



Senate Handbook

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Parliamentary Procedure

Reasons for Using Parliamentary Procedure

- Facilitates the transaction of business through an established set of rules
- Ensures equal rights, privileges, and obligations for all members

Basic Principles of Robert's Rules of Order

A quorum (majority of the total and current Senate membership) must be present for the group to officially act on any business.

Obtaining the floor:

- Unless a senator has a privileged motion, they may not interrupt another speaker to obtain the floor and they must approach the podium.
- After approaching the podium, a senator has to be recognized by the chair before they can have the floor.
- Full and free discussion of every motion considered is a basic right.
- Only one question at a time can be considered at any given time.
- The chair should be strictly impartial.
- Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken

Frequently Used Terms

Acclamation: unanimous consent.

Call for the Question (previous question): motivation for unanimous consent to ending debate.

Chair: the person in a meeting who is actually presiding at the time.

Division: allows any one member to demand that the Chair verify the vote. The Chair must retake the vote in a manner in which the group can see and be assured of the correctness of the call.

Motion to Amend: members can propose changes to be made in the wording and, within limits, the meaning of a pending main motion before it is voted on.

Motion to Reconsider: allows a group to reconsider the vote on a motion after it has been acted upon.

Motion to Rescind: used to quash or nullify a previously adopted motion. It may strike out an entire motion, resolution, bylaw, etc.

Motion to Suspend Rules: motion used when an assembly wishes to do something that it cannot do without violating one or more of its regular rules (i.e. allowing the USG President to speak during a debate, etc)

Parliamentary Inquiry: a useful motion that enables the members to obtain help regarding parliamentary procedure.

Point of information: used to obtain additional information on the subject being considered.

Point of Order: used when a member of the assembly -or the assembly as a whole- feels that the Chair is failing to operate within the rules.

Proxy: the power given by one person of the assembly to another to vote on his/her behalf.
i.e. A senator has a study session or is ill on a meeting night so he/she finds someone to attend on his /her behalf.

Seconding: some motions require a second person's support when a member of an assembly calls for a motion to be passed.

Yielding: to open the floor

Handling a Motion

Three steps by which a motion is brought before a group:

1. A member makes a motion
2. Another member seconds the motion (some motions do not require this)
3. The Chair states the question on the motion

Three steps in the consideration of a motion:

1. The members debate the motion (unless no one claims the floor for that purpose)
2. The Chair puts the question to a vote; the Chair restates the question the Chair takes the vote
3. The Chair announces the result of the vote. A complete announcement should include:
4. Report on vote itself, stating which side prevailed, Declaration that the motion is adopted or lost, and a statement indicating the effect of the vote or ordering its execution.

Voting

Basic Methods of Voting:

1. Voice vote- used for a vote that requires a majority or less
2. Rising vote -used when a voice vote is inconclusive. Members indicate their vote by standing
3. Show of Hands- alternative use to a rising vote

Other Methods which may be ordered:

1. Ballot Vote: used when the secrecy of the members' votes is desired. Voting by ballot is required in certain cases by the USG Constitution
2. Roll call: places on record how each member votes

Basis for determining a voting result:

1. Majority vote
2. Two-thirds Vote

Rules of Debate

Debate: A discussion on the merits of a pending question

- A member may not speak in debate until they are recognized by the Chair
- A member who wishes to be recognized must raise their hand and call out “Mr. Chair” from their seat. When recognized, they may approach the podium for debate to make a motion.
- When no special rule relating to the length of speeches is adopted by the group, a member can speak no longer than 10 minutes unless the consent of the group is obtained.
- The member who makes the pending motion has the right to speak first in debate, if so desired.
- Debate must follow a pro-con fashion. This means that after a con argument is given it must be followed by a pro, unless there are none.
- Rights in debate are not transferable. A member cannot yield an unexpired portion of his or her time to another member or reserve any portion of the time for later.
- No member may be allowed to speak more than twice to the same question on the same day.

