

SOUTHERN METHODIST UNIVERSITY
STUDENT SENATE BY-LAWS
(Amended April 2nd, 2013)

ARTICLE I
MEETINGS

Section 1. Quorum

One-half plus one of the current voting members of the Senate shall constitute a quorum.

Section 2. Meeting Times

1. The Senate shall meet regularly every Tuesday at 3:30 P.M. beginning the second week school is in session in the Fall through the first Tuesday in December, with the exception of the week of Thanksgiving. Senate will resume the second week school is in session in the Spring through the last Tuesday in April. Senate will not meet during scheduled breaks or University holidays.
2. Other meetings shall be held if called by the Student Body President or if a petition signed by one-third of the current members is presented to the Student Body Secretary.
3. Meetings of the Student Senate may be cancelled only with a properly made and seconded motion that passes with a $\frac{3}{4}$ vote.
4. The Senate meeting shall adjourn at 6:00 P.M.
 - a. Procedure for adjournment shall be detailed in the Student Senate Policies and Procedures.

Section 3. Responsibilities of Senate Members

1. Responsibilities of Student Senators shall be as follows:
 - a. Senators are required to attend all Senate meetings, all required retreats, and required committee meetings;
 - b. Senators are required to meet periodically with the Student Body Vice President, as the Vice President deems necessary;
 - c. Senators are required to perform one office hour every week that Senate convenes;
 - d. Senators are required to comply with the Student Senate Affiliate Program as outlined in Article X of the Student Senate Policies and Procedures.
 - e. Senators are required to hold a "Meet and Greet" event each semester within their school of record and coordinate activities for such events with other Senators of the same school. Such events are held for the purpose of reaching out and conveying all relevant information from the Senate towards their constituents.
 - f. Senators are required to attend all mandatory functions of the Senate, including but not limited to Mandatory Organization Meetings and Organization Budget Information Sessions, as determined by the Student Body Vice-President. Failure

to attend any mandatory function will result in an unexcused tardy if the Senators had been made aware of the mandatory event at least one week in advance, otherwise the tardy will be excused.

2. Responsibilities of Senate Standing Committee Chairs are as follows:
 - a. Chairs are required to attend all respective Senate meetings, all required retreats and required committee meetings;
 - b. Chairs are responsible for fulfilling of their committee's objectives, as outlined in the Student Senate By-Laws, and the respective committee's By-Laws.
 - c. Chairs are members of the Cabinet of the Student Body President and as such are required to attend all meetings of the Executive Committee designated by the Student Body President as Cabinet Meetings.
 - d. Chairs are required to meet periodically with the Chief of Staff, as the Chief of Staff deems necessary.
3. Responsibilities of Senate Associate Chairs and Vice Chairs are as follows:
 - a. Associate Chairs and Vice Chairs are required to attend all respective committee meetings;
 - b. Associate Chairs and Vice Chairs are required to assist their committee chairs in discharging the duties of their respective committees as defined by the Student Senate By-Laws and that committee's by-laws.
4. Responsibilities of the Web Designer are as follows:
 - a. The Web Designer is required to attend all Communications Committee meetings;
 - b. The Web Designer shall fulfill their duties as outlined in the governing documents of the Student Senate.

Section 4. Absences

1. Senators, Chairs and Student Senate Officers shall be counted absent upon missing more than twenty minutes of the meeting as calculated by the Student Body Secretary and the Senate Parliamentarian
 - a. A Chair who is not serving as a Senator shall be excused after their committee report and after any recommendations on legislation pertaining to their committee.
2. Senators, Chairs, Associate Chairs, Vice Chairs, Student Senate Officers, and the Web Designer shall be counted absent upon missing more than half of a scheduled meeting of their designated committee. Committee absences shall count as a tardy and may be excused by the Committee Chair. Appeals may be submitted to the Executive Committee.
3. Senators, Chairs and Student Senate Officers shall be counted tardy upon missing between ten and twenty minutes during any part of a Student Senate meeting as calculated by the Student Body Secretary.
4. A Senator shall be penalized one tardy for every office hour missed.
5. A Senator shall be penalized one tardy for every absence from a mandatory function of the Senate.
6. For every two tardies, the member will receive an absence.
7. The Student Body Secretary shall record absences from each regular meeting. For special meetings called by petition or by the Student Body President, a majority vote of the

members present at that meeting will determine whether absences will be recorded, but if no vote is taken at the meeting the absence shall not be recorded, but if recorded any absences will be excused.

8. If a member receives two unexcused absences in one semester, upon receiving an additional unexcused absence or tardy in that same semester, the member shall forfeit membership in the Senate, all of its committees, and elected or appointed advisory boards.
9. Absences can be excused upon a majority vote of the Executive Committee. A majority vote of the Senate is required to overturn an Executive Committee decision concerning an absence.
10. The most recent absence will be the only absence that can be considered for excuse. A request to excuse the absence must be submitted to the Student Body Secretary prior to the next regularly scheduled Senate Executive Committee meeting.
11. The most recent tardy can be excused in manner deemed appropriate by the Student Body Officers.
12. Absences and tardies for Senate retreats will be designated in the following manner:
 - a. Missing up to half of the Senate retreat – 1 tardy
 - b. Missing more than half of the Senate retreat – 1 absence
13. Attendance by proxy is prohibited.
14. Any member of the Senate who forfeits membership due to absences, impeachment, or recall, may not run for or be a member of any function of the Student Senate for the upcoming school year plus any part of the remaining current school year. This includes any elections as well as participating as a committee member of any committee. Committee members of any Senate Committee that forfeit membership also fall under this rule.
15. Members of the Student Senate that resign under their own will shall be allowed to regain membership in the Senate. All resignations must be submitted in writing to the Secretary of the Student Body, and forwarded to the Chief of Staff and the Membership Chair. The Executive Committee must accept the tender of resignation before it takes effect.

Section 5. Parliamentary Authority

Unless otherwise stated in the Student Body Constitution, or in the Student Senate Policies and Procedures, the Rules of Order of the Student Senate contained in Article XI of this document shall be the authority in Senate procedure.

Section 6. Voting

Voting by proxy and absentee voting shall not be allowed.

Section 7. Retreats

Retreats will be held as deemed necessary by Student Body Officers or as mandated by the Student Senate By-Laws. All newly elected Senators and Committee Chairs will be required to attend the training retreat or a make up session, unless excused by the Student Body Vice-President or by virtue of being a Senator from the School of Theology or the Law School.

Section 8. Open Meetings

All regularly scheduled meetings or special sessions of the Student Senate will be open at all times, to all students of Southern Methodist University, with the following exceptions:

1. In the event that the Senate needs to take disciplinary measures against one of its members, or
2. To discuss the physical or mental health of one of its members, or
3. To plan or consider an official investigation or matter relating to crime prevention or law enforcement, or
4. To avoid the premature disclosure of an honorary award, degree, prize, scholarship, or any other such honor.
5. Attendance at a meeting is a privilege, not a right; and disruptive guests may be removed by the Parliamentarian, at the discretion of the Speaker.
6. Disruptive members of the Student Senate may be removed only by a majority vote of the body, and will be permitted to return for any votes that are taken on any measure.

ARTICLE II MEMBERSHIP

Section 1. Verification

1. The Student Senate Advisor is responsible for verifying the compliance with the requirements for office as outlined in Article IV, Section 4 of the Student Body Constitution and reporting students for failing to meet those requirements to the Student Senate Membership Chair for further action.
2. The Student Senate Membership Chair shall verify enrollment through the University Registrar's Office prior to each election to determine the proper number of representatives to the Student Senate from each respective school.
 - a. No elected Senator may be removed from Senate if that school's enrollment decreases during their term of office.
 - b. The Senate Membership Committee shall interview candidates for any vacant or additional seats and make recommendations to the Student Body President, except when those vacancies or additional seats are in or allocated to the delegations from the Law School or the School of Theology whose own governing councils shall have the power and ability to elect, appoint, or otherwise fill those vacancies.
 - c. The Student Body President, after receiving recommendations from the Membership Committee, will appoint, subject to confirmation by a majority of the voting members of the Senate, any additional Senators or Chairs.

