

**STANDING RULES OF THE STUDENT SENATE
OF THE STUDENT ASSOCIATION
OF THE UNIVERSITY OF TULSA**

STANDING RULES ARE PROCEDURES

**(1) WHICH ARE RELATED TO THE DETAILS OF THE ADMINISTRATION
OF A SOCIETY RATHER THAN TO PARLIAMENTARY PROCEDURE**

**(2) WHICH CAN BE ADOPTED OR CHANGED UPON THE SAME
CONDITIONS AS ANY ORDINARY ACT OF THE SOCIETY**

From ROBERT'S RULES OF ORDER, NEWLY REVISED

I. GENERAL AGENDA, MINUTES, AND DEFINITIONS.

1.1. GENERAL AGENDA.

Business shall be conducted in the following order:

Call to Order

Roll Call

Approval of Minutes

Reports of Officers:

 President of the Senate

 President of the Student Association

 Secretary

 Treasurer

 Executive Manager

 Reports of Deans and Advisors

 Reports of Committees, Councils, and Boards

 Other Reports and Questions on Reports

Old Business

New Business

Discussion and Comments

Adjournment

1.2 MINUTES.

Minutes of Senate meetings shall follow the form of and include those items recommended by Robert's Rules of Order, Newly Revised. Information contained within the minutes shall be available immediately following Senate meetings. An electronic copy of the minutes shall be available before the start of the next Senate meeting.

1.3 DEFINITIONS.

Absence: each senator is allowed two (2) unexcused absences to Senate meetings per term of office; an unexcused absence to a committee meeting will count as one-half (1/2) of one (1) absence to a Senate session; excused absences to Senate meetings will be

granted at the Vice President's or Secretary's discretion upon receipt of a phone call or written communication prior to the Senate session; excused absences for a committee meeting will be granted at the discretion of the Vice President or committee chairperson upon notification prior to the scheduled meeting.

Academic year: shall extend from the beginning of the fall term to the end of the following summer term.

Day: any day during which the University is in full operation; this specifically excludes legal holidays, Saturdays, Sundays, and vacation periods, as reflected in the University Academic Calendar.

Majority: more than one-half (1/2).

Quorum: number legally required to carry on legislative business; two-thirds (2/3) of the Senate membership must be present when a vote is taken to render the vote effective.

Session: one (1) academic semester constitutes a session.

Simple majority: one-half (1/2) plus one (1) of all members present and voting (not to include abstentions).

Tardy: equivalent to one-half (1/2) of a Senate unexcused absence.

Term of office: a senator shall serve from the time of installation until the expiration of a term; a full term shall be two (2) academic semesters.

1.4 SPEAKING PRIVILIGES

All officers of the Student Association, including Senators, Executive Committee members, Cabinet members, Judicial Council Justices, and advisors, shall have speaking privileges at Senate meetings. In addition, any person with business before the Senate, such as a designated organizational representative or a Presidential appointee, shall have speaking privileges during consideration of that business.

II. ATTENDANCE, DUTIES, AND VACANCIES.

2.1. ATTENDANCE

(a) SENATE MEETINGS.

Roll call shall be taken at the beginning of each Senate meeting. Failure to appear at roll call shall constitute one (1) absence; however, if a senator arrives after roll call but within fifteen (15) minutes of the appointed starting time, the absence shall be reduced to a tardy. It is the senator's responsibility to notify the Secretary of any late arrival.

Items on the agenda shall be assigned time limits by the Senate President, to be determined prior to each meeting and listed on the agenda accordingly:

- 1) unless the body votes by a simple majority to extend the allotted time by a determinate amount;
- 2) when the gavel is passed at the end of the meeting, only members of the Senate may yield their time to anyone. The yielding of time by Senators to other Senators is at the discretion of the Senate President.

(b) COMMITTEE MEETINGS.

An unexcused absence from a committee meeting is equivalent to a half (1/2) absence.

(c) CABINET MEETING.

If a senator fails to attend at least one (1) Cabinet meeting each semester, it shall be equivalent to a half (1/2) absence.

(d) PARLIAMENTARY WORKSHOP.

This workshop shall be subject to the same attendance requirements as a regular Senate meeting.