Proper decorum in debate must be observed or a member may be called out of order:

- Remarks must be relevant to the question before the group
- Speakers should speak loudly and clearly
- Members should refrain from attacking another member's motives
- Speakers must address the Chair during debate
- Speakers must stand at the designated podium during debate

TABLE OF RULES RELATED TO MOTIONS

Motions	Interrupt	Second	Debate	Amend	Vote
Adjourn	No	Yes	No	No	Majority
Amend	No	Yes	If Motion Is	Yes	Majority
Amend motion (Majority) Previously Adopted	No	Yes	Yes	Yes	2/3
Lay on the Table (2/3)	No	Yes	No	No	Majority
Limit or Extend Debate	No	Yes	No	Yes	2/3
Main Motion	No	Yes	Yes	Yes	Majority
Orders of the Day	No	No	No	No	Chair
Parliamentary Inquiry	Yes	No	No	No	Chair
Previous Question	No	Yes	No	No	2/3
Point of Info	Yes	No	No	No	Chair
Postpone Definitely	No	Yes	Yes	Yes	Majority
Question of Privilege	Yes	No	No	No	Chair
Recess	No	Yes	Sometimes	Yes	Majority
Reconsider	Yes	Yes	If Motion Is	No	Majority
Refer to Committee	No	Yes	Yes	Yes	Majority
Rescind (Majority)	No	Yes	Yes	No	2/3
Incidental Motions	Interrupt	Second	Debate	Amend	Vote
Appeal from Decision of Chair	Yes	Yes	Sometimes	No	Majority
Division of Assembly	Yes	No	No	No	None
Division of Question	No	Yes	No	Yes	Majority
Object to Consideration	Yes	No	No	No	2/3
Point of Order	Yes	No	No	No	Chair
Suspend Rules	No	Yes	No	No	2/3
Withdraw a Motion	Yes	Yes	No	No	Majority

USG Legislation

The USG Senate has the sole power to pass legislation. Writing and passing legislation --which furthers the interests of the SIU Carbondale Undergraduate population--, is the most vital duty of a USG Senator. It is important to know the powers of USG legislation when trying to affect changes on the University. USG legislation is only binding to the organization. Positions taken to the University administration are solely advisory, and action cannot be forced outside of USG through legislation.

The most important power a USG member has is that of persuasion, and the quality and support of a piece of legislation can drive that power. Therefore, it is crucial that you understand the components of legislation and how they can best be used to accomplish goals this year.

Classifications of Legislation

Resolution: This type of legislation gives an organizational stance on an issue. Resolutions urge members of USG and SIU Carbondale to take action on certain issues

Bill: These are used to fund and recognize SIU Carbondale RSO's, approve USG appointments, and create temporary committees. Bills may also be used to create any Senate standing rules or create any concrete action on behalf of the organization.

Mandate: This is a directive for action of either the legislative or executive branch of USG.

Amendment: A written change to the USG Constitution.

Special Rules Regarding USG Legislation

An Amendment to the Constitution must be submitted to the USG Senate at least one Senate meeting in advance of voting.

Executive Appointment, Amendment to the Constitution, Bill to Fund, Bill to Impeach, and consent of the Senate, require a two-thirds affirmative vote of the Senate. All other Legislation only requires a majority vote.

The USG President may veto any passed legislation. The Senate may over-ride a veto by a two-thirds affirmative vote.

Remember that you have an entire USG Executive staff here to assist in writing any legislation. The USG Commissioners are the most knowledgeable representatives in their area, and they can be a great help in researching issues they are familiar with. Please consult other members of USG if you ever want advice or assistance on anything. We are here to learn and work together!

Format of USG Legislation

There are four parts to USG Legislation:

1. Summary Statement

Briefly summarize the intent of the legislation

(ex) Resolution calling on the University to improve computing facilities

(ex) Bill to fund the American Marketing Association

2. Whereas Statement

Series of statements detailing the reasoning behind the legislation

Should be concise, but provide a comprehensive explanation for why the legislation should be enacted

3. Therefore Statements

Should detail what actions should result from the passing of the legislation

Important that action is targeted at appropriate area or person

4. Author(s) and Submitter(s)

The authors and submitters of a piece of legislation must be indicated by name and title at the bottom

(ex) Written By: John Smith, President USG

Submitted By: Jane Clark, Senator University Park

Matt Jones, Senator Brush Towers

Legislation Deadlines

Legislation must be turned into the USG office by 4p.m. on Friday before the next USG meeting. This allows for secretaries to format the legislation and distribute it to the members by Monday morning before the meeting. All legislation must be submitted to the USG Bill Dropbox, located in the USG Orgsync Portal.

It is essential that everyone thoroughly read all legislation they receive. This allows people to prepare for debate and make an educated vote during the meeting. If anyone feels the Senate is not prepared for a piece of legislation, it is suggested that they move for a short recess in order for everyone to read the legislation. Another option is to postpone legislation until the next meeting.

