

# **STANDING RULES OF THE PURDUE STUDENT GOVERNMENT STUDENT SENATE**

**Current Revision Date: 11/30/2016**

**Last Bill Revision: 16-38**

## **ARTICLE I. OATHS AND MEMBERSHIP**

### **SECTION 1. OATHS OF THE STUDENT SENATE**

1. The oaths or affirmations required by the Constitution of the Purdue Student Government, the Bylaws of the Purdue Student Government, and/or Purdue University Regulations shall be taken by each Senator, in an open Student Senate meeting, before entering upon their duties. A Senator shall not be permitted to perform any of the duties or responsibilities outlined in the Constitution or Bylaws of the Purdue Student Government, unless they have taken the oath of the Purdue Student Government Student Senate.

2. The oath of the Purdue Student Government Student Senate shall read:

*"I [state your name], / on this \_\_\_ day of \_\_\_\_\_, 20\_\_ / swear to abide by and uphold / the Bylaws and the Constitution / of the Purdue Student Government. / I swear to conduct / all legislative business / with complete honesty / and with the best interest of Purdue University / as my main objective."*

3. The swearing-in of Senators-elect or of Senators-designate, and other questions of privilege, shall always be in order, except during roll call, the approval of the minutes, while there is a pending motion to adjourn, or while the Standing Rules of the Purdue Student Government Student Senate have been suspended.

## **ARTICLE II. PROPER ATTIRE**

### **SECTION 1. ATTIRE OF THE STUDENT SENATE MEETINGS**

Proper attire for Student Senate meetings shall be at the discretion of the President Pro-Tempore, but shall always be either business formal or business casual.

## **ARTICLE III. ORDER OF BUSINESS**

### **SECTION 1. ORDER OF BUSINESS**

1. The order of business in the Student Senate shall be as follows:
  1. Call to Order
    - a. Proxy Reports
    - b. Roll Call
    - c. Introduction of Visitors
    - d. Pledge of Allegiance
    - e. Pledge of Purpose
    - f. Approval of Minutes
  2. Special Programing
  3. Cabinet Reports
  4. Committee Reports
  5. Advisor Reports
  6. Informal Discussion
  7. Old Business
  8. New Business
  9. Announcements
  10. Adjournment
2. The Student Body Vice President, acting as the President of the Senate, and the President Pro-Tempore shall be permitted to add or move items of business prior to the start of the meeting.

## **ARTICLE IV. LEGISLATIVE PROCEDURE AND MOTIONS**

### **SECTION 1. SUBMISSION OF LEGISLATION**

1. All pieces of legislation to be considered by the Student Senate shall be submitted to the President Pro-Tempore in the form of an email.
2. In order to appear on the agenda for a meeting of the Purdue Student Senate, all pieces of legislation must include:
  - a. The name of a consenting Senate co-sponsor, unless authored by a Senator, and a majority consent of a Purdue Student Senate Standing Committee; or
  - b. The authorship of the Student Body President, Student Body Vice President, or President Pro-Tempore.

3. Upon receiving legislation, the President Pro-Tempore shall assign the legislation an ascension number and, unless authored by the Student Body President, Student Body Vice President, or President Pro-Tempore, assign that piece of legislation to a proper Student Senate Standing Committee.
4. Once legislation has been assigned to a committee, it is the responsibility of the Committee Chair to set the committee meeting agenda and to distribute all relevant pieces of legislation to the members of that committee.
5. At the next meeting of the committee, or a meeting within at least one month of assignment by the President Pro-Tempore, members of the committee will vote as to whether a piece of legislation can be heard on the floor of the Student Senate.
  - a. If a piece of legislation receives majority consent of the committee members present, assuming quorum has been met, the Committee Chair shall send the legislation to the President Pro-Tempore to be placed in “New Business” on the next regularly scheduled Student Senate meeting agenda.
  - b. If a piece of legislation fails to receive majority consent of the committee members present, assuming quorum has been met, the Committee Chair shall send the legislation to the President Pro-Tempore and Student Body Secretary to be placed in the official record of the Student Senate, but shall not be included in the agenda of the Student Senate.
  - i. If a piece of legislation fails to receive majority consent of the committee, a petition of twelve or more Student Senators that deem the legislation necessary to be heard by the Student Senate can allow for the legislation to be placed on the agenda for the next Student Senate meeting. This petition must be sent to the President Pro-Tempore and the Student Body Secretary by 11:59 PM on the Wednesday prior to the next regularly scheduled Student Senate meeting. Senators must be notified that legislation has failed in committee during the following Senate meeting with a copy of failed legislation provided electronically with the passed legislation.
  - c. If a piece of legislation has 12 senators as sponsors on the piece of legislation, the piece of legislation goes directly to the floor and bypasses committee oversight.
6. Legislation must be approved by an outlined way above and sent to the President Pro-Tempore by 11:59 PM on the Wednesday prior to the next regularly scheduled Student Senate meeting in order to be placed in “New Business” on the next regularly scheduled Student Senate meeting agenda.

7. Any legislation sent to the President Pro-Tempore after this deadline may be included on the agenda, but shall require:
  - a. Consent of the Student Body Vice President or President Pro-Tempore, and
  - b. A ten-minute recess for Student Senators to review all of the information
8. The President Pro-Tempore shall send out, in the form of email, all documents for the next Senate meeting by 8:00 PM the Friday prior to the Student Senate meeting.
  - a. The documents shall include, but are not limited to the following: the agenda for the Student Senate meeting, all bills, resolutions, informational material, and any other relevant documents.
  - b. In the case that the material is not sent out before 8:00 PM the Friday prior to the Student Senate meeting, a ten-minute recess will also be allotted for Senators to review all the information.
9. It is the responsibility of the President Pro- Tempore to publish and make up-to-date copies of resolution and bill templates available on the Purdue Student Government website, as well as brief instructions on how to write legislation.
10. It is the responsibility of the President Pro- Tempore to publish up to date instructions on how to properly submit legislation on the Purdue Student Government website.
  - a. If the Purdue Student Government website is not active, the President Pro-Tempore must publish up to date instructions on social media.

## SECTION 2. READING OF LEGISLATION

1. The first reading of any piece of legislation shall consist of:
  - a. The option of a reading of the entire piece of legislation by the primary author or sponsor;
  - b. The option of a brief presentation by the primary author or sponsor, not to exceed five (5) minutes in duration;
  - c. No more than fifteen (15) minutes of debate.
  - d. A vote for the piece of legislation to pass confirmation, or to proceed to the second reading, when needed.

2. A piece of legislation may be referred to a Student Senate committee at any time after its introduction. Upon referral to committee:
  - a. The Chair of the specific committee is responsible for reporting the committee's findings at the next Student Senate meeting.
  - b. The committee may postpone the Chair's report to the Student Senate by a majority vote.
  - c. The committee may table a piece of legislation indefinitely by a majority vote. A two-thirds vote of the Student Senate shall be required to retrieve legislation tabled by committee.
  - d. If the committee is in receipt of a piece of legislation prior to its passage through the first reading, said piece of legislation must return and clear that phase before it may proceed to the second reading.
3. Additional readings of any piece of legislation, following the first reading, shall consist of:
  - a. An announcement of the number, title, authors, and sponsors of the piece of legislation;
  - b. The report of the committee reviewing the legislation, when applicable;
  - c. Unlimited debate;
  - d. A final vote.
4. In addition to standards outlined in the Constitution of the Purdue Student Government, any piece of legislation that appropriates funds, requires action by departments within PSG, or alters the functions or duties of any part of the Purdue Student Government must be in the form of a bill, and shall require at least two readings, following the processes described herein.
5. Unless otherwise noted within the governing documents of the Purdue Student Government or within a specific piece of legislation, all pieces of legislation presented to the Student Senate for consideration shall require only one reading.
6. It shall not be in order to consider any proposed committee amendment, other than a technical, clerical, or conforming amendment, which contains any significant matter not within the jurisdiction of said committee proposing such amendment.

### SECTION 3. AMENDMENT AUTHORSHIP

1. Any Senator that moves to make an amendment on a piece of legislation will be added as an author of that legislation, if that amendment is present in the final version of the legislation.
2. If an amendment is made to a piece of legislation, the original authors and sponsors may have their names removed from the piece of legislation. The authors and/or sponsors that wish to have their names removed from the legislation must inform the President Pro-Tempore, Student Body Vice President, and Student Body Secretary within 24 hours of the conclusion of the meeting.

## ARTICLE V. DEBATE

### SECTION 1. SPEAKING PRIVILEGES

1. No Senator shall speak more than three times upon any one question in debate during the same Student Senate meeting. Yielding the floor to others is included as a speaking instance.
2. Except during an additional reading, following the first reading, of a piece of legislation, or where otherwise specified herein, Senators shall be recognized for no more than five minutes at a time for a total of fifteen minutes of speaking time.
3. No Senator in debate shall, directly or indirectly, by any form of words, impute to another Senator or to other Senators any conduct or motive unworthy or unbecoming of a Senator.
  - a. In the circumstances that a Senator is determined to be imputing or acting unbecoming of their position, they shall be sent to the Internal Affairs committee for a hearing.
4. A Senator may yield their allotted speaking time to any individual present at the meeting or any available electronic media. Examples of available electronic media include, but are not limited to: audio files, Skype, video files. During this time, Senators have permission to operate the machinery necessary for the transmission of said electronic media. Any setup time shall be included in the allotted speaking time for said Senator.
5. Any individual listed as an author on a piece of legislation may partake in debate, following the same debate guidelines outlined in the above sections.

## **ARTICLE VI. COMMITTEE PROCEDURE**

### **SECTION 1. CLOSED MEETINGS**

1. Committees may vote to close meetings during consideration of:
  - a. Matters pertaining to the removal of an officer or member;
  - b. Matters pertaining to ongoing legal matters.

## **ARTICLE VII. SUSPENSION AND AMENDMENT OF THESE RULES**

### **SECTION 1. SUSPENSION**

1. These Standing Rules of the Purdue Student Government Student Senate may be suspended by a two-thirds vote of all Senators present and voting. The suspension shall apply only to the immediately pending question.
2. The Standing Rules of the Purdue Student Government Student Senate cannot be suspended for an entire meeting.
3. The Presiding Officer may suspend these Standing Rules of the Purdue Student Government Student Senate during Special Programming, Cabinet Reports, Committee Reports, Advisor Reports, and Informal Discussion, as the Presiding Officer deems it necessary. However, a seconded motion to enforce the Standing Rules of the Purdue Student Government Student Senate shall always be in order during these instances.

### **SECTION 2. AMENDMENT**

1. Amendments of the Standing Rules of the Purdue Student Government Student Senate shall be introduced to the Student Senate in the form of a bill, which shall require two readings.
2. Each amendment of the Standing Rules of the Purdue Student Government Student Senate must pass by majority vote of the regular membership of the Senate, and shall take effect upon the commencement of the next regularly scheduled meeting.
3. Amendments to these rules do not require the signature of the Student Body President, as they are the prerogative of the independent Student Senate.