2.2 DUTIES OF SENATORS.

(a) VOTING.

Each senator shall have one vote. Voting by proxy shall be prohibited. A senator's absence shall constitute loss of all voting privileges in that meeting.

(b) OFFICE HOUR.

It is mandatory for each senator to work one hour every week in the Senate office. Upon confirmation of office, every senator shall submit a weekly schedule of classes and designate an office hour anytime Monday through Friday when the office is accessible. All senators' office hours shall be posted and distributed. The SA Vice President may excuse an absence to a Senate office hour. The first unexcused absence of a weekly Senate office hour shall result in a written warning. The second violation shall result in a half (1/2) absence to Senate. Any subsequent unexcused absence shall result in a formal address to Senate as a whole. In the event that an office hour needs to be changed for one (1) week, leave a written notice on the telephone and on the board on the office door.

(c) COMMITTEE MEETINGS.

Attendance at committee meetings is required of all senators assigned to that committee.

(d) CABINET OBSERVATION.

Each senator shall be required to attend at least one (1) Cabinet meeting each semester.

(e) GENERAL CONTRACT.

Senators elected or appointed to represent a constituency that has a government (hall government, Panhellenic, IFC, etc.) must, upon election, form a general contract with that

government specifying the senator's duties in relation to that government. All contracts must be created between the senator and either the government or the SA Vice President.

(f) PARLIAMENTARY WORKSHOP.

(1) TRAINING.

All newly elected, re-elected, and appointed senators and officers shall be required to attend, within two (2) weeks of assuming their positions, a parliamentary procedure workshop conducted by the Senate President or another qualified person. The workshop shall cover parliamentary and Senate procedure, responsibilities and duties of each senator, and other subjects the Senate President shall deem necessary.

(2) DOCUMENTS.

All new senators shall receive a binder which shall contain the Standing Rules, the Constitution, the election policies of the Student Association, other policy statements pertaining to SA, and a current roster of all senators and SA officers. All retiring senators shall return their binders to the Vice President or a designated location at the last meeting of their terms.

2.3 SENATOR VACANCIES.

When vacancies occur in Senate seats, a new senator shall be selected within three (3) weeks unless a regularly scheduled Senate election occurs within three (3) weeks after the seat is declared vacant. Selections for senators shall be made by the Senate President, after which the nominee shall be interviewed by the Government Operations Committee. The nominee shall then be presented, with the recommendation of GOC, for confirmation by the Senate. Confirmation shall require a majority roll call vote. Senate seats that are filled by appointment shall become vacant and be up for elections at the next regularly scheduled election when the term would have originally expired.

2.4 OFFICER VACANCIES.

Vacancies occurring in the positions of Vice President, Secretary, and Treasurer more than sixty (60) days before a regularly scheduled election shall be filled by a special election called by the President of SA. Less than sixty (60) days before a regularly scheduled election, vacancies shall automatically be filled as designated: Vice President by President Pro Tempore, Secretary by Senate Clerk, and Treasurer by the chairperson of the Financial Appropriations Committee (FAC).

2.5 VACANCY BY RESIGNATION.

SA senators and officers who are unable to complete a full term shall automatically lose their positions upon formal announcement to the Senate.

III. SANCTIONS, RECALL AND IMPEACHMENT.

3.1 SANCTIONS.

(a) MINIMUM GPA.

Senators and officers not maintaining a minimum 2.5 cumulative grade point average shall automatically lose their offices upon formal announcement to the Senate of such grade point deficiency as certified by the Registrar.

(b) ABSENCE AND REINSTATEMENT.

Senators absent two (2) times without official excuse during any session shall automatically be relieved from office. The Secretary shall announce the second unexcused absence to the Senate during a report. The President of the Senate shall declare the seat vacant before the end of the meeting. Relieved senators may be reinstated once, upon motion by a senator and by a roll call vote of three-quarters (3/4) of the senators present and voting at the next regular meeting. Any senator having two (2) subsequent absences without excuse following reinstatement shall be relieved for the remainder of the term. In the absence of such a motion, the seat shall be filled as prescribed by Standing Rule 2.3.