USG Standing Committees

INTERNAL AFFAIRS COMMITTEE:

Composition and Qualifications -

- Internal Affairs shall be composed of six Senators and the Chairperson Pro Term
- At the second Senate meeting of the Fall Semester, members shall be chosen by ballot vote.
- All ballots shall be counted by the Chairperson Pro Term.
- The six candidates with the greatest number of votes shall be seated on IAC

Duties, Functions, and Powers -

- IAC shall meet on a regular basis
- IAC shall be concerned with the internal workings, guidelines, and procedures of USG
- IAC shall review and recommend Senate action on Impeachment, Amendment, Executive appointment, and Election Commission appointment
- IAC shall investigate and review all matters involving RSO activities, constitutions, and membership, and make appropriate recommendations in writing to the Senate
- IAC shall have general supervision over the administration of the election laws in USG elections
- IAC shall review all Amendments to the Constitution and make appropriate recommendations in writing to the Senate
- Members of IAC can be impeached only through direct Senate action

FINANCE COMMITTEE:

Composition and Qualifications -

- The Finance committee shall be composed of seven Senators
- At the second Senate meeting of the Fall Semester members shall be chosen by ballot vote
- All ballots shall be counted by the Chairperson Pro Term
- The seven candidates with the greatest number of votes shall be seated on the Finance Committee

Duties, Functions, and Powers -

- The Finance committee shall meet on a regular basis
- The FC shall have the sole power to recommend Senate approval for the disbursement of the SOAF to RSOs. No RSO shall receive funding unless it has been interviewed and recommended by the FC.
- The FC shall distribute SOAF thru Special Activity Funding & Annual Fee Allocation
- The FC shall establish the policy & guidelines for Special Activity Funding and
- Annual Fee Allocations

SIU Carbondale Governing Areas

Board of Trustees

The Board of Trustees is the ultimate governing body over the university, which is held accountable to the State of Illinois. It consists of seven appointments by the Governor, which are six-year terms. Two popularly elected students, one from SIU CARBONDALE and one from SIUE, also sit on the BOT for a one-year term. Starting last year one Of the Student trustees had a binding vote on Board matters.

The powers and duties of the BOT include making rules for the management of SIU, employment of all campus personnel, and the collection of all tuition and fees. Meetings are held once a month and rotate between SIU CARBONDALE and SIUE, and once a semester they meet at SIU Medical School in Springfield.

President

The president is the chief officer over the entire SIU system and the administrative authority exercising all powers as are necessary for the systems governance and function. The president is appointed by the BOT and is given power to exercise all necessary administration.

Chancellor

The Chancellor is the chief executive officer of SIU CARBONDALE. He/ she reports directly to the President and through him/her to the BOT. The Chancellor is the Administrative authority over the University and is empowered to exercise all executive and administrative powers necessary.

Vice Chancellor for Student Life/ Dean of Students

The Vice Chancellor for Student Life/ Dean of Students Student Life and Intercultural Relations which includes Student Involvement and Leadership Development, Fraternity and Sorority Life, Non-Traditional Programs and Services, Disability Service, Student Rights and Responsibilities, Veterans Affairs, and the Center for Inclusive Excellence (Black Resource Center, Hispanic Resource Center, and LGBTQ Resource Center).

Vice Chancellor for Institutional Advancement

The VC for Institutional Advancement oversees the areas of Fundraising, Public Relations, Special Events Campus-wide, and the Alumni Association.

Provost and Vice Chancellor for Academic Affairs and Research

The VC for Academic Affairs and Provost oversees all areas of the University dealing with academics and research. These include all academic planning and coordination, instructional and research programs, and the SIU Library. All College Deans report to the Provost, who ultimately makes decisions regarding Faculty tenure, salaries, and promotions.

Vice Chancellor for Administration

The VC for Administration provides the administrative direction to units concerned with the human, fiscal, and physical resources of the University. Units that report to the VC of Administration are: the Center for Environmental Health and Safety, Controller, Document Editing, Human Resources, Information Technology, Plant and Service Operations, Public Safety Department, Purchasing Shryock Auditorium, SIU Arena, and the Traffic and Parking Hearing Office.