Section 2. Special Interest Senators

1. The following Senators will be elected according to the guidelines in Article II, Section 3, of the Constitution:

- a. Asian-American Senator;
- b. African-American Senator;
- c. Hispanic-American Senator;
- d. International Senator

Section 3. Senate & Committee Titles

The Student Senate shall determine all titles of Senators and Senate committees. Any title changes must be submitted in the form of legislation and approved by a majority vote of the Student Senate. All titles of Student Senate seats and Senate committees should accurately depict the intent of the position/committee.

Section 4. Oath of Office

Before taking office, members must take the following oath:

I, _____ (NAME) _____, as _____ (POSITION) _____ of Southern Methodist University, hereby pledge myself to serve and represent my constituents, to communicate all relevant issues to them, to uphold the Constitution and By-Laws of the Students' Association and the University, and to constantly strive to better the academic community of Southern Methodist University.

Section 5. Committee Assignments

Each Senator, except those who serve as members of another legislative governing council of the university by virtue of being a Senator, must be a member of a Student Senate standing committee. The Chief of Staff, or the committee to determine membership on the Finance Committee, shall assign student senators to the committees upon which they will serve. Returning Senators may request, and shall be granted, placement on the committee they served on during their previous term. All Senators are subject to the absence policy of their committee as outlined by the committee's by-laws. Senators may fulfill their committee requirement through membership on an Ad-Hoc Committee only if the legislation creating or activating that committee explicitly notes that members shall not have to serve on standing committees. Further, Senators serving on an Institutionalized Ad-Hoc Committee may be excused from service on standing committees at any time by the President of the Student Body or by a majority vote of the voting members of the Senate for the duration of their service, though members of the Research & Recommendations Committee shall be automatically excused without the need for action by the President or the Senate. Additionally, any Senator excused from serving on a standing committee may of their own volition continue to serve on any and all committees of which they are already members and nothing in this section will be construed as requiring or mandating the termination of a senator's membership of any committee.

**ARTICLE III
RECORDS**

Section 1. Maintenance of Records

The Student Body Secretary shall be responsible for the updating and maintenance of the following records of the Student Senate:

1. The Student Body Constitution;
2. The Student Senate By-Laws;
3. The Student Senate Policies and Procedures;
5. Student Senate Minutes (upon correction and approval from the Senate); and
6. The Public Information file, a record of all the minutes and pieces of legislation brought to the floor of the Student Senate in a given year, one copy of which shall be deposited with the University Special Collections Library's Student Senate Archival Collection so that the collection may be kept up to date and properly indexed.

The aforementioned records shall be made available for public reference and/or inspection.

Section 2. Posting of Records

The Student Body Secretary and the Webmaster will share the following responsibilities:

1. Upon final vote or approval, the Student Senate Legislation and Minutes shall be posted on the Student Senate Website by the next meeting of the Student Senate.
2. Upon two weeks following a final vote, amendments to the Student Body Constitution, Student Senate By-Laws, and Student Senate Policies and Procedures shall be posted on the Student Senate Website.
3. If at any time the Student Body Secretary and the Webmaster are not in compliance with the above Subsections 1 or 2 of this Section, the Secretary should report to the Senate why compliance is not possible and solicit advice and recommendations from the Senate as to how compliance might be achieved.

ARTICLE IV STUDENT SENATE OFFICERS

Section 1. The Speaker of the Senate

1. Upon election of the Speaker, the Speaker's former senator seat shall be filled according to the following procedure:
 - a. The next elected member from the same academic or special-interest seat containing at least 20 votes shall be appointed to fill the vacancy;
 - b. If the above requirement is not met, then an application process conducted by either the membership committee or the governing council of the Law School or the School of Theology, as appropriate, shall fill the vacancy;
2. The Speaker of the Senate shall preside over all meetings of the Student Senate, voting only in case of a tie. The Speaker shall be well versed in parliamentary procedure and the governing documents of the Student Senate. The Speaker shall also be empowered to

create deadlines for the submissions of legislation. The Speaker of the Senate shall also serve on the Rules Tribunal.

Section 2. The Chief of Staff

1. Upon the election of the Chief of Staff, the Chief of Staff's former senator seat shall be filled according to the following procedure:
 - a. The next elected member from the same academic or special-interest seat containing at least 20 votes shall be appointed to fill the vacancy;
 - b. If the above requirement is not met, then an application process conducted by either the membership committee or the governing council of the Law School or the School of Theology, as appropriate, shall fill the vacancy;
2. The Chief of Staff shall help to coordinate the interaction between committee chairs. The Chief of Staff shall meet with and assist the committee chairs as needed. The Chief of Staff will assist in training incoming committee chairs in the event that the outgoing chair is unable to assist in the training of chairs. The Chief of Staff shall be the representative and advocate for committee chairs to the Executive Committee.

Section 3. Parliamentarian

1. Upon the election of the Parliamentarian, the Parliamentarian's former senator seat shall be filled according to the following procedure:
 - a. The next elected member from the same academic or special-interest seat containing at least 20 votes shall be appointed to fill the vacancy;
 - b. If the above requirement is not met, then an application process conducted by either the membership committee or the governing council of the Law School or the School of Theology, as appropriate, shall fill the vacancy;
2. The Parliamentarian shall serve and be seated as a student senator, but will have the title of Parliamentarian. The Parliamentarian will function as a Student Senator, with the following exceptions: in the event of the Speaker of the Senate's absence, the Parliamentarian shall preside over a meeting, voting only in case of a tie. The Parliamentarian shall also assist the Vice President of the Student Body and the Membership Committee in the training of appointed Senators and Chairs. The Parliamentarian shall also serve as the sergeant-at-arms for the Student Senate. The Parliamentarian shall also serve on the Rules Tribunal and Executive Committee.

Section 4. Selection Procedures

1. Candidates for Student Senate Officers shall be nominated on the first official Student Senate meeting after Inauguration;
2. After nominations are closed, each candidate shall have a one minute candidacy speech;
3. A secret ballot vote shall be cast by the Student Body Officers (except the Vice President of the Student Body), Student Senators, and Chairs for the Chief of Staff. The Parliamentarian and the Speaker of the Senate shall be elected only by Student Senators;
 - a. Any Student Senator who is elected a Student Senate Officer and is sworn in to their new office before the vote for any other Student Senate Officer position has

occurred shall also be entitled to vote in any such Student Senate Officer election as if they were still a Student Senator.

4. A plurality of the votes cast shall constitute enough votes to be elected a Student Senate Officer;
5. In case of a tie among the top vote getters, the Vice President of the Student Body shall vote.

ARTICLE V. STANDING COMMITTEES

Section 1. Purpose

Standing Committees exist to provide recommendations to the Student Senate and to provide services thereunto. There shall be Internal Standing Committees that shall provide recommendations to the Student Senate, and have a defined number of members. In the event that the minimum number of members cannot be reached, the committee will be assigned membership that conforms as closely as possible to the values prescribed in this section. The recommendations of Internal Standing Committees may be debated on the floor only after a voting member of the Senate files a complaint against such a recommendation. External Standing Committees may provide recommendations or services to the Student Senate, and shall not have a defined number of members.

Section 2. Programming

Programming shall be defined as a planned, coordinated group of activities, procedures, etc., with the specific intention to educate or entertain. Committees may program only with the explicit approval of the Student Senate.

Section 3. Committee By-Laws

Standing Committees shall revise their By-Laws at the beginning of each year and shall submit them to the Executive Committee for approval. All voting members of the Senate shall be given copies of and empowered to amend all Standing Committees By-Laws by a two-thirds vote presented in writing through legislation. These By-Laws must be maintained and enforced throughout the year and available for public inspection.

