.
8. Discussion
  - i. Discussion will take place following the questioning of witnesses amongst the Senate.
  - ii. The accuser and the accused including any appointed representative of the accused, shall not speak during discussion.
  - iii. Discussion shall be moderated by the hearing chairperson, following the same procedure as normal discussion on a motion during a regular meeting.
9. Determination
  - i. The Senate shall determine whether or not an impeachable violation occurred.
  - ii. The Senate shall vote by secret ballot: aye or nay. All Senators present shall be allowed to vote, excluding the hearing chairperson.
  - iii. A  $\frac{1}{4}$  majority voting in favor is required to determine that an impeachable offense has occurred.
10. Punitive Phase
  - i. Sanctions will not be determined during the hearing on impeachment.
  - ii. Sanctions will be voted on at the next regular meeting following the impeachment hearing.
  - iii. Sanctions will only be discussed if the Senate finds that an impeachable offence has occurred.
  - iv. The Senate Policy and Personnel Committee will meet, if the accused is found to have committed impeachable offenses and discuss sanctions it deems appropriate. Any PPC member with a vital interest in the outcome of said sanctions will not participate in said discussions.
  - v. PPC will make a recommendation to the Senate, at the meeting preceding the impeachment hearing, concerning sanctions it deems appropriate.

- vi. The  $\frac{1}{4}$  majority vote of Senators present will be required to impose sanctions against the accused.
- vii. Only PPC can determine what sanctions are appropriate.
- viii. If the Senate does not approve the recommended sanctions, PPC can bring back revised sanctions. PPC will have the opportunity to bring revised sanction back to the Senate. PPC will have up to three additional meetings to bring back revised sanctions to the Senate for approval.

E. Scheduling

Section 1 – If it is necessary to call a special meeting to finish the business of imposing sanctions, for an impeachable offense, the Senate Leader has the authority to call a special meeting. If the Senate Leader has a vital interest in the case, the line of succession of Executive Officers will be as follows: Student Body President, Secretary, Treasurer, and Parliamentarian, until an Executive Officer without a vital interest has the option and authority of calling a special meeting.

## **ARTICLE VII – GRATUITIES**

The Executive Committee Officers shall be given gratuities for services rendered to the Student Senate.