APPENDIX

USG BILL FLOW PROTOCOL

Drafting a bill -

1. Senator access sample bill from USG OrgSync Portal (Files>Essential USG Document> Sample USG Bill)
2. Drafts a bill and
 - a. Uploads and copy into the appropriate folder in the USG OrgSync Bill Drop Box (Files>Bill Dropbox) and
 - b. Prints it and drop it in Chief of Staff/ Clerk of the Senate office drop box (optional)
3. Chief of Staff/ Clerk of the Senate numbers the bill appropriately.
4. All bills must be submitted to the Chief of Staff/ Clerk of the Senate no later than (*insert deadline* prior to regularly scheduled Senate Session).
5. Chief of Staff/ Clerk of the Senate disseminates all approved legislation to the senate by (*insert deadline* prior to regularly schedule Senate Session).
 - a. Chief of Staff/ Clerk of the Senate includes all approved legislation in electronic format to senate

If bill is passed-

1. Chief of Staff/ Clerk of the Senate makes sure passed legislation is signed by the USG President within two business days of the recorded vote and:
 - a. Scans a copy of the fully executed bill, saves it to the USG OrgSync portal (Files>Bill Dropbox>USG Bills 2012-2013)
 - b. Email a copy of the fully executed bill to Student Life Accountants, Student Involvement and Leadership Development GA, and USG Advisor
 - c. Records bill number and purpose (i.e. bill to fund X RSO \$Y amount of funds, or bill to recognize X RSO) in data base/ excel document. This data base should serve as an account of approve/ denied USG legislation for the year.
 - i. At the end of each semester this records should be shared with Student Life Accountants, Student Involvement and Leadership Development GA, and USG Advisor.
 - d. Saves a hard copy in an appropriate location within the USG Office

If bill is failed-

1. Chief of Staff/ Clerk of the Senate records the bill number and purpose in data base/ excel document, and denotes that bill as failed
2. Saves a hard copy in an appropriate location within the USG Office

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TITLE OF BILL

WHEREAS, the Undergraduate Student Government is the official student governing body for Southern Illinois University Carbondale;

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

THEREFORE, BE IT RESOLVED,

BE IT FURTHER RESOLVED,

BE IT FURTHER RESOLVED,

Adopted by the Legislation of the Undergraduate Student Government on the ____ day of _____, 2011.

We hereunto set our hands in affirmation of the adoption of this bill by the Legislation of the Undergraduate Student Government

Name, Student Body President

Name, Vice-President

1 Sponsors

Resolution #:

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TITLE OF RESOLUTION

WHEREAS, the Undergraduate Student Government is the official student governing body for Southern Illinois University;

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

THEREFORE, BE IT RESOLVED,

BE IT FURTHER RESOLVED,

BE IT FURTHER RESOLVED,

Adopted by the Legislation of the Undergraduate Student Government on the ____ day of _____, 2011.

We hereunto set our hands in affirmation of the adoption of this resolution the Legislation of the Undergraduate Student Government:

Name, Student Body President

Name, Vice President

AUTHOR/ SPONSOR
Indicates author(s)/ submitter of a piece of legislation
MUST BE INCLUDED

SUMMARY STATEMENT
Briefly summarize the intent of the legislation
(Resolution calling for...)
(Bill to fund...)
(Bill to recognize...)

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SPONSORS:
Bethany Wendler, Coordinator
Student Involvement and Leadership Development

Bill #: 13-01

RESOLUTION CALLING FOR AN INCREASE IN FUNDING FOR THE USG ADVISOR

WHEREAS, the Undergraduate Student Government is the official student governing body for Southern Illinois University Carbondale;

WHEREAS STATEMENT
Series of statements
Details reasoning behind legislation
Should be concise, but comprehensive

WHEREAS, The USG Senate has the authority to recommend changes for Administration, and

WHEREAS, The role of the USG Advisor requires an above average amount of accrued hours as it relates to USG business.

THEREFORE, BE IT RESOLVED, That USG recommends that the USG Advisor receive an 50% increase in pay

THEREFORE STATEMENT
Detail actions resulting if legislation is passed
Action should be targeted and appropriate

BE IT FURTHER RESOLVED, The recommended 50% increase come from funds stolen from the tip jar at the local Appelbee's

FURTHER RESOLVED STATEMENT
Includes additional results connected with the action

Adopted by the Legislation of the Undergraduate Student Government on the ___ day of _____, 2012.

PLEASE MAKE SURE YEAR IS CORRECT

We hereunto set our hands in affirmation of the adoption of this bill by the Legislation of the Undergraduate Student Government

Name, Student Body President

Name, Vice-President

USG BILL BREAKDOWN

Only items in **RED** are areas the author needs to edit
Appropriate bill numbers will be added by the: