

**SGA SENATE RULES**  
**OKLAHOMA STATE UNIVERISTY**  
**AMENDED SEPTEMBER 29, 2017**

*Updated: August 06, 2018*

**Section 1. PARLIAMENTARY RULES**

**1.1. Rules and Suspension of the Rules.**

The Student Government Association Student Senate of Oklahoma State University, in the course of business, duty, responsibility, and procedure, shall abide by these Senate Rules which shall be binding at all times unless a two-thirds majority of the Senate members present and voting during a Senate meeting wish to suspend such rules.

**1.2. “Robert’s Rules of Order.”**

The Student Government Association Student Senate shall proceed according to the Senate Rules and “Robert’s Rules of Order, 1990 ed.” When these Senate Rules conflict with “Robert’s Rules of Order, 1990 ed.” the Senate Rules shall take precedence. In the event that Senate Rules do not express judgment in a situation, “Roberts Rules of Order, 1990 ed.” shall take precedence.

**1.3. Parliamentarian**

The Senate Chair shall be responsible for appointing a Parliamentarian. The Parliamentarian shall be approved by the Senate. The duties of this position include, but are not limited to, advising the Chair on parliamentary procedure when requested and assisting the Senate Secretary during Senate meetings.

**1.4. Amendments to Senate Rules**

Additions or changes to these Student Senate Rules are to be voted on at a regular meeting of the Senate, having been presented at a regular previous meeting. A two-thirds majority of the members present and voting shall be necessary for adoption of any additions or changes.

**1.5. Senate Agenda**

The Senate Agenda must be posted 24 hours prior to the senate meeting. No changes or additions can be made concerning legislation or any other business after that point. The only exception to any changes would be if errors concerning legislation numbers and dates were made.

**1.6. Order of Business**

The Order of Business at all SGA Senate meetings shall be as follows:

1. Call to Order
2. Roll Call and Swearing in of New Senators, Supreme Court Justices and Executives
3. Pledge of Allegiance
4. Approval of minutes of the previous meeting
5. Guest Speakers and Student Concerns
6. Advisor’s Report
7. Unfinished Business
8. New Business

9. Legislation Progress Report
10. Executive Reports
11. Senate Reports
12. Announcements
13. Informal Discussion
14. Adjournment

**1.7. Calling of Motions**

Motions from the floor may be “called.” This poses the motion as a unanimous consent and without objection from any senator, the motion passes.

**1.8. Committee of the Whole**

Any Senator may move Committee of the Whole.

- 1.8.1. Upon a majority vote of those present and voting, the Senate shall dissolve into the Committee of the Whole.
- 1.8.2. A time limit may or may not be set.
- 1.8.3. The Vice Chairperson shall serve as Chairperson for the Committee of the Whole.

**1.9. Rights and Privileges granted to non-senate speakers**

**1.9.1. Guest speakers and student concerns**

- 1.9.1.1. Persons addressing the senate body under guest speakers and student concerns shall be granted no more than 15 minutes time in the case of Administration and/or non-University affiliated individuals or groups and no more than 10 minutes for all other presentations. Time for questions to such speakers shall be granted as an equal amount of time as they were afforded to speak.
- 1.9.1.2. Any part of 1.9.1.1. may be temporarily modified by a simple majority vote of those members in attendance.
- 1.9.1.3. Special Guests shall be recognized for 20 minutes to address the Senate.
  - 1.9.1.3.1. Special Guests shall be defined as guests that were invited to address the senate body subsequent to the expressed desire by the senate body. The guest invited shall speak on topics voted upon by Senate as a whole.
  - 1.9.1.3.2. When Special Guests are in attendance, Senators shall follow a business professional dress code.

**1.9.2. SGA Senate, Executive, and Supreme Court Justice Reports**

- 1.9.2.1. All reports shall be limited to 5 minutes in length with the exception of the reports of the SGA President and the Senate Chair which shall not exceed 10 minutes in length.
- 1.9.2.2. Time for questions to a speaker giving a report under section 1.9.2.1. shall not be limited except by motion of the senate body pass to limit questions. Such a motion shall have a 2/3's vote to pass. The senate chair may also at his/her discretion limit questions. Such a limit by the chair may be overturned by a simple majority vote of the body.

**1.9.3. Non-Senate Legislation Sponsors**

- 1.9.3.1. All sponsors of legislation who are not a member of the Senate body shall be granted Chamber and Speaking privileges from the moment the Chair asks for Authors and those privileges shall extend until the business of the legislation is concluded.

- 1.9.3.2. Chamber and speaking privileges shall be defined as: 1) Right to present an Authorship speech; 2) Right to answer questions from the body as directed by the Senate Chair; and 3) Right to make the motions, “On information,” “On Privilege,” and “On Personal Privilege.”
- 1.9.3.3. If for any reason the Senate sets aside the legislation for which there is a non-senate sponsor, the non-senate sponsor’s chamber and speaking privileges are suspended until such time as the Senate resumes business on the sponsored pieces of legislation.
- 1.9.3.4. Suspension of the rules involving any part of section 1.9.3. of the Senate rules shall require a vote with 75% of the members voting in favor of suspension.

**1.10. Meeting Dates**

The Student Senate shall convene at least twice every month of the fall and spring semesters on Wednesday at 7:00p.m., with the exception of pre-finals week and school holiday periods. The Senate Chair shall have the authority to cancel a regularly scheduled Student Senate meeting with the advice of Senate.

- 1.10.1 The Student Senate shall convene once a semester, at the discretion of the Steering Committee, to host a joint session of the combined branches of the Student Government Association.
- 1.10.2 The Senate Chair shall be the presiding chair of the joint session.
- 1.10.3 The Format of the Joint Session shall be as follows:
  - 1. Call to Order by Senate Chair
  - 2. Roll Call of Senate by Senate Chair
  - 3. Appointment of Sergeant at Arms
  - 4. Invitation from Senate Chair to Supreme Court
  - 5. Announcement of Supreme Court by Sergeant at Arms
  - 6. Invitation by Senate Chair to Vice President
  - 7. Announcement of the Vice President by Sergeant at Arms
  - 6. Roll Call of Executive Branch by Vice President
  - 7. Invitation of President by Senate Chair
  - 8. Announcement of President by Sergeant at Arms
  - 9. Presidential Address to Joint Session.
- 1.10.4 The format of the Joint Session may be altered at the discretion of the Steering Committee.

**1.11. Senate Secretary and Senate Minutes**

The minutes shall be taken at each meeting of the Student Senate by the SGA Senate Secretary. These minutes shall be distributed to the Senators and other respective entities at least 24 hours prior to the next scheduled Senate meeting. The minutes of the Senate shall at least contain:

- 1. an absentee list
- 2. Committee Reports
- 3. a summary of business
- 4. copies of all legislation passed after signed or vetoed by the President
- 5. legislation progress reports and announcements, and written executive reports

**1.12. Filling Vacant Senate Seats**

Those Senators filling open seats shall present to the Senate Chair credentials verifying their appointment by their respective constituency. Such credentials shall include verification of their appointment and the signature of the chief executive of the respective constituency.

### **1.13. Proxies**

A proxy, for the purpose of the Senate, shall be a student representing a duly elected or appointed Senator during an absence from a single Senate meeting, provided that the proxy is of the same constituency as said elected or appointed Senator. Proxies shall be required to submit their credentials to the Senate Chair prior to the Call to Order of the meeting for which they will proxy. Proxy credentials shall consist of the signature of the absent Senator, the name of the proxy, and the reason for the absence of the Senator. Proxies must meet the same requirements for office, which are demanded of the senator they represent. Said senator shall be responsible for ensuring that their proxy meets these requirements.

- 1.13.1. No executive cabinet member or Supreme Court Justice may proxy for a Senator without a 2/3 majority vote immediately following roll call.
- 1.13.2. No executive cabinet member or Supreme Court Justice may proxy more than twice per semester.

### **1.14. Senate Workshop**

The Chair shall recommend a designated time and location for the Senate Workshop during the first meeting of each semester. The recommendation shall be considered by the Senate, which shall make a simple majority decision during informal discussion.

## **Section 2. SENATE OFFICERS**

### **2.1. Senate Chair**

- 2.1.1. **Presiding Officer.** The Senate shall elect a Chair of the Student Senate. The Chair shall preside during all sessions of the Student Senate. The Chair may from time to time designate other Senators to preside over portions of the meetings.
- 2.1.2. **Term of Office.** The Chair shall serve a one year term beginning at the adjournment of the final Senate meeting of the spring semester of each school year. The Chair need not be a senator at the time elected. Should the Chair be a Senator when elected he/she shall resign their Senate seat, and his/her constituency council may fill the open seat.
- 2.1.3. The Senate Chair shall select Senate Constituency days as delineated in Title 1, Section 4.3.5 of the SGA By-Laws.
- 2.1.4. The Senate Chair shall obtain a complete list of the registered and recognized groups at OSU, shall verify that the student group still exists and is active, and divide the list among the senators according to the constituency of which they were elected at the beginning of each semester as prescribed in Title 1.
- 2.1.5. **Breaking Ties.** The Chair is entitled to vote only when that vote would break a tie vote of the Senate. The Chair may only vote when chairing the meeting at the time the motion is being voted on.
- 2.1.6. **Office Hour Policy.** The Senate Chair shall establish a weekly office hour policy, to be administered by the Vice-Chair. The policy shall be submitted in written form as a Senate Chair report. The policy shall set the number of office

hours required per week, the activities or campus meetings that may count as office hours, and the rate at which the absences may be worked off with make-up office hours. "Traveling Office Hours" to other campus organizations may be one option for Senate office hours.

- 2.1.7.** The Senate Chair, along with the assistance of Steering Committee, shall be responsible for planning the joint session of the Oklahoma State University Student Government Association.

**2.2. Senate Vice-Chair**

The Vice-Chair shall preside over the Student Senate during Committee of the Whole, in the Chair's absence, or at the Chair's discretion. The Vice Chairperson shall be a Senator at the time he/she is elected. Should the Vice-Chair lose his/her seat in a general election the Internal Affairs Chair shall serve as Vice Chair until a new one is elected.

**2.3. Succession of Vice-Chair**

In the absence of the Vice-Chair during a senate meeting the Chair of the Internal Affairs Committee shall serve and fulfill the duties of the Vice-Chair. Should the Chair's seat be vacated, the Vice Chair shall become Chair and a new Vice-Chair shall be elected.

**2.4. Succession of Committee Vice-Chairs**

In the absence of the Committee Chair, the Committee Vice-Chair shall become the acting Committee Chair. Should the Committee Chair's seat become vacated the Committee Vice-Chair shall become the acting Committee Chair. The Committee shall have two school weeks from the time the Committee Chair's seat is vacated to elect a new Chair. If the Committee's choice is rejected by Senate, the Senate shall take nominations and elect a Chairperson at that meeting during New Business by a majority vote.

**2.5. Steering Committee on Rules and Administration**

- (a)** The Steering Committee on Rules and Administration, consisting of the Senate Chair, the Senate Vice-Chair, and all Senate Committee Chairs, shall hold meetings during the Fall and Spring Semesters. The Senate Chair shall serve as chair of the Steering Committee. The SGA President and Vice-President, or their representatives shall serve as ex-officio members without voting privileges.
- (b)** For the purposes of designation, the Steering Committee on Rules and Administration shall not be considered a Standing Committee.
- (c)** The Steering Committee on Rules and Administration's sole legislative jurisdiction shall be over the Standing Rules of the Senate and shall have the sole authority to report rule changes to the Senate for approval, congruent with the procedure outline in rule 1.4 of the Senate Standing rules.
- (d)** When reporting rule change resolutions, the Steering Committee on Rules and Administration shall act in congruence with paragraphs of Rule 9.7 of the Senate Standing Rules .

### **Section 3. ELECTION OF SENATE OFFICERS**

#### **3.1. Senate Chair and Senate Vice Chair**

Nominations for the Senate Chair and Senate Vice-Chair shall be opened three weeks before the last Senate meeting of the spring semester.

#### **3.2. Committee Chairs**

Nominations for Committee Chairs shall be opened two weeks before the last meeting of both the fall and spring semesters.

#### **3.3. Committee Vice Chairs**

During the first month of each semester, each standing committee shall elect a Committee Vice Chair from the committee membership by a majority vote.

#### **3.4. Nominations and Elections**

Nominations for Senate Offices shall be opened during New Business. Nominations must be seconded by a Senator, and must be accepted by the nominee. Nominations shall remain open at least one week, and shall be opened once again during Unfinished Business of the next Senate meeting.

#### **3.5. Speeches and Debate**

After nominations have been closed, the Chair will draw up the list of candidates and each candidate will be allowed to give a speech. The Chair shall set the time for candidacy speeches. After each candidate for a particular office has spoken, the chair will open debate. The Chair shall set the time for debate and shall have the discretion to create a proponent/opponent list for debate. The candidates will have the option of staying or leaving the meeting room during debate.

#### **3.6. Election Voting**

When debate has ended, the Senate shall come to an immediate vote. A roll call vote shall be taken in which Senators shall state the name of their chosen candidate. If a candidate is a Senator, he/she shall be allowed to vote in the election. Candidates shall be elected by a majority.

### **Section 4. LEGISLATION-FORMAT**

#### **4.1. Main Motions-Definitions**

Bills, Recommendations, and Resolutions shall be considered as main motions.

**4.1.1 Bills.** Are defined as: Legislation in areas in which the SGA has final authority, including bills regarding appropriation of funds, amendments to the SGA By-Laws, and all other powers granted by the SGA Constitution and By-Laws which shall be signed by the President. Furthermore, a Bill proposed under assembly can contain no more than six (6) amendments to the SGA By-Laws, Constitution, and Senate Rules

**4.1.2 Recommendations.** Are defined as: Legislation expressing the general opinions and/or concerns of the Student Government Association of Oklahoma State University; including legislation regarding clubs, organizational charters, and regulation of student organizations.

**4.1.3 Resolutions.** Are defined as: Acts that express the sentiments of the Senate, which may not contain a request for specific actions, including articles of impeachment, amendments to the SGA Constitution, and amendments to the Senate Rules.

**4.2. Purpose of Legislation**

All legislation submitted for consideration by the Senate must include a stated purpose in the title.

**4.3. Line Numbers**

All legislation submitted for consideration by the Senate shall be numbered on the left margin beginning with one at the head of said legislation and continuing downward for the entire body of the legislation. Each line of the legislation shall correspond with a specific number on the left margin.

**4.4. Numbering Legislation**

Each piece of legislation, when introduced, shall be given a unique designation which shall conform to the following guidelines:

1. F or S corresponding to the semester the legislation is introduced (either Fall or Spring.)
2. The year of introduction
3. BL for Bill, RC for Recommendation, and RS for Resolution
4. A consecutive number starting with one for each piece of legislation for that semester.

(Example: The first legislation introduced during the Fall 1993 semester, if it is a bill, would be designated F93BL01.)

**4.5. Enactment clauses and appropriation bills**

All Senate legislation must designate, in its enacting clause, who is responsible for implementing the action and must also instruct that person to report back to the Senate the results of such legislation. All Senate legislation involving the appropriation of funds must include an itemized budget indicating how the money will be spent and must designate from which SGA account the funds shall be disbursed. In addition, any appropriation bill must designate in its enacting clause one person responsible for such appropriations, and must also designate a specific calendar date on which that person must report back to the Student Government Association Senate on the results of the appropriations.

**4.6. Finalizing Legislation**

The Senate Chair shall be responsible for ensuring that legislation which passes the Senate is forwarded to the President of SGA no later than five school days after its passage. Failure to do so will be considered negligence, an impeachable offense.

**4.7. End of Semester and Legislation**

Any legislation not finalized by the end of the semester session must be reintroduced before it can be acted on by the senate the next semester session.

**Section 5. LEGISLATION-PROCEDURE**

**5.1. Introduction of legislation**

**5.1.1.** Any Senator may introduce legislation to the Senate.

- 5.1.2. Before the introduction of any legislation, two copies must be submitted to the Senate Chair. In the planned event of a suspension of these rules for the purpose of voting on legislation introduced in New Business, a copy must be available for each Senator present.
  - 5.1.3. The Senate Chair of the Senate shall immediately assign introduced legislation to the appropriate Committee(s) of the Student Senate.
  - 5.1.4. Legislation can be introduced handwritten; however, it must be typed and delivered to the appropriate Committee Chair twenty-four (24) hours prior to the first meeting of the reviewing committee after the introduction of the bill. If the bill is not typed by this time, the bill will automatically receive a “do fail” recommendation from the committee assigned to its consideration.
  - 5.1.5. Any Senator may request an explanation of and postpone the consideration of legislation at the time as it comes up before the body, for one week. Once a motion is made citing the correct Senate Rule and seconded, the motioning senator shall be given 1 minute to explain that there is legitimate need for either further explanation of the legislation to constituents or for further research of the legislation. Only after an explanation will the senate chair call for a third, fourth, and a fifth in order to postpone the legislation, but no vote shall be necessary. Any legislation can only be postponed for a maximum for one week after it is presented for consideration by the SGA Senate, by the use of this procedure. This will exclude the final Senate meeting of the Spring Semester.
- 5.2. Committee’s consideration of legislation.**  
The assigned Committee(s) shall discuss and, if need be, revise any legislation in order that it may be presented in a clear, concise manner before the Senate. This may include a change in the title if the intent is not changed and if the author agrees. The Senate Chair shall have final determination regarding any discrepancies concerning the intent of the legislation. The committee chair shall notify the author twenty-four hours prior to consideration of the legislation.
- 5.2.1 The budget committee shall follow these rules regarding the allocation of co-sponsorship funds to student groups:
    - a. Recognized student groups may not receive funds from the co-sponsorship account in excess of \$1000 per semester.
    - b. Recognized student groups may receive funds for travel activities from the co-sponsorship account in an amount up to, but not to exceed, \$1000 per semester per travel activity, not to exceed \$35 per person for travel expenses.
    - c. Co-sponsorship funds allocated from travel activities shall not exceed \$100 per person per activity.
    - d. Funds allocated for activities/events but not used (i.e. person did not attend conference) shall be paid back to the co-sponsorship account within 30 days of said activity/event. Failure to do so will place the group on probation for one year, and shall become ineligible to receive co-sponsorship funds for that period of time.
  - 5.2.2 **The following procedures will be followed:**
    - a. A group requesting co-sponsorship will be required to apply using forms as outlined by the budget committee. Information provided by a group must include the name and account number of the group; an attached itemized budget for the said activity/event; and a list of funds received from other sources.

- b. An organization must have approached its umbrella organization (i.e. Campus Life, Interfraternity Council, RHA etc.) before requesting co-sponsorship. Documentation must be provided to the budget committee (i.e. copies of legislation or a letter from the umbrella organization.)
- c. A group receiving co-sponsorship will provide the budget committee with a report as outlined by the committee. The report shall include an itemized expenditure report, receipts and duplicates of receipts and advertising and/or promotional materials for the co-sponsored event and will be given to the budget committee within thirty (30) of using the allocation. Failure to do so will place the group on probation for one year; during such time, the group will be ineligible to receive co-sponsorship.
- d. A representative of a student group requesting co-sponsorship funds must be present for the budget committee to consider the bill regarding that group, or it shall be automatically tabled for one week.

**5.3. Committee's report of legislation to the Senate**

Removal of legislation from the committee shall be at the discretion of the committee Chair to which it was referred, or by a majority vote of the Senators voting and present.

**5.4. Copies of Legislation**

Upon its approval by the assigned committee, all legislation shall be submitted in an electronic format to the Senate Chair in a manner specified by him/her. This legislation shall be submitted to the chair at 1:00p.m. on the Tuesday prior to its consideration in Senate except for budget bills which have until 6:00p.m.. The chair will provide for the legislation to be placed on the SGA website for viewing by no later than 7:00p.m. on that Tuesday.

**5.5. Reading by Secretary**

After legislation has been removed from the committee, the Senate Secretary shall read the title of the bill, and the vote of the committee to which it was referred.

**5.6. Author's Explanation and Questions to the Author**

- (a) The time for author's explanation and questions shall be limited to ten (10) minutes. And questions shall be set at the discretion of the Chair.
- (b) The time for questions to the author shall be limited to fifteen (15) minutes.
- (c) Time for explanation and questions may be extended or limited, once, by a majority of the Senators present.

- 5.6.1.** A representative of a student group requesting co-sponsorship funds shall be present at any committee or senate discussion of the request. Any absence will table the request for one (1) week.

**5.7. Floor Debate**

- (a) The Senate Chair shall be responsible for enforcing the time limits on debate on any legislation and amendments.
- (b) A majority of Senators may reduce or extend the time limits by a simple majority vote.

- (c) A limit of 5 minutes shall be placed on each Senator, with no limit to the number of Senators who can debate on the measure, for speaking in debate on each piece of legislation.
- (d) The Senate Chair shall be allowed to create a proponent/opponent list at his/her discretion.

**5.8. Speaking Privileges**

Persons who are no members of the Senate must be recognized by a Senator in order to speak on any issue before the Senate. The Advisors of the Student Government Association shall be exceptions to this rule.

**5.9. Amendments**

All amendments to legislation shall be in written form, have a written second, and be submitted to the Senate Secretary prior to the conclusion of the last amendment before the Senate. Once submitted, amendments to legislation shall be moved according to the number of their introduction to the Senate Secretary. Friendly amendments shall be allowed on the Senate Floor if accepted by the author(s), and shall be allowed during time for questions to the author and time for amendments.

**5.10. Final Passage of the measure**

When debate has ended, the Senate shall come to an immediate vote on the legislation or amendment before the senate. A roll call vote shall be required for the final passage of all legislation. For all main motions a majority of votes cast shall be required for passage.

**5.11. Voting**

All motions applying to bills, recommendations, and resolutions, shall be voted on by either: A roll call vote; a voice vote, if requested; a hand vote, if requested; A voting record of all Senators shall be kept by the SGA Senate Secretary and posted in the SGA office.

**5.12. Requirements of the Senate Minutes**

All legislation shall appear in the Minutes worded exactly as passed by the Senate. Legislation referred to committee(s) shall not appear in the Minutes.

**Section 6. SENATE DISCIPLINE**

**6.1. Closed Sessions.**

Any Senator may move an executive session of the Senate and only in accordance with the State Open Meetings Act.

**6.2. Censure of Senators**

The Senate has the right to censure its members for behavior unbecoming of a Senator. All senate members have the right to move that a member be censured for the balance of a meeting. The reasons for censure (i.e., the unbecoming behavior) must be stated in the original motion. This motion must be seconded and then approved by a 2/3 majority vote of all Senators present and voting. The motion to censure is debatable, amendable, and may be reconsidered. Once censured, the offending member will be allowed to leave of his/her own free will. If the member refuses to leave, the Senate Chair shall have the authority to appoint a member(s) to escort the senator out of the meeting.

**6.3. Penalties for Censure**

Any senator that is censured shall receive a ½ absence for the first occurrence and a full absence for each subsequent censure within that senator’s term. Refusal by a senator to leave upon proper censure can be interpreted as malfeasance of office and is an impeachable offense.

**Section 7. SENATOR OF THE MONTH**

**7.1 Eligibility:** Members of Senate are eligible to be nominated by fellow senators.

**7.2 Nominations:** At the last Senate meeting of each month, the Senate Secretary will pass out nomination forms (see Appendix A) to be filled out and returned by the end of that meeting recognizing an outstanding senator for that month. If a senator is unable to attend the last meeting of that month, that senator should pick up a nomination form in the SGA office and return it to the Senate Secretary prior to that meeting.

**7.3 Selection:** Once all nominations have been collected, the Senate Chair and Senate committee chairs will review them and choose the most qualified senator based on the nominations received. The Senator of the Month will be announced by the Senate Chair during the first meeting of the following month.

**7.4 Award:** The Senator of the Month will receive a certificate recognizing their outstanding contributions to the mission of Oklahoma State University Student Government Association Senate signed by the SGA Advisor, SGA President and SGA Senate Chair. The Senator of the Month will also receive an additional award determined by the Senate committee chairs for that particular month.

**Section 8. Committee Procedure**

**8.1 Committee Meetings**

Each standing committee, including any subcommittee of any such committee, is authorized to hold such meetings and hearings, to invite the attendance of such guests, to require by subpoena or otherwise the attendance of such witnesses and the production of such correspondence, books, papers, and documents, and to take testimony, as the Chairman, or a majority of its members, deem necessary. Each such committee may make investigations into any matter within its jurisdiction, and shall report to the Senate, sitting for regular meeting, such hearings as may be had by it and the findings such hearings produce.

**8.2 Committee Rules**

Each committee shall adopt rules, not inconsistent with the Standing Rules of the Senate and the Bylaws of the Oklahoma State Student Government Association, governing the procedure of such committee. The rules of each committee shall be published and approved by two-thirds (2/3) majority of the committee no later than the second regular committee meeting of each academic year.

**8.3 Committee Meeting Schedule**

Each standing committee shall fix regular weekly, biweekly, or monthly meeting days for the transaction of business before the committee and additional meetings may be called by the Chairman, as they may deem necessary. If at least three members of any such committee desire that a special meeting of the committee be called by the Chairman, those members may file, with the Secretary of the Senate, their written request to the Chairman for that special meeting. Immediately upon the filing of the request, the Secretary of the Senate shall notify the Chairman of the filing of the request. If, within three calendar days after the filing of the request, the Chairman does not call the requested special meeting, to be held within seven calendar days after the filing of the request, a majority of the members of the committee may file with the Vice-Chairman of the committee, their written notice that a special meeting of the committee will be held, specifying the date and hour of that special meeting. The committee shall meet on that date and hour. Immediately upon the filing of the notice, the Vice-Chairman shall notify all members of the committee that such special meeting will be held and inform them of its date and hour. If the Chairman of any such committee is not present at any regular, additional, or special meeting of the committee, and if the Vice-Chairman is also not present, the most senior member of the committee shall chair the special meeting.

**8.4 Agenda Procedure**

(a) Each committee shall make public announcement of the date, place, individual(s) appearing as a witness or guest, and the agenda of any meeting or hearing, for any purpose, at least one (1) day before the commencement of that meeting.

**8.5 Quorum**

(a)(1) Except as provided in this paragraph, each committee, and each subcommittee thereof is authorized to fix the number of its members, but not less than one-third of its entire membership, who shall constitute a quorum thereof for the transaction of such business as may be considered by said committee.

(2) Each such committee, or subcommittee, is authorized to fix a lesser number than one-third of its entire membership who shall constitute a quorum thereof for the purpose of entertaining a witness(es). When sitting for the purpose of entertaining a witness(es), if less than one-third (1/3) of the committee is in attendance and quorum has been established via sub-paragraph (2) of paragraph (a), then a written record must be taken of questions asked, answers given, and testimony provided by any witness(es). This record shall be taken by the most senior member present or their designee, and shall be made available to the public (3). The vote of any committee to report a main motion shall require the concurrence of a majority of the members of the committee who are present.

(b) Each committee shall keep a complete record of all committee action. Such record shall include a record of the votes on any question on which a recordable vote is taken. The results of votes that are able to be tallied, taken in any meeting of any committee upon any recommendation upon a main motion, or any amendment thereto, shall be announced in the committee report on that main motion and such announcement shall include a tabulation of the votes cast in favor of the prevailing recommendation and the votes cast in opposition to each such measure.

(c) Whenever any committee, by rollcall vote, reports any measure or matter, the report of the committee upon such measure or matter shall include a tabulation of the votes cast by each member of the committee in favor of and in opposition to such measure or matter. Nothing contained in this subparagraph shall abrogate the power of any committee to adopt rules—

- (1) Providing for proxy voting on all matters other than the reporting of a measure or matter, or
- (2) Providing in accordance with subparagraph (a) for a lesser number as a quorum for any action other than the reporting of a measure or matter.

## **8.6**

### **Reporting**

(a) When reporting bills to the Senate body for consideration, the Standing Committee, by majority consideration, shall give recommendations of —

1. Recommendation of Due Pass; if given this recommendation the bill will be placed on a modified calendar, giving time for author's explanation, questions to the author, not allowing for amendments, and moving directly into final consideration.
2. Recommendation of No Recommendation; If given this recommendation the bill will be placed on a regular calendar, giving time for author's explanation, questions to the author, allowing time for amendments, allowing time for debate, moving directly into final consideration.
3. Recommendation of Due Fail; if given this recommendation the bill shall no longer be considered by the committee and will not be reported to the Senate for consideration.

(b) The author may also attach a purpose statement to their bill as the bill is reported out of its considering committee.

(c) After the main motion has been given a recommendation by the committee and is to be reported to the Senate for consideration, the opposition to the recommendation given by the committee may also attach a statement to the bill.