



Standing Rules

Table of Contents

Table of Contents

Table of Contents..... 1

Rules on Meetings

Rule M1..... 3
Rule M2.....3
Rule M3..... 3
Rule M4..... 3
Rule M5..... 3
Rule M6..... 4
Rule M7..... 4
Rule M8..... 4
Rule M9..... 4
Rule M10..... 5
Rule M11..... 5
Rule M12..... 5
Rule M13..... 5
Rule M14..... 5
Rule M15..... 5
Rule M16..... 5
Rule M17..... 5
Rule M18..... 6
Rule M19..... 6
Rule M20..... 6
Rule M21..... 6
Rule M22..... 6
Rule M23..... 7
Rule M24..... 7
Rule M25..... 7



Standing Rules

Table of Contents

Rules on Legislation

Rule L1.....	8
Rule L2.....	8
Rule L3.....	8
Rule L4.....	9
Rule L5.....	9
Rule L6.....	10
Rule L7.....	10
Rule L8.....	10

Rules on Awards

Rule A1.....	11
Rule A2.....	11
Rule A3.....	11



Standing Rules

Rules On Meetings

- Rule M1. No business shall be conducted at any meeting when a quorum is not present, except that the meeting may be called to order, the roll called, unofficial discussion conducted and the meeting recessed or adjourned. Any Senate meeting which begins with a quorum, but which later loses a quorum, is a valid meeting until the absence of a quorum is recognized.
(Non-suspendable)
- Rule M2. Any Senator who was absent from a Senate meeting must fill out an excuse form and turn it in to the Internal Affairs Committee by 4:00pm on the Monday following the absence in question in order to be considered excused.
(Non-suspendable)
- Rule M3. Being tardy and/or leaving early three times shall count as one absence.
(Non-suspendable)
- Rule M4. The Senate Chairman shall recognize all motions and amendments made during a Senate meeting immediately after their presentation to the Senate.
(Non-suspendable)
- Rule M5. A committee may take the following three actions on legislation referred to it:
- A. Report the legislation out of committee favorably in its original form.
 - B. Report the legislation out of committee favorably in an amended form.
 - C. Report the legislation out of committee with disapproval by a majority in the committee.
- (Non-suspendable)**



Standing Rules

Rules On Meetings

Rule M6. The following shall be the order of business:

1. Call to Order
2. Invocation and/or Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Guest Speaker
6. Reports
 - a. President
 - b. Vice-President
 - c. Advisor
 - d. SGA Coordinator
 - e. Faculty Liaison
 - f. Chief Justice
 - g. Chairman
7. Programs
8. Old Business
9. New Business
10. Announcements and Remarks
11. Adjournment

(2/3)

Rule M7. The Chairman shall prepare an agenda that includes the order of business and such sub-items that will come up during the meeting. **(2/3)**

Rule M8. Guest speakers shall be allowed no more than five minutes to address the Senate. Anyone wishing to be a guest speaker must notify the Chairman by 4pm on the Wednesday before the meeting to be placed on the agenda. It will take a majority vote to place a guest speaker on the agenda at the meeting. **(2/3)**

Rule M9. Old Business shall be voted on in the order of numerical sequence. **(2/3)**



Standing Rules

Rules On Meetings

- Rule M10 All new business must be turned in, in proper form, by 4:00 p.m. Thursday previous to the Senate Meeting. All new business not on the agenda will only be heard by a majority vote and after scheduled new business has been heard. The agendas will be placed in appropriate boxes and folders by 2:00 p.m. Friday. (2/3)
- Rule M11. Announcements and Remarks shall be limited to announcements of student and Senate interest and to remarks regarding only the proceedings of the present Senate Meetings. Observers may address the Senate during this time, upon recognition by the Chairman. (2/3)
- Rule M12. During all SGA Senate meetings all Senators shall have a nameplate stating their full name as well as the respective college they represent placed in front of them. (2/3)
- Rule M13. Observers shall be defined as all Non-Senators who are in attendance at a Senate meeting. (2/3)
- Rule M14. If an observer wishes to address the Senate he/she may petition a Senator to yield time to him. Only after the Senator has agreed to yield his or her time to the observer and the Chairman has recognized the observer, then the observer may speak. This rule will not affect the announcements and remarks part of the agenda. The number of observers senators yield time to shall be limited to one observer then the floor shall be given back to the Chairman. (2/3)
- Rule M15. Any person attending a meeting of the Senate or a Senate Committee, or having been granted the privilege of addressing such meetings, shall be subject to all rules, laws, and customs provided for governing the conducts of its members and business. (2/3)
- Rule M16. An individual who speaks out while unrecognized during meeting will be asked to discontinue or leave the Senate Chambers by the presiding officer. (2/3)
- Rule M17. All speeches on a given issue shall be limited to five minutes. (2/3)



Standing Rules

Rules On Meetings

- Rule M18. There shall be no limit on the number of Senators or observers who shall be allowed to speak on an issue, unless the Senate chooses to limit debate. **(2/3)**
- Rule M19. If there is an objection to a motion for the previous question by a Senator, the motion for the previous question shall not be entertained unless the following has occurred:
- Two (2) senators must have spoken in favor of the bill's content and intent.
Two (2) senators must have spoken in opposition of the bill's content and intent.
(2/3)
- Rule M20. The Chairman may speak on a point of information during debate. If the chairman wishes to continue, a non-debatable simple majority vote will be taken to determine if the Chairman should step down. **(2/3)**
- Rule M21. The Parliamentarian will not be allowed to speak at anytime unless requested by the presiding officer and only on the question of parliamentary laws. **(2/3)**
- Rule M22. The Right of Immediate Reply shall be preserved. Anyone may be given the floor that has been mentioned in the speech of the previous speaker. The person wishing the floor for rebuttal must call a point of order and wait to be recognized by the presiding officer. The point must be called before the next speaker has spoken. **(2/3)**



Standing Rules

Rules On Meetings

- Rule M23. Votes shall be taken in one or more of the following ways and shall be recorded as: all for, all against, and all abstaining.
- A. Voice vote (affirmative answer yes, negative answer no) – only when the vote is unanimous.
 - B. Division of the Senate (members raise their hand or stand).
 - C. Roll Call vote – shall be ordered if one Senator requests it unless someone objects; then the roll call shall require a one-fifth (1/5) favorable vote of the Senators present to be ordered.
 - D. A vote by secret ballot shall not be in order except in the case of trials and elections.
- (2/3)
- Rule M24. Any member may request that his/her vote go on record in the Minutes, and in all such cases the Chairman shall instruct the Secretary to do so. **(Non-suspendable)**
- Rule M25. The Chairman shall inform all Senators in writing of the time and place of all summer meetings, and the first meeting of the fall and spring semesters. **(2/3)**



Standing Rules

Rules On Legislation

Rule L1. The following shall be the normal path of legislation unless otherwise specified:

- A. Placed on Agenda and numbered.
- B. Referred to a Committee.
- C. Voted on by Senate.
- D. If adopted, signed by the Chairman, to verify that the legislation was duly adopted, and sent on to the SGA President.

(Non-suspendable)

Rule L2. After a bill has been adopted, the following format shall be used for the official copy:

- A. Title (centered)
- B. Number (centered under the title)
- C. Body
- D. History of the Bill (left hand margin) – Author, sponsors, vote count, etc.
- E. Signatures: not limited to but including (left margin): Chairman of the Senate, SGA President, Faculty/Administrative Advisor, V.P. of Student Affairs

(Non-suspendable)

Rule L3. Only Senators may sponsor legislation and vote on legislation presented to the Senate.

(Non-suspendable)



Standing Rules

Rules On Legislation

- Rule L4. The following information must be provided on the front page of each piece of legislation.
- A. Number: Each Senate Bill shall be numbered in numerical order, each having a different number by the Senate Chairman in the order brought up. This number shall show the semester brought up (ex: FA, SP, SU), the year, and the number during the semester.
 - B. Title: Shall explain what type (to include but are not limited to Appropriation, Resolution, Bylaw Amendment, or Sense of the Senate) and what the bill is associated with. No bill shall have a previous title for filing purposes.
 - C. Author: The author of the bill shall be limited to:
 - 1. One person, to include the name and title within the Student Government Association (if applicable)
 - 2. A Southeastern Louisiana University Student Government Association Committee, in which case the chairman shall have rights to amend
 - D. Sponsors: Limited to two with any number of co-sponsors.
 - E. Committee: Each bill that originates in a committee shall include the name of the committee, the name of the Chairman and a list of the committee members supporting it.
 - F. Each bill may include a rationale that will help explain the bill to the Senate, as well as the Senate Committee to which it will be sent.

(Non-suspendable)

- Rule L5. All bills regarding financial matters must sit at least one week in the Appropriations Committee. **(Unanimous)**



Standing Rules

Rules On Legislation

- Rule L6. All bills not regarding financial matters automatically sit at least one week in committee before final voting. **(Unanimous)**
- Rule L7. No new business may be introduced at the last regularly scheduled Senate meetings of the school semester. **(Unanimous)**
- Rule L8. No more than eighty percent (80%) of the Reserve Fund shall be appropriated during a single fiscal year.
- A. The percentage shall be based on the initial fund balance of the Reserve Fund for the fiscal year (which shall include the unspent General Fund balance from the previous year which is to be deposited into the Reserve Fund at the beginning of each fiscal year).

(4/5)



Standing Rules

Rules On Awards

Rule A1. Nominations for outstanding senator will come from the floor and will be tabled one week. The following week the Senators will vote by secret ballot for the Senator who they honestly feel is most outstanding. The ballots shall be counted by the Election Board Chairman who shall reveal the winner to the Inauguration/Awards Banquet Chairman only. All discussion of nominee and voting results shall be kept strictly confidential.

- A. Should have shown leadership qualities.
- B. Should have been obviously active and interested in SGA.
- C. Presentation of ideas in committee and full Senate meetings.
- D. Ability to respond to questions.
- E. Ability to identify key issues in the proposals under discussion.
- F. Ability to advocate in the best interest of the students.
- G. Attendance of meetings.
- H. Knowledge and preparation in the area of Proposals.

(2/3)

Rule A2. Every member of the Senate, serving 5 weeks or more, shall be invited to the Awards Banquet and shall receive a certificate of award for participation in the Senate; exceptions shall be made by the Personnel Committee. **(2/3)**

Rule A3. Each Senator who attends every Senate meeting while he/she is in office shall receive a special award signifying perfect attendance at Senate meetings. **(2/3)**