

Procedural Bylaws of the University of Kentucky Student Senate

ARTICLE I. STRUCTURE OF THE STUDENT SENATE

Section 1. Meetings

- A. The newly-elected Senate shall convene after all members have been duly certified and sworn in before the end of the semester for purposes of electing the Chairperson of the Senate, Senate Coordinator, Member-at-Large, Interim Senate, Committee on Committees, and the two student members of the University Senate Council. The Student Senate may also address any matters necessary to the internal structure and operation of the body.
- B. Committee meetings of the Student Senate shall fall on Wednesdays preceding each Student Senate meeting. The first committee meeting will be held in the first full week of classes at the start of each semester. The Senate Coordinator shall establish precise dates and times at the organizational meeting of the body mandated in subsection (A).
- C. Special meetings of the Student Senate may be called for expressed purposes by the Chairperson of the Senate, Vice-President or by written petition to the Chairperson by at least ten Senators. No less than twenty-four hours notice shall be given for such meetings. The Senate may, by majority vote, change a particular Senate meeting time or date if that meeting conflicts with a an event sponsored by the University if prior public notice is given.
- D. All meetings of the Student Senate, as well as its committees, shall be open to the public.
- E. A majority of the members of the Student Senate shall constitute a quorum for the purpose of conducting business. Each senator shall have one vote.

Section 2. Senate Officers

- A. The Chairperson of the Senate shall preside at all meetings of the Senate and shall hold authority over proceedings and preserve decorum as outlined in Robert's Rules of Order, Newly Revised. He/she shall also be an ex-officio non-voting member of all standing committees.
- B. The Vice-President shall preside in the absence of the Chairperson of the Senate. If at anytime during a Senate Meeting the opinion of the Chairperson is requested, and granted by the Chairperson, or an item in the Orders of the Day requires the direct attention of the Chair, the Chairperson of the Senate must relinquish his/her position during his/her deliberation or during the time on the agenda in question

to the Vice-President, or in the Vice-President's absence a fellow Senator of the Chairperson's choice. The Chairperson of the Senate shall have the power to select Senate legislative assistants, with the advice and consent of the other members of Committees on Committees.

- C. The Senate Coordinator shall be responsible for informing members of meetings of the Senate; insuring action of all Senate committees as expressed in Article III. herein; attesting the signature of the President on all enacted bills and resolutions; notify the student population of any pertinent Senate activities.
- D. The Committee on Committees Member at-Large shall be elected by the Senate and is responsible for providing speakers, workshops, and seminars for the Senate.

Section 3. Membership on Committees

All members of the Student Senate shall be assigned to membership on a Joint committee:

- 1. The Committee on Committees may reassign a Senator's committee membership.
- 2. No Senator may serve on more than one standing committee simultaneously.
- 3. Each standing committee shall elect a chairperson by majority vote of the entire committee.

Section 4. University Senate Student Caucus

- A. There shall be a University Senate Student Caucus composed of the student members of the University Senate, which shall be responsible for maximizing student voice in the University Senate and its committees. There shall be no quorum requirement.
- B. A student representative on the University Senate Council shall serve as Chairperson of the Student Caucus.

Section 5. Special Committees

- A. The Committee on Committees may, from time to time, create special committees to engage in detailed inspection of a particular proposal or program of the Student Government Association. These committees shall elect their own chairs.
- B. Special committees shall not have the power to consider legislation unless authorized by the standing or Joint committee with original jurisdiction in the matter. No special committee may report a bill or resolution to the floor of the Senate.

Section 6. Meeting of Committees

- A. All standing committees shall be required to meet on alternative Wednesday nights that there are no Senate meetings. If a permanent change of the meeting time is necessary, a written petition signed by 2/3's of the committee members must be filed with the Chairperson of the Senate, allowing reasonable time for public notification. A temporary meeting change may be made with the consent of the committee, allowing reasonable public notification.
- B. Special meetings may be called by the chairperson of the committee or by any two members of the committee, subject to reasonable public notification.

Section 7. Office Hours

- A. All Senators shall serve an office hour of one continuous hour per week. This office hour shall be chosen by the Senator and submitted to the Senate Coordinator prior to the first full Senate meeting of each semester. This hour shall remain consistent throughout the semester. If a Senator has a conflict of schedule, he/she must change his/her hour by notifying the Student Government Association secretary or her designate prior to his/her scheduled hour. College Senators may serve their one office hour per week in their respective college and must register that hour and the office location with the Student Government Association secretary or her designate. Senators serving their office hour in the Student Government office or their college office should sign in with the Student Government Association secretary or her designate upon arrival. If outstanding circumstances occur, the Committee on Committees will determine the validity of the excuse. All office hours shall be posted enabling students and other Student Government Association members to contact Senators.

Section 8. Purgations

- A. Committee on Committees shall oversee all matters pertaining to Senator purgations.
- B. Purgation will occur immediately if any of the following conditions are met:
 - 1. Three unexcused full absences from regularly scheduled Senate meetings or Senate or Joint committee meetings during a semester.
 - 2. Five unexcused partial absences from regularly scheduled Senate meetings during a semester.
 - 3. Two unexcused absences during a semester for college senators who are required to attend University Senate meetings.
 - 4. Four unexcused absences from posted office hours.

5. Failure to comply with the Election Board of Claims decision in their specified time frame, will result in disqualification of the candidate-elect or the purgation of the Senator.
- C. Regardless of the excuse, any senator failing to attend (50%) of the regular meetings of the Student Senate during a semester shall be purged.
 - D. The Chairperson of the Student Caucus will be responsible for accountability of all college senators at the University Senate meetings. He/she will be responsible for reporting absences' to the Committee on Committees as well as announcing the time and place of all University Senate meetings.
 - E. The Committee on Committees has the discretion to waive purgation upon a majority vote of the committee.

ARTICLE II. LEGISLATION

Section 1. Definitions

- A. A bill is a written proposal requiring action or the prohibition of action.
- B. A resolution is an expression of opinion, support, wish or request that has no force of authority.

Section 2. Form

- A. The student who introduces a bill or resolution (hereafter known as the measure's sponsor) may structure the proposal in any reasonable fashion, provided that it begins with the words: "BE IT ENACTED (RESOLVED) BY THE STUDENT GOVERNMENT ASSOCIATION OF THE UNIVERSITY OF KENTUCKY..."
- B. A proposal shall be considered to have been introduced in proper form if it is in writing, bearing the sponsor's name, signature, the date of introduction, the above wording, and if it involves the expenditure of funds, the initials of the Comptroller. The original copies of these proposals shall be retained by the Student Government Association Secretary.
- C. All legislation requiring disbursement of SGA Funds must contain an itemized budget listing a description and dollar amount for each service and/or goods related to the event or project and the total number of individuals involved. Said budget must be presented before any bill can be considered by the Senate or any Committee of the Senate.

Section 3. Sponsors

- A. Legislation may be submitted by one or more students, with the first name designated as the primary sponsor, and the remaining name's co-sponsors. Non-students may not be sponsors or co-sponsors. The primary sponsor of any funding bill is responsible for obtaining the financial request form and monetary disbursement statement, which shall contain the signature of one representative from each sponsoring organization prior to the introduction of the bill.
- B. The primary sponsor of any bill involving the disbursement of Student Government Funds must be a Senator.

Section 4. Accountability

- A. The primary sponsor of any funding bill is responsible for obtaining the financial request form and monetary disbursement statement, which shall contain the signature of one representative from each sponsoring organization, prior to the introduction of the bill.
- B. The primary sponsor of any funding bill is responsible for follow-up with the group receiving the funds. This Senator must, within sixty (60) days of the date of the funded event, ensure all necessary materials have been submitted by the group.

Section 5. Processing

- A. Upon introduction, the Chairperson of the Senate shall assign a title to the measure in the following manner:
 - 1. The classification indicating its type S. – indicating a bill or S.R. – indicating a resolution.
 - 2. A number, ascending in order within its classification, followed by a hyphen and the year in which the measure is introduced.
 - 3. A short phrase explaining its purpose.

Section 6. Distribution

- A. All bills, resolutions, and minutes of Senate meetings shall be typed and printed, with copies made available on request.
- B. Copies of legislation shall become available to Senators on the business day before the Senate meeting, unless otherwise requested; copies shall be distributed upon introduction to the Committee on Committees, and the standing committee to which the measure is then referred.

Section 7. Emergency Status

- A. There shall be emergency status.
 - 1. Senate emergency legislation must be considered at the next meeting in order to be effective. Such legislation shall be labeled "Emergency" just above the title.
 - 2. Emergency status is subject to the consent of the Committee of Committees. A measure denied such status shall henceforth be ordinary legislation.
- B. No bill appropriating a sum greater than five hundred dollars (\$500.00) shall be given emergency status without prior consultation with the Comptroller.

Section 8. Amendments

- A. Only Senators may offer amendments.
- B. Standing and joint committees may amend legislation in committee.
- C. Copies of an amendment offered by a standing committee shall be available to Senators on the business day before the Senate meeting.
- D. An amendment offered by a Senator must be submitted in writing to the Senate Clerk while the measure is under consideration before the vote is taken on that amendment. At the request of any Senator, the Senate Clerk shall read the amendment immediately prior to the vote.

Section 9. Vital Records

- A. The Student Government Association secretary shall retain complete records of the following subject matter:
 - 1. All bills and resolutions introduced.
 - 2. All amendments offered.
 - 3. Minutes of all Student Senate Meetings.
 - 4. Minutes of all committee meetings.
 - 5. A running itemization of all appropriations.
 - 6. All roll-call votes.
 - 7. All executive orders and veto messages
 - 8. All other documents necessary for efficient operation of the Student Government Association.
- B. Each committee chairperson, departmental director, and administrative staff member shall be responsible for maintaining files, including a copy of all correspondence that individual sends or receives on behalf of Student Government Association and shall become the responsibility of that individual's successor when the term of office expires.

ARTICLE III. SENATE PROCEDURES

Section 1. Introduction

- A. Any member of the Student Body may introduce a bill or resolution for consideration by the Student Senate.
- B. Introduction of legislation must be made in the proper form, submitted to the Student Government Association secretary.
- C. Any bill involving the expenditure of funds must be reviewed by the Comptroller prior to introduction. The Comptroller will indicate that he/she has reviewed the bill by initialing it. This shall not be construed as approval or endorsement of the proposed expenditure.

Section 2. Referral

- A. After introduction, the Committee on Committees shall, at its next meeting, refer the measure to the appropriate committee for consideration. In those cases in which the measure falls within jurisdiction of more than one committee the Committee on Committees may designate co-committees for the measure and refer the measure to all co-committees, designating one committee as the primary committee for purposes of referral of the measure to the Senate. Specifically, a Constitution and Bylaw amendments shall be referred to the Committee on Operations and Evaluations, and all programs which will incur an expense shall be referred to Committee on Appropriation and Revenue as co-committee or primary committee as designated by the Committee on Committees. The primary committee for the measure shall determine when that measure is reported to the Chairperson of the Senate and shall give its report before the report(s) of the secondary committee(s) for that measure.
- B. Referral may be waived at the discretion of the committee if the measure is of immediate nature and the sponsors have requested "Emergency" status. Senate emergency legislation shall be placed on the Orders of the Day and considered by the Senate at its next meeting.

Section 3. Committee Consideration

- A. The committee(s) to which a bill or resolution has been referred shall give due consideration to its merits, hearing of testimony and engaging in research at the discretion of the chairperson.
- B. The chairperson of a committee shall have the discretion to delay the posting of a measure to the agenda of the committee for 15 class days. During this period, a majority of committee members may sign a discharge petition, requiring the delayed measure to be posted to agenda of the next scheduled committee meeting.

- C. The committee(s) may offer amendments or substitutes to the measure during its deliberations.
- D. A committee may introduce a bill or resolution, which shall be referred to the Chairperson of the Senate as explained in Article III. Section 5. herein.
- E. Minutes of all committee action shall be submitted to the Student Government Association secretary during or before the next class day.
- F. Committees shall operate consistently with Robert's Rules of Order, except where specified herein. Each member, including the chairperson, shall have one vote.

Section 4. Committee Report

- A. No bill or resolution shall be considered by the Senate except on report of a committee.
- B. The Clerk shall inform the Senate of actions of committees. A majority of committee members present shall be required to report a bill or resolution to the floor of the Senate.
- C. Should a committee fail to report within a reasonable time, any member of the Senate may call the measure to the floor by filing with the Clerk a discharge petition signed by a majority of all Senators. In such cases, the measure shall be considered as if it had been regularly reported.
- D. Those members comprising the minority on a particular issue may provide a minority report by filing notification with the Senate Clerk that such a report exists. A spokesman for the minority shall then be recognized during debate on that issue to explain the substance of the report.

Section 5. Orders of the Day

- A. A bill or resolution having been duly considered by a standing committee shall be referred in writing to the Chairperson of the Senate, who shall place it on the Orders of the Day for the next Senate meeting, unless (1) a committee other than the Committee on Appropriations and Revenue has recommended a substantial increase in funding, in which case the Chairperson of the Senate shall recommit the bill to the Committee on Appropriations and Revenue, or (2) a committee other than the Committee on Operations and Evaluations has recommended a Constitutional or Bylaw amendment, in which case the Chairperson of the Senate shall recommit the bill to the Committee on Operations and Evaluations.
- B. The Committee on Committees may waive recommitment for urgent measures and place the measure on the Orders of the Day for the next Senate meeting.

- C. The Committee on Committees may add additional items to the Orders of the Day for the Student Senate.
- D. The Senate Chairperson may identify items placed on the Orders of the Day as consent items. Consent items shall be passed by a motion of unanimous consent at the beginning of each meeting, unless any member objects. Upon objection, the items under question shall be removed from the consent agenda. Items removed from the consent agenda shall conform to the existing rules for the Orders of the Day. Items on the consent agenda shall be clearly identified as consent items.

Section 6. Floor Consideration

- A. At any time during a meeting, the Student Senate shall normally operate with the following orders of business:
 - I. Roll Call.
 - II. Approval of minutes.
 - III. Report of Committee on Committees.
 - IV. Report of Standing Committees.
 - V. Report of Joint Committees.
 - VI. Presidential Privilege.
 - VII. Orders of the Day.
 - VIII. Announcements and Senators Privilege.
 - IX. Members Privilege.
 - X. Roll Call.
 - XI. Adjournment
- B. Each of the standing committee chairpersons, the chairpersons of the Joint committees, and the chairperson of the University Senate Student Caucus shall give an oral and written report of the actions of that committee at every Senate meeting.
- C. During Presidential Privilege, the President may speak for no more time than ten (10) minutes unless given permission to speak longer by unanimous consent.
- D. At any time during a meeting, the Senate may, by a two-thirds un-debatable vote, allow a non-Senator to make a presentation. The chair shall state both the subject and duration of the presentation before taking a vote. The speaker may not exceed the stated time. Non-members making presentations to the Senate may be afforded time on the agenda upon the consent of the Committee on Committees.
- E. Under Members Privilege, the Chair shall recognize any member to address the Senate on a relevant topic. The chair shall state the duration of each address at the beginning of Members Privilege. At no time shall a member be permitted to speak for less than one (1) minute or more than five (5) minutes during Member's Privilege.