3.2 RECALL AND IMPEACHMENT.

In the event that a senator, presidential appointee, or executive officer of SA is accused of gross misfeasance, a resolution may be presented to create an ad hoc committee to investigate the charges. This committee shall consist of the chairpersons of the FAC, GOC, SIC, and SUAC, the Senate advisor, the SA advisor, and at least one (1) other executive officer of SA. Within fourteen (14) days of the presentation of the charges, the committee shall report its findings to Senate. A motion to impeach an officer or recall a senator or presidential appointee shall be in order if the Senate so desires. A two-thirds (2/3) roll call vote shall be necessary to impeach or recall. No senator may abstain from a vote to impeach or recall.

3.3 POST-IMPEACHMENT REQUIREMENTS.

Any SA officer who is impeached shall be required to return all SA scholarship monies which were received for that term of office to SA within ten (10) weeks of impeachment. Any impeached officer who does not comply shall be referred to the Judicial Council for further action.

IV. STANDING COMMITTEES: CREATION, DUTIES, AND COMPOSITION.

4.1 CREATION AND DUTIES.

All legislation brought before the Senate for action, including presidential appointments and Senate resolutions, shall be referred to a Senate committee. These committees shall include, but not be limited to: Financial Appropriations Committee (FAC), Government Operations Committee (GOC), Student Investigative Committee (SIC), and Student University Affairs Committee (SUAC). The Senate President shall decide to which

committee(s) legislation and other Senate issues shall be assigned. A committee so assigned shall discuss the legislation, appointment, or issues, and the committee's chairperson shall report the conclusions to Senate at the following Senate meeting. Any bill, resolution, appointment, or other issue assigned to a committee must receive a simple majority vote in order to be submitted to the Senate as a whole. Appointments shall be reported at the following Senate meeting. Any bill or resolution submitted to the Senate by committee must receive a majority vote as defined in Standing Rule 1.3 in order to be enacted. A simple majority vote shall be sufficient to determine a main motion of the Senate.

4.2 COMPOSITION.

The membership of the Standing Committees established by the President of the Senate shall be composed of no more than two (2) senators from each of the residential constituencies and no more than two (2) senators from each of the colleges, unless the number of senators per committee prohibits this.

4.3 CHAIRPERSON.

Each committee shall elect by majority vote of the committee members a chairperson and committee secretary. The chairperson shall preside over all committee meetings. The committee secretary shall take attendance and minutes at each committee meeting and forward this report to the SA Secretary.

4.4 FINANCIAL APPROPRIATIONS COMMITTEE (FAC).

There shall be established a Financial Appropriations Committee (FAC) composed of members as selected in accord with Standing Rule 4.2. The committee's purpose shall be to allocate the Senate Contingency Funds to student organizations and to regulate the application of the FAC Guidelines. The duties of the committee shall be to:

- (1) annually review and prepare for Senate approval the FAC Guidelines for the allocation of Senate Contingency Funds,
- (2) publicize the FAC Guidelines to SAB organizations at the beginning of each semester,
- (3) distribute the money in Senate funds to SAB organizations in accord with the FAC Guidelines,
- (4) work with the SA Treasurer to insure that SAB organizations receiving SA funds have filed the appropriate receipts and documentation for all scheduled events,
- (5) make recommendations on all appropriations bills from the Senate Contingency Fund as set forth in Section V of the Standing Rules, and

(6) allocate money to newly formed SAB organizations in accord with the FAC Guidelines.

4.5 GOVERNMENT OPERATIONS COMMITTEE (GOC).

There shall be established a Government Operations Committee composed of members as selected in accord with Standing Rule 4.2. The scope of GOC shall include legislation that concerns internal operations of SA. The specific duties of the Government Operations Committee shall be to:

- (1) investigate and further define the internal organization of SA,
- (2) review and make recommendations concerning legislation referred to it,
- (3) review and make recommendations on the presidential appointments to the Judicial Council and Cabinet, and vice-presidential appointments for Senate vacancies, prior to the confirmation hearings conducted by the Senate,
- (4) meet at least once each semester with all SA executive officers and SA Cabinet chairpersons,
- (5) review by the last Senate meeting of spring semester the activities of all SA executive officers and SA Cabinet chairpersons and submit a formal report to the Senate at that meeting, and
- (6) delegate at least one (1) GOC member to attend each Cabinet meeting.