Section 4. Internal Standing Committees

1. The Executive Committee

- a. The Executive Committee shall serve as the planning and decision-making body of the Student Senate. It shall review prior to presentation to the Senate all appointments of the Student Body President and dismissals of Student Senators and Senate committee members. It shall be the primary body to hear and decide on member absences from Senate meetings as well as removal of Senators due to excessive absences. The Executive Committee shall be empowered to make recommendations only on Articles I and VIII of this document.

b. The members of the Executive Committee shall be the Student Body Officers and the Student Senate Officers, as well as the Student Senate Advisor, who shall serve as an ex-officio, non-voting member. The Student Body President shall preside over meetings, voting only in case of a tie. In the event that the President is absent, the Vice President of the Student Body shall preside. Meetings of the cabinet will consist of the above members of the Executive Committee and will for means of convenience be held as if they were meeting of the executive committee but under no circumstances will any person not serving as a Student Body Officer, Student Senate Officer, or as the Student Senate Advisor be considered a member of the Executive Committee or allowed to vote on Executive Committee business.

2. The Finance Committee

a. The Finance Committee shall review all requests for funding from either the Senate Fund or the Chartered Organizations' Fund and make recommendations to the entire Student Senate. The committee is also responsible for reviewing Fully Chartered Organization's requests for semester budgets and then making recommendations to the full Senate. The Finance Committee shall make recommendations on the allocation of the funds designated for the semester budgets process and for appropriating money from the Chartered Organizations and Senate Funds. The committee shall oversee the expenditure of student activity fees by chartered organizations to insure all appropriated spending is within its designated line item;

b. The Finance Committee shall have two associate chairs. The associate chairs will be appointed by the panel that selects committee chairs. The members of the Finance Committee shall be nine Student Senators (if possible, one senator from each school, one representing Special Interests, and one First Year senator) and six general members. They shall be interviewed by a panel who shall consist of only the following members: The Finance Chair, the Associate Chair of the Senate Fund, the Associate Chair of the Chartered Organizations Funds, the Student Body Vice- President (or their designee), the Membership Chair, and the Advisor, who shall serve as an ex-officio, non-voting member.

3. The Membership Committee

a. The Membership Committee shall recommend appointments to the Student Body President. This committee shall also conduct all Student Body and Student Senate elections (except those for Law Senators and Theology Senators) and others upon the request of the Student Body President. The committee shall keep a record, in concert with the Executive Committee, of candidates ineligible to participate in all Student Body and Student Senate elections in accordance with Article XI of this document. The committee shall record the results of all validated and invalidated Student Body elections and polls to the Election Results File and Student Senate Public Information File. The committee shall revise an enforceable Student Senate Election Code.

b. The Membership Committee shall also be tasked, in concert with the Executive Committee, with research and preparation of the fall training retreat. The Membership Committee Chair shall, throughout the course of the year, work

with the Student Body Vice-President and the Parliamentarian in training newly appointed Senators, Chairs, Student Body Officers, and/or Student Senate Officers.

c. The Membership Committee shall contain at least five Student Senators (appointed by the Chief of Staff). All members of the Membership Committee shall be student senators.

4. The Organizations Committee

a. The Organizations Committee shall make recommendations to the Senate concerning the sanctioning of student organizations and shall review student organizations on campus. The Organizations Committee will submit to the Senate a complete report on all chartered organizations on campus once a semester. The Committee will serve as a promotional body for student involvement in chartered organizations. In addition, the committee shall be responsible for execution of the Mandatory Organizations Meetings and shall maintain a record of active members for all student organizations on Access.SMU.edu.

b. The Organizations Committee shall have at least two senators, appointed by the Chief of Staff, and three general members, appointed by the Membership Committee.

Section 5. External Standing Committees

1. The Communications Committee

The Communications Committee shall provide channels of communication for the Senate and its committees as well as promote a greater awareness of the Student Senate to the student body. Senate committees shall request advertising via the online Internal Request Form and the Communications Committee shall be responsible for all needed design, printing, and distribution of the advertisement as well as any associated costs. The Communications Committee will be comprised of the Student Senate Webmaster, and if possible, one Meadows/Arts senator, and other individuals selected by the Membership Committee. The committee chair will also be responsible for all advertising related to the Student Senate as well as all requests for advertising space from all chartered organizations.

2. The Scholarship Committee

The Scholarship Committee shall accept applications from, interview, and make recommendations to the Senate on recipients for Student Senate scholarships and shall screen applicants for other scholarships as necessary. As well, the committee will be charged with a development initiative in order to establish new scholarships to provide to the members of the Students' Association, and as such shall work intimately with the Office of Development & External Affairs. The committee will have two vice chairs, who will be appointed by the panel that selects the committee chairs. One Vice Chair will assist the chair in leading the development initiative, while the other will assist in the distribution of scholarships.

3. The Student Concerns Committee

The Student Concerns Committee shall review all interests directly relevant to the members of the Students' Association, including but not limited to University policy regarding environmental issues, improvement of the level of the University's academic curriculum, and the

diversity of the University community. The Student Concerns Committee shall also be in charge of polling and surveying the student body. Two Vice Chairs shall assist the chair in addressing the concerns of SMU students, and shall be active only when an issue of significant concern (such as those aforementioned) is presented. These Vice Chairs will be appointed by the panel that selects committee chairs. The Vice Chairs will be selected from among the applicants for the position of Student Senate Student Concerns Committee Chair if possible.

4. The Diversity Committee

The Diversity Committee shall review all interests directly related to the issues of diversity on campus. These interests include but are not limited to minority student admissions, minority student retention, the needs and issues of organizations defined as Multicultural, Religious, and/or Special Interest and that members of the committee sit in on meetings of organizations defined under these categories. The Diversity Committee will also be tasked with representing Southern Methodist University to the outside community, going out into Dallas and providing service and recruitment. Finally, the Diversity Committee will be tasked with providing a definition of “diversity” through actions that shows issues of diversity at Southern Methodist University are beyond that of just race or ethnicity and encompass a much larger realm.

5. The Endowment Committee

The Endowment Committee shall be responsible for the general management of the Student Senate endowment, including but not limited to expansion of the Student Senate endowment through fundraising, maintaining contact with former student body officers, senators, and general committee members, and preparing a statement of funds available for the Scholarship Committee at the beginning of each semester. The committee will have one vice chair, to be appointed by the panel that selects the committee chairs. This vice chair will assist the chair in preparing the biannual endowment statement and implementing fundraising strategy.

Section 6. Meetings

1. Standing Committees shall meet at least once per week.
2. Committee chairs shall meet with the Chief of Staff as the Chief of Staff deems necessary.
3. Open Meetings

All regularly scheduled meetings or special sessions of standing committees of the Student Senate will be open at all times, to all senators and officers of the Student Senate, space permitting, with the following exceptions:

- a. In the event that the Committee needs to take disciplinary measures against one of its members, or
- b. To discuss the physical or mental health of one of its members, or
- c. To plan or consider an official investigation or matter relating to crime prevention or law enforcement, or
- d. To avoid the premature disclosure of an honorary award, degree, prize, scholarship, etc., or
- e. During the Semester Budget Retreat or proceedings to allocate Student Senate scholarships, or
- f. During a final vote resolving a committee recommendation or complaint.
- g. Attendance at a meeting is a privilege, not a right; and disruptive guests

may be removed by the committee chair.

h. Complaints regarding possible violations of this section should be taken to the Student Senate, for appropriate disciplinary measures.

i. Any member of the Student Senate may address any committee for any reason relevant to the performance of that committee's duties, or concerning a topic of relevance to that committee for a reasonable amount of time. Irrelevant or disruptive uses of this right may result in the member's removal from the meeting or disciplinary action imposed by the Student Senate.

Section 7. Quorum

One-half plus one of the current voting members of a committee shall constitute a quorum, unless otherwise stated in the committee's By-Laws.

