Undergraduate Student Government

SENATE STANDING RULES AND PROCEDURES

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Rule I. ATTENDANCE

Section 1.01 Attendance will be recorded at each meeting and the policy stated in Article VI Section 4f will be adhered.

Section 1.02 Any member late to a meeting will be counted tardy. Two tardies in one semester shall be counted as an absence.

Section 1.03 All USG Senators are encouraged to wear professional attire the day of meetings to promote and distinguish themselves and the organization. If a senator is not dressed in an appropriate manner without a valid reason they may be given an absence at the discretion of the President of the Senate.

Rule II. VOTING

Section 2.01 The Senate may require a roll call vote upon a one-fifth affirmative vote.

Section 2.02 Ballot votes shall only be conducted when voting on Senator-elects, when ordered.

Section 2.03 The voice vote shall be the standard voting procedure unless another method is ordered.

Rule III. PARLIAMENTARY AUTHORITY

Section 3.01 The Senate may pass multiple pieces of legislation under one vote through an omnibus motion.

(a) The motion must specify the bill numbers of the legislation.

(b) The motion requires a second, is debatable, and requires a 2/3 affirmative vote.

(c) This motion is amendable and can be reconsidered, but cannot be rescinded.

Section 3.02 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, except as otherwise specified in the Undergraduate Student Government Constitution.

Section 3.01 Pursuant to Article VI Section 4f, if a senator wishes to be excused during a meeting, a non-debatable privileged motion is in order to excuse the senator and requires a majority vote.
Rule IV.  Standing and Special Committees

Section 4.01  Internal Affairs Committee (IAC)

Internal Affairs will be composed of six Senators and the Chairperson Pro Tempore serving as chair of this committee.

Internal Affairs will be concerned with the internal workings, guidelines, and procedures of the Undergraduate Student Government.

Prior to Senate action, the following items will be referred to Internal Affairs for review and recommendation:

- Amendment to the Constitution
- Election Council Appointment approval
- Removal from Office
- Internal Affairs will review and submit legislation for recommendation of Registered Student Organization status.

Section 4.02  Finance Committee

The Finance Committee will be composed of six senators appointed by the President of the Senate.

The Finance Committee will hear funding requests from registered student organizations, recommend an amount to be allocated to each registered student organization to the Senate, and keep the student organization allocation fee budget.

The Finance Committee will set funding policies and present it to the Senate at the fourth Undergraduate Student Government Senate Session and make the policies easily accessible to the public.

Section 4.03  Committee Rules and Procedures

Each committee, standing or special, will set and file its rules and procedures that will remain in effect until the dissolution of the committee.

Section 4.04  Removal of Committee Members

The chairperson of a committee may remove any member of his/her respective committee if no procedure of removal is specified in the legislation establishing said committee.

A member’s request to be excused from his/her committee duties shall be respected and the request to leave shall be formally recorded in the committee’s records.

The chairperson shall only appoint members to its respective committee in the case of vacancy.
Rule V.  MEETINGS

Section 5.01  The Senate will meet in the Auditorium of the Student Health Center at 6 p.m. on every other Tuesday starting on the second Tuesday of the Semester.

Section 5.02  Any ten Senators may call a Special Senate meeting upon presenting a petition to the President of the Senate. The President of the Senate will then arrange a Special Senate meeting between forty-eight and ninety-six hours after receiving the petition.
Rule VI. PROCEDURES

Section 6.01 The public may address the Senate at the beginning of each Senate meeting under Public Comments and Questions.

Section 6.02 All RSO status requests must first be considered by the Internal Affairs Committee. The IAC will then submit its recommendations to the Senate. A representative is required to be present before consideration of the organization can be allowed and before the organization’s petition for RSO status can be voted on. The Secretary of the Senate will contact a representative no less than 24 hours before the RSO is to be considered and inform the representative that at least one representative must be present before the organization can be considered or voted on. If a representative is not present, the only motions in order are to postpone the organization to certain time, to postpone the organization indefinitely, or to suspend the rules.

(a) During consideration of a request for RSO status the representatives of the organization, after being recognized by the presiding officer, will be entitled to opening comments not to exceed ten minutes.

(b) After opening comments, the presiding officer will open the floor for questions and debate.

(c) After debate has been closed, the representatives are entitled to closing comments, not to exceed five minutes, before the vote is taken.

Section 6.03 All funding request forms must be completed and submitted to the Financial Committee for consideration. The Financial Committee will submit its recommendations to the Secretary of the Senate. One representative from the organization requesting funds must be present before the Senate is allowed to consider or vote on the request. The Secretary of the Senate must contact a representative of the organization requesting funds no less than 24 hours before the time at which the request is to be considered and inform the representative that at least one representative must be present at the meeting before the funding request can be considered or voted on. If no representative is present, the only motions in order are postpone the funding request to a certain time, postpone the funding request indefinitely, or to suspend the rules.

(a) During consideration of a funding request the representatives of the organization requesting funding, after being recognized by the presiding officer, will be entitled to opening comments not to exceed ten minutes.

(b) After opening comments, the presiding officer will open the floor for questions and debate.
(c) After debate has been closed, the representatives are entitled to closing comments, not to exceed five minutes, before the vote is taken.

Section 6.04 All bills are to be turned into the Secretary of the Senate via email, designated mail placement, or in person by noon on the Friday preceding the next Senate meeting. This excludes bills from any Senate committee. Bills from the Senate committees must be turned into the Secretary of the Senate at least 12 hours before the time of the next Senate meeting.

Section 6.05 All legislation must be in the following format:
WHEREAS, the Undergraduate Student Government is the official student governing body for the Southern Illinois University Carbondale;

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

THEREFORE, BE IT RESOLVED,

Adopted by the Legislature 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 Legislature of the Undergraduate Student Government.

___________________ ______________
Name, Student Body President Name, President of the Senate

Vote: ___ Y ___ A ___ N