4.6 STUDENT INVESTIGATIVE COMMITTEE (SIC).

There shall be established a Student Investigative Committee to be composed of members selected in accord with Standing Rule 4.2. The committee's purpose shall be to identify, investigate, and recommend appropriate action to the Senate on issues and problems requiring immediate action. The duties of the Student Investigative Committee shall be to:

- (1) establish an open forum for all members of SA to express their views and to assist Senate in isolating specific problem areas,
- (2) review and research legislation assigned to the committee and make a recommendation to Senate,
- (3) report any legislation deemed necessary by the committee directly to the floor of the Senate during New Business,

(4) monitor the status of resolutions and non-money bills signed by the SA President and University President and report the findings to Senate at the last Senate meeting of each semester, and

(5) review by the last meeting of each semester the activities of Senate and Standing Committee chairpersons and submit a, formal report of their review to the Senate by that meeting.

4.7 STUDENT UNIVERSITY AFFAIRS COMMITTEE (SUAC).

There shall be a Student University Affairs Committee to be composed of members selected in accord with Standing Rule 4.2. The committee's purpose shall be to address issues concerning the relationship of the Senate to the students of the University, the faculty and administration, and the community. The duties of the Student University Affairs Committee shall be to:

(1) define the relationship between the Senate and the University community consisting of students, faculty, administration, and trustees,

(2) educate the University community as to the focus, function, and operation of Senate and its sub-entities and to encourage through programs and organized objectives a forum for representation of student and University interests within the Senate,

(3) review and make recommendations on legislation referred to the committee,

(4) report any legislation deemed necessary by the committee directly to the floor of the Senate during New Business, and

(5) organize the matching of senators with SAB organizations and insure that all SAB organizations are informed of SA issues.

V. ALLOCATION OF SENATE FUNDS.

[For further information, refer to [FAC/SAB Guidelines.](#)]

VI. PRESIDENTIAL APPOINTMENT PROCEDURE.

6.1 REFERRAL TO GOC.

When the President makes an appointment to the Judicial Council, Cabinet, or any other appointment, the appointment shall be referred to GOC.

6.2 INTERVIEW.

GOC shall conduct an interview with each candidate and shall vote to submit the appointment to the Senate. The motion to submit shall require a simple majority.

(1) If the motion to submit passes, the appointment shall be considered by Senate as Old Business at the next scheduled Senate meeting.

(2) If the motion to submit does not pass, the appointment shall not be considered by the Senate unless the Senate votes to consider the appointment as detailed in Section 6.3, subsection (2).

6.3 COMMITTEE REPORT.

(1) The GOC committee report submitted with any appointment shall consist of a notice that an appointment was considered as well as the committee's vote on each appointee.

(2) If any appointments were not submitted to the Senate (as detailed above), the report shall include a motion to consider the rejected appointments. The motion shall be amendable and debatable, and shall require a two-thirds (2/3) vote to be rejected.

6.4 PRIORITY BUSINESS.

An appointment as referred by GOC shall be the first item of Old Business.

6.5 BLOCKS.

Appointments shall be considered in blocks: one block for Judicial Council appointees, one block for Cabinet appointees, and one block for all other presidential appointees. All candidates within a block shall be considered together but voted on separately. If more than one block of appointees will be considered at a meeting, the blocks shall be considered in the order listed.

6.6 ATTENDANCE OF APPOINTEE.

If an appointee is not present at the Senate meeting when the appointment is considered, that appointment shall be automatically tabled.

6.7 PROCEDURE FOR CONSIDERATION BY BLOCK.

(1) The GOC chairperson or designee shall summarize the interview results for each candidate and shall make any comments deemed necessary.

(2) Senators may ask questions of the appointees in the block.

(3) The appointees shall leave the meeting for the remainder of the consideration of their appointments, unless they are required to answer additional questions as in subsection (6).

(4) Senators may ask questions of GOC.

- (5) Senators may ask questions of the President or the Executive Manager.
- (6) Senators may ask any germane miscellaneous questions necessary.
- (7) Senators may discuss the appointees.
- (8) The Senate shall vote separately on each appointment in the block. Judicial Council appointments shall require a two-thirds (2/3) affirmative vote for approval. All other appointments, including Cabinet appointments, shall require a simple majority. Before a final vote on appointees, the appointees, the Senate may go into a closed session, if so moved.
- (9) Appointees may return to the meeting and be installed in their positions. By consent, an appointee who is a member of Senate may give up a Senate seat in order to be installed in accord with Standing Rule 2.5.
- (10) If another block of appointees is to be considered, the Senate may move into consideration of that block.

6.8 PREVIOUS QUESTION.

The Previous Question shall not be in order until the Senate moves into discussion. At each stage in the appointment process, a motion may be made which shall require a two-thirds (2/3) vote and shall not be debatable-to move into the next stage of the process, or the Senate President may initiate the motion by general consent.

VII. SUMMER EXECUTIVE COMMITTEE.

7.1 COMPOSITION.

A Summer Executive Committee consisting of the SA President, SA Vice President, three (3) Senators, and three (3) Cabinet members shall serve from the conclusion of the spring term until classes resume in the fall. Three (3) Senators and two (2) alternates shall be elected by a majority vote of Senate before the final meeting of the spring session of the Senate. Three (3) Cabinet members and two (2) alternates shall be nominated by the SA President and approved by a two-thirds (2/3) vote of Senate.

7.2 EXCUSE.

The SA Executive Officers named in Standing Rule 7.1 may only be excused from duty through a formal petition to Senate. The Senate may excuse an officer by a two-thirds (2/3) vote.

7.3 DUTIES

The duties of the Summer Executive Committee shall be to address all relevant issues that arise during the summer term. The committee shall have the power to undertake projects, establish ad hoc committees, and make financial commitments as deemed necessary.

7.4 MEETINGS.

The Summer Executive Committee shall meet at least four (4) times during the summer with a quorum of five (5). Any member missing more than one (1) meeting shall be removed and replaced with an alternate. Absences may be excused only by a majority vote of the Summer Executive Committee.

7.5 VOTING.

All members of the committee shall have full voting privileges except the President, who shall vote only in case of a tie.

7.6 CHAIRPERSON.

The President shall set the agenda and serve as the chairperson for each meeting. In case of the President's absence, the Vice-President shall assume the President's duties.

7.7 SECRETARY.

The Summer Executive Committee shall elect a Secretary to record the minutes of all meetings, which shall be submitted to the GOC chairperson at the first Senate meeting in the fall.

VIII. LEGISLATION

8.1 DEFINITIONS

- (a) A "bill" shall legislate policy directives, governing documents (with the exception of the Student Association Constitution), allocate funds, or any other act that is directly effective on the Student Association, its members, its elected and appointed officers, or registered SAB organizations. Upon final passage and approval by the Student Association President, a bill shall become a statute.
- (b) A "resolution" shall be an act issuing a formal statement of opinion to groups, organizations, or persons outside the Student Senate. The statement contained in a resolution shall be non-binding. Upon final passage and approval by the Student Association President, the resolution shall be submitted to the University President.

8.2 INTRODUCTION OF LEGISLATION

- (a) Bills and resolutions (hereafter titled "legislation") shall be submitted in typed format to the Senate President and the Student Association Secretary prior to introduction.

- (b) Legislation shall be distributed or read to all members of the Student Senate prior to introduction. Any legislation that is not distributed to the members of the Student Senate must be read in its entirety before acceptance and referral to a committee.
- (c) The Senate President shall allow for the introduction of legislation during New Business. Legislation shall be read aloud and must be seconded by a Senator who is not an author or sponsor of the legislation. There may be a motion to waive the reading of legislation unless it has not been distributed in print to all present members of the Student Senate. A motion to waive the reading shall be made by unanimous consent, and shall be granted without objection by any member of the Student Senate.
- (d) The Senate President shall refer all legislation that has been seconded by the Student Senate to a Standing Committee within twenty-four (24) hours of its introduction. No other presiding officer of the Student Senate, including the President Pro-Tempore, shall refer legislation to a committee.