Section 8. Absences

1. At the beginning of each semester, the committee Chairs will meet with the Chief of Staff and will schedule the number of mandatory committee meetings which will be held and also establish the absence policy the committee will use during the semester.
2. A member shall be recorded absent upon missing more than half of a mandatory meeting as calculated by the committee Chair.
3. The committee will establish a method of excusing committee member absences. The Executive Committee will handle unexcused absences from committees. Removal from a committee due to absences will result in the member's removal from Senate. Only the most recent absence may be excused.
4. The committee Chair shall be responsible for reporting committee member unexcused absences to the Student Body Secretary.
5. In the event a committee member is removed, the Membership Committee Chair will fill the vacancy on the committee.
6. In the event that the Webmaster is removed from the Communications Committee due to absences, they will lose their position in the Student Senate.

Section 9. Records

All committee records shall be available for public inspection, except for confidential materials submitted to the Student Senate Scholarship Committee.

Section 10. Organization

1. The Chair of the committee shall call meetings, set the agenda for each meeting, and correspond with the Senate on behalf of the committee.
2. The committee Chair shall select officers as needed. The committee Chair shall have minutes recorded at each meeting, submit a copy of each meeting's minutes to the Chief of Staff, and keep a record of all committee projects.
3. Unless otherwise stated in the committee's By-Laws, the committee shall have at least one Senator on its membership.

Section 11. Voting

1. Unless otherwise stated in the committee's By-Laws, all committee members shall have full voting privileges, except the Chair, who shall vote only in the case of a tie.
2. Voting by proxy and absentee voting shall not be allowed.

Section 12. Budget

The committee Chair will submit a budget prior to the announced deadline to the Finance Committee Chair. The Student Body Vice President shall submit a comprehensive budget for all standing committees for presentation to the Finance Committee.

Section 13. Parliamentary Authority

Unless otherwise stated in the Student Body Constitution, Student Senate By-Laws, Student Senate Policies and Procedures, or each committee's By-Laws, The Eleventh Edition of Robert's Rules of Order, Newly Revised shall be the authority in committee procedure.

Section 14. Committee Chair Selection

1. Prior to February 1, the Student Body President, Vice-President of the Student Body, Graduate Affairs Officer, Secretary, and the Chief of Staff, and the current chair of the committee in question shall select the incoming Finance Chair, Membership Chair and Organizations Chair to begin a training period at the onset of the Spring semester. Chairs shall take office as soon as they are inaugurated.
 - a. The Finance Chair may not be a Student Senator during the Finance Chair's term as chair.
2. Applications for other chair positions will be opened within one week of the announcement of the results of the general Spring election. They will be closed two weeks later.
 - a. For the purposes of Article V Section 14 of these By-Laws, the Webmaster shall be considered a Chair.
 - b. Nothing in these By-Laws or the Policies and Procedures of the Senate shall be interpreted as prohibiting the Webmaster from concurrently serving as a Senator, Senate Officer, or Student Body Officer or accepting the ordinary financial compensation for that position, if any, except as outlined below.
 1. If the Webmaster position is financially compensated, and the position is held by a voting member of the Senate, that member may not vote on, and the Speaker and Secretary shall not record or count any vote they attempt to make on, any measure, motion, bill, resolution, or other legislation affecting the compensation for the position of Webmaster.
 - i. Further, if the position is not financially compensated, the Webmaster may not vote on, and the Speaker and Secretary shall not record or count any vote they attempt to make on, any measure, motion, bill, resolution, or other legislation proposing to provide compensation for the position of Webmaster
 2. If the person serving as Webmaster concurrently serves in any other Senate or Student Body office or position and both positions are financially compensated, they shall only be entitled to the financial compensation of the office or position

with a larger financial remuneration, or the remuneration of one of the two offices or positions should the compensation for both be equal. The financial compensation of the other office shall then be instead deposited into the Student Senate Scholarship Endowment Fund until such time that one person is not concurrently serving as Webmaster and as another financially compensated office or position as outlined above.

3. The interview, deliberation and decision-making process shall be conducted by the Student Body President – Elect, the Vice-President of the Student Body– Elect, the Graduate Affairs Officer – Elect, the Secretary –Elect, the outgoing Chief of Staff, the newly selected Membership Chair, the Senate advisor, and the outgoing chair for the committee in question, unless the outgoing chair is applying to retain their position.
4. Voting members will be the Student Body President – Elect, Vice President – Elect, Graduate Affairs Officer – Elect, the Secretary – Elect, the outgoing Chief of Staff, and the Membership Chair.
 - a. In addition to selecting all Committee Chairs (except for the Membership and Finance Chairs) this committee will also select the Finance Co- Chair of the Senate Fund and the Finance Associate-Chair of the Chartered Organizations’ Fund.
5. Individuals that are selected to be chairs will be required to meet with the chair they are replacing once a week. If possible, they must attend all committee meetings of the committee they will be leading until they are inaugurated. If either of these requirements cannot be filled, either because of chair vacancy, negligence, or time conflicts, the Chief of Staff will meet weekly with the incoming chair until inauguration.

ARTICLE VI ACTING COMMITTEES

The Student Senate may call the following acting committees, whose By-Laws must be approved by the Student Senate. Acting Committees must meet at least once per semester. Student Senate Acting Committees may be created only with a piece of legislation that passes by a majority vote of the Student Senate.

Section 1. The Investments Acting Committee

The Investments Committee shall be responsible for overseeing the Student Senate investment fund. The chair and all members shall be appointed by the Student Body President, subject to confirmation by a majority of the voting members of the Senate.

Section 2. The Code of Conduct Revision Committee

The Code of Conduct committee shall be responsible for reviewing and considering all proposed changes and revisions to the Student Code of Conduct. The Student Body Secretary shall chair the committee when called. In addition to the chair, the membership of the committee shall include the Student Body President, two Student Senators (to be nominated and elected by the Student Senate), the Student Senate Organizations Chair, the Student Senate Student Concerns Chair, a student representative of behalf of all social Greek life organizations on

campus, a staff representative on behalf of Resident Life and Student Housing, the Director of Student Activities, and a staff member charged with overseeing judicial affairs.

Section 3. Faculty Senate – Student Senate Joint Committee

The committee is tasked with jointly exploring new issues pertinent to the university, cooperating on existing issues being discussed by the respective bodies, and making recommendations to the two bodies on these issues. These recommendations should serve as the basis for following legislation in both chambers

1. The Student Senate membership of the committee will consist of five voting members of the chamber to be elected by the voting members of the Senate at the beginning of each Student Senate term, one of whom is to be elected as Chair, also by the voting members of Senate.
2. Once elected, these members will then decide by majority decision on four or fewer Faculty Senators to invite to join the committee.
3. Faculty Senators shall have full powers within the committee, including but not limited to the right to propose motions, the right to debate, and the right to vote.

Furthermore, the committee shall be responsible for keeping both chambers informed of the other's past and current discussions and resolutions so as to maintain a dialogue between the two bodies.

ARTICLE VII AD HOC COMMITTEES

Section 1. Establishment of Ad Hoc committees

1. The Senate can establish ad-hoc committees by a majority vote.
2. Student Senate Ad Hoc Committees may be established only with a piece of legislation that passes by a majority vote of the Student Senate.

Section 2. Institutionalized Ad Hoc Committees

1. To address changing needs, Senate is encouraged to bear in mind the following pre-established institutionalized ad-hoc committees, which are automatically activated once a Senator has made a motion (which does not need to be seconded) to elect members to them and such an election has occurred and resulted in members being elected:
 - a. Election Appeals Board – Summoned when a candidate in an election wishes to appeal a decision of the Membership Committee based on an error in the enforcement of the procedures of a hearing based on a violation of the Election Code. The Election Appeals Board shall be comprised of five student senators and three committee chairs elected by the Student Senate. The Student Senate Parliamentarian shall chair the committee.
 - b. Entertainment Fund – Allocates the entertainment fund when monies from the fund are requested.
 - c. Research & Recommendations – Reviews the operations of the Student Senate, recommending changes to Senate's structure and documents as needed.

- d. Rules Tribunal – Will rule on disputes concerning the interpretation of the Student Body Constitution, Student Senate By-Laws and the Student Senate Policies and Procedures. Its membership shall include the Student Senate Speaker, Student Senate Parliamentarian, and three Student Senators elected by the full Student Senate at its first meeting following inauguration. The Student Senate Advisor shall serve as an ex-officio, non-voting member. Any member of the Rules Tribunal that has a conflict of interest regarding the interpretation of any of the above documents shall recuse themselves, and a substitute member shall be elected by the Student Senate. Interpretations of the Rules Tribunal may be contested only on the basis of improper participation on the Rules Tribunal by a member. All challenges under this provision shall be taken up by the full Student Senate who may affirm, amend, or reject the interpretation submitted by the Rules Tribunal.
- e. Centennial Committee – shall coordinate the Senate’s activities during the university’s Second Century Campaign, being charged with designing and implementing programs associated with a) alumni engagement, b) endowment expansion, and c) planning of new programming and coordination with existing Centennial programming. The committee shall have a Student Co-Chair and an Alumni Co-Chair, the latter of which must be a former student body officer. Its membership shall include the Student Body President, the Student Representative to the Board of Trustees, the Endowment Chair, and at least three current senators. The committee’s charge shall expire at the beginning of the 2016-2017 academic year at which time this subsection shall automatically be void and deleted by the Secretary.

ARTICLE VIII
FINANCES

Section 1. Allocation of the Budget

- 1. Authority for allocating the semester budget shall be vested in the voting members of the Student Senate.
- 2. The Student Senate shall make the allocation by majority approval. The Finance Committee shall prepare a report for the Student Senate’s approval describing the most appropriate and feasible budget allocation. The Comptroller shall serve as a non-voting consultant to the budget allocation process.
- 3. The Finance Chair and the two Finance Associate Chairs will work together to coordinate the budget process.

Section 2. The Senate Fund

- 1. All requests for finances from the Senate Fund shall be governed by the procedure established in the Student Senate Policies and Procedures.
- 2. All Senate Fund requests shall be made in the specific names of non-chartered organizations or departments.
- 3. Chartered Organizations may not request money from the Senate Fund.

4. After the passage of a Senate Fund request, the Associate Chair of the Senate Fund shall notify the group of funds that have been allocated.
5. Groups that have received funding from the Senate Fund for the same program for four or more consecutive years will be funded only with a 2/3 majority of the Student Senate.
6. The Finance Committee has the authority to adopt any standards to help guide funding. The Student Senate may review any funding standards and may amend these standards by a 2/3 majority.

Section 3. The Chartered Organizations' Fund

1. All requests for funds from the Chartered Organizations' Fund shall be governed by the procedure established in the Student Senate Policies and Procedures.
2. Only Chartered Organizations may request funds from the Chartered Organizations' Fund.
3. After the Senate has approved a recommendation for funding, the Finance Associate Chair of the Chartered Organizations' Fund shall notify the group of the funds which have been allocated. The Associate Chair will then make regular inquiries with the group about the status of the funding. If the Organization informs the Associate Chair that the funds are not going to be spent in their entirety, the Associate Chair will inform the Finance Chair, and the unspent funds will be returned to the Chartered Organizations Fund.
4. The Finance Committee has the authority to adopt any standards to help guide funding. The Student Senate may review any funding standards and may amend these standards by a 2/3 majority.

Section 4. Restrictions on All Funding

1. Senate does not fund for debt. Debt shall be defined as items already purchased, items ordered, or items/services that have been guaranteed payment through a binding written or oral agreement prior to the allocation of funds for those purposes by the Student Senate.
2. No student organization or any of its committees funded by this Senate shall be permitted to solicit any sort of application fee without prior approval from the Student Senate Executive Committee. Application fess shall be defined as any fee that is paid as part of the application process for membership to an organization. This rule does not apply to dues paid after the application process is complete.

Section 5. Standards for Information

1. The Student Senate and its committees may request any pertinent information and ask such relevant questions in order to ensure that the Senate has the information it needs to make an educated and knowledgeable decision on all funding requests.
2. Organizations and individuals requesting money from the Student Senate are expected to provide truthful, complete and accurate information to the Student Senate at all times. Should information presented to the Senate or its committee²s change during the funding process, those requesting funding have an obligation to notify the Student Senate with such information.
3. If a Student Body Officer, Student Senate Officer, Student Senator, Committee Chair, Web Designer or standing committee member believe an organization, group, or other person requesting money has purposefully provided misleading information in a funding

request, or has purposefully withheld pertinent information from the Senate or its committees, a complaint may be filed with the Student Senate Executive Committee requesting review of the matter.

4. The Executive Committee will hear the complaint, allow for presentations from all parties, and gather such information as it deems necessary to make a determination on a matter. If the Executive Committee finds an individual, group, or organization has violated this section; the committee will recommend to Senate such action, as it deems necessary. This includes, but is not limited to, requiring partial or complete re-payment of funds, reducing a percentage of an organization's current or future budget, or, in extreme circumstances, recommends that an organization's charter status be revoked.
5. The Student Senate will review the decision of the Executive Committee and may approve, amend or reject it, after any debate, by a majority vote.

Section 6. Breakdown of Student Fee Allocation

1. The money allocated to the Students' Association will be broken down in the following order:
 - a. The Graduate Schools will receive their allocation of 75% of graduates students' contribution
 - b. The money for Advertising Contract as negotiated by the Student Body President
 - c. An amount of money equal to 77.6% of the projected student fees collected over a given year plus half of the allocated money unspent from the previous session of the Student Senate less the 75% of graduate students' contributions will be allocated for use in semester budgets
 - d. \$25,000 will be given to the Summer Senate Committee to allocate;
 - e. The remaining funds will be broken down as follows:
 1. 56% to the Chartered Organizations' Fund
 2. 37% to the Senate Fund
 3. 7% saved for later use

Section 7. Unspent/Unallocated Money

1. At the end of each fiscal year, all unspent and unallocated funds will be broken down in the following manner
 - a. 30% will be given to the upcoming year's Chartered Organizations' Fund
 - b. 30% will be given to the upcoming year's Senate Fund
 - c. 25% will be added to the Investment Fund
 - d. 15% will be added to the Student Endowment
2. Once the total amount of money available in each fund is known, the Comptroller, Finance Chair, Investment Chair, and Student Body Officers' will consult. If Student Body Officers determine that the size of the funds is too small, money will be reallocated from the Investment Fund. If the Student Body Officers determine that the size of the funds is too large, they will move money from the funds to the Investment Fund and/or the Student Endowment Fund.

ARTICLE IX SUMMER SENATE

Section 1. Summer Executive Committee

1. The membership shall consist of all Student Body Officers, all Student Senate Officers, and the Student Senate Advisor who shall serve as an ex-officio, non-voting member.
2. The Summer Executive Committee shall be charged with making preparations for the upcoming Senate term, including, but not limited to, planning the Fall Senate Training Retreat using the recommendations of the Membership Committee, establishing goals to be applied to both Senate and its committees.
3. The Summer Executive Committee does not have the power to pass legislation or repeal any legislation passed by the full Senate.
4. The Summer Executive Committee shall meet as often as deemed necessary by the Student Body President.
5. The Student Body President shall preside over the meetings and shall be responsible for setting the committee's agenda.
6. In the event of the President's absence, the Vice-President of the Student Body shall assume the President's duties.
7. The term of this committee shall expire at the first formal fall meeting of the Student Senate.

Section 2. Summer Senate Committee

1. The Summer Senate Committee shall have the full power to undertake any projects, establish ad-hoc committees and make a total financial commitment up to \$25,000 as and when deemed necessary in the best interests of the Student Body.
2. The Summer Senate Committee shall meet at least four times during the summer with a quorum of four. Any member with two or more unexcused absences will be removed and replaced with an alternate. Absences can be excused by a majority vote of the Summer Senate Committee.
3. The membership shall consist of all Student Body Officers, the Speaker of the Senate, the Parliamentarian, four Senators elected during the first meeting of the most recently inducted Student Senate, and the Student Senate Advisor, who shall serve as an ex-officio, non-voting member.
4. The voting members of the Summer Senate Committee will consist of the Student Body Officers and the Senators, including the Parliamentarian. The Speaker of the Senate shall vote only in the case of a tie.
5. The Speaker of the Senate shall preside over the meetings and shall be responsible for compiling the committee's agenda.
6. In the event of the Speaker's absence, the Parliamentarian shall assume the Speaker's duties, but will still be able to vote on any measure before the Summer Senate Committee and in the event of a tie the Parliamentarian's original vote shall be counted twice.
7. The Summer Senate Committee cannot repeal any legislation passed by the full Senate.
8. Any unspent funds shall be transferred into the Senate Fund upon the expiration of the term of the Summer Senate Committee.
9. The term of the Summer Senate Committee shall expire at the first formal fall meeting of the Student Senate.

**ARTICLE X
IMPEACHMENT AND REMOVAL OF STUDENT BODY OFFICERS, STUDENT
SENATE OFFICERS, SENATORS, OR COMMITTEE CHAIRS**

Section 1. Calling a Hearing

Upon receipt of impeachment charges, the Senate shall:

1. Consider the motion to impeach no sooner than seventy-two hours after such motion is presented to the Executive Committee, and then;
2. Allow both the accused and the accuser a reasonable amount of time to justify their positions and then; and
3. Discuss the motion and vote. A two-thirds vote shall call for a hearing at the following meeting.

Section 2. Hearing Procedures

At a hearing, the Senate shall allow the accused and accuser three presentations each. The accuser, or a representative, shall make the first presentation. The accused officer, or representative, shall make the last. Between each set of presentations, the Senate body may ask questions.

Section 3. Removal of a Student Body Officer, Student Senate Officer, Senator, or Committee Chair

With no discussion, the Senate shall vote. A three-fourths vote, taken by secret ballots, shall call for the removal of a Student Body Officer, Student Senate Officer, Senator, or Committee Chair.

Section 4. Forfeiture of Office

Upon a three-fourths vote of the Senate, the accused Student Body Officer, Student Senate Officer, Senator, or Committee Chair shall forfeit membership in the Senate and all its committees, the elected office and all privileges and positions attached to that office.

Section 5. Suspension of Duties

During discussion of an impeachment motion and during a hearing, the accused Student Body Officer, Student Senate Officer, Senator, or Committee Chair shall forfeit all duties and privileges of the office.

**ARTICLE XI
RULES OF ORDER OF THE SMU STUDENT SENATE**

Introduction

1. The Rules of Order of the SMU Student Senate exists to explain the list of acceptable parliamentary actions that may arise during a meeting of the Senate. They explain the purpose of each motion, and the procedures required to resolve each motion.
2. When any governing documents of the Student Senate are in conflict, the order of precedence shall be as follows:
 - a. Student Body Constitution,
 - b. Student Senate By-Laws,
 - c. Student Senate Policies and Procedures,
 - d. Committee By-Laws.
3. The Eleventh Edition of *Robert's Rules of Order, Newly Revised* may be consulted when interpreting these motions, but should be used as nothing more than a guiding tool. In no way does any provision within Robert's Rules of Order overrule any provision of this document, and no additional motions within the Rules of Order that are not provided for in this document may be considered before the Student Senate.
4. The term chair refers to the Speaker of the Student Senate, or situations where the Parliamentarian is presiding over the Senate. In any situation where the phrase Speaker is used, the term should be interpreted as referring to either the Speaker or Parliamentarian when acting as Speaker.

Section 1. Privileges of Members When In Debate

1. All Student Body Officers, Student Senate Officers (excluding the Speaker of the Senate), Student Senators, Standing Committee Chairs, and the Advisor to the Student Senate may debate when appropriate. No guest of the Student Senate may debate at any time.
2. When debating, any member of the Student Senate entitled to debate may yield the balance of their time to any other member of the Student Senate entitled to debate. The exception to this is that in the event an individual that gained the floor by a yield from another speaker may not yield their time.
3. In lieu of debating, a Student Body Officer, Student Senate Officer, or Student Senator may make a motion. Once an individual has begun debating, that speaker may not make a motion until they relinquish the floor and are again recognized by the Speaker of the Student Senate. No individual that gained the floor by way of another speaker's yield may make a motion. No individual may make a motion unless they are recognized by the Speaker.
4. No individual may debate twice until all other members of the Student Senate that desire to speak have spoken at least once. Speakers will be called on in the order that they designated their desire to speak.
5. Any member of the Student Senate may interrupt another speaker only when making a point of procedure (defined later in this section).

Section 2. Privileges of Members When In Questions

1. This section applies to the period of questions following any committee report, officer report, old legislative business, new legislative business, or Senatorial Forum. It does not apply to the period of questions following a statement made at Speaker's Podium.
2. All Student Body Officers, Student Senate Officers (excluding the Speaker of the Senate), Student Senators, Standing Committee Chairs, and the Advisor to the Student Senate may

ask non-debatable questions when recognized by the chair. Such recognition should occur after the report or speech has been concluded.

3. Individuals who are being questioned may yield their time when responding to a question to any member of the Student Senate, or to a guest present in the room.

Section 3. Motions

1. **Adjourning a Meeting**
 - a. The motion to adjourn exists to end a meeting immediately. It is not a debatable motion, and is not amendable.
 - b. The motion to adjourn requires a second. The motion passes with a majority vote.
 - c. Appropriate forms of this motion include, but are not limited to “I move to adjourn the meeting.”
2. **Amending a Motion**
 - a. The motion to amend exists to modify a motion. It is a debatable motion, and is amendable. However, an amendment to an amendment may not be amended.
 - b. The motion to amend requires a second. The motion passes with a majority vote (or a 2/3 majority vote to amend a recommendation made by the Finance Committee).
 - c. Appropriate forms of this motion include, but are not limited to “I move to formally amend the resolution to read [x],” or “I move to fund [x]” (when a Finance Committee recommendation was to fund a value other than x).
 - d. The motion to amend is not the same as a “friendly amendment,” which should be treated as a speaker offering debate (justifying the need to amend the motion in question) and then yielding to the maker of the motion who may either accept in total, accept in part or reject the requested amendment.
 - e. The author of a piece of legislation or motion may amend the piece of legislation or motion at any time (unless in debate on a formal amendment to amend such legislation or motion).
3. **Calling the Question**
 - a. The motion to call the question exists to end debate on any motion. It is not a debatable motion, and is not amendable.
 - b. The motion to call the question requires a second. The motion passes with a 2/3 majority vote. If the motion passes debate resumes to allow all persons who have already conveyed to the Speaker a desire to speak, and who have not already spoken twice, to speak, after which the Speaker will call the vote.
 - c. Appropriate forms of this motion include, but are not limited to “I call the question,” or “I move the previous question,” etc.
4. **Dividing the Motion**
 - a. The motion to divide exists to sever sections of a resolution or a motion from the remainder of that resolution or motion, so as to treat them as distinct motions.
 - b. The practical use of the motion to divide is to split a contentious portion of a resolution from a generally agreeable portion so as to debate on the contentious portion while not jeopardizing the agreeable portion.
 - c. An example would be a generally agreeable resolution that contains a section that is so contentious that the possibility of passing the entire piece is jeopardized by its presence. A speaker moves to divide the question so as to treat the contentious

portion separately from the rest of the resolution, and the motion passes. The Senate will resume debating the resolution, but will not address the contentious section. After the question is called on the resolution, and the legislation passes, the Senate will then go back into debate on the contentious section. Debate would proceed as though it would for a normal piece of legislation. The question must again be called. If the contentious section passes, it will be re-inserted into the resolution. If it fails, the resolution will still count as having passed, but the contentious section will not be included in the legislation.