- F. All motions, having been made and seconded, shall be restated by the Chairperson of the Senate before further action is in order. All bills and resolutions shall be read by title and sponsor by the Clerk before further action is in order.
- G. The Orders of the Day shall proceed in the following manner; vetoed bills; Constitutional Amendments; Bylaw Amendments; reported bills and resolutions; emergency measures. Measures shall be called in order by the Chairperson of the Senate, who shall assign the primary sponsor a time limit to introduce and move passage of the measure. Interrogatories may be accepted during this time. The time limit may be extended by the chair or on motion of any Senator. This motion is neither debatable nor amendable, and it requires a two-thirds vote for passage.
- H. The Chairperson shall assign each measure posted on the Orders of the Day a time limit for debate. This time limit shall be clearly noted and announced by the Chairperson. For each measure, the time limit shall be extended equally for those favoring and opposing the measure. Those speaking on a measure shall be recognized in alternating fashion between those favoring and opposing a measure. The Parliamentarian shall keep the time, and will announce when the time for debate on a measure has ended. Debate shall end when all allotted time has expired.
- I. Amendments shall receive a minimum of a six-minute time limit on debate, assigned by the Chairperson upon recognition of a motion for amendment. The Senate Chairperson shall have the discretion to extend the time for debate on amendments. For each amendment, the time limit shall be extended equally for those favoring and opposing the amendment. Those speaking on an amendment shall be recognized in alternating fashion between those favoring and opposing the amendment. The Parliamentarian shall keep the time, and will announce when the time for debate on an amendment has ended. Debate shall end when all members favoring or opposing the amendment have spoken or when all allotted time has expired, whichever comes first.
- J. Time limits on debate may be amended by motion of any Senator before a measure has been called from the Orders of the Day. This motion is neither debatable nor amendable, and it requires a two-thirds vote for passage. Time limits may also be extended at any time by the chair, provided that both supporters and opponents of a measure receive an equal amount of debate time.
- K. Interrogatories and subsequent motions shall not be included in the posted time limit for a measure or stated time limits for an amendment.
- L. Debate shall be limited to primary sponsors and Senators, who shall have the opportunity to speak no more than twice for a period of three (3) minutes per motion, unless two-thirds (2/3) of those Senators voting or an absolute majority of the Senate vote to extend the limits of debate. A 2/3 majority of the Senate is required to impose stricter limits on debate or to close debate. The Chairperson shall first order the Clerk to read the measure's enactment clause. The Chairperson of the Senate shall recognize

the chairperson of the Standing Committee, to which the measure was referred, to report on the status of the measure. The Chairperson shall then sponsor of the measure. The Senate shall then move into debate on the measure proper. The Chairperson of the Senate shall then recognize question and close debate for a vote.

- M. Following debate, the Chairperson of the Senate shall announce, "The question is on the passage of (title of bill or resolution, noting amendments adopted). All those in favor shall signify by voting 'yes', those opposed 'no'. Matters requiring a simple majority may be voted on by voice; those requiring two-thirds (2/3) or three-fourths (3/4) approval must be counted by hand. Any two members of the Senate may require a roll-call vote.

Section 7. Termination of Legislation

An act or resolution may be rescinded or amended by an absolute majority of the Senate at any time after passage, to the extent that irreversible action consistent with the act has not occurred. A motion to rescind or amend an act or resolution previously passed is only in order at the end of the Orders of the Day.

Section 8. Effect

A bill having passed the Student Senate shall take effect forty-eight (48) hours after being signed by the President of the Student Government Association or in the case of a veto, forty-eight (48) hours after it has been overridden unless otherwise noted. Should the President fail to act, the bill shall become effective upon adjournment of the Senate meeting following passage as expressed in the Student Government Association Constitution.

Section 9. Evaluation of Programs

- A. The Operations and Evaluations Committee may require the appearance of any administrative officer or Senator, who shall respond to any inquiries.
- B. The Operations and Evaluations Committee shall not be denied access to information pertaining to Student Government Association legislation.
- C. The Operations and Evaluations Committee shall review such evaluations and add its own comments.
- D. These evaluations shall be available for inspection by any Student Government Association member.

Section 10. Report by Comptroller

The Comptroller shall submit a current report of income and expenditures on the first Senate meeting of each month.

Section 11. Senate Clerk

The Senate Clerk shall be appointed by the Committee on Committees to record the attendance and actions of the Senate; report actions of the Senate committees to the body; deliver the necessary records complete to the Senate Coordinator for their retention.

Section 12. Parliamentarian

There shall be a Parliamentarian who shall be appointed by the Committee on Committees who shall be present at each regular meeting of the Student Senate and who shall monitor and advise the Senate on proper procedure and decorum during its meetings.

Section 13. Public Meetings

- A. All meetings pertaining to the functions of the Student Government Association shall be open to the general public.
- B. These meetings include but are not limited to: Student Senate Meetings, Election Board of Supervision Meetings, Election Board of Claims Hearings, Supreme Court Meetings, Supreme Court Hearings, Standing Committee Meetings, Joint Committee Meetings, and University Senate.
- C. Exempt are the pre and post-hearing deliberations of the Election Board and the Supreme Court.
- D. Deliberation is defined as the actual decision making process used to render judgment regarding a specific case brought before the two boards as specified in paragraph (C) above. Deliberation cannot include any meeting where persons, who are not members of boards mentioned in paragraph (C) above are in attendance