8.3 ORDERS OF CONSIDERATION

- (a) Legislation and appointments referred by the committee for consideration by the Student Senate shall be considered during Old (or Unfinished) Business.
- (b) Appointments shall be considered before any legislation.
- (c) Legislation requiring the presence of an organizational representative, including conference travel bills and allocations to new organizations, shall be considered before any other legislation but after the consideration of appointments.
- (d) The order of consideration for other legislation shall be determined by the Senate President.
- (e) A motion may be made to amend the orders of consideration. The motion must be seconded and passed by a simple majority.

8.4 PROCEDURE FOR CONSIDERATION

- (a) The Chair, or, in his or her absence, the next-ranking member of the committee to which legislation or an appointment under consideration has been assigned shall present a report (“committee report”) detailing its vote and an explanation of the legislation, amendments, or the appointee.
- (b) Following the committee report, the author of legislation, the organizational representative (if applicable), or the appointee shall offer a report or explanation (“author’s explanation”) of the item under consideration.
- (c) Following the author’s explanation, the floor is opened to questions. The Senate President shall determine to whom questions may be addressed, and all questions should be referred to that person. The Senate President may determine the length of questioning. A motion may be made to extend questions by a definite amount of time or by a definite number of questioners. Such a motion shall be seconded and shall require consent of a simple majority of the Student Senate.
- (d) Following questions, the floor is opened to discussion. The Senate President may determine the length of discussion, either per speaker or for the total duration of the discussion. A motion may be made to extend discussion by a definite amount of time or by a definite number of questioners. Such a motion must be seconded and shall require consent of a simple majority of the Student Senate.

- (e) Following discussion, the legislation or appointment shall be in line for a vote of the Student Senate. A vote shall require a simple majority unless otherwise stipulated by the Student Association Constitution, the Senate Standing Rules, or any other lawfully adopted governing document of the Student Association. The Senate President shall determine the method of voting, unless otherwise stipulated by the Student Association Constitution, the Senate Standing Rules, or any other lawfully adopted governing document of the Student Association. A motion may be made to amend the Senate President's determination, and shall require a second and consent of a simple majority of the Student Senate.
- (f) Legislation that has been approved by the requisite majority of the Student Senate shall be submitted to the Student Association President by the Student Association Secretary in accordance with Article II, Section 7 of the Student Association Constitution.

8.5 EMERGENCY LEGISLATION

- (a) Legislation may be introduced as an emergency only if the author demonstrates the necessity for immediate consideration of such legislation. Emergency legislation must be typed and distributed to all present members of the Student Senate prior to its consideration. A clause indicating the nature of the emergency shall be included in the legislation.
- (b) A motion shall be made during Old (or Unfinished) Business to introduce emergency legislation. The motion to introduce shall require a second and consent of a simple majority of the Student Senate.
- (c) Following approval of the motion, the emergency legislation shall be introduced by a full reading. There shall not be a motion to waive the reading. The legislation must be seconded by a Senator who is not an author or sponsor of the legislation, and must be accepted by the Senate President.
- (d) Following acceptance of emergency legislation, the Student Senate shall consider the legislation in accordance with Section VIII, Subsection 4 of the Senate Standing Rules. The Student Senate shall not be required to enter Committee of the Whole for consideration of emergency legislation, but may upon a motion as defined by Robert's Rules of Order.
- (e) No resolution proposing a constitutional amendment shall be accepted as or considered emergency legislation.

8.6 RESOLUTIONS PROPOSING CONSTITUTIONAL AMENDMENTS

- (a) An amendment to the Student Association Constitution shall be written as a resolution for referral to the student body in accordance with Article V of the Student Association Constitution.
- (b) A resolution proposing a constitutional amendment shall list all revisions by striking deleted text and underlining inserted text.
- (c) A resolution proposing a constitutional amendment shall list a ballot title and the ballot to be used in the constitutional referendum. The ballot title shall be a short title describing the amendment. The ballot shall propose the question and one option signifying approval and one option signifying disapproval.
- (d) The chair of the Government Operations Committee shall approve the ballot to be used during the referendum.