- d. The motion to divide requires a second. It may be amended, although not debated. The motion passes with a majority vote.
 - e. In the event that a section of a question is divided and then formally amended, the maker of the formal amendment will be listed as a co-author on the final copy of the whole resolution if the amended section passes. The maker of the amendment on the divided section will not replace the original authors on the entire resolution, and will not have friendly amendments directed at them that are germane to the portions of the resolution not divided.
5. General Motion
- a. The general motion (or main motion) includes any piece of legislation, any motion to approve a committee's recommendation, or any motion other than the motions listed in these rules of order.
 - b. The general motion requires a second, unless the motion is a piece of legislation. The motion passes with a majority vote. The motion is amendable and debatable, and passes only by majority vote. (Exception: Binding committee recommendations that are not complained against will not be debated.)
 - c. Examples of motions that are neither pieces of legislation, nor have anything to do with committee recommendations include "I move to excuse Senator [x]'s absence," or "I move to allow video recording for the entire meeting." These motions could be amended by reducing Senator [x]'s absence to merely a tardy, or to allow video recording only for a certain section of a meeting.
 - d. Note that making a general motion to approve a committee recommendation during debate is not the same as calling the question. Moving to approve a committee recommendation is a valid motion only when not in debate on that recommendation.
6. Modify Debate Time Limits
- a. The purpose of the motion to modify the time limits on debate is to either shorten or lengthen the amount of time that each subsequent speaker may have to speak from the time limits listed in the Student Senate Policies and Procedures. Additionally, the motion could be used to impose an overall time limit on the length of all debate.
 - b. The motion to either shorten or lengthen debate time limits requires a second. It is neither amendable nor debatable, and requires a 2/3 majority vote to pass.
 - c. Appropriate forms of this motion include "I move to lengthen debate to [x] number of minutes per speaker," "I move to shorten debate to [x] number of minutes per speaker," or "I move to limit all debate to [x] number of minutes."
 - d. In the event that a motion to limit all debate passes, debate will operate under the normal time limits per speaker, but when the time limit is exhausted, if no member moves to extend the time limit on debate, the Speaker should move into a vote on

the inherent motion. An example is that a member moves to limit debate to twenty minutes. Debate continues normally for twenty minutes. The Speaker announces the twenty minutes for debate have been exhausted. No motions are made to extend debate, so the Speaker moves into a vote on the question.

7. Recessing a Meeting
 - a. The motion to recess exists to stop the proceedings of a meeting for a given amount of time.
 - b. The motion to recess requires a second. The motion is not debatable, but may be amended so as to change the proposed amount of time that the Senate will recess for. The motion passes with a majority vote.
8. Suspending the Rules
 - a. The motion to suspend sections of the Student Senate Policies and Procedures, not including those sections that may not be suspended. Generally this motion is associated with bypassing the one week between a committee recommendation or piece of legislation being presented to the Student Senate and the Senate voting on that piece of business.
 - b. The motion to suspend the rules requires a second, and is not a debatable motion. The motion passes with a 2/3 majority vote in nearly all cases. (Exception: the motion passes by a 3/4 majority vote if the motion to suspend the rules regards bypassing the one week complaint process on a Finance Committee recommendation.)
 - c. If the rules are suspended on any committee recommendation so as to bypass the one week complaint process, a Senator or officer may move to debate a request. The motion to debate requires a second, but will not be subjected to a vote. If a motion is made and seconded, the Senate will debate the recommendation.

Section 4. Points of Procedure

Points of Procedure may be used to interrupt any speaker at any time, after the chair recognizes the individual making the point. Members of the Senate wishing to use a Point of Procedure should call out “Point of ___” or “Request for ___” as appropriate, and wait for the chair to recognize them.

1. Request for Information
 - a. Request for Information exist to permit a member of the Student Senate to ask a question to another person in the room that is germane to the debate at hand. Questions and answers must be non-debatable.
 - b. Requests for Information may be directed only to members of the Student Senate, as defined by the Student Body Constitution, or the Advisor of the Student Senate. Requests for Information may be directed to guests, but at the discretion of the chair. Generally speaking, Requests for Information should only be directed at guests if they are the only individuals in the room that could answer the member’s question.
2. Point of Parliamentary Inquiry

- a. Points of Parliamentary Inquiry exist to inquire about appropriate procedures, to allow a Senator or officer to have procedures explained to them, or any question regarding the order of the meeting.
 - b. An example of an appropriate form of a Point of Parliamentary Inquiry is “Point of Parliamentary Inquiry. [The speaker is recognized by the chair.] How can I make a motion so as to amend the resolution?”
3. Point of Order
- a. Points of Order exist to correct the chair of the meeting if an improper procedure is being used, or if the chair is deviating from the rules or the procedures of the Student Senate.
 - b. Points of Order should not be used to request information about parliamentary procedure. Points of Order are not Points of Parliamentary Inquiry.
4. Appealing a Decision of the Chair
- a. Appealing a Decision of the Chair exists for a Senator or officer who believes that the procedure being followed by the individual chairing the meeting (Speaker, Parliamentarian) is incorrect.
 - b. Appeals concerning a decision of the chair will be referred to the Rules Tribunal. The meeting will be immediately halted and the issue will be resolved in the meeting by members of the Tribunal prior to continuing.
 - c. Appealing a Decision of the Chair should be used only if an individual has textual support in Senate documents for the individual’s opposition to the errant procedure being employed by the chair, and a Point of Order to remedy the situation proved unsuccessful.
5. Point of Personal Privilege
- a. Points of Personal Privilege exist so that members can defend their rights or reputations against attack, to ask for the meeting to be called to order, to ask that something be reflected in the minutes, or to have the debate list read.

Section 5. Special Motions

1. Committee of the Whole
- a. A member may call for a Committee of the Whole. The motion must be seconded and passed by a majority of the voting members of the Student Senate.
 - b. A Committee of the Whole allows informal consideration of an issue by the entire Student Senate. The Speaker will preside over the Committee of the Whole, and will apply those rules that apply to Senatorial Forum, as articulated by this document and the Student Senate Policies and Procedures.
 - c. In a Committee of the Whole, the following rules will be applied:
 - 1. If the Committee of the Whole is called for the purpose of placing a recommendation on any issue before the Student Senate, or is called during a debate on amending any motion before the Student Senate, the Committee must begin with a member of the Student Senate making a motion.
 - 2. All members of the Student Senate (including those members that would otherwise not vote, with the exception of the Student Senate Advisor, who

may never vote under any circumstances) may cast votes in a Committee of the Whole.

3. Members will have one minute of debate, which is not modifiable,
 4. Any motion made requires only a majority vote to pass;
 5. The Committee of the Whole may conclude with a majority vote or after twenty-five minutes;
 6. If the Committee of the Whole has any pending motion before it, at the conclusion of the Committee (either by vote or time limit), all motions before the Committee of the Whole will be disposed of by votes.
 7. If the Committee of the Whole was called to make a recommendation on a motion before the Student Senate, or to amend any motion before the Student Senate, after the Committee of the Whole is concluded, the Student Senate will treat the recommendation of the Committee of the Whole as a formal amendment to the pending motion. A vote will immediately be taken as to whether to accept the decision of the Committee of the Whole as a formal amendment to the pending motion. Only Student Body Officers, Student Senate Officers (excluding the chair) and Student Senators may vote on this motion. The motion passes by a majority vote, or a 2/3 majority vote if dealing with overturning a recommendation by the Finance Committee.
2. Laying an Item on the Table
An item should be laid on the table (tabled) if the Senate does not have a sufficient amount of information to make a well-informed and reasoned decision.
 3. Removing an Item from the Table
The motion to remove an item from the table exists to finalize a decision on a motion that had previously been tabled. It requires a second and a majority vote, but is neither debatable, nor amendable.
 4. Reconsidering
The motion to reconsider exists to nullify the result of a previous vote and re-enter into debate on the matter in question. The motion to reconsider may be made only by an individual that voted on the winning side on the previous vote (put differently, only someone who voted for a measure that passed, or voted against a measure that failed, can reconsider the result of that measure). Reconsidering requires a second, also from a member who voted on the winning side on the previous vote, and is debatable. Reconsideration requires a majority vote.
 5. Censure or Impeachment
 - a. Members may be censured for violating their oaths of office, violating rules, or neglecting the duties that their positions are charged with. The individual who moves to censure a member of the Student Senate must articulate the charges against the accused member. A second is required. The accused member will be permitted to debate against the censure immediately, but will not be permitted to debate or vote further. The Senate will debate the motion and vote. The vote requires only a simple majority. If the motion passes, the Senate may choose to impose penalties (e.g. restricted debate, an inability to vote for a meeting, etc.). Such penalties must pass by a 2/3 majority vote.

- b. Members may be impeached for egregious violations of duties. Charges must be written and presented to a member of the Executive Committee. A second is not required, and the procedure for impeachment, as articulated in the Student Senate By-Laws will be strictly adhered to.
 - c. Any member who is banned from the campus by the Administration or Police and Security forces of the University and unable thus unable to discharge their duties may be removed from office by a majority vote of the voting members of the Senate following a motion to do so, that need not, but may, be seconded, by any Senator or Officer of the Student Body or the Senate, other than the Speaker. In the event that someone removed from office via this procedure is cleared of the charges against them that resulted in their being banned from campus they may resume the office from which they were removed, if and only if a successor has not yet taken office. If unable to resume their prior office because of a lack of vacancy, they may immediately seek election or appointment amongst a regular field of candidates to any open Senate or Student Body office or position to which they would otherwise be eligible. They may also run for or seek any position to which they would otherwise be eligible at the next general election.
6. Reading Business as Read
- a. A motion may be made to consider business as read. New Business that is seen as read will be treated the next week as Old Business. It requires a second and a majority vote, and is not debatable.

Section 6. Withdrawing a Piece of Legislation or a Motion

The author or maker of a piece of legislation or a motion may withdraw the piece of legislation or motion at any time, except when a properly made and seconded motion to amend that legislation or motion has been offered to amend that legislation or motion.

Section 7. The Inherent Motion

1. The Senate debates on motions, whether the motion is a resolution, a motion to reconsider, or when discussing a committee recommendation.
2. The motion that brought about the debate is the inherent motion. If the Senate is debating a Finance Committee recommendation, the motion inherent within that debate is to uphold the Finance Committee Recommendation.
3. If for some reason, a committee has declined to place a recommendation on an item that came before the Senate, a motion must be made prior to entering debate.
4. If the Senate is in debate, that debate may be terminated only by a motion to table (thus postponing finishing the debate until a later date), or by calling the question.
5. Any motion to call the question (and thereby end debate) that passes will precipitate a vote on the motion. Votes should always be framed around approving the motion presently before the Senate. (e.g. “All those in favor of the resolution,” or “All those in favor of approving the committee’s recommendation”)
6. The inherent motion is the motion on the floor at the beginning of debate. If no amendments are passed to that motion during the course of debate, then when the question is called, the final vote will be on the inherent motion. For example, if the Finance Committee wants to fund something in full, and a successful formal

- amendment is made to fund zero, then the final vote will be on the amount determined by the formal amendment which passed, not the committee recommendation.
7. If the inherent motion is unclear, the chair may determine what the inherent motion is by the following order of precedence:
 - a. If the debate is about something decided by the full Senate (e.g. to send Code of Conduct revisions to the office of the President, or a formal amendment was made to a committee recommendation), the Inherent Motion should be framed so that the “ayes” are affirming the decision previously made by the Senate, and that the “nays” are opposed to it.
 - b. If the debate is about a piece of legislation, then the Inherent Motion should be framed so that the “ayes” are affirming the legislation as it currently reads (including all amendments), and that the “nays” are opposed to it.
 - c. If the debate is about a committee recommendation that was not formally amended during debate, then the Inherent Motion should be framed so that the “ayes” are affirming the committee recommendation, and that the “nays” are opposed to it.
 - d. In all situations when committee recommendations are revised by the relevant committee during the complaint process, the new recommendation will be treated as the inherent motion.

Section 8. Methods of Voting

The Student Senate may accept any of the following types of voting at any time. The determination as to the type of vote will be made by the individual who is chairing the meeting, however, if an author of a piece of legislation or maker of a motion requests a specific type of vote, the chair must defer to their preference. Under no situation, at any time, will abstentions count as a negative vote.

1. Voice Vote
 - a. The Voice Vote should be the most common form of vote.
 - b. Voice votes should be taken in the following way. “All those in favor say ‘aye.’” Members affirming should say aye. “All those opposed say ‘nay.’” Members opposing should say nay. “All those abstaining.” Members abstaining should say present. The chair should make the best decision in the chair’s judgment and rule either “the ayes have it” or “the nays have it.” If a vote is close, prior to ruling which side has prevailed, a division of the house may be called for and a show of hands vote may be taken. This may be done at the Speaker’s discretion, or once any member of the Senate has called “division.”
2. Show of Hands Vote
 - a. Show of hands votes should be used if a matter is contentious or requires a 2/3 or 3/4 majority vote, or if a simple majority vote appears that it will be close, or if a division of the house is taken after a voice vote.
 - b. Show of hands votes should be taken so that those in favor of a motion should put up their hands and are then counted, then those opposed to it put up their hands and are counted, and those abstaining put up their hands and are counted. The chair should then rule who has prevailed, and should read the vote tally.
3. Roll Call Vote
 - a. Roll Call votes should be used in resolving the most important issues.

- b. The Secretary should call the roll, and each member should respond “aye,” “nay,” or “present.” As each member responds, the Secretary should call back their vote to ensure that it has been tabulated correctly. At the end, the Speaker should state the tally of votes and make a determination as to which side has prevailed.
- 4. Secret Ballot Vote
 - a. Secret Ballot votes should be taken when conducting elections within the chamber, when resolving an impeachment, or if a particularly contentious issue demands secrecy in the voting process. The chair should balance the need for secrecy against the importance of transparency within government.
 - b. Secret Ballot votes used in situations other than elections will be taken by members being given pieces of paper and then recording “aye,” “nay,” or “present.” The Speaker or Parliamentarian should tally the votes and the chair should rule on the result of the vote.
 - c. In non-election situations, the ballots should be retained until the end of the meeting for any member to verify the result.
- 5. Electronic Vote
 - a. Electronic Votes should be used in resolving the most important issues efficiently and in any case in which it would promote senatorial transparency to have documentation of how each member has voted.
 - b. The Speaker should instruct senators in the technical means to vote electronically. In the case of individual technical difficulties preventing a member from using the electronic system, a Roll Call Vote should be performed only for those members affected. These votes are to be treated equally with electronic votes.
 - c. The result of the vote should be automatically tallied to reduce human error and openly verified by the speaker as a determination as to which side has prevailed. Should any individual wish to verify the result of an electronic vote, the means will be clearly provided.
 - d. Members are to have access to clear and immediate means of ensuring their vote has been tabulated correctly.
 - e. The secretary is to record the results of an electronic vote in the minutes including each member’s name and how they voted, or provide external documentation of this information.
 - f. The electronic system of voting used to conduct an Electronic Roll Call Vote is to be decided by the chamber as a whole by a simple majority, and is to include safeguards to prevent voting fraud.

ARTICLE XII

CONSTITUTIONAL APPEALS

Appeals to the SMU Student Body Constitution must be submitted to the Rules Tribunal for review. After review, the Rules Tribunal will present a decision to the complaining party.

If the complaining party does not agree with the Rules Tribunal's decision, the appeal will be forwarded to the University Conduct Council along with the Rules Tribunal's recommendation without consideration by the Student Senate.

If the complaining party agrees with the decision of Rules Tribunal, then the appeal will be presented to Student Senate. At that time, Senators will have the opportunity to file complaints against the decision of the Rules Tribunal concerning the Constitutional appeal. The Rules Tribunal will review the submitted complaints and the appeal will be voted on by the Senate at the following meeting. If Senate does not vote to pass the appeal, it will be forwarded to the University Conduct Council (UCC). If the complainant disagrees with Senate's final decision, he/she may request review by UCC.

The University Conduct Council appeals process can be found in the Student Handbook and can be clarified by the Dean of Student Life's Office.

ARTICLE XIII AMENDMENTS AND SUSPENSION

These By-laws can be amended at any Senate meeting by a two-thirds vote of the voting members, provided that the amendment has been presented in writing to the Senate at a previous regular meeting. No part of this document shall be suspended for any period of time